

AMENDED AGENDA *
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, August 13, 2019 at 7:00 p.m.
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Budget & Finance Meeting of July 9, 2019
3. Approval of **July** 2019 Treasurer's Report and Check Register *
4. Review of Proposal for Public Facilities Needs Assessment and Impact Fee Study – City Water and Trilogy Consulting, LLC
5. Review of bids for 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project
6. Review of bids for 2019 Chateau Dr & Hickory Lane Reconstruction Project
7. Resolution #19-20 Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project
8. Review of US Cellular Antenna Reconfiguration – White Water Tower
9. Citizens to address the Budget & Finance Committee
10. Adjourn

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

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

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, July 9, 2019 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

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

Members Present: Trustees Olson and Kurtz.

Village Board Member Present: Trustee Kruepke.

Staff Present: Brian Kober, Kelly Valentino, John Walther and Jilline Dobratz.

2. Approval of minutes for the Budget & Finance meeting of June 11, 2019

Motion by Tr. Olson, second by Tr. Kurtz to approve the Budget & Finance minutes of June 11, 2019.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the June 2019 Treasurer's Report and Check Register

The June Treasurer's Report and Check Register were reviewed. Tr. Kurtz had a question on the Check Register, Playpower LT Farmington, Safety Surfacing. Pres. Schwab stated it was the playground surface. Kelly Valentino commented the playground is complete except for the sand play area that was approved.

Motion by Pres. Schwab, second by Tr. Olson to approve the June 2019 Treasurer's Report and Check Register as printed.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review of Quotes on Creating a Yard Waste and Drop-Off Site

Motion by Pres. Schwab, second by Tr. Kurtz to recommend Village Board engage Fence Erectors, Inc. in an amount not to exceed \$26,189.00 for the fencing/gate and asphalt at the Yard Waste and Drop-off Site.

Tr. Olson commented on promoting the drop-off site more because of the labor savings. This will be much more cost effective than the curb side pick-up. Brian Kober stated the plan is to bring it to Board of Public Works to build a policy including hours of operation. Tr. Kurtz stated overall it will be nice.

Vote: 3 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second by Tr. Olson to recommend to Village Board to accept the quote from Johnson & Sons Paving Co. in an amount not to exceed \$56,580.00.

Vote: 3 ayes, 0 nays. Motion carried.

Tr. Olson asked when it would be completed. Brian Kober stated after the approval it should be completed this fall.

5. Citizens to address the Budget & Finance Committee

None.

6. Adjourn

Motion by Pres. Schwab, second by Tr. Kurtz to adjourn at 7:06 p.m.
Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk

DRAFT

TREASURERS REPORT

(Depository Accounts)

July 31, 2019

	BALANCE 6/30/2019	BALANCE 7/31/2019
<u>GENERAL:</u>		
GENERAL CHECKING	\$565,189.46	\$566,499.35
PARK FEES	\$181,253.99	\$181,621.07
FIRE/RESCUE RESERVE	\$6,058.95	\$6,071.22
EMS FUNDING ESCROW	\$6,131.23	\$6,143.65
HIPAA ACCOUNT	\$620,043.52	\$645,036.02
CREDIT CARD ACCOUNT	\$33,271.33	\$46,580.51
POLICE & FIRE IMPACT FEES	\$218,429.31	\$205,838.47
ANTIQUA FIRE TRUCK	\$4,983.85	\$4,983.85
MONEY MARKET	\$6,321,486.61	\$4,323,741.53
TOTAL GENERAL	\$7,956,848.25	\$5,986,515.67
<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$881.64	\$883.43
WATER UTILITY DEPRECIATION FUND	\$22,537.87	\$22,583.51
WATER UTILITY RESERVE	\$117,185.63	\$117,422.96
WATER IMPACT FEES	\$55,859.64	\$55,972.77
TOTAL WATER UTILITY	\$196,464.78	\$196,862.67
<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,667.50	\$5,678.98
SEWER UTILITY RESERVE	\$73,186.30	\$73,334.52
DNR REPLACEMENT FUND	\$881,040.66	\$882,824.97
SEWER SPECIAL REDEMPTION FUND	\$2,464.10	\$2,469.09
SO. INTERCEPTOR IMPACT FEE	\$39,514.82	\$39,594.85
SEWER SERVICE FEES	\$1,642,360.85	\$1,645,687.00
TOTAL SEWER UTILITY	\$2,644,234.23	\$2,649,589.41
GRAND TOTAL:	\$10,797,547.26	\$8,832,967.75

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 7/01/2019 From Account:
 Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98509	7/11/2019	A-1 POOLS VERT PULL, FILTER SAND / PARKS	148.61
98510	7/11/2019	AFLAC MAY 21 - JUL 17, 2019	1,531.60
98511	7/11/2019	AIR ONE EQUIPMENT INC MISC SUPPLIES / JFD	1,472.72
98512	7/11/2019	AIRGAS USA, LLC JUNE 2019 OXYGEN, CYL RENTAL / JFD	148.30
98513	7/11/2019	AMAZON CAPITAL SERVICES AAA BATTERIES / JFD	23.40
98514	7/11/2019	ARROW INTERNATIONAL, INC NEEDLES / JFD	562.50
98515	7/11/2019	AT&T JFD, V HALL ACCTS	180.11
98516	7/11/2019	B&L GRAPHIC SOLUTIONS EVENT SIGNS, STICKERS / REC, JFD	121.71
98517	7/11/2019	BEER CAPITOL DISTRIBUTING, LLC CONCESSIONS / REC	173.50
98518	7/11/2019	BOOSTER PUBLISHING, LLC ACCT #4165 / JUNE EVENT ADS / REC	700.00
98519	7/11/2019	CEDAR CORPORATION MISC PROJECTS / JUNE 2019	21,710.83
98520	7/11/2019	CENTURY LINK STREETS, WATER ACCTS	47.30
98521	7/11/2019	CHARTER COMMUNICATIONS ACCT #8245110560080488 / JFD	96.88
98522	7/11/2019	CINTAS CORPORATION CLEANING SUPPLIES / REC	28.99
98523	7/11/2019	CLOTHES CLINIC, INC. MATS / V HALL	87.48
98524	7/11/2019	COMPLETE OFFICE OF WISCONSIN TONER, ERASER BOARD / JPD	59.78
98525	7/11/2019	CONLEY MEDIA, LLC ACCT #153922 / JUNE NOTICES	133.53
98526	7/11/2019	COUNTY WIDE EXTINGUISHER, INC. SRV CALL, INSPECTIONS / PARKS, WWTP, WATER	964.33
98527	7/11/2019	DEMPSEY LAW FIRM, LLP ACCT #20967M / GENERAL, TID #7	1,826.50

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Accounting Checks

Posted From: 7/01/2019 From Account:
 Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98528	7/11/2019	EMERGENCY MEDICAL PRODUCTS, INC. MISC MED SUPPLIES / JFD	603.13
98529	7/11/2019	ENERGENECS, INC. PUMP GRINDER / WWTP	2,622.70
98530	7/11/2019	EQUAL RIGHTS DIVISION JUNE 2019 WORK PERMITS	22.50
98531	7/11/2019	FISHER, RENEE CONCESSION, PROGRAM SUPPLIES / REC	125.04
98532	7/11/2019	FROEDTERT HEALTH/WORKFORCE HEALTH MED TESTS / JFD	165.00
98533	7/11/2019	GREAT-WEST DEFERRED COMP / 7-8-19 PAYROLL	2,085.00
98534	7/11/2019	HALLMAN LINDSAY QUALITY PAINTS BLUE PAINT / WATER	19.99
98535	7/11/2019	HAWKINS INC. CHLORINE / WATER	1,201.50
98536	7/11/2019	HORSCH & MILLER INC. NEW FRYER INSTALL / PARKS	162.63
98537	7/11/2019	IMPACT ACQUISITIONS LLC JULY - OCT LEASE / WATER	397.00
98538	7/11/2019	JACKSON PROFESSIONAL POLICE ASSOCIATION UNION DUES / JULY 2019	432.00
98539	7/11/2019	JOHN DEERE FINANCIAL ACCT #70442-96481 / JUNE 2019 / STREETS	37.95
98540	7/11/2019	KRUEGER, RUSSELL L. REIMBURSE WORK BOOTS / STREETS	135.00
98541	7/11/2019	LAKELAND LAWN CARE FERTILIZER APPLICATION / PARKS	875.00
98542	7/11/2019	LAKESIDE INTERNATIONAL LLC SEALS, HUB CAPS / #1290 / JFD	104.42
98543	7/11/2019	LEMKE, DIANE UTILITY SERVICES FOR JULY 1-15, 2019	751.84
98544	7/11/2019	LEWINSKI, LEIF & MICHELLE REFUND OVERPYMT / ACCT #998-7181-99	70.06
98545	7/11/2019	LUETZOW INDUSTRIES LINER BAGS / PARKS	685.10
98546	7/11/2019	MENARDS - WEST BEND SUPPLIES / PARKS, WATER, WWTP	167.77

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Check Nbr	Check Date	Payee	Amount
98547	7/11/2019	MORAINES PARK TECHNICAL COLLEGE CERT/SAFETY CARD FEE / JFD	204.00
98548	7/11/2019	NEU'S BUILDING CENTER, INC. BATTERY,CHARGER / STREETS	299.00
98549	7/11/2019	NORTH SHORE BANK, FSB DEFERRED COMP / 7-8-19 PAYROLL	245.00
98550	7/11/2019	NORTH STAR EMERGENCY VEHICLE SERVICE INC PUMP TEST,SERVICE / JFD	2,193.50
98551	7/11/2019	PERSONALIZED AWARDS LEAGUE AWARDS / REC	206.70
98552	7/11/2019	PIEPER ELECTRIC, INC. WELL # 6 SERVICE / WATER	979.14
98553	7/11/2019	PITNEY BOWES GLOBAL FINANCIAL SRV LLC MAY-JULY 2019 / ADMIN	142.47
98554	7/11/2019	PROS 4 TECHNOLOGY, INC. JUNE & JULY 2019 SERVICES	5,921.47
98555	7/11/2019	PURCHASE POWER ACCT#8000909005535690 / POSTAGE / REC	108.99
98556	7/11/2019	RELIANT FIRE APPARATUS, INC. COOLANT,TOOL BOX,CHAINS / JFD	451.69
98557	7/11/2019	RESERVE ACCOUNT ACCT #27882406 / POSTAGE	800.00
98558	7/11/2019	RICOH USA, INC. JULY 2019 LEASE / JPD	75.36
98559	7/11/2019	ROBERTSON, JEROME TUITION REIMBURSEMENT / JFD	854.50
98560	7/11/2019	ROHDE, JODI REIMBURSE MILEAGE / CONFERENCE / JPD	104.40
98561	7/11/2019	SECURIAN FINANCIAL GROUP, INC. POLICY #2832L-G / AUG 2019 / #009180	1,415.61
98562	7/11/2019	SHERWIN INDUSTRIES, INC. ASPHALT COLD PATCH / STREETS	112.20
98563	7/11/2019	SIGNWORKS NUMBERS 1-50 / JFD	66.78
98564	7/11/2019	ST. JOSEPHS COMMUNITY HOSPITAL DIAGNOSTIC SERVICES / JPD	66.00
98565	7/11/2019	STREICHER'S INC. EMBROIDERY / JPD	11.98

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 Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98566	7/11/2019	STRYKER SALES CORPORATION SHOULDER, LEG RESTRAINT, BUCKLE STRAP /JFD	251.82
98567	7/11/2019	SUPERIOR CHEMICAL CORPORATION CLEANERS / JFD	246.22
98568	7/11/2019	TENNIES ACE HARDWARE INC. JFD, JPD ACCTS / JUNE 2019	161.22
98569	7/11/2019	U.S. CELLULAR ACCT #300168393 / JFD	142.71
98570	7/11/2019	USA BLUE BOOK VALVES / WATER	192.24
98571	7/11/2019	VILLAGE MART ACCT #JRESCU, JFD / JUNE 2019 / JFD	1,199.03
98572	7/11/2019	VOSSEKUIL, RYAN REIMBURSE WHEEL ALIGNMENT / JPD	62.90
98573	7/11/2019	WASHINGTON COUNTY REGISTER OF DEEDS RECORDING FEE / SYLVESTER CIRCLE	30.00
98574	7/11/2019	WAUKESHA COUNTY TECHNICAL COLLEGE MAY TRAINING CLASSES / JPD, JFD	1,319.71
98575	7/11/2019	WEST BEND FIRE DEPT MAIN ST / 6-9-19	300.00
98576	7/11/2019	WEST BEND SCHOOL DISTRICT JUNE 2019 PARKING FEES	3,433.69
98577	7/11/2019	WI SCTF GARNISHMENTS / 7-8-19 PAYROLL	459.68
98578	7/11/2019	WIECHMANN ENTERPRISES REFUND ACCT OVERPAYMENTS	273.15
98579	7/11/2019	WTKM ACCT #1099 / JUNE EVENT ADS / REC	1,175.00
98580	7/11/2019	XEROX CORPORATION ACCT #718212004 / JUNE 2019 / ADMIN	209.55
98581	7/11/2019	RESERVE ACCOUNT ACCT #27882406 / POSTAGE	1,500.00
98582	7/25/2019	5 ALARM FIRE SHIPPING CHARGES / JFD	21.53
98583	7/25/2019	A2CL SERVICES LLC VENOUS DRAWS / JUNE 2019 / JPD	53.60
98584	7/25/2019	ADVANCE AUTO PARTS CUST #1872825042 / JFD	36.68

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 Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98585	7/25/2019	ADVANCED DISPOSAL ACCT #E1011086 / JULY 2019	36,268.45
98586	7/25/2019	AIR ONE EQUIPMENT INC FLAMEFIGHTER CLIPS / JFD	254.00
98587	7/25/2019	AIRGAS USA, LLC CYL LEASE RENEWAL / WWTP	104.14
98588	7/25/2019	AMAZON CAPITAL SERVICES ACCT #A1MZB04F2ENDN7 / REC	225.59
98589	7/25/2019	APPLETON SIGN COMPANY BAL DUE / SIGN,CABINET SRV	14,001.70
98590	7/25/2019	ASCEND TALENT STRATEGIES, INC LAW ENFORCEMENT ASSESSMENT / JPD	475.00
98591	7/25/2019	AT&T PARKS, WWTP, JPD, WATER, STRTS, REC ACCTS	607.09
98592	7/25/2019	B&L GRAPHIC SOLUTIONS BUSINESS CARDS, EVENT POSTERS / JPD	168.17
98593	7/25/2019	BARTON-COLLINS, LTD DEPOSIT BOOKS / ADMIN	44.00
98594	7/25/2019	BEER CAPITOL DISTRIBUTING, LLC CONCESSIONS / REC	315.00
98595	7/25/2019	BMO HARRIS BANK N.A. ACCT #1656 / VILLAGE / JUNE 2019	2,868.00
98596	7/25/2019	BOARDMAN & CLARK LLP CLIENT #28011 / JUNE 2019	1,433.50
98597	7/25/2019	CENTURY LINK ACCT #85419756 / ADMIN	48.56
98598	7/25/2019	CHARTER COMMUNICATIONS JPD, ADMIN ACCTS	87.51
98599	7/25/2019	CINTAS CORP FIRST AID SUPPLIES / DPW	108.29
98600	7/25/2019	COACHING SYSTEMS, LLC CEVO 3 FIRE KIT, BOOK / JFD	403.40
98601	7/25/2019	COMPLETE OFFICE OF WISCONSIN CONNECTOR, PAPER, WALL FILE / JPD	79.33
98602	7/25/2019	CONLEY MEDIA, LLC ACCT #201353 / EVENT ADS / REC	2,866.00
98603	7/25/2019	CORE & MAIN LP BALL CURB, INSERT, BALL CORP STOP / WATER	1,237.02

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Check Nbr	Check Date	Payee	Amount
98604	7/25/2019	DATALINE SERVICES, INC. PHONE LINE & EXTENSION SERVICE / WATER	128.25
98605	7/25/2019	DIGGERS HOTLINE INC. JUNE 19 TICKETS / WATER, WWTP	266.66
98606	7/25/2019	EHLERS 2019 CONTINUING DISCLOSURE REPORTING	2,800.00
98607	7/25/2019	EMERGENCY MEDICAL PRODUCTS, INC. MED SUPPLIES / JFD	200.28
98608	7/25/2019	EUROFINS S-F ANALYTICAL LABS, INC EFFLUENT / WWTP	60.25
98609	7/25/2019	EVOQUA WATER TECHNOLOGIES LLC METER BILLING, SDI SYSTEM / WWTP	366.25
98610	7/25/2019	FASTENAL COMPANY CREDIT, SUPPLIES / WWTP, WATER	103.79
98611	7/25/2019	FERGUSON WATERWORKS #1476 HEX NUTS, CURB BOXES / WATER	383.65
98612	7/25/2019	FISHER, RENEE REIMBURSE PHONE / JUN 11-JUL 10 / REC	35.00
98613	7/25/2019	FOX BROTHER'S PIGGLY WIGGLY ACCT #1710 / JUNE 2019 / REC, JFD	25.60
98614	7/25/2019	GERKE, JENNIFER F. REIMBURSE SUPPLIES / JPD	17.12
98615	7/25/2019	GERMANTOWN PARK & RECREATION DEPT 2019 GREAT AMERICA TRIP / REC	25.50
98616	7/25/2019	GREAT-WEST DEFERRED COMP / 7-22-19 PAYROLL	2,135.00
98617	7/25/2019	GREATAMERICA FINANCIAL SVCS JULY 2019 COPIER LEASE / REC	123.00
98618	7/25/2019	GREMMER & ASSOCIATES, INC. MISC PROJECTS / JUN 2019	6,763.22
98619	7/25/2019	GS SYSTEMS, INC EXTEND ALLMAX SUPPORT AGREE / 2-28-2020	405.00
98620	7/25/2019	GUILD CREATIVE, INC BAL DUE / WEBSITE DESIGN & PROGRAM / JPD	1,385.00
98621	7/25/2019	HOLLMAN, KIMBERLY PROGRAM REFUND / REC	55.00
98622	7/25/2019	IMPACT ACQUISITIONS LLC SHIPPING / TONER / BI	19.50

GENERAL VILLAGE CHECKING

Accounting Checks

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Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98623	7/25/2019	JACKSON AUTO SERVICE SUPPLIES,OIL / JFD	31.00
98624	7/25/2019	JACKSON WATER UTILITY 2ND QTR 2019 / VILLAGE ACCTS	3,443.71
98625	7/25/2019	JOHNSON'S NURSERY INC. SOFTSCAPE LABOR / RIDGEWAY DR	260.00
98626	7/25/2019	KIECKBUSCH, TANYA RENTAL REFUND / REC	125.00
98627	7/25/2019	KRUEPKE PRINTING 2ND QTR CALENDARS, QUARTERLY, FOLDING	586.50
98628	7/25/2019	MARTELLE WATER TREATMENT, INC. INJECT VALVE, CONN KIT, AQUA MAG / WATER	1,505.68
98629	7/25/2019	MENARDS - WEST BEND PVC, ADAPTOR, CHLORINE / WATER, PARKS	48.06
98630	7/25/2019	NORTH SHORE BANK, FSB DEFERRED COMP / 7-22-19 PAYROLL	245.00
98631	7/25/2019	NORTHERN LAKE SERVICE, INC. DW TB SAMPLES 7-9-19 / WATER	280.00
98632	7/25/2019	OFFICE COPYING EQUIPMENT LTD ACCT #6779665 / JUNE COPIES / REC	292.20
98633	7/25/2019	OFFICE DEPOT ACCT #42573612 / WATER, REC, JFD, WWTP	390.85
98634	7/25/2019	PEPSI-COLA VENDING MACHINE SUPPLIES / REC	172.38
98635	7/25/2019	PETTY CASH REPLENISH PETTY CASH / JFD, ADMIN	90.22
98636	7/25/2019	PETTY CASH SENIOR CARD CLUB / REC	180.00
98637	7/25/2019	POLICE AND SHERIFFS PRESS, THE SECURE ID CARDS / JPD	17.55
98638	7/25/2019	PORT-A-JOHN JULY 2018 RENTAL / MEADOWVIEW PARK	87.00
98639	7/25/2019	PROS 4 TECHNOLOGY, INC. HARD DRIVE, MAINT / JULY 2019	959.00
98640	7/25/2019	PUBLIC GRANTS & TRAINING INITIATIVES TRAINING / SEPT 25, 2019 / JPD	155.38
98641	7/25/2019	PURCHASE POWER ACCT#8000909005830611 / POSTAGE / WATER	20.99

GENERAL VILLAGE CHECKING

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Thru: 7/31/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
98642	7/25/2019	RICK'S PLUMBING, INC. OUTSIDE HOSE BIN REPAIR / REC	339.99
98643	7/25/2019	RICOH USA, INC. AUG 2019 LEASE / JPD	75.36
98644	7/25/2019	RUETTEN, CHARLES R. REIMBURSE MEETING SUPPLIES / JFD	55.67
98645	7/25/2019	SALAMONE SUPPLIES CLEANERS / REC	71.15
98646	7/25/2019	SAM'S CLUB/GEMB ACCT #7715 0901 1564 4957 / REC	290.14
98647	7/25/2019	SCHAUER ARTS CENTER JUNE 2019 CLASSES / REC	20.00
98648	7/25/2019	SCHLOEMER LAW FIRM CLIENT #11387-000 / JUNE 2019 MUNI COURT	264.00
98649	7/25/2019	SET ENVIRONMENTAL, INC COFFEE CONNECTION TRAIL / JUNE 2019	1,050.00
98650	7/25/2019	ST. LAWRENCE EQUIPMENT, INC. ZERO TURN LAWN TRACTOR / PARKS	12,390.00
98651	7/25/2019	STAR PROMOTIONS SPORTS PAKS / JPD	958.67
98652	7/25/2019	STREICHER'S INC. MISC UNIFORMS,EQUIPMENT / JPD	2,436.16
98653	7/25/2019	TENNIES ACE HARDWARE INC. ACCT #51327 / JUNE 2019 / VILLAGE	11,666.48
98654	7/25/2019	U.S. CELLULAR DPW,JPD ACCTS	799.21
98655	7/25/2019	USA BLUE BOOK SCREEN,BAG / PARKS,WWTP	759.54
98656	7/25/2019	VILLAGE MART VILLAGE,JPD ACCTS / JUNE 2019	3,340.26
98657	7/25/2019	VOSSEKUIL, RYAN REIMBURSE FOOD,TAXI,HOSTING / JPD	362.51
98658	7/25/2019	WE ENERGIES GROUP BILL #0400-824-339 / VILLAGE	28,943.92
98659	7/25/2019	WI PARKS & RECREATION ASSOCIATION 2019 SIX FLAGS WPRA TICKETS / REC	790.00
98660	7/25/2019	WI SCTF GARNISHMENTS / 7-22-19 PAYROLL	459.68

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Accounting Checks

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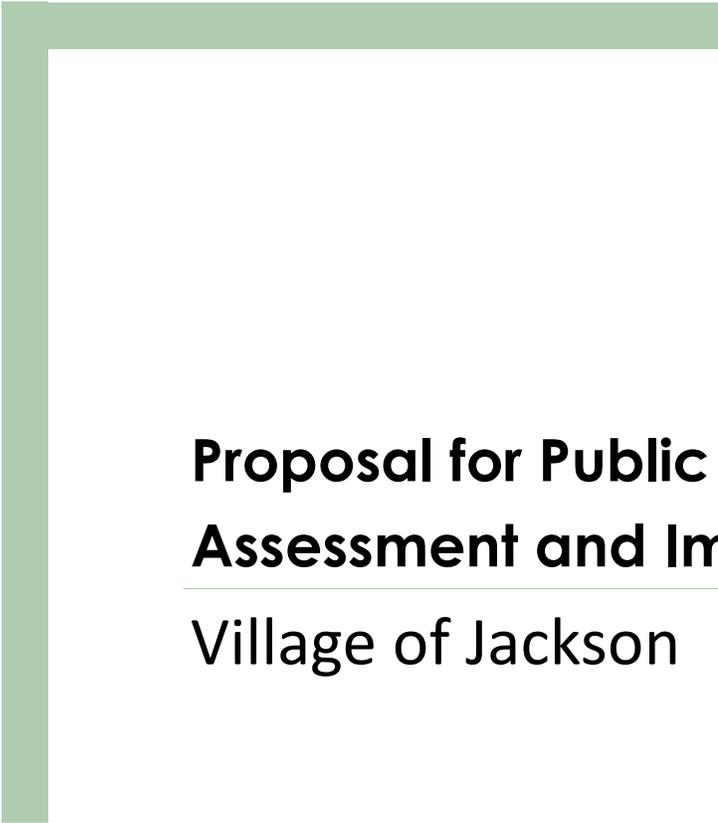
Check Nbr	Check Date	Payee	Amount
98661	7/25/2019	WINKELS, ART RENTAL REFUND / REC	125.00
98662	7/25/2019	WINTER, PAULA REIMBURSE LODGING,FOOD / ADMIN	484.51
98663	7/25/2019	WISCONSIN DNR 2019 ENV FEES / WWTP	8,467.04
98664	7/29/2019	CUSTOM CDL TESTING CDL TESTING / BAUER / STREETS	150.00
Grand Total			226,091.85

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 7/01/2019 From Account:
Thru: 7/31/2019 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	102,068.35
Total Expenditure from Fund # 150 - HOTEL / MOTEL	19,772.89
Total Expenditure from Fund # 200 - WATER UTILITY	20,019.99
Total Expenditure from Fund # 300 - SEWER UTILITY	28,301.03
Total Expenditure from Fund # 500 - RECREATION-VILL/TOWN	9,490.34
Total Expenditure from Fund # 600 - CAPITAL PROJECT FUND	25,605.08
Total Expenditure from Fund # 660 - TID #6	2,807.35
Total Expenditure from Fund # 670 - TID #7	4,422.10
Total Expenditure from Fund # 900 - FIRE & RESCUE	13,604.72
Total Expenditure from all Funds	226,091.85



**Proposal for Public Facilities Needs
Assessment and Impact Fee Study**

Village of Jackson



Submitted by TrilogY Consulting, LLC

June 20, 2019



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Firm Overview



TrilogY Consulting, LLC offers local governments and utilities an objective, independent perspective on planning, administrative and financial issues. Our core services include impact fees; sewer, storm water and water user charge rate studies and financial plans; utility customer demand studies; funding for capital improvement plans; economic feasibility studies; ordinance preparation; intergovernmental cooperation studies and agreements; and specialized economic and policy analysis.

Contact Info

169 E. Wisconsin Ave., Suite R
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Email: egranum@trilogY-llc.com

TrilogY was formed in November 2011 and is jointly owned by our principals, Erik Granum and Christine DeMaster (formerly Cramer). Erik and Christine have 33 years of experience working with dozens of municipalities on a wide variety of issues related to managing, operating, regulating and funding local government infrastructure and services. We do not have any additional staff at this time, so all of our consulting services are provided by our principals. As owners of the company, we are passionate about providing excellent customer service and the highest quality work.

Prior to forming TrilogY Consulting, Christine was a consultant with Ruckert/Mielke from 1997 to 2011; Erik was a consultant with Ruckert/Mielke from 2007 through 2011. During that time and since forming TrilogY, we also prepared periodic statewide surveys of the use of impact fees by Wisconsin municipalities, gave seminars on the use of impact fees, and successfully implemented dozens of impact fees and impact fee updates for municipalities throughout the state. We are highly qualified and experienced to assist Wisconsin municipalities with any impact fee analysis or question.

TrilogY Consulting, as well as each of our principals, is a registered municipal advisor with the Securities Exchange Commission and Municipal Securities Rulemaking Board. As registered municipal advisors, we provide independent advice to our client communities regarding potential funding and financial plans.

Technical Approach



In 1999, the Village of Jackson had its first comprehensive public facilities needs assessment and impact fee study prepared. The Village was anticipating the need for substantial improvements to its water, sewer, and parks facilities to accommodate increasing demands for services from new development. In 2011, the Village prepared a new Water System Needs Assessment and Impact Fee Study. The study included an additional needs assessment and impact fee study for a new police/fire facility, as well as changing the sewer fee from an impact fee to a service (or connection) fee. New fees were adopted on the basis of this study, including an indexing of fees to the Consumer Price Index for the police/fire facility fee.

Given the length of time since the impact fee studies were prepared, the growth that has occurred in the Village, and the preparation of new facility plans, it is important to re-evaluate these fees to ensure that they reflect anticipated facilities needs and costs and development patterns in the Village. For this public facilities needs assessment and impact fee study update, our technical approach will include the following:

- Consistent application of explicit service level standards to current and future development to determine current deficiencies—Wisconsin Statutes 66.0617 requires the identification of explicit service level standards. In order to ensure that costs needed to bring existing facilities up to the desired standards are not included in the impact fees, it is important to apply the same standards to existing development and determine the amount of public facilities capacity that would be needed to provide the same service level to existing development.
- Identification of the maximum amount eligible for recover through impact fees—our study will identify the maximum that could be charged under existing impact fee statutes. The Village may choose to collect a lower amount for any or all of the fees as a matter of policy.
- Utilization of any recently completed studies for police/fire and parks facilities and the ongoing water supply planning for service level standards and future facilities and costs—these plans provide substantial detail regarding the needed facilities and costs that can be incorporated into the impact fee study.
- Recommendations for application of prior years' impact fee revenues and interest earnings—the properties that have paid impact fees over the past years are now 'existing' development. There are several options for applying fees paid in by previous developments, which we will discuss with Village staff to determine the approach that is a best fit for the Village.
- Identification of the percentage of project costs for each recommended project that is eligible to be paid for with impact fees—we will identify the percentage of each project that will be eligible for recovery through impact fees based on the desired fee level and method for applying previously paid fees. This is important as a guide for the Village in applying impact fee revenues to cash finance projects or pay debt service.

Scope of Services



Task 1: Inventory and Identification of Existing Deficiencies

1. Kickoff meeting
 - a. At commencement of the project, we will conduct a kickoff meeting with Village staff to discuss study objectives, project schedule, points of contact, information necessary and available to complete the study, desired changes to the impact fees, if any, and other pertinent information.
 - b. As part of this kickoff meeting, an important point of discussion will be the planning horizon for the updated impact fees. The previous impact study did not identify a specific timeline for project construction or development. The ordinance states that fees will be collected until the time at which projects are paid. Our approach will be to reconcile fees collected since 1999 to ensure fees have been applied appropriately and determine how much more will be needed. As a starting point, an estimated planning horizon for the update of the fees would be approximately 2040, but this could be refined.
2. Information gathering and review
 - a. Prior to the kickoff meeting, we will provide Village staff with a preliminary list of requested information, and may change the information requested based on discussions at the kickoff meeting regarding data availability.
 - b. Following initial review of the information, we will confer with Village staff to clarify any information as needed, and to discuss the following:
 - i. Any known factors that may affect the future pace of development for the Village;
 - ii. Any updated plans for parks facilities;
 - iii. The current status of fire and police staffing and facilities and plans for construction of a new combined facility, and the potential need for implementing separate fees for police vs. fire facilities;
 - iv. Future water system improvements and the potential for including a portion of the project costs in the water impact fee.
 - v. Any plans for expanding the WWTP or other projects that could be included in the sewer service fee.
3. Population and Development Forecasts
 - a. The following types of population and development forecasts will be required to update the three impact fees:
 - i. Population
 - ii. Households
 - iii. Increase in property value from residential development
 - iv. Acres and square footage of nonresidential development
 - v. Increase in property value from nonresidential development
 - vi. New Residential Equivalent Units (REUs) from new water and sewer customers
 - b. A trend analyses of historic growth in population and households, nonresidential development, residential and nonresidential property values, number of new water utility customers

Scope of Services

- by meter size and water usage per customer by customer class, and residential and nonresidential impact fee revenues from adoption of each fee through 2018 will be prepared, based on available data.
- c. Development forecasts will be prepared for the selected planning horizon, including all of the elements identified above.
- i. The ongoing water system master planning will be utilized for water and sewer demand, based on specific areas of planned development throughout the Village. This plan and the Village Comprehensive Plan will be used as a primary source of information for the development projections. However, these projections may be adjusted as necessary based on the actual pace of development experienced in the past in order to develop more conservative projections for purposes of developing impact fees.
 - ii. Projections of residential and nonresidential property value and REUs will be developed using the base projections of population, housing, nonresidential development and water demand, and factors developed from the trend analysis.
4. Parks
- i. Prepare an updated inventory of park land and facilities.
 - ii. Calculate an updated service level standard based on current park facilities and plans laid out in the Village Parks and Open Space Plan.
 - iii. Identify park facilities that are currently deficient in capacity, as measured by the level of service provided, or in physical condition as identified by Village staff.
5. Police / Fire
- i. Prepare an inventory of information regarding current actual, current recommended, and projected staffing levels and number of vehicles, and a description of existing deficiencies in facility space, based on discussions with Village staff.
 - ii. Prepare an inventory of planned facility space.
 - iii. Calculate an updated service level standard for square feet per employee based on the design standard.
 - iv. Apply the service level standard to the current recommended staffing level to calculate the total square feet of deficiency in current facilities (space needed to provide the desired service level vs. actual facility space currently provided).
6. Water Facilities
- i. Since the water system master planning will include a detailed inventory of existing water supply facilities and analysis of existing deficiencies, this impact fee study update will summarize this information with reference to the water study for more detailed information.
7. Sewer Facilities
- i. Update information regarding capacity of the current WWTP, the definition of an REU and any additional plans for future service, in conjunction with the update of the water facilities information.

Scope of Services

Task 2: Needs Assessment and Identification of Costs Attributable to Future Development

1. Parks
 - i. Update the capital costs for the proposed future park facilities with cost estimates supplied by the Village or from comparable park projects that have been completed.
 - ii. Determine the percentage of facilities attributable to serving existing development versus the percentage of facilities attributable to serving future development. This analysis may be conducted separately for each park type.
 - a. For those park facilities for which there is no existing deficiency, the entire capacity of the new or expanded park may be considered attributable to serving future development.
 - b. For those park facilities where there is an existing deficiency, the proportionate share of the expanded facilities attributable to serving new development will be determined based on future increase in residential development.
 - iii. Determine the proportionate share of costs attributable to the need to serve new development.
 - a. Apply the percentages of facilities attributable to serving future development to the estimated costs for new facilities.
 - b. Depending on the park type, the share of the cost attributable to new development may also be reduced by the estimated cost to replace existing facilities.
2. Police / Fire
 - i. Under Task 1 above, the total square feet of existing deficiency in police/fire facilities will be determined. The share of the recommended new facilities space attributable to the need to serve future development will be calculated by subtracting the amount of space that will be replacing existing facilities and the amount of space required to remedy existing deficiencies in facility space. The proportionate share needed to serve future development will be net space available to serve future development as a percentage of the total recommended facilities.
 - ii. Cost estimates for the recommended new facilities will be compiled from any existing plans and discussions with Village staff regarding any known additional or updated costs.
 - iii. The proportionate share of the cost attributable to the need to serve new development will be determined by applying the percentage share of facility space to the estimated cost of the new facilities.
3. Water Utility and Sewer Utility
 - i. The ongoing water system master planning will guide the appropriate facilities to include in the calculation of the impact fee, and if there are any existing deficiencies that will need to be considered.
 - ii. We will discuss these projects with Village staff to determine how much of the cost of these projects, if any, will not be borne by developer contributions or special assessments, and could therefore be included in the updated water impact fee.
 - iii. Costs for the recommended facilities will be taken from the master plan.
 - iv. The proportionate share of the cost of recommended facilities that is attributable to the

Scope of Services

need to serve future development will include the percentage of the recommended new facilities, if any, identified as attributable to serving future development, multiplied by the estimated cost for those facilities. The water impact fee may include a share of the cost of water main extensions to serve new development that will not be covered by developer contributions or special assessments if desired by the Village.

Task 3: Develop Recommended Impact Fees

1. The total amount of the cost for each of the facilities that is recommended to be recovered through impact fees from future development will be determined based on three factors: 1) the proportionate share of the cost identified as attributable to the need to serve future development as identified under Task 2; 2) the amount of that maximum eligible cost that the Village desires to recover through impact fees; and 3) the amount of impact fee revenues and interest earnings accrued by the Village since the fees were first imposed.
 - i. For all four of the facilities to be addressed in this update, the Village has been collecting impact fees for 10 or more years. Therefore, an important consideration for this update is how to treat the fee revenues and accrued interest earnings.
 - ii. In light of the above factors, we will identify, explore, and discuss with Village staff various alternatives for determining the amount of the eligible costs to recover, as well as the treatment of past impact fee revenues.
2. The total amount to be recovered from impact fees imposed on future development will be allocated to new development in the following manner for each facility type:
 - i. Parks—Consistent with the 2011 study, costs will be allocated between future single family residential and multi-family residential development based on the estimated growth from and household size of each type of development.
 - ii. Police / Fire—Consistent with the 2011 study, costs will be allocated between future single family residential, multi-family residential, and non-residential development. The basis of the allocation may be altered based on discussions with Village staff, but will likely include percentages derived from the percentage of equalized value from each category of development.
 - iii. Water Utility and Sewer Utility—Currently, the water impact fee was calculated based on Residential Equivalent Units (REUs), which is a measure of water use equivalent to the average daily use of a typical single family household, defined as 3 persons per household or 300 gallons per day per REU. For this impact fee update, the definition of a REU will be updated to more accurately reflect current water and sewer use.
3. A recommended schedule of fees for residential, commercial and industrial development will be prepared as follows:
 - i. Parks
 - a. Residential fees—fees per dwelling unit for single family and multi-family residential units will be calculated based on costs allocated to each category of development divided by anticipated units of development.
 - ii. Police / Fire

Scope of Services



- a. Residential fees—fees per dwelling unit for single family and multi-family residential units will be calculated based on costs allocated to each category of development divided by anticipated units of development.
- b. Nonresidential fees—fees per square foot of building space will be calculated based on costs allocated to non-residential development (by category if desired), divided by the forecast square footage of future development by category.
- iii. Water Utility and Sewer Utility
 - a. Discuss the current fee structure and the underlying assumptions with Village staff, and agree upon a methodology for calculating the recommended fees. This will involve performing an updated analysis of water usage per REU.
 - b. Review the assumptions for water usage used to set the current fee structure.
- 4. The impacts on housing affordability in the Village of Jackson of imposing the recommended fees will be evaluated as follows:
 - i. The recommended fees will be combined to determine the total cumulative fees per single family home.
 - ii. The impacts on housing affordability will be evaluated based on the following types of criteria:
 - a. Median household income in the Village of Jackson and the percentage of households that fall within various income categories.
 - b. The maximum affordable monthly housing costs based on various percentages (100%, 80%, 60%, 40%) of median household income.
 - c. Percentage increase in household income that would be required to afford housing with the total proposed impact fees, assuming the fees are passed along to home buyers.
 - d. Percentage of existing housing in the Village that falls into various cost categories.

Task 4: Report Preparation

1. Prepare a draft report summarizing the fee calculations and supporting documentation needed to meet the requirements of Wisconsin Statutes.
2. Submit an electronic draft copy of the report for Village staff review and comment.
2. Attend one meeting with Village staff to review the draft report
3. Make any agreed upon edits to the report as necessary.
4. Prepare a final written report and submit an electronic PDF version to the Village.

Task 5: Implementation Assistance

1. Prepare presentation materials for a meeting with the Board of Public Works.
2. Attend one meeting of the Board of Public Works to answer questions related to the proposed fees. Additional meetings will be considered additional work.
3. Review the Village prepared draft amendment to Chapter 2 of the Municipal Code to implement the recommended fees.
4. Attend the required public hearing of the Village Board to answer questions.

Scope of Services



Meetings and Presentations

1. Two in-person meetings with Village staff: one kickoff meeting and one additional in person meetings.
2. Teleconferences as necessary throughout the study.
3. One meeting with the Village Board to answer questions related to the study and the recommended fees. Additional meetings will be considered additional work.
4. Attendance at the Public Hearing to answer questions related to the recommended fees (it is anticipated that this would be concurrent with the above Village Board meeting).
5. Electronic copy of a draft report for review and comment from City staff.
6. A final written report and all supporting documentation and analysis, in electronic form.

Experience



City of Oconomowoc—2019

In 2018 and 2019, Trilogy prepared a public facilities needs assessment and impact fee study for **Water, Streets, and Law Enforcement** facilities to update projects and estimated costs in the existing ordinance. The City adopted the needs assessment and ordinance that updated these fees in April, 2019. The needs assessment and impact fee study update eliminated the impact fee for water facilities and revised the costs and projects included in the fees for streets and a new law enforcement building. Trilogy's services for this project were to prepare an amendment to the public facilities needs assessments in compliance with Wisconsin Statutes 66.0617 and presentations to the Finance Committee and City Council.

Reference:

Sarah Kitsembel, Administrator
174 East Wisconsin Avenue
Oconomowoc, WI 53066
(262) 569-2183
skitsembel@oconomowoc-wi.gov

Village of Menomonee Falls—2017

In 2017, Trilogy prepared an amendment to the public facilities needs assessment and impact fee study for **Sanitary Sewer, Parks, and Fire** facilities to include additional projects and estimated costs in the needs assessment. The Village adopted the amendment to the needs assessment in October, 2017. The amended needs assessment and impact fee study will allow the Village to apply impact fee revenues to additional projects that were not anticipated when the impact fee study was previously updated in 2014. Trilogy's services for this project were to prepare an amendment to the public facilities needs assessments in compliance with Wisconsin Statutes 66.0617.

Reference:

Tom Hoffman, Director of Engineering
W156 N8480 Pilgrim Rd
Menomonee Falls, WI 53051
(262) 532-4400
THoffman@menomonee-falls.org

Village of Sussex—2015

Library Impact Fee—In 2015, the Village retained Trilogy Consulting to prepare a public facilities needs assessment and impact fee study for a significant expansion and remodeling of its Library. Because the

Experience



project included both remodeling and expansion of the existing library as part of construction of a larger combined Village Hall and Library facility, the study required a detailed analysis to determine the proportionate share of costs attributable to future development. Trilogy's services included preparation of a public facilities needs assessment in compliance with Wisconsin Statutes 66.0617, preparation of a draft ordinance to implement the fee, and attendance at the Village Board meeting and public hearing to present the proposed fees and answer questions. In April, 2015, the Village Board approved a library impact fee of \$800 per single family residence, with an annual increase of 8 percent per year until the fees reach the recommended amount of \$1,966 per single family household.

Park Impact Fee—In 2015, the Village also retained Trilogy to prepare an update to its public facilities needs assessment for park facilities based on its updated Comprehensive Outdoor Recreation Plan. Due to the increase in facilities costs for parks, the total amount of impact fee eligible costs would have resulted in a fee that was significantly higher than the fees in place in 2015. In November 2015, the Village Board adopted a schedule of annual increases of 4 percent per year until the fees reach the recommended amount of \$3,706 per single family household.

Trilogy's services for both of these impact fees included preparation of a public facilities needs assessment in compliance with Wisconsin Statutes 66.0617, preparation of a draft ordinance to implement the fee, and attendance at the Village Board meeting and public hearing to present the proposed fees and answer questions.

Reference:

Jeremy Smith, Village Administrator
N64 W23760 Main Street
Sussex, WI 53089
(262) 246-5200
JSmith@villagesussex.org

City of River Falls—2014

In 2014, Trilogy Consulting prepared an update to the City's **Water Facilities Public Facilities Needs Assessment and Impact Fee Study**. The water impact fee was initially implemented in 2002, and was updated in 2004, 2006, and 2009. Based on Trilogy's recommendations, the City adopted a new schedule of water impact fees per meter size in October 2014. The fee per residential equivalent connection (REC) was increased from \$1,721 to \$2,226. Trilogy's services for this project included preparation of a public facilities needs assessment and impact fee study in compliance with Wisconsin Statutes 66.0617, assistance drafting substantial revisions to the City's impact fee ordinance, attendance at meetings of the Utility Advisory Board and the City Council to present the proposed fee, and attendance at the required public hearing.

Experience



Reference:

Julie Bergstrom, Assistant City Administrator/Finance Director
222 Lewis Street
River Falls, WI 54022
(715) 426-3416
JBergstrom@RFCITY.org

Village of Menomonee Falls—2014

In 2014, Trilogy Consulting prepared an update public facilities needs assessment and impact fee study for the Village of Menomonee Falls. The study recommended a decrease in the **Parks Facilities Impact Fee**, an increase in the **Water Facilities Impact Fee**, a decrease in the **Sanitary Sewer Facilities Impact Fee**, and a decrease in the **Fire Facilities Impact Fee**. In January, 2015, the Village Board adopted the recommended impact fees. Trilogy's services for this project included preparing the public facilities needs assessment and impact fee study in compliance with Wisconsin Statutes 66.0617, assisting with an amendment to the Village's impact fee ordinance, and attending the Village Board meeting and public hearing to present the study and answer questions.

Reference:

Tom Hoffman, Director of Engineering
W156 N8480 Pilgrim Rd
Menomonee Falls, WI 53051
(262) 532-4400
THoffman@menomonee-falls.org

Village of Mukwonago—2013

In 2013, the Village adopted increased **Police Impact Fees**, **Fire Impact Fees**, **Library Impact Fees**, and **Water Impact Fees**, and reduced **Sanitary Sewer Impact Fees**, based on recommendations from Trilogy Consulting. The Village's fees were initially imposed in 2002 and 2003, and an important part of this update was determining the implications for public facilities needs of significant changes in population and development projections. The 2002/2003 studies were based on projections of three-fold growth of the Village by 2020 through annexations. The updated projections assumed growth of about 40 percent between 2000 and 2030.

Trilogy's services for adoption of the new fees included updating development projections and costs for future facilities; preparing the report required under Wisconsin Statutes 66.0617; updating the impact fee ordinance; presenting the recommendations to the Village Board and providing support for the public

Experience



hearing. Trilogy also created an impact fee tracking worksheet for each fee to document expenditures for projects completed since the fees were adopted. Using this worksheet, the Village was able to verify that it was in compliance with time limits for expending impact fee revenues on the capital costs for which the fees were imposed; and that in fact some of the funds in the impact fee accounts could have been applied to past project costs or debt service.

Reference:

Diana Doherty, Finance Director
440 River Crest Court
P.O. Box 206
Mukwonago, WI 53149
(262) 363-6420 ext. 2101
ddoherty@villageofmukwonago.com

Christine A. DeMaster

Principal / Senior Consultant

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Christine has been a consultant to local governments and utilities since 1997, providing analysis and advice on a wide variety of planning, economic and fiscal issues. Prior to forming Trilogy, Christine was consultant with Ruekert/Mielke from 1997 to 2011. While her work experience varies widely the common theme is a focus on helping local governments and utilities develop fair and equitable long-term plans and policies. Her strengths include not only sound, detailed and accurate analysis, but also the ability to explain her recommendations in terms that are easy to understand.

Christine is a member of the national and Wisconsin chapter of the American Water Works Association, and serves on the AWWA Rates and Charges Committee and a sub-committee charged with developing recommendations for utility reserve policies. Christine is the Chair of the WIAWWA Audit and Finance Committee. She is a registered Municipal Advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board and has passed the Series 50 Municipal Advisor Representative Qualification Exam.

Education:

- Master's of Urban Planning, University of Wisconsin—Milwaukee, 1997
- Bachelor of Science, Physics, Carroll College, 1994

Professional Affiliations:

- American Planning Association, Wisconsin Chapter
- American Water Works Association, Wisconsin Chapter

Professional Qualifications:

- Series 50 Municipal Advisor Representative Exam

Experience & Expertise

- Public Facilities Needs Assessments and Impact Fee Studies
- Water and Sewer Rate Studies
- Cost-of-Service Rate Studies
- Specialized Rate Design, including Conservation Water Rates and High-Strength Sewer Rates
- Capital Infrastructure Cost Allocations
- Storm Water Utility Rate Studies and Development
- Utility Creation and Acquisition Feasibility Studies
- Redevelopment, Site and General Planning Services
- Long-Term Capital Infrastructure Planning and Financial Analysis
- Tax Incremental Financing Planning and Analysis
- Expert Witness Testimony and Litigation Support
- Specialized Economic and Statistical Analysis
- Public Policy Research and Analysis
- Ordinance Drafting, Review and Updating
- Fiscal Impact Analysis
- Analysis of New Funding Methods
- Grant Funding Research and Preparation of Applications
- Landfill Siting Analysis & Negotiations

Christine A. DeMaster

Example Projects



With Trilogy Consulting, Christine has prepared, implemented, and updated the following public facilities needs assessments and impact fees:

- Police Impact Fee, Oconomowoc, WI, 2019
- Transportation Impact Fee, Oconomowoc, WI, 2019
- Impact Fee Update for Law Enforcement, Library, Fire Station, Sewer and Water Impact Fee, Mukwonago, WI, 2018
- Sewer Impact Fee, Menomonee Falls, WI, 2017
- Park Impact Fee, Menomonee Falls, WI, 2017
- Fire Impact Fee, Menomonee Falls, WI, 2017
- Water Impact Fee, Menomonee Falls, WI, 2017
- Park Impact Fee, Sussex, WI, 2015
- Library Impact Fee, Sussex, WI, 2015
- Water Impact Fee, River Falls, WI, 2014
- Sewer Impact Fee, Menomonee Falls, WI, 2014
- Park Impact Fee, Menomonee Falls, WI, 2014
- Fire Impact Fee, Menomonee Falls, WI, 2014
- Water Impact Fee, Menomonee Falls, WI, 2014
- Impact Fee Update for Law Enforcement, Library, Fire Station, Sewer and Water Impact Fees, Mukwonago, WI, 2013

While employed by Ruekert/Mielke, between 1997 and 2011, Christine prepared, implemented, and updated public facilities needs assessments and impact fees for the following municipalities:

- City of Cedarburg
- Village of Dousman
- Village of Eagle
- City of Fitchburg
- City of Franklin
- Village of Grafton
- Village of Hartland
- City of Kenosha
- Village of Kewaskum
- Village of Menomonee Falls
- City of Middleton
- Village of Mukwonago
- City of Muskego
- City of Oconomowoc
- City of Racine

Christine A. DeMaster

Presentations and Papers



“Funding Annual Water Infrastructure Replacement Programs” - Wisconsin Water Association Annual Conference, September 2017

“Reducing the Cost of Capital” - Water Finance Conference, Milwaukee, WI, August 2017

“Straight Talk About Water Finance” - Wisconsin Water Association Annual Conference, September 2013

“Balancing Declining Revenues and Increasing Costs” - Wisconsin Water Association Management Seminar, August 2013

“Managing the State Budget Crisis at the Local Level” – League of Wisconsin Municipalities Annual Conference, October 2011

“Doing More With Less: Collaborative Leadership for Service Delivery Workshop” – Local Government Institute of Wisconsin, April 2011

“Storm Water Utilities – Lessons Learned” - Waukesha County Storm Water Management Workshop, March 2011

“Tax Incremental Finance Basics” – Wisconsin Government Finance Officers Association, December 2010

“Racine Revenue Sharing Program” – Wisconsin Legislative Council, Special Committee on Local Service Consolidation, November 2010

“Managing Impact Fees” – Wisconsin Municipal Clerks and Treasurers Institute, UW-Green Bay Local Government Education, July 2010

“A New Model for Fiscal Regionalism: Greater Racine’s Plan for Overcoming Fiscal Disparity”, Government Finance Review, February 2004

Erik A. Granum

Principal / Senior Consultant

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Fax: 262-436-2102
Email: egranum@trilogy-llc.com



Erik has been working in the field of municipal and utility consulting since 2007, performing a wide variety of financial, economic and planning-related consulting services. His philosophy to municipal consulting is to provide an objective, fair and independent perspective for the client, while recognizing the political difficulties in public policy decision-making. He excels in developing alternative scenarios that meet the objectives of the municipality, while being reasonable and defensible for government decision makers that are held accountable to the residents and businesses in their communities.

Erik believes in providing local government officials and decision-makers recommendations that are based on the best available information so that public policy is sound, fair and logical. His passions lie in using available data and interpreting it into something that is understandable and has a positive real impact on communities. He is a registered Municipal Advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board and has passed the Series 50 Municipal Advisor Representative Qualification Exam.

Education:

- Master's of Urban Planning, University of Wisconsin—Milwaukee, 2009
- Bachelor of Business Administration, Marketing & Operations Management, University of Wisconsin—Whitewater, 2004

Professional Affiliations:

- American Planning Association, Wisconsin Chapter

Professional Qualifications:

- MSRB Series 50 Municipal Advisor Representative Exam

Experience & Expertise

- Water and Sewer Rate Studies
- Cost-of-Service Rate Studies
- Specialized Rate Design, including Conservation Water Rates
- Capital Cost Allocation
- Storm Water Utility Rate Studies and Development
- Public Facilities Needs Assessments and Impact Fee Studies
- Utility Creation and Acquisition Feasibility Studies
- Land Use Planning Services
- Long-Term Capital Planning and Financial Analysis
- Geographic Information Systems (GIS) - Mapping & Spatial Analysis
- Tax Incremental Financing Planning and Analysis
- Expert Witness Testimony and Litigation Support
- Specialized Economic and Statistical Analysis
- Public Policy Research and Analysis
- Ordinance Review and Updating
- Fiscal Impact Analysis
- Life Cycle Cost Analysis
- Analysis of New Funding Methods
- Grant Funding Research and Preparation of Applications

Erik A. Granum

Recent Projects



With Trilogy Consulting, Erik has prepared, implemented, and updated the following public facilities needs assessments and impact fees:

- Police Impact Fee, Oconomowoc, WI, 2019
- Transportation Impact Fee, Oconomowoc, WI, 2019
- Park Impact Fee, Sussex, WI, 2015
- Library Impact Fee, Sussex, WI, 2015
- Water Impact Fee, River Falls, WI, 2014
- Sewer Impact Fee, Menomonee Falls, WI, 2014
- Park Impact Fee, Menomonee Falls, WI, 2014
- Fire Impact Fee, Menomonee Falls, WI, 2014
- Water Impact Fee, Menomonee Falls, WI, 2014
- Impact Fee Update for Law Enforcement, Library, Fire Station, Sewer and Water Impact Fees, Mukwonago, WI, 2013

While employed by Ruekert/Mielke, between 2007 and 2011, Erik prepared, implemented, and updated public facilities needs assessments and impact fees for the following municipalities:

- Town of Cedarburg
- Village of Dousman
- City of Fitchburg
- Village of Hartland
- Village of Menomonee Falls
- City of Middleton
- Village of Mukwonago
- City of Oconomowoc
- City of Racine
- City of Waukesha

Project Budget



Task	Hourly		
	Hours	Rate	Total Cost
<u>Task 1: Inventory and Identification of Existing Deficiencies</u>			
Kickoff meeting (in person)	4.00		
Information gathering and review	14.00		
Population and development forecasts	11.50		
Parks	8.00		
Police / Fire	10.00		
Water / Sewer facilities	9.00		
Task Subtotal	56.50	\$110	\$6,215
<u>Task 2: Needs Assessment and Identification of Costs Attributable to Future Development</u>			
Parks			
Update estimated capital costs for proposed parks	2.00		
Determine percentage of capacity attributable to serving future development	3.00		
Determine proportionate share of cost attributable to serving future development	3.00		
Police / Fire			
Determine prop. share of capacity attributable to serving future development	3.00		
Compile the capital cost estimate for the proposed future police/fire station facility	4.00		
Determine the share of capital costs attributable to serving future development	4.00		
Water / Sewer facilities			
Evaluate the recommended new facilities to identify costs to serve future development	5.00		
Review recommended water main extensions	4.00		
Determine the share of capital costs attributable to serving future development	1.50		
Task Subtotal	29.50	\$110	\$3,245
<u>Task 3: Develop Recommended Impact Fees</u>			
Determine total amount to recover through impact fees on future development	11.50		
Allocate the amounts to categories of development	5.50		
Develop a recommended schedule of impact fees for each facility	5.00		
Evaluate impacts on housing affordability	3.00		
Task Subtotal	25.00	\$110	\$2,750
<u>Task 4: Report Preparation</u>			
Prepare draft report	11.00		
Attend one review meeting with City staff (in person)	2.00		
Revise and prepare final report	4.00		
Task Subtotal	17.00	\$110	\$1,870
<u>Task 5: Implementation Assistance</u>			
Prepare presentation and prep for Board of Public Works	7.00		
Attend one meeting of the Board of Public Works	2.00		
Draft ordinance amendment	4.00		
Attend the Public Hearing / Village Board meeting	3.00		
Task Subtotal	16.00	\$110	\$1,760
Grand Total	144.00	\$110	\$15,840

Additional services, if requested, will be provided at the hourly rates listed above. We do not charge for reimbursable expenses.

Project Timeline



Task	Target Completion Date
<u>Task 1: Inventory and Identification of Existing Deficiencies</u>	
Kickoff meeting (in person)	7/12/2019
Information gathering and review	7/26/2019
Population and development forecasts	8/2/2019
Identification of Existing Deficiencies	8/9/2019
<u>Task 2: Needs Assessment and Identification of Costs Attributable to Future Development</u>	
	9/6/2019
<u>Task 3: Develop Recommended Impact Fees</u>	
	9/27/2019
<u>Task 4: Report Preparation</u>	
Prepare draft report	10/11/2019
Attend one review meeting with City staff (in person)	10/17/2019
Revise and prepare final report	10/22/2019
<u>Task 5: Implementation Assistance</u>	
Prepare presentation and prep for Board of Public Works	10/22/2019
Attend one meeting of the Board of Public Works	10/29/2019
Draft ordinance	11/12/2019
Attend the Public Hearing / Village Board meeting	12/10/2019

Memo

To: Board of Public Works

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

Subject: 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project

Date: July 26, 2019

CC:

We have reviewed the bid received from Payne & Dolan for the Sherman Road and Jackson Park project. The following items are higher than anticipated for the project, but may be due to the minor quantities or the bidding/construction schedule:

- Excavation Common
- Concrete Items
- Pulverize and Relay
- Pavement Marking

The Engineer's Estimate for project was \$201,822.50, and total bid is \$255,747.00 which is \$53,924.50 over the amount. The construction industry has changed and trying to get companies to bid on projects has become an issue. The projects need to be completed and holding off does not guarantee a lower price in the future. Recommendation is to proceed with the project.

If you have any questions, please let me know.

Brian W. Kober, P.E.



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

July 25, 2019

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

Attention: Brian Kober
Director of Public Works

Subject: 2019 Improvements
Sherman Road Drainage & Jackson Park
West Parking Lot and Cul-de-Sac
Project No. 190605
Bid Review

Dear Mr. Kober:

We have evaluated the bid received on July 25th, 2019 for the 2019 Improvements, Sherman Road Drainage & Jackson Park West Parking Lot and Cul-de-Sac.

A single bid was received from Payne & Dolan, Inc. and is summarized below:

<u>Sherman Road Drainage</u>	<u>Payne & Dolan, Inc.</u>
Base Bid Total	\$63,724.09
<u>Jackson Park West Parking Lot</u>	<u>Payne & Dolan, Inc.</u>
Base Bid Total	\$65,357.05
<u>Jackson Park Cul-de-Sac</u>	<u>Payne & Dolan, Inc.</u>
Base Bid Total	\$126,665.86
Bid Total	\$255,747.00

Our evaluation of the experience, bid form, and bid bond for Payne & Dolan, Inc. indicates that they are capable of completing the work required as shown in the contract documents. Therefore, if approved by the Board of Public Works and Village Board, we recommend the award of a contract for the 2019 Improvements, Sherman Road Drainage & Jackson Park project to Payne & Dolan, Inc.

Sincerely,

Jeffrey A. Chvosta, P.E.
Project Engineer
Gremmer & Associates, Inc.

Village of Jackson
2019 Improvements
Sherman Road Drainage and Jackson Park

Sherman Road Drainage				Payne & Dolan, Inc.	
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-02	Removing Curb & Gutter	LF	60	\$ 6.06	\$ 363.60
100-03	Removing Concrete Sidewalk	SY	15	\$ 10.10	\$ 151.50
100-04	Excavation Common	CY	80	\$ 60.00	\$ 4,800.00
100-05	Base Aggregate Dense 3/4-Inch	TON	5	\$ 19.83	\$ 99.15
100-06	Base Aggregate Dense 1 1/4-Inch	TON	70	\$ 19.83	\$ 1,388.10
100-10	Asphaltic Surface	TON	130	\$ 112.61	\$ 14,639.30
100-12	Concrete Curb & Gutter 24-Inch Type D	LF	60	\$ 65.00	\$ 3,900.00
100-13	Concrete Sidewalk 4-Inch	SF	100	\$ 21.25	\$ 2,125.00
100-14	Concrete Sidewalk 6-Inch	SF	45	\$ 21.25	\$ 956.25
100-15	Lawn Restoration	SY	485	\$ 8.32	\$ 4,035.20
100-17	Inlet Protection Type A	EACH	1	\$ 176.77	\$ 176.77
100-18	Inlet Protection Type C	EACH	2	\$ 75.76	\$ 151.52
100-19	Temporary Ditch Checks	LF	12	\$ 25.25	\$ 303.00
100-20	Traffic Control	LS	1	\$ 4,000.00	\$ 4,000.00
100-23	Sawing Asphalt & Concrete	LF	300	\$ 2.00	\$ 600.00
200-01	Connect to Existing Storm Sewer Structure	EACH	1	\$ 1,010.10	\$ 1,010.10
200-02	Adjust Inlet Casting	EACH	1	\$ 303.03	\$ 303.03
200-03	Storm Manhole 4-FT Diameter w/ Casting	EACH	2	\$ 3,139.40	\$ 6,278.80
200-04	Storm Inlet Median 1 Grate w/ Casting	EACH	1	\$ 2,792.63	\$ 2,792.63
200-05	Storm Sewer Pipe Class III-B 12-Inch	LF	223	\$ 70.18	\$ 15,650.14
Sherman Road Drainage Subtotal					\$ 63,724.09

Jackson Park West Parking Lot				Payne & Dolan, Inc.	
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-07	Pulverize and Relay	SY	2,020	\$ 9.53	\$ 19,250.60
100-10	Asphaltic Surface	TON	445	\$ 87.06	\$ 38,741.70
100-21	Pavement Marking 4-Inch	LF	1,295	\$ 5.05	\$ 6,539.75
100-22	Pavement Marking Handicap Symbol	EACH	1	\$ 295.00	\$ 295.00
100-23	Sawing Asphalt & Concrete	LF	265	\$ 2.00	\$ 530.00
Jackson Park West Parking Lot Subtotal					\$ 65,357.05

Jackson Park Cul-de-Sac				Payne & Dolan, Inc.	
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-01	Clearing and Grubbing	LS	1	\$ 3,030.30	\$ 3,030.30
100-02	Removing Curb & Gutter	LF	85	\$ 6.06	\$ 515.10
100-04	Excavation Common	CY	1,095	\$ 24.94	\$ 27,309.30
100-05	Base Aggregate Dense 3/4-Inch	TON	45	\$ 18.31	\$ 823.95
100-06	Base Aggregate Dense 1 1/4-Inch	TON	985	\$ 15.28	\$ 15,050.80
100-08	Concrete Driveway 6-Inch	SY	115	\$ 58.50	\$ 6,727.50
100-09	Concrete Surface Drain	CY	1	\$ 300.00	\$ 300.00
100-10	Asphaltic Surface	TON	435	\$ 89.00	\$ 38,715.00
100-11	Concrete Curb & Gutter 18-Inch Type D	LF	700	\$ 26.20	\$ 18,340.00
100-15	Lawn Restoration	SY	1,160	\$ 8.32	\$ 9,651.20
100-16	Silt Fence	LF	385	\$ 3.03	\$ 1,166.55
100-19	Temporary Ditch Checks	LF	25	\$ 25.25	\$ 631.25
100-20	Traffic Control	LS	1	\$ 3,999.91	\$ 3,999.91
100-23	Sawing Asphalt & Concrete	LF	45	\$ 9.00	\$ 405.00
Jackson Park Cul-de-Sac and Swale Subtotal					\$ 126,665.86

Bid Total					\$ 255,747.00
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ENGINEER'S ESTIMATE

Village of Jackson
2019 Improvements
Sherman Road Drainage and Jackson Park

Sherman Road Drainage					
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-02	Removing Curb & Gutter	LF	60	\$ 10.00	\$ 600.00
100-03	Removing Concrete Sidewalk	SY	15	\$ 10.00	\$ 150.00
100-04	Excavation Common	CY	80	\$ 25.00	\$ 2,000.00
100-05	Base Aggregate Dense 3/4-Inch	TON	5	\$ 20.00	\$ 100.00
100-06	Base Aggregate Dense 1 1/4-Inch	TON	70	\$ 15.00	\$ 1,050.00
100-10	Asphaltic Surface	TON	130	\$ 115.00	\$ 14,950.00
100-12	Concrete Curb & Gutter 24-Inch Type D	LF	60	\$ 25.00	\$ 1,500.00
100-13	Concrete Sidewalk 4-Inch	SF	100	\$ 5.00	\$ 500.00
100-14	Concrete Sidewalk 6-Inch	SF	45	\$ 5.50	\$ 247.50
100-15	Lawn Restoration	SY	485	\$ 6.50	\$ 3,152.50
100-17	Inlet Protection Type A	EACH	1	\$ 100.00	\$ 100.00
100-18	Inlet Protection Type C	EACH	2	\$ 50.00	\$ 100.00
100-19	Temporary Ditch Checks	LF	12	\$ 10.00	\$ 120.00
100-20	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00
100-23	Sawing Asphalt & Concrete	LF	300	\$ 3.50	\$ 1,050.00
200-01	Connect to Existing Storm Sewer Structure	EACH	1	\$ 1,000.00	\$ 1,000.00
200-02	Adjust Inlet Casting	EACH	1	\$ 500.00	\$ 500.00
200-03	Storm Manhole 4-FT Diameter w/ Casting	EACH	2	\$ 3,000.00	\$ 6,000.00
200-04	Storm Inlet Median 1 Grate w/ Casting	EACH	1	\$ 2,000.00	\$ 2,000.00
200-05	Storm Sewer Pipe Class III-B 12-Inch	LF	223	\$ 70.00	\$ 15,610.00
Sherman Road Drainage Subtotal					\$ 55,730.00
Jackson Park West Parking Lot					
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-07	Pulverize and Relay	SY	2,020	\$ 4.00	\$ 8,080.00
100-10	Asphaltic Surface	TON	445	\$ 80.00	\$ 35,600.00
100-21	Pavement Marking 4-Inch	LF	1,295	\$ 1.50	\$ 1,942.50
100-22	Pavement Marking Handicap Symbol	EACH	1	\$ 250.00	\$ 250.00
100-23	Sawing Asphalt & Concrete	LF	265	\$ 3.50	\$ 927.50
Jackson Park West Parking Lot Subtotal					\$ 46,800.00
Jackson Park Cul-de-Sac					
Item No	Item Description	Units	Quantity	Unit Price	Bid Amount
100-01	Clearing and Grubbing	LS	1	\$ 1,500.00	\$ 1,500.00
100-02	Removing Curb & Gutter	LF	85	\$ 10.00	\$ 850.00
100-04	Excavation Common	CY	1,095	\$ 15.00	\$ 16,425.00
100-05	Base Aggregate Dense 3/4-Inch	TON	45	\$ 20.00	\$ 900.00
100-06	Base Aggregate Dense 1 1/4-Inch	TON	985	\$ 15.00	\$ 14,775.00
100-08	Concrete Driveway 6-Inch	SY	115	\$ 45.00	\$ 5,175.00
100-09	Concrete Surface Drain	CY	1	\$ 650.00	\$ 650.00
100-10	Asphaltic Surface	TON	435	\$ 80.00	\$ 34,800.00
100-11	Concrete Curb & Gutter 18-Inch Type D	LF	700	\$ 15.00	\$ 10,500.00
100-15	Lawn Restoration	SY	1,160	\$ 6.50	\$ 7,540.00
100-16	Silt Fence	LF	385	\$ 2.00	\$ 770.00
100-19	Temporary Ditch Checks	LF	25	\$ 10.00	\$ 250.00
100-20	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00
100-23	Sawing Asphalt & Concrete	LF	45	\$ 3.50	\$ 157.50
Jackson Park Cul-de-Sac and Swale Subtotal					\$ 99,292.50
Bid Total					\$ 201,822.50

Memo

To: Board of Public Works

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



Subject: 2019 Chateau Dr and Hickory Lane Reconstruction Project

Date: July 26, 2019

We have reviewed the bid received from Payne & Dolan for the 2019 Chateau Dr and Hickory Lane Reconstruction Project.

The Engineer's Estimate for project was \$754,000.00, and total bid is \$873,842.00 which is \$119,842.00 over the amount. The construction industry has changed and trying to get companies to bid on projects has become an issue. The projects need to be completed and holding off does not guarantee a lower price in the future. Recommendation is to proceed with the project.

If you have any questions, please let me know.

Brian W. Kober, P.E.

STANDARD FORM OF
BID ANALYSIS

WHEREAS Village of Jackson (hereinafter referred to as the OWNER) has received bids on the 25th day of July 2019 for the Chateau Drive and Hickory Lane Reconstruction, (hereinafter referred to as the Project) and

WHEREAS Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from one (1) bidder. The one bid received was for \$873,842.00. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT the responsive low bidder is:

Payne & Dolan, Inc.
N173 W21120 Northwest Passage Way
Waukesha, WI 53187

Bid Amount: \$873,842.00

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.

Cedar Corporation



Submitted by: Ronald Dalton, P.E.

Date: July 26, 2019



BID TABULATION

**CHATEAU DRIVE AND HICKORY LANE RECONSTRUCTION
VILLAGE OF JACKSON
WASHINGTON COUNTY, WI**

BID DATE - July 25, 2019

PROJECT NAME: Chateau Drive and Hickory Lane Reconstruction				Payne & Dolan, Inc. N173 W21120 Northwest Passage Way Waukesha, WI 53187							
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
SCHEDULE A - CHATEAU DRIVE											
A-1	COMMON EXCAVATION, INCLUDING ASPHALT PAVEMENT REMOVAL	C.Y.	1,100	\$58.00	\$63,800.00						
A-2	SAW CUTTING ASPHALT ROADWAY	L.F.	155	\$3.00	\$465.00						
A-3	SANITARY MANHOLE RING AND CASTING REPLACEMENT	EA.	5	\$1,250.00	\$6,250.00						
A-4	8" PVC WATER MAIN	L.F.	576	\$117.50	\$67,680.00						
A-5	VALVE ABANDONMENT	EA.	3	\$850.00	\$2,550.00						
A-6	SALVAGE HYDRANT	EA.	1	\$3,000.00	\$3,000.00						
A-7	1 1/4" HDPE WATER SERVICE RELAY	L.F.	350	\$104.00	\$36,400.00						
A-8	HYDRANT ASSEMBLY	EA.	1	\$7,800.00	\$7,800.00						
A-9	8" GATE VALVE	EA.	3	\$4,100.00	\$12,300.00						
A-10	12" RCP STORM SEWER	L.F.	448	\$94.00	\$42,112.00						
A-11	CATCH BASIN	EA.	2	\$2,750.00	\$5,500.00						
A-12	4" PVC STORM SEWER LATERAL (10 UNITS)	L.F.	722	\$77.50	\$55,955.00						
A-13	REMOVE CONCRETE SIDEWALK	S.F.	4,523	\$3.00	\$13,569.00						
A-14	4" CONCRETE SIDEWALK	S.F.	5,030	\$8.37	\$42,101.10						
A-15	REMOVE CURB AND GUTTER	L.F.	1,172	\$4.00	\$4,688.00						
A-16	30" CURB AND GUTTER TYPE D	L.F.	1,172	\$20.00	\$23,440.00						
A-17	REMOVE CONCRETE DRIVEWAY APRON	S.F.	1,404	\$3.50	\$4,914.00						
A-18	7" CONCRETE DRIVEWAY APRON	S.F.	2,664	\$11.00	\$29,304.00						
A-19	EXCAVATION BELOW SUBGRADE (EBS)	C.Y.	150	\$20.00	\$3,000.00						
A-20	EBS BACKFILL 1 1/4" DENSE	TONS	150	\$19.00	\$2,850.00						
A-21	EBS BACKFILL 3" DENSE	TONS	150	\$18.00	\$2,700.00						
A-22	CRUSHED AGGREGATE BASE COURSE 1 1/4"	TONS	1,375	\$16.50	\$22,687.50						
A-23	LOWER LAYER HMA PAVEMENT	TONS	460	\$91.00	\$41,860.00						
A-24	UPPER LAYER HMA PAVEMENT	TONS	250	\$120.00	\$30,000.00						
A-25	TRAFFIC CONTROL	L.S.	1	\$11,999.90	\$11,999.90						

PROJECT NAME: Chateau Drive and Hickory Lane Reconstruction				Payne & Dolan, Inc. N173 W21120 Northwest Passage Way Waukesha, WI 53187							
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
A-26	TREE REMOVAL	EA.	3	\$1,250.00	\$3,750.00						
A-27	LAWN RESTORATION	S.Y.	862	\$11.75	\$10,128.50						
A-28	INLET PROTECTION	EA.	9	\$125.00	\$1,125.00						
SUBTOTAL SCHEDULE A - CHATEAU DRIVE					\$551,929.00						
SCHEDULE B - HICKORY LANE											
B-1	COMMON EXCAVATION, INCLUDING ASPHALT PAVEMENT REMOVAL	C.Y.	815	\$48.00	\$39,120.00						
B-2	SAW CUTTING ASPHALT ROADWAY	L.F.	175	\$3.00	\$525.00						
B-3	SANITARY MANHOLE RING AND CASTING REPLACEMENT	EA.	2	\$1,250.00	\$2,500.00						
B-4	12" PVC WATER MAIN	L.F.	337	\$154.00	\$51,898.00						
B-5	VALVE ABANDONMENT	EA.	1	\$850.00	\$850.00						
B-6	1 1/4" HDPE WATER SERVICE RELAY	L.F.	220	\$104.00	\$22,880.00						
B-7	12" GATE VALVE	EA.	1	\$5,600.00	\$5,600.00						
B-8	8" GATE VALVE	EA.	1	\$4,100.00	\$4,100.00						
B-9	4" PVC STORM SEWER LATERAL	L.F.	309	\$77.50	\$23,947.50						
B-10	REMOVE CONCRETE SIDEWALK	S.F.	2,511	\$3.00	\$7,533.00						
B-11	4" CONCRETE SIDEWALK	S.F.	3,197	\$9.50	\$30,371.50						
B-12	REMOVE CURB AND GUTTER	L.F.	741	\$4.00	\$2,964.00						
B-13	30" CURB AND GUTTER TYPE D	L.F.	741	\$20.50	\$15,190.50						
B-14	REMOVE CONCRETE DRIVEWAY APRON	S.F.	369	\$3.50	\$1,291.50						
B-15	7" CONCRETE DRIVEWAY APRON	S.F.	551	\$11.30	\$6,226.30						
B-16	EXCAVATION BELOW SUBGRADE (EBS)	C.Y.	125	\$20.00	\$2,500.00						
B-17	EBS BACKFILL 1 1/4" DENSE	TONS	125	\$19.00	\$2,375.00						
B-18	EBS BACKFILL 3" DENSE	TONS	125	\$18.00	\$2,250.00						
B-19	CRUSHED AGGREGATE BASE COURSE 1 1/4"	TONS	1,025	\$16.50	\$16,912.50						
B-20	LOWER LAYER HMA PAVEMENT	TONS	350	\$93.80	\$32,830.00						
B-21	UPPER LAYER HMA PAVEMENT	TONS	190	\$122.56	\$23,286.40						
B-22	TRAFFIC CONTROL	L.S.	1	\$11,451.80	\$11,451.80						
B-23	TREE REMOVAL	EA.	3	\$1,250.00	\$3,750.00						
B-24	LAWN RESTORATION	S.Y.	920	\$11.75	\$10,810.00						
B-25	INLET PROTECTION	EA.	6	\$125.00	\$750.00						
SUBTOTAL SCHEDULE B - HICKORY LANE					\$321,913.00						

PROJECT NAME: Chateau Drive and Hickory Lane Reconstruction				Payne & Dolan, Inc. N173 W21120 Northwest Passage Way Waukesha, WI 53187							
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
SUBTOTALS:											
	SCHEDULE A - CHATEAU DRIVE				\$551,929.00						
	SCHEDULE B - HICKORY LANE				<u>\$321,913.00</u>						
	TOTAL BID PRICE				<u>\$873,842.00</u>						
<p>The Owner reserves the right to select and add any of the Schedule(s) or Alternate(s) listed above. If the Owner selects one or more of the Schedule(s) or Alternate(s), the award of the contract shall be based upon the total sum of the Schedule(s) and Alternate(s) selected.</p>											

RESOLUTION #19-20

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS, UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin is pursuing the construction and reconstruction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses for the benefit of the properties described on Exhibit A and Exhibit B hereto.

BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin:

1. The Village Board hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon the properties described in Exhibit A hereto, for special benefits conferred upon such property by the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
2. The Village Board hereby determines that the construction of such improvements is in the best interest of, and for the health and welfare of the municipality and the property benefited by the improvements, and therefore constitutes an exercise of the police power.
3. The amount of such assessments shall be determined and levied upon completion of the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
4. The number of installments, rate of interest, and the terms of payment will be included in the Final Resolution after the Public Hearing; which will be held upon completion of the project, when final costs have been determined.
5. Every Special Assessment levied under this Resolution, shall be a lien against the property assessed, from the date of the Final Resolution of the Village Board determining the levy.
6. The Village Engineer shall prepare a report consisting of the following:
 - a. Preliminary of the final plans and specifications for the Public Works.

- b. An estimate of the entire cost of the proposed improvements.
- c. A schedule of the proposed properties against which the assessments are to benefit.
- d. A statement that each property against which the assessments are proposed, has been inspected and is benefited, setting forth the basis of such benefit.
- e. Upon completion of the report, the Village Engineer shall file a copy with the Village Clerk, and with the Village Treasurer.

7. The Village Clerk shall make a copy of the report available for public inspection.

Introduced by: _____ Seconded by: _____

Vote: ____ Ayes ____ Nays Passed and Approved: _____

Michael E. Schwab - Village President

Attest: _____
Jilline S. Dobratz - Village Clerk

Proof of Posting:

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

Village Official

Date

Web AppBuilder for ArcGIS



July 19, 2019

1:994

- Trails
- Public Open Spaces
- Current Parcel
- PLSS Monument
- Road Centerline I, USH
- Road Centerline STH, CTH
- Road Centerline TWN, CVS, PVT
- Landhook
- Meander Line
- PLSS Boundary
- Plat
- Lot
- Parcels
- Parcel Retired YTD
- Right-of-Way
- Text Leader Lines

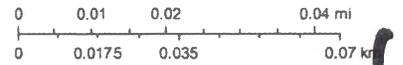
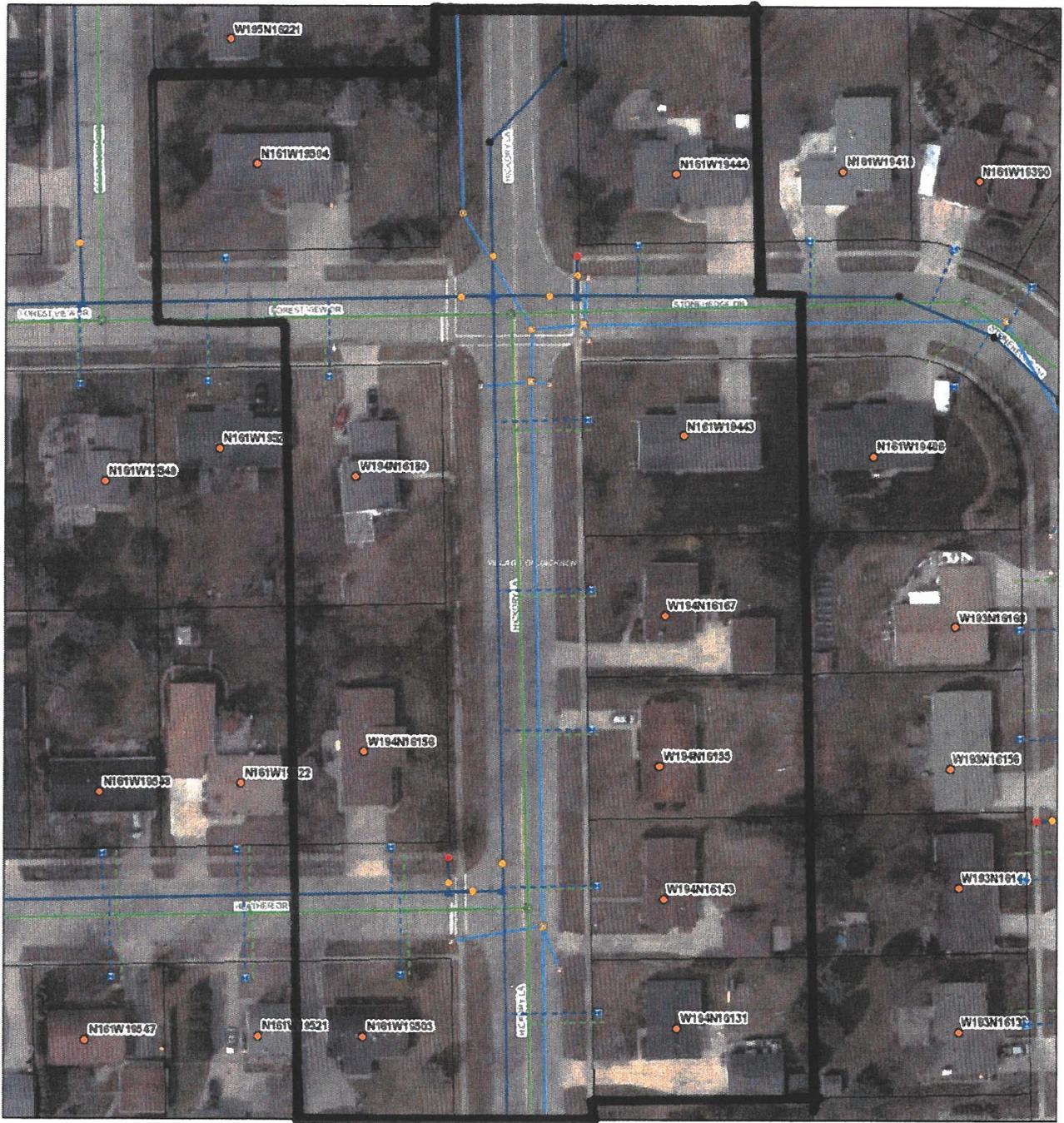


EXHIBIT A



Washington County
Washington County, Wisconsin

Village of Jackson



4/24/2019, 11:42:29 AM

1:663

- Hydrants
- Water Valves
- Water Curb Stops
- ⊕ Water Crosses
- ▲ Water Tees
- Water Bends
- Water Laterals
- Water Pipes
- Sanitary Manholes
- Sanitary Laterals
- Sanitary Pipes
- Storm Structures
 - MH
 - CB
- Parcels
- Municipality
- Railroad Centerlines
- Address Points
 - <all other values>
 - City of Hartford
 - City of Milwaukee
 - City of West Bend

- Town of Addison
- Town of Barton
- Town of Erin
- Town of Farmington
- Town of Germantown
- Town of Hartford
- Town of Jackson
- Town of Kewaskum
- Town of Polk
- Town of Trenton
- Town of Wayne
- Town of West Bend
- Village of Germantown
- Village of Jackson
- Village of Kewaskum
- Village of Newburg
- Village of Richfield
- Village of Slinger

- Ortho2015
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3

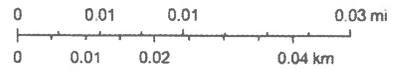


EXHIBIT B

TAN

Brian Kober

From: Brian Kober
Sent: Wednesday, July 24, 2019 3:24 PM
To: Todd Berlinski
Cc: John Walther; Dan Rathke; Jeff Deitsch
Subject: RE: 784425 Jackson WT// Jackson, WI 53037
Attachments: Page C8 and page 2 of agreement.pdf

Todd,

Thanks for the revised plans. After reviewing the proposal, there is additional equipment being added to the top of the tower which would require the agreement to be renegotiated.

The additional equipment are the six Kaelus combiners, one uscc raycap surge protector, three Ericsson RRU-11 B5 RRH, and three Ericsson RRU-11 B12 RRH.

This equipment shall be identified in the agreement along with the antennas with a dollar amount.

If you have any questions please do not hesitate to ask.

Brian W. Kober. P.E.
Director of Public Works/Village Engineer
W194 N16660 Eagle Drive
PO Box 637
Jackson, WI 53037
Phone: 262-677-0707
Fax: 262-677-8770

From: Todd Berlinski <toddberlinski@gmail.com>
Sent: Wednesday, July 24, 2019 2:00 PM
To: Brian Kober <brian.kober@villageofjackson.com>
Cc: John Walther <john.walther@villageofjackson.com>; Dan Rathke <dan.rathke@villageofjackson.com>; Jeff Deitsch <jeff.deitsch@villageofjackson.com>
Subject: Re: 784425 Jackson WT// Jackson, WI 53037

Brian -

The original plans didn't call for an increase in antenna count. As far as I can tell the scope of US Cellular equipment work remains the same. However, there won't be a new corral mount as was originally proposed and the existing antenna mounts are to be reinforced. Attached are the latest plans reflecting the final configuration.

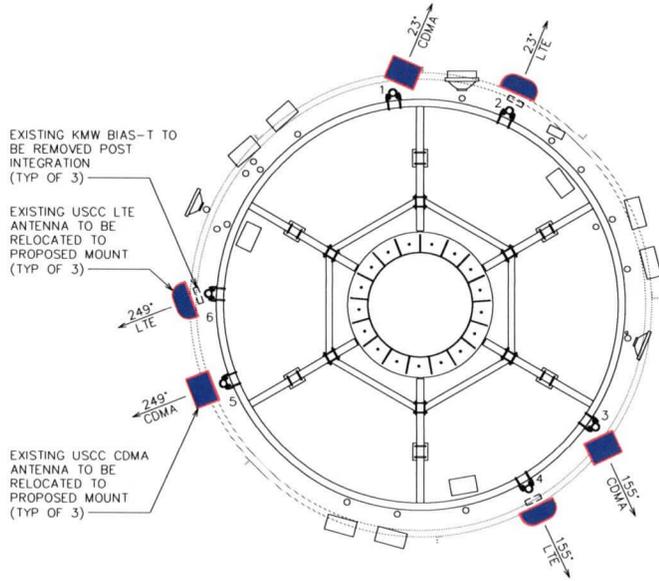
Thanks,
Todd

On Wed, Jul 24, 2019 at 2:30 PM Brian Kober <brian.kober@villageofjackson.com> wrote:

Todd,

LEGEND

EXISTING LTE PANEL TO BE RELOCATED	
EXISTING CDMA PANEL TO BE RELOCATED	
EXISTING BIAS-T TO BE REMOVED	



EXISTING LOADING

SECTOR	ANTENNA POSITION NUMBER	ANTENNAS				CABLES			TOWER TOP RELATED EQUIPMENT				ANTENNA NOTES	
		MANUFACTURER/MODEL NUMBER	ELEC. D-TILT	MECH. D-TILT	TECH.	BAND	COAX TYPE	CABLE SIZE	CABLE QTY.	CABLE LENGTH	TOP BIAS-T	RRH		RAYCAP
ALPHA	1	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	-	-	-	TO BE RELOCATED
ALPHA	2	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	1	-	-	TO BE RELOCATED
BETA	3	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	-	-	-	TO BE RELOCATED
BETA	4	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	1	-	-	TO BE RELOCATED
GAMMA	5	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	-	-	-	TO BE RELOCATED
GAMMA	6	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	1	-	-	TO BE RELOCATED

EXISTING ANTENNA ASSIGNMENT

SCALE: 1/4" = 1'-0"

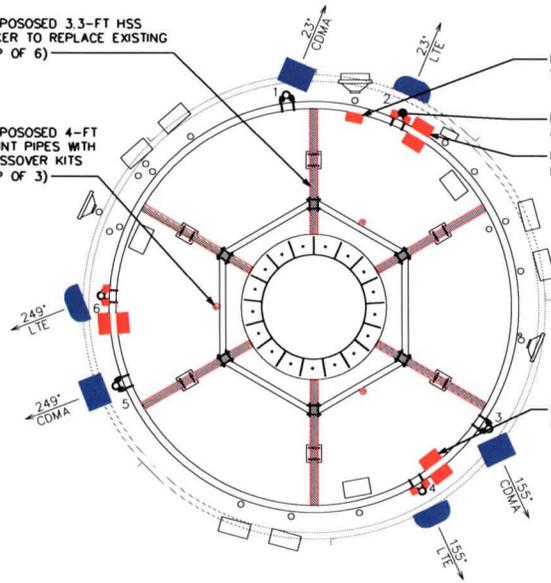


LEGEND

EXISTING RELOCATED LTE ANTENNA	
EXISTING RELOCATED CDMA ANTENNA	
PROPOSED RAYCAP SURGE PROTECTOR	
PROPOSED ERICSSON B5/B12 RRUS	
PROPOSED COMBINERS	

PROPOSED 3.3-FT HSS KICKER TO REPLACE EXISTING (TYP OF 6)

PROPOSED 4-FT MOUNT PIPES WITH CROSSOVER KITS (TYP OF 3)



NOTES:

- LTE AND CDMA AZIMUTH ADJUSTMENT REQUIRED.
- PROPOSED CORRAL MOUNT MODIFICATIONS HAVE SUFFICIENT CAPACITY TO SUPPORT PROPOSED LOADING. SEE APPURTENANCE MOUNT MODIFICATION ANALYSIS REPORT BY TEP, DATED JUNE 27, 2019 FOR MORE DETAILS.

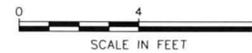
PROPOSED LOADING

SECTOR	ANTENNA POSITION NUMBER	ANTENNAS				CABLES			TOWER TOP RELATED EQUIPMENT				ANTENNA NOTES	
		MANUFACTURER/MODEL NUMBER	ELEC. D-TILT	MECH. D-TILT	TECH.	BAND	COAX TYPE	CABLE SIZE	CABLE QTY.	CABLE LENGTH	COMBINER	RRH		RAYCAP
ALPHA	1	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	(2) KAEIUS (B5) COMB	(1) RRU-11 B5 (B5)	-	-
ALPHA	2	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	(2) KAEIUS (B5) COMB	(1) RRU-11 B12 (B12)	-	-
BETA	3	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	-	-	-	-
BETA	4	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	-	-	-	-
GAMMA	5	BXA-7000-18-BS-EDN-5	-	0°	CDMA	B5	COAX	1/2"	2	234'-1"	(2) KAEIUS (B5) COMB	(1) RRU-11 B5 (B5)	-	-
GAMMA	6	AM-X-CW-18-BS-001-RET	-	0°	LTE	B5/72	COAX	3/4"	2	234'-1"	-	-	-	-

*RAYCAP, RRHs AND COMBINERS LOCATED IN RRH MOUNT SEE SHEET C-9 FOR DETAILS.
 **CONTRACTOR TO CONFIRM FINAL LOADING PRIOR TO INSTALL.
 ***CONTRACTOR TO REPLACE TOP HARDLINE CONNECTOR AND JUMPER ON CDMA ANTENNAS WHERE WE HAVE TO BREAK THE CONNECTION TO RELOCATE WHEN APPLICABLE.

PROPOSED ANTENNA ASSIGNMENT

SCALE: 1/4" = 1'-0"



PLANS PREPARED FOR:

8410 W. BRYN MAWR, SUITE 700
 CHICAGO, IL 60631
 (773) 399-8900

PROJECT INFORMATION:

**784425
JACKSON WT**

W227 N16551 SYSCO DRIVE
 JACKSON, WI 53037
 (WASHINGTON COUNTY)

PLANS PREPARED BY:



TOWER ENGINEERING PROFESSIONALS
 326 TRYON ROAD
 RALEIGH, NC 27603-3530
 OFFICE: 919.666.6351
 www.tepgroup.net

SEAL:

GRAHAM M. ANDRES
 44618-8
 RALEIGH, NC
 PROFESSIONAL ENGINEER
 June 28, 2019

2	06-28-19	CONSTRUCTION
1	04-16-19	CONSTRUCTION
0	03-04-19	PRELIMINARY
REV	DATE	ISSUED FOR:

DRAWN BY: RSR CHECKED BY: JPE

SHEET TITLE:

ANTENNA MOUNTING DETAILS

SHEET NUMBER:	REVISION:
C-8	2
TEP#: 147657.217025	

4. Use. USCOC may use the leased premises for the installation, operation, and maintenance of facilities for the transmission and reception of radio communication signals in such frequencies as may be assigned to USCOC by the Federal Communications Commission ("FCC") and for the operation of related equipment in accordance with the provisions of this Lease. USCOC shall use the leased premises in compliance with all federal, state, local laws and regulations. If for any reason USCOC's use of the leased premises fails to comply with any federal, state or local law and USCOC fails to bring its use within compliance within thirty days of written notice of such noncompliance, this Lease shall be terminated as provided herein, provided that such thirty (30) day period shall be extended as reasonably necessary in the event that USCOC is proceeding in good faith with due diligence to cure such default but is unable to within thirty (30) days. JACKSON agrees to reasonably cooperate with USCOC in obtaining, at USCOC' expense, all licenses and permits required for USCOC' use of the leased premises.

5. Installation of Improvements, Access, Utilities.

a. USCOC shall have the right, at its sole cost and expense, to install, operate and maintain the facilities on the leased portions of the Tower described in Exhibit "A" attached hereto, which facilities include radio transmitting and receiving antennas (the "Antenna Facilities"). USCOC' installation of all such equipment, personal property, and facilities shall be done according to plans approved by JACKSON, and no equipment or property shall be subsequently relocated without JACKSON's approval which approvals shall not be unreasonably withheld, delayed or conditioned. The Antenna Facilities shall remain the exclusive property of USCOC, subject to the provisions of Paragraph 7 of this Lease.

b. USCOC may update or replace the Antenna facilities from time to time with the prior written approval of JACKSON, provided that the replacement facilities are not greater in number or size than the existing facilities and provided that their location on the leased portions of the tower is satisfactory to JACKSON. USCOC shall submit to JACKSON a proposal for any such replacement facilities, and for any supplemental materials as may be reasonably requested for JACKSON's evaluation and approval, which approval shall not be unreasonably withheld, delayed or conditioned. All costs for required structural studies will be paid by USCOC within 30 days of receipt of a detailed invoice.

c. USCOC shall have the right, at its sole cost and expense, to install, operate and maintain on the leased portions of the Property the improvements described in Exhibit "A" attached hereto, which improvements include a structure to house USCOC' equipment. All such improvements shall be constructed in accordance with JACKSON's specifications and according to a site plan approved by JACKSON. The Equipment Shelter and all equipment stored or operated therein, for the benefit of USCOC, shall remain the exclusive property of USCOC, subject to the provisions of Paragraph 7 of this Lease. No equipment shall be stored on the Property outside of the Equipment Shelter, and all appropriate permits must be obtained prior to construction and use of the Equipment Shelter.

d. At all times during this Lease, JACKSON hereby grants to USCOC a nonexclusive easement for ingress, egress, and access over the Property which gives USCOC access to the Equipment Shelter and to the base of the water tower at no additional charge to USCOC.

e. USCOC, at all times during this Lease, shall have access to the Property and the Equipment Shelter in order to install, operate and maintain its transmission facilities. USCOC shall have access to the Tower only with the approval of JACKSON and in the presence of an employec of JACKSON. USCOC shall request access to the Tower twenty-four hours in advance and JACKSON's approval thereof shall not be unreasonably withheld, delayed or conditioned. In an emergency, such notice shall be given to JACKSON as soon as possible, and JACKSON will use its best efforts to provide access to the Tower as soon as possible.

f. Utilities required for the operation of the communications facility shall be the sole responsibility of USCOC, however, JACKSON agrees to cooperate with USCOC in its efforts to obtain utilities from any mutually agreeable location provided by servicing utility.

g. USCOC shall provide JACKSON with "as built" drawings of the equipment installed on the water tower and improvements installed on the Property which show the actual location of all equipment and improvements. Such drawings shall be accompanied by a complete and detailed inventory of all equipment,

DRAFT Minutes
Board of Public Works Meeting
Tuesday, July 30, 2019 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street

1. Call to Order and Roll Call.

Chair Tr. Olson called the meeting to order at 7:09 p.m.

Members present: Chair Tr. Olson, Brian Heckendorf, Dan Leonard, Tr. Lippold, Sarah Malchow, Tr. Malcolm, and Gloria Teifke

Members excused: None

Board Member Present: Tr. Kurtz

Staff present: Brian Kober, and John Walther.

2. Approval of the Board of Public Works Minutes of June 25, 2019.

Motion by Brian Heckendorf, second by Gloria Teifke to approve the Board of Public Works minutes of June 25, 2019.

Vote: 7 ayes, 0 nays. Motion carried.

3. Review of Proposal for Public Facilities Needs Assessment and Impact Fee Study – City Water and Trilogy Consulting, LLC.

Brian Kober reviewed the proposal for a Public Facilities Needs Assessment and Impact Fee Study from Trilogy Consulting, LLC. City Water will be offering minor assistance with identifying the projects and costs for the water impact fee. The Village's current study was completed in 2010. State statute requires impact fees be collected in seven years and used in ten years. A new study needs to be completed for the next ten years.

Motion by Brian Heckendorf, second by Tr. Olson recommend Budget & Finance and Village Board approve the proposal for Public Facilities Needs Assessment and Impact Fee Study from Trilogy Consulting, LLC in the amount of \$15,840.00.

Vote: 7 ayes, 0 nays. Motion carried.

4. Review of bids for 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project.

Brian Kober explained there was one bidder for the project and the bid was higher than the Engineer's Estimate. The construction industry has changed and trying to get contractors to bid on projects has become an issue. The projects should be completed and holding off does not guarantee a lower price in the future. Chair Tr. Olson and along with Tr, Lippold spoke on a special assessment for the benefiting properties in the Jackson Alley Project. Mr. Kober recommended having a resolution ready for review at the next meeting.

Motion by Brian Heckendorf, second by Tr. Lippold recommend Budget & Finance and Village Board accept the bid from Payne & Dolan in the amount of \$255,747.00 for the 2019 Improvements Sherman Rd Drainage and Jackson Park Alley Reconstruction Project.

Vote: 7 ayes, 0 nays. Motion carried.

- 5. Review of bids for 2019 Chateau Dr & Hickory Lane Reconstruction Project.**
Brian Kober commented again the Village only had one bidder for the project. The same bidder from the other project. An Informal Informational Meeting was held prior to the Board of Public Works meeting with the residents in both proposed construction areas. The bid is over the Engineer's Estimate, although, the previous years the bids have all over the Engineer's Estimate.
Motion by Chair Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board accept the bid from Payne & Dolan in the amount of \$873,842.00 for the 2019 Chateau Dr and Hickory Lane Reconstruction Project.
Vote: 7 ayes, 0 nays. Motion carried.
- 6. Resolution 19-20 Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project.**
Brian Kober explained the two items that are being special assessed for the project are sidewalk and storm sewer lateral.
Motion by Brian Heckendorf, second by Chair Tr. Olson to recommend Budget & Finance and Village Board approve Resolution 19-20 Preliminary Assessment for Chateau Dr and Hickory Lane Reconstruction Project.
Vote: 7 ayes, 0 nays. Motion carried.
- 7. Limited Water Service Study.**
Brian Kober explained that City Water and Jackson Water Utility are collecting data to finalize the report for possible review at the next Board of Public Works meeting.
Motion by Chair Tr. Olson, second by Tr. Lippold to refer discussion of Limited Water Service Study to the next meeting.
Vote: 7 ayes, 0 nays. Motion carried.
- 8. Review of US Cellular Antenna Reconfiguration – White Water Tower.**
Brian Kober reviewed the new proposal from US Cellular. Now the proposal is to reinforce the existing antenna structure and add thirteen pieces of equipment to the tower. The lease agreement would change with an increase of \$250 per month or \$3,000 per year. The current lease agreement is approved until August 2022.
Motion by Chair Tr. Olson, second by Tr. Lippold to recommend Budget & Finance and Village Board accept the proposed amended lease agreement from US Cellular Antenna Reconfiguration Project for the white-water tower.
Vote: 7 ayes, 0 nays. Motion carried.
- 9. Discussion of Village Informational Signs.**
Brian Kober still needs to apply for a permit from the WisDOT to install the signs in the State Highway 60 right of way.
Motion by Chair Tr. Olson, second by Tr. Lippold to refer discussion of Village Informational signs to the next meeting for staff to pursue the signs with the WisDOT.
Vote: 7 ayes, 0 nays. Motion carried.
- 10. Director of Public Works Report.**

Brian Kober gave the report. Discussion continues with Washington County Highway Department and WisDOT on ownership of the old park-n-ride lot in the southeast corner of CTH P and STH 60. Both groups think they own the right of way. More discussion needs to happen to figure it out.

On Saturday, September 7, 2019 from 1 to 5 PM at the former Ruben Schmahl Farm the Jackson Sewer Utility, Washington County, and Cedar Creek Farmers Group are hosting the Cedar Creek Community Connection Event. The event is an in the field, hands-on, agricultural and urban event educating families that live in the Village, out in the country, or on the farm. Food and entertainment available during the event.

Motion by Chair Tr. Olson, second by Tr. Lippold to place the Director of Public Works report on file.

Vote: 7 ayes, 0 nays. Motion carried.

11. Citizens/Village Staff to Address the Board.

Bidding of projects was discussed.

12. Adjourn.

Motion by Tr. Lippold, second by Brian Heckendorf to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned 8:13 p.m.

Respectfully submitted,

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