

AGENDA
BUDGET & FINANCE COMMITTEE MEETING
Tuesday, March 10, 2020 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 February 11, 2020
3. Approval of February 2020 Treasurer's Report and Check Register
4. Banking Proposal
5. Review of Engineering Services for Hunters Road Reconstruction Project
6. Review of Quotes for new Jackson Sewer Utility RV Service Vehicle
7. Citizens to address the Budget & Finance Committee
8. Adjourn

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

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

DRAFT MINUTES
Budget & Finance Committee Meeting
Tuesday, February 11, 2020 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 Members Present: Trustees Kruepke, Lippold and Malcolm

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

2. Approval of minutes for the Budget & Finance meeting of January 14, 2020

Motion by Tr. Kurtz, second by Tr. Olson to approve the Budget & Finance minutes of January 14, 2020.

Vote: 3 ayes, 0 nays. Motion carried.

3. Approval of the January 2020 Treasurer's Report and Check Register

Motion by Tr. Kurtz, second by Tr. Olson to approve the January 2020 Treasurer's Report and Check Register.

Vote: 3 ayes, 0 nays. Motion carried.

4. Revised Construction Service Contract – New Municipal Building – Cedar Corporation

Brian Kober explained this contract will go through the construction of the new municipal building. Ron Dalton from Cedar Corporation gave information on the contract and explained on-site representation. Pres. Schwab inquired on the 10 sets of paper bid documents. Ron stated they are used onsite and with a building project of this complexity, there are a lot of contractors involved. Tr. Kurtz asked about the bid process. Ron explained the bids will be evaluated and typically they recommend going with the low bid. Brian Kober commented the advertisement for bids was placed today and there will be a preconstruction meeting on February 25, 2020 to answer questions. Pres. Schwab stated he didn't see that the contract approval was recommended by the Board of Public Works. Brian Kober stated the contract was not ready in time for the Board of Public Works meeting.

Motion by Pres. Schwab, second by Tr. Olson recommend Village Board approve Revised Construction Service Contract – New Municipal Building – Cedar Corporation in an amount not to exceed \$495,000.00 which includes items one through four as listed in the document.

Vote: 2 ayes, 0 nays, 1 abstain (Tr. Kurtz). Motion carried.

5. Review of Quote for new Jackson Water Utility Service Truck

Motion by Pres. Schwab, second by Tr. Olson recommend Village Board approve the quote for the new Jackson Water Utility Service Truck in the amount of \$46,363.80 from EVS Saukville.

Vote: 3 ayes, 0 nays. Motion carried.

6. Jackson Water Utility Rate Increase 2020

Brian Kober stated this item was not at Board of Public Works. As recommended by the 2018 City Water Rate Study Report and to achieve the proper rate of return, the water rate would increase 3%. The rate increase would take effect April 1, 2020 with approval. The advertisement for the water increase would be in tomorrow's Daily News. Also, the PSC would be notified the rate increase would start on April 1, 2020.

Motion by Tr. Olson, second by Pres. Schwab recommend Village Board approve the 2020 Jackson Water Utility 3% Rate Increase as recommended by the water study.

Tr. Olson commented on having smaller rate increases more frequently compared to the 23% increase in the past. Brian Kober explained currently the median rate is \$31.74 and we are at \$27.04 per quarter. The Sewer rate will not be increased, the debt is paid off.

Vote: 3 ayes, 0 nays. Motion carried.

7. Citizens to address the Budget & Finance Committee

None.

8. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk

TREASURERS REPORT

(Depository Accounts)

February 29, 2020

	BALANCE 1/31/2020	BALANCE 2/29/2020
<u>GENERAL:</u>		
GENERAL CHECKING	\$1,874,329.38	\$826,688.89
ANTIQUE FIRE TRUCK	\$4,984.95	\$4,991.35
CREDIT CARD ACCOUNT	\$18,919.90	\$46,923.50
HIPAA ACCOUNT	\$775,005.80	\$796,401.84
MONEY MARKET	\$6,591,046.20	\$6,093,546.87
JUNE 2019 BORROWS	\$132,459.99	\$132,629.98
PARK FEES	\$232,646.57	\$232,945.13
FIRE/RESCUE RESERVE	\$6,128.70	\$6,136.57
EMS FUNDING ESCROW	\$6,201.81	\$6,209.77
POLICE & FIRE IMPACT FEES	\$204,299.70	\$142,263.05
TD AMERITRADE - 6.4M	\$6,408,799.71	\$6,411,507.46
TD AMERITRADE - 1.8M	\$1,894,339.08	\$1,897,575.60
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TOTAL GENERAL	\$18,149,161.79	\$16,597,820.01
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<u>WATER UTILITY:</u>		
WATER SPECIAL REDEMPTION FUND	\$2,489.07	
WATER UTILITY DEPRECIATION FUND	\$22,797.31	\$22,826.57
WATER UTILITY RESERVE	\$118,534.61	\$118,686.73
WATER IMPACT FEES	\$9,618.96	\$2,626.04
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TOTAL WATER UTILITY	\$153,439.95	\$144,139.34
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<u>SEWER UTILITY:</u>		
SEWER DEPRECIATION FUND	\$5,732.75	\$5,740.11
SEWER UTILITY RESERVE	\$74,028.78	\$74,123.78
DNR REPLACEMENT FUND	\$1,139,189.25	\$1,140,651.21
SEWER SPECIAL REDEMPTION FUND	\$2,492.47	\$2,495.67
SO. INTERCEPTOR IMPACT FEE	\$50,919.21	\$50,984.56
SEWER SERVICE FEES	\$1,805,861.62	\$1,808,179.14
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TOTAL SEWER UTILITY	\$3,078,224.08	\$3,082,174.47
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GRAND TOTAL:	\$21,380,825.82	\$19,824,133.82
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GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
99948	2/07/2020	AMAZON CAPITAL SERVICES MISC OFFICE SUPPLIES / BOOKS / JPD	122.23
99949	2/07/2020	AT&T ACCT #26267724834773/ REC	118.82
99950	2/07/2020	BAYCOM INC. COMPUTER / 2020 SQUAD / JPD	3,835.00
99951	2/07/2020	BEER CAPITOL DISTRIBUTING, LLC CONCESSIONS / REC	361.70
99952	2/07/2020	BIELINSKI HOMES, INC. WATER UTILITY REIMBURSE / CAPITAL IMPROV	234,788.75
99953	2/07/2020	BOOSTER PUBLISHING, LLC ACCT #4165 / JAN EVENT ADS / REC	750.00
99954	2/07/2020	COMPANION LIFE INSURANCE COMPANY GROUP #9501404058000 / FEB 2020	807.77
99955	2/07/2020	CONLEY MEDIA, LLC MONTE CARLO AD / ELECTION NOTICE	304.65
99956	2/07/2020	DOLNICK, JED M. HEALTH INSURANCE / FEB 2020 / JPD	802.86
99957	2/07/2020	ENDURACLEAN, INC. SHOE COVERS / STREETS	13.86
99958	2/07/2020	EQUAL RIGHTS DIVISION JAN 2020 WORK PERMITS	30.00
99959	2/07/2020	EUROFINS S-F ANALYTICAL LABS, INC EFFLUENT / WWTP	62.00
99960	2/07/2020	EXPRESS NEWS ACCT #7076 / JAN EVENT ADS / REC	865.00
99961	2/07/2020	FILMTOOLS DVD-R / JPD	241.14
99962	2/07/2020	FOX BROTHER'S PIGGLY WIGGLY ACCT #1710 / JAN 2020 / JPD	11.99
99963	2/07/2020	GOSCHEY MECHANICAL INC. WELL HOUSE SERVICE / WATER	115.00
99964	2/07/2020	GREAT-WEST DEFERRED COMP / 02-03-20 PAYROLL	2,265.00
99965	2/07/2020	INTEGRITY AUTO REPAIR SQUAD #7 BRAKE REPAIRS / JPD	370.71
99966	2/07/2020	JACKSON PROFESSIONAL POLICE ASSOCIATION UNION DUES / FEB 2020	400.00

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Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
99967	2/07/2020	KREUTZINGER, JEFF REIMBURSE SAFETY SHOES / WATER	126.72
99968	2/07/2020	MENARDS - WEST BEND MISC. SUPPLIES / WWTP	59.97
99969	2/07/2020	MORAIN PARK TECHNICAL COLLEGE 2019 DNR PAYMENT IN LIEU OF TAXES	31.83
99970	2/07/2020	NORTH SHORE BANK, FSB DEFERRED COMP / 2-03-20 PAYROLL	670.00
99971	2/07/2020	OFFICE COPYING EQUIPMENT LTD ACCT #6779665 / NOV/JAN COPIES, LEASE/REC	466.88
99972	2/07/2020	OFFICE DEPOT MISC. OFFICE SUPPLIES / FEB 2020	328.99
99973	2/07/2020	PERSONALIZED AWARDS PLAQUES / TROPIES / MEDALS / REC	401.70
99974	2/07/2020	PREMIER REAL ESTATE MANAGEMENT 2019 TAX REFUND / V3-008700G	3,953.49
99975	2/07/2020	PROS 4 TECHNOLOGY, INC. FEB 2020 COMPUTER SERVICES	2,923.28
99976	2/07/2020	ROLAND MACHINERY CO. FITTINGS / STREETS	6.66
99977	2/07/2020	RUSS, CHAD REIMBURSE CELL PHONE / FEB 2020 / WWTP	50.00
99978	2/07/2020	RUST LOCK, INC. LOCK SERVICE / WATER	322.75
99979	2/07/2020	RUST-OLEUM CORPORATION WATCO KIT / WWTP	286.17
99980	2/07/2020	SCOUT TROOP #765 MONTE CARLO CLEAN UP / REC	150.00
99981	2/07/2020	SKODINSKI, JOHN M. HEALTH & DENTAL / FEB 2020 / JFD	294.30
99982	2/07/2020	SUPERIOR CHEMICAL CORPORATION DISINFECTANT / REC	105.40
99983	2/07/2020	USA BLUE BOOK FLANGE GASKETS / WWTP	75.81
99984	2/07/2020	WASHINGTON COUNTY TREASURER 2019 DNR PAYMENT IN LIEU OF TAXES	128.91
99985	2/07/2020	WE ENERGIES GROUP BILL #0400-824-339 / JAN 2020	41,062.34

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 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
99986	2/07/2020	WEST BEND SCHOOL DISTRICT 2019 DNR PAYMENT IN LIEU OF TAXES	411.37
99987	2/07/2020	WI SCTF FEB 6 2020 GARNISHMENTS	459.68
99988	2/07/2020	WISCONSIN EMERGENCY MANAGEMENT 2019 TIER II REPORTS	1,430.00
99989	2/07/2020	WRWA MARCH 18-20, 2020 CONFERENCE X 2 / WATER	500.00
99990	2/14/2020	ADVANCE AUTO PARTS CUST #1870689966 / STREETS	410.79
99991	2/14/2020	AIR ONE EQUIPMENT INC RINSE CLEAN / JFD	55.50
99992	2/14/2020	AIRGAS USA, LLC OXYGEN CYL RENT / JAN 2020 / JFD	66.56
99993	2/14/2020	AMAZON CAPITAL SERVICES MISC SUPPLIES / ELECTION	31.35
99994	2/14/2020	APWA 2020 RENEWAL / ID #139806 / ENG	380.00
99995	2/14/2020	AT&T ACCT #26267738111283 / JFD	159.59
99996	2/14/2020	AURORA HEALTH CARE JAN 2020 PHARMACY SUPPLIES / JFD	325.37
99997	2/14/2020	B&L GRAPHIC SOLUTIONS JFD POSTER 18" X 24"	15.00
99998	2/14/2020	BMO HARRIS BANK N.A. ACCT #1588 / TODD	1,315.14
99999	2/14/2020	CAWLEY COMPANY, THE ENGRAVED PLAQUES / JFD	53.80
100000	2/14/2020	CEDAR CORPORATION PROFESSIONAL SERVICES THROUGH 1/18/2020	89,853.38
100001	2/14/2020	CENTURY LINK ACCT #85419756 / ADMIN	67.99
100002	2/14/2020	CHARTER COMMUNICATIONS FEB 2020 INTERNET SERVICES	214.28
100003	2/14/2020	CLOTHES CLINIC, INC. MATS / V HALL	62.69
100004	2/14/2020	DEMPSEY LAW FIRM, LLP ACCT #20967M / JAN 2020	771.50

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 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100005	2/14/2020	DEPT OF ADMINISTRATION-GAMING 2020 RAFFLE LICENSE RENEWAL / REC	25.00
100006	2/14/2020	EAGLE ENGRAVING, INC. SERVICE PINS / JFD	38.80
100007	2/14/2020	ECONOMIC DEVELOPMENT 2020 INVESTMENT	5,000.00
100008	2/14/2020	EMERGENCY MEDICAL PRODUCTS, INC. MED SUPPLIES / JFD	591.14
100009	2/14/2020	FIRE-RESCUE SUPPLY, LLC MINERAL BASE OIL / JFD	39.50
100010	2/14/2020	GALLS, LLC JFD UNIFORMS	1,302.78
100011	2/14/2020	GERMANTOWN SCHOOL DISTRICT 2019 PROPERTY TAX - FEBRUARY SETTLEMENT	41.65
100012	2/14/2020	GREMMER & ASSOCIATES, INC. MISC ENG/SURVEY SRV / JAN 2020	544.00
100013	2/14/2020	HANSEN, RODNEY REIMBURSE SUPPLIES / JFD	561.16
100014	2/14/2020	IDEXX DISTRIBUTION, INC. GAMMA IRRAD COLILERT / WWTP	503.44
100015	2/14/2020	JACKSON AUTO SERVICE OIL FILTER / 2000 GMC SAFARI / JFD	32.09
100016	2/14/2020	MASTER PRINTWEAR MISC. CLOTHING / JFD	5,472.00
100017	2/14/2020	MENARDS - WEST BEND REPLACED DAMAGED DROP/MAILBOX	59.97
100018	2/14/2020	MILWAUKEE AREA TECHNICAL COLLEGE 2019 PROPERTY TAX - FEBRUARY SETTLEMENT	5.13
100019	2/14/2020	MORAIN PARK TECHNICAL COLLEGE 2019 PROPERTY TAX - FEBRUARY SETTLEMENT	86,005.69
100020	2/14/2020	NECA IBEW WELFARE TRUST FUND EMS BILLING REFUND / CALL #19-031 / JFD	535.13
100021	2/14/2020	PORT-A-JOHN SPECIAL EVENT RESTROOM / JFD	150.00
100022	2/14/2020	PROS 4 TECHNOLOGY, INC. SERVICE AGREEMENT-FEB 2020 / JFD	358.00
100023	2/14/2020	PUSCH, MARY EMS REFUND / CALL #19-254 / JFD	260.00

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 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100024	2/14/2020	RUST-OLEUM CORPORATION WATCO KIT / WWTP	270.99
100025	2/14/2020	SAM'S CLUB/GEMB ACCT #6046 0020 4204 7687 / REC	425.18
100026	2/14/2020	SCHREIBER PURE INGENUITY 18" IDLER AXLE COMPLETE / WWTP	2,109.00
100027	2/14/2020	SECURIAN FINANCIAL GROUP, INC. POLICY #2832L-G / MARCH 2020 / #009180	1,433.88
100028	2/14/2020	SINGIDI, PRAVEEN MAILBOX REIMBURSEMENT / STREETS	30.00
100029	2/14/2020	SIRCHIE FINGER PRINT LABORATORIES BLACK HOLE FARADAY BAGS / JPD	405.70
100030	2/14/2020	SLINGER SCHOOL DISTRICT 2019 PROPERTY TAX - FEBRUARY SETTLEMENT	87,938.80
100031	2/14/2020	TELEFLEX LLC MEDICAL SUPPLIES / JFD	562.50
100032	2/14/2020	TENNIES ACE HARDWARE INC. ACCT#48714 JAN 2020/MISC SUPPLIES / JFD	38.59
100033	2/14/2020	U.S. CELLULAR JAN 2020 PHONE CHARGES	396.98
100034	2/14/2020	UMR-SALT LAKE CITY EMS REFUND / CALL #13-0081 / JFD	856.47
100035	2/14/2020	VILLAGE MART ACCT #VJACK / JAN 2020 / ADMIN	4,958.82
100036	2/14/2020	WAI 3/3/2020-3/6/2020 CONFERENCE / JPD	740.00
100037	2/14/2020	WASHINGTON COUNTY TREASURER 2019 PROPERTY TAX - FEBRUARY SETTLEMENT	348,337.17
100038	2/14/2020	WE ENERGIES TIF #7 EXPENSE / RELOCATE FACILITIES	22,372.00
100039	2/14/2020	WEST BEND SCHOOL DISTRICT JANUARY 2020 PARKING FEES	3,339.82
100040	2/14/2020	WI PARKS & RECREATION ASSOCIATION KELLY'S 2020 WPRA MEMBERSHIP	450.00
100041	2/14/2020	WISCONSIN DEPT OF JUSTICE ACCT#L6707T / OPERATORS - JAN 2020	49.00
100042	2/14/2020	WOLVERINE FIREWORKS DISPLAY INC 2020 FIREWORKS / ACTION IN JACKSON	5,000.00

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Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100043	2/14/2020	XEROX CORPORATION ACCT #718212004 / JAN COPIES/ADMIN	225.62
100044	2/18/2020	PETTY CASH REPLENISH PETTY CASH	36.16
100045	2/21/2020	A2CL SERVICES LLC ACCT #326L1545 / VENOUS DRAW / JPD	26.80
100046	2/21/2020	ADVANCE AUTO PARTS CUST #1872825042 / JFD	64.14
100047	2/21/2020	AFLAC JAN 18, 2020 - FEB 14, 2020	765.80
100048	2/21/2020	AMAZON CAPITAL SERVICES MISC. OFFICE SUPPLIES / REC / JFD	193.86
100049	2/21/2020	ASCEND TALENT STRATEGIES, INC LAW ENFORCEMENT ASSESSMENT / JPD	495.00
100050	2/21/2020	AT&T ACCT #262R7109934629 / REC	175.59
100051	2/21/2020	AURORA HEALTH CARE ACCT #600000018/ NEW HIRE SCREEN / JPD	96.00
100052	2/21/2020	B&L GRAPHIC SOLUTIONS BUSINESS CARDS & LETTERHEAD / WWTP / JPD	221.00
100053	2/21/2020	BRADY, JIM FEB 18 2020 ELECTION / 6 HRS	57.00
100054	2/21/2020	BURKHARDT, HERMELINDA FEB 18 2020 ELECTION / 3.5 HRS	33.25
100055	2/21/2020	CHARTER COMMUNICATIONS ACCT #8245110560007580 / ADMIN	22.57
100056	2/21/2020	CINTAS CORPORATION CLEANING SUPPLIES / REC	28.99
100057	2/21/2020	CLOTHES CLINIC, INC. MATS / V HALL	62.69
100058	2/21/2020	CORALLINI, JUDITH FEB 18 2020 ELECTION / 8 HRS	76.00
100059	2/21/2020	DAVISTER, SARA FEB 18 2020 ELECTION / 8.75 HRS	83.13
100060	2/21/2020	EBEL IMPRINTS MISC EMBROIDERED CLOTHING	1,838.00
100061	2/21/2020	EVOQUA WATER TECHNOLOGIES LLC SDI SYSTEM / WWTP	386.00

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Posted From: 2/01/2020 From Account:
Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100062	2/21/2020	FBI-LAW ENFORCEMENT EXEC. DEVELOPMENT ASSOC. INV #42378852-20 / VOSSEKUIL DUES / JPD	50.00
100063	2/21/2020	FONS, BRADLEE J FEB 18 2020 ELECTION / 8 HRS	76.00
100064	2/21/2020	FORD, ANTHONY J. 2020 MAILBOX REIMBURSEMENT	30.00
100065	2/21/2020	FRANK, KATHY FEB 18 2020 ELECTION / 10 HRS	98.88
100066	2/21/2020	FRECHETTE, JAMES R. 2019 AUDIT / PROGRESS BILLING / ADMIN	7,060.00
100067	2/21/2020	GERGETZ, RACHEL FEB 18 2020 ELECTIONS / 8 HRS	76.00
100068	2/21/2020	GERGETZ, RYAN FEB 18 2020 ELECTION / 8 HRS	76.00
100069	2/21/2020	GERKE, JENNIFER F. REIMBURSE SNOWMAN CONTEST MEALS / JPD	41.52
100070	2/21/2020	GRAINGER TIRE RING DRUM BASE / STREETS	56.30
100071	2/21/2020	GREAT-WEST DEFERRED COMP / 02-17-20 PAYROLL	2,265.00
100072	2/21/2020	GREATAMERICA FINANCIAL SVCS JAN 2020 COPIER LEASE / REC	123.00
100073	2/21/2020	HABEL, NANCY FEB 18 2020 ELECTION / 9 HRS	85.50
100074	2/21/2020	HIGH ROLLERS, INC MARCH 22-24, 2020 CHIP-IN RESORT / REC	756.00
100075	2/21/2020	JORDAN, CHRISTINE R #999-5083-00 / WATER BILL OVERPAYMENT	61.76
100076	2/21/2020	KRUEPKE PRINTING CROSS CONNECTIONS HAZARD FLYER / WATER	177.00
100077	2/21/2020	LEMKE, DIANE UTILITY SERVICES FOR FEB 3-20, 2020	79.20
100078	2/21/2020	LIPPOLD, JOHN FEB 18 2020 ELECTION / 5.75 HRS	54.63
100079	2/21/2020	LIPPOLD, SANDY FEB 18 2020 ELECTION / 21.5 HRS	207.88
100080	2/21/2020	MEITZ, JENNIFER FEB 18 2020 ELECTION / 7.75 HRS	73.63

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Accounting Checks

Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100081	2/21/2020	NCL OF WISCONSIN, INC. LAB SUPPLIES / WWTP	747.42
100082	2/21/2020	NORTH SHORE BANK, FSB DEFERRED COMP / 2-17-20 PAYROLL	670.00
100083	2/21/2020	OFFICE DEPOT MISC OFFICE / JANITORIAL SUPPLIES	148.62
100084	2/21/2020	PHILIPPS, DELORES FEB 18 2020 ELECTION / 7.75 HRS	73.63
100085	2/21/2020	PIEPER ELECTRIC, INC. ELECTRICAL SERVICE / WWTP	546.25
100086	2/21/2020	PLIER NANCY FEB 18 2020 ELECTION / 7.5 HRS	71.25
100087	2/21/2020	SCHLENZ, HEIDI FEB 18 2020 ELECTION / 9 HRS	85.50
100088	2/21/2020	SCHLENZ, JOHN FEB 18 2020 ELECTION / 8 HRS	85.50
100089	2/21/2020	SCHLOEMER LAW FIRM CLIENT #11387-000 / PRETRIAL	313.50
100090	2/21/2020	SCHNEIDER, DARLENE FEB 18 2020 ELECTION / 1 HR	9.50
100091	2/21/2020	SCHWAAB, INC. ABSENTEE ENVELOPE ADDRESS STAMP/ELECTION	32.50
100092	2/21/2020	SCHWARZENBERGER, ERIC FEB 18 2020 ELECTION / 6 HRS	57.00
100093	2/21/2020	SERCHEN, RENE FEB 18 2020 ELECTION / 8.75 HRS	83.13
100094	2/21/2020	STAR PROMOTIONS TACTICAL POLOS / JPD	215.75
100095	2/21/2020	STREICHER'S INC. MISC CLOTHING / JPD	1,026.22
100096	2/21/2020	STUEBS, RONALD JAN 31 2020 BADGER BOOK TRAIN / 4.75 HRS	45.13
100097	2/21/2020	TOEPFER SECURITY CORP HIRSCH SOFTWARE TRAINING	255.00
100098	2/21/2020	TRZEBIATOWSKI, JUSTIN PARKING TICKET REFUND / #8924	25.00
100099	2/21/2020	U.S. CELLULAR ACCT #300139842 / JPD	771.99

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Accounting Checks

Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100100	2/21/2020	WEISENBERGER, VICKI FEB 18 2020 ELECTION / 8.75 HRS	83.13
100101	2/21/2020	WETTSTEIN, DAVID FEB 18 2020 ELECTION / 8 HRS	76.00
100102	2/21/2020	WETTSTEIN, PATRICIA FEB 18 2020 ELECTION / 8 HRS	76.00
100103	2/21/2020	WI SCTF PIN#5239581 / CASE#4508FA000017	459.68
100104	2/21/2020	WISCONSIN DEPT OF JUSTICE ACCT#L6707T / OPERATORS - DEC 2019	7.00
100105	2/21/2020	ZYCH, CLIFFORD FEB 18 2020 ELECTION / 7.25 HRS	68.88
100106	2/28/2020	5 CORNERS DODGE, INC MISC PLOW PARTS / STREETS	472.49
100107	2/28/2020	A2CL SERVICES LLC ACCT #325L1653543 / VENOUS DRAW / JPD	26.80
100108	2/28/2020	AMAZON CAPITAL SERVICES DANCE ROOM CLOCK / REC	30.95
100109	2/28/2020	ARBOR DAY FOUNDATION 2020 MEMBERSHIP DUES / PARKS	20.00
100110	2/28/2020	BEHAN, SONYA FEB 1-15 2020 CLASSES / REC	60.00
100111	2/28/2020	BOARDMAN & CLARK LLP CLIENT #28011 / JAN 2020	2,562.00
100112	2/28/2020	BURKE TRUCK & EQUIPMENT CYLINDER, REVERSING / STREETS	573.69
100113	2/28/2020	CARDINAL ENVIRONMENTAL, INC. JANUARY 27-31 TESTS / WWTP	2,472.00
100114	2/28/2020	DELANEY GROUP LLC RES #16-16 / V3 0489 00J 010 / PAY 7	18,701.25
100115	2/28/2020	DESIGN 2 CONSTRUCT DEVELOPMENT CORPORATION RES #16-14 / V3 0489 00D 002 / PAY #7	8,470.75
100116	2/28/2020	DIGGERS HOTLINE INC. JAN 2020 TICKETS / WATER	67.66
100117	2/28/2020	DOLNICK, JED M. HEALTH INSURANCE / MARCH 2020 / JPD	802.86
100118	2/28/2020	EUROFINS S-F ANALYTICAL LABS, INC EFFLUENT / WWTP	62.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100119	2/28/2020	FISHER, RENEE REIMBURSE PHONE / FEB 2020 / REC	35.00
100120	2/28/2020	FIT4YOU, LLC FITNESS ORIENTATION / FEB 26 2020/ REC	226.50
100121	2/28/2020	GENERAL COMMUNICATIONS, INC. EQUIPMENT FOR 2020 SQUAD CAR / JPD	4,800.00
100122	2/28/2020	GERKE, JENNIFER F. EXPENSE REIMBURSE / WACOP TRAINING / JPD	54.17
100123	2/28/2020	GERKE, KARIE E. FEB 4 -25 2020 / LITTLE SHOOTERS / REC	339.50
100124	2/28/2020	GILLITZER ELECTRICAL CONTRACTORS, INC. FLOOD LIGHT FIXTURE REPAIR / STREETS	403.89
100125	2/28/2020	GRAEF LAUREL SPRINGS / THRU FEB 1, 2020	2,041.25
100126	2/28/2020	HAWKINS INC. CHLORINE / WATER	2,392.50
100127	2/28/2020	HEIN ELECTRIC SUPPLY CO MISC SUPPLIES / WWTP	78.66
100128	2/28/2020	IVERSON, WENDY M FEB 18-MARCH 24 2020 / CARDIO MIX / REC	450.00
100129	2/28/2020	JACKSON WAREHOUSE LLC RES #16-13 / V3 0489 00A 006 / PAY #7	2,979.00
100130	2/28/2020	JAHN, RACHELLE FEB 3 - FEB 24 2020 PIANO LESSONS / REC	88.00
100131	2/28/2020	JOHNSON CONTROLS FIRE PROTECTION LP REPLACED NAC PANEL BATTERIES / REC	844.56
100132	2/28/2020	KERRY AMERICAS DEVELOPERS AGREEMENT / TID #5 / MARCH 20	39,739.39
100133	2/28/2020	LAKESIDE INTERNATIONAL LLC CAP ASSY / STREETS	72.12
100134	2/28/2020	MAJESKY, KENDRA FEB 6-27 2020 CROCHET/KNITTING / REC	14.00
100135	2/28/2020	MORTON SALT BULK SAFE-T-SALT / STREETS	13,398.81
100136	2/28/2020	MULCAHY/SHAW WATER, INC. SERVICE VISITS LABOR & TRAVEL / WWTP	839.50
100137	2/28/2020	OFFICE DEPOT OFFICE & JANITORIAL SUPPLIES / REC	139.04

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2020 From Account:
 Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100138	2/28/2020	OSWALD, DAN 2019 PROPERTY TAX REFUND / V3 02051120B1	10.80
100139	2/28/2020	PACK SHIP & MAILBOXES FED EX GROUND / WATER	88.09
100140	2/28/2020	PETTY CASH MMCA MEETING / ADMIN	34.00
100141	2/28/2020	RICOH USA, INC. MARCH 2020 LEASE / JPD	75.36
100142	2/28/2020	ROGAN'S SHOES, INC. ACCT #1901 / WORK BOOTS / WATER	610.29
100143	2/28/2020	ROLAND MACHINERY CO. MISC PARTS / STREETS	410.97
100144	2/28/2020	RUSS, CHAD REIMBURSE CELL PHONE / MARCH 2020 / WWTP	50.00
100145	2/28/2020	SALAMONE SUPPLIES VACUUM BAGS / REC	14.63
100146	2/28/2020	SCHAEFFER MFG CO OIL / STREETS	2,208.84
100147	2/28/2020	SHERWIN INDUSTRIES, INC. FIBER MIX / STREETS	331.09
100148	2/28/2020	SKODINSKI, JOHN M. HEALTH & DENTAL / MARCH 2020 / JFD	294.30
100149	2/28/2020	SRF CONSULTING GROUP INC PROFESSIONAL SERVICES / 1/1/2020 / TID#7	2,208.74
100150	2/28/2020	ST. LAWRENCE EQUIPMENT, INC. MISC REPAIRS / PARTS / STREETS	1,103.28
100151	2/28/2020	STREICHER'S INC. MISC CLOTHING / EQUIPMENT / JPD	400.91
100152	2/28/2020	SUPERIOR CHEMICAL CORPORATION BLUE OX DETERGENT/ REC	74.46
100153	2/28/2020	SUPERIOR COURT OF CALIFORNIA RECORD REQUEST / COPY FEES / JPD	4.00
100154	2/28/2020	TENNIES ACE HARDWARE INC. ACCT #51327 / JAN 2020	933.28
100155	2/28/2020	TOE NAIL TRIMMERS LLC FEB 19, 2020 CLINIC / REC	203.00
100156	2/28/2020	TOWN & COUNTRY ENGINEERING, INC. SCADA ASSISTANCE / 2019 GIS UPDATES	845.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2020 From Account:
Thru: 2/29/2020 Thru Account:

Check Nbr	Check Date	Payee	Amount
100157	2/28/2020	UEMSI/HTV MANHOLE HOOK / STREETS	59.90
100158	2/28/2020	VALENTINO, KELLY REIMBURSE SENIOR CRAFT PROJECT / REC	30.00
100159	2/28/2020	WASHINGTON COUNTY DEVELOPERS AGREEMENT / TID #5 / MARCH 20	13,624.94
100160	2/28/2020	WASHINGTON COUNTY 2020 TREE & SEED ORDER / PARKS	221.00
100161	2/28/2020	WEST BEND VACUUM CENTER INC. BRUSH, BAGS & FILTER / V HALL	66.48
Grand Total			1,125,067.23

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 2/01/2020 From Account:
Thru: 2/29/2020 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	607,715.68
Total Expenditure from Fund # 150 - HOTEL / MOTEL	7,048.79
Total Expenditure from Fund # 200 - WATER UTILITY	17,146.67
Total Expenditure from Fund # 300 - SEWER UTILITY	26,013.89
Total Expenditure from Fund # 500 - RECREATION-VILL/TOWN	11,308.29
Total Expenditure from Fund # 600 - CAPITAL PROJECT FUND	335,327.47
Total Expenditure from Fund # 650 - TID #5	53,364.33
Total Expenditure from Fund # 670 - TID #7	51,631.65
Total Expenditure from Fund # 900 - FIRE & RESCUE	15,510.46
Total Expenditure from all Funds	1,125,067.23

To: Village Board
From: Paula Winter, Village Treasurer
Subject: Depository Accounts
Date: March 6, 2020

In April of 2016, the Village of Jackson contracted with Westbury Bank for the depository services for a four-year period.

Due to the expiration of the contract, a new Request for Proposal was sent out. This was sent to BMO Harris and Westbury Bank. Both banks are local and have very strong Community Sponsorship.

Proposals were returned by Westbury Bank.

The Village does not budget for banking fees. Westbury offers compensating balances for the fees and collateralized and non-collateralized agreements.

I recommend Westbury Bank due to the strong relationship we have built with them over the last 4 years. They also have demonstrated a strong customer service support system, which I am very appreciative of.

Memo

To: John M. Walther, Village Administer
From: Brian W. Kober, P. E., Director of Public Works
Subject: RFP for Chateau Drive and Hickory Lane Reconstruction Project
Date: February 25, 2020
CC: Board of Public Works; Village Board

The Village of Jackson requested proposals from two engineering firms to assist with the street improvements in Hunters Road from Jackson Drive to Chateau Drive and Highland Road around the Stonewall Drive intersection. The two engineering firms were Cedar Corp and Gremmer & Associates. The two engineering firms understand the Village of Jackson's construction standards and procedures for construction. The completed proposals were accepted on or before 4:30 PM on Monday, February 24, 2020.

The schedule is to have the preliminary design completed in April 2020, advertise for bid May 2020, Award Contract June 2020, and complete project by August 2020.

If the selection of the engineering service is to be accomplished by lowest fee, the recommendation would be Cedar Corp for a cost of \$21,500.00 plus incidentals cost (mileage, printing, etc.).

If you have any questions, please let me know.

Brian W. Kober, P.E.

From: [Ron Dalton](#)
To: [Brian Kober](#)
Subject: RE: RFP Engineering Services for Hunters Road and Highland Storm Sewer
Date: Monday, February 24, 2020 5:04:31 PM

Hi Brian,

Thank you for the opportunity to provide design and construction related services for street improvements on Hunters Road and Chateau Drive, and storm sewer improvements on Highland Road. The scope of the project and requested services are outlined in your Request for Proposal received on Feb. 19th, 2020. We propose to complete design and construction related services for the following fees and hourly rates.

Design, Permitting and Bidding:	\$ 12,500
Final Design:	\$ 6,000
Prepare Construction Bid Documents	\$ 3,000

Construction Services

- | | |
|----------------------------|------------------|
| a. Construction Staking | \$ 130 per hour |
| b. Construction Inspection | \$ 89 per hour |
| c. As-Built Survey | \$ 1000 lump sum |

Please give me a call if you have any questions regarding our proposed fees and hourly rates.

Thanks

Ron Dalton, P.E.

Director/Office Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2341 | TF: 800-472-7372

ron.dalton@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Brian Kober <brian.kober@villageofjackson.com>
Sent: Wednesday, February 19, 2020 5:32 PM
To: Brian Kober <brian.kober@villageofjackson.com>
Subject: RFP Engineering Services for Hunters Road and Highland Storm Sewer

Sorry for the short notice, although, the Village of Jackson is working with the best.

You can email your proposal on Tuesday, February 25th if you need more time. Monday would be better so I can email to the Board before the meeting.

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



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

February 21, 2020

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

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

Subject: Proposal for Engineering Services
Hunters Road, Chateau Drive, and Highland Road

Dear Mr. Kober:

Thank you for the opportunity to work with you in providing engineering services for the Hunters Road, Chateau Drive, and Highland Road reconstruct project. We look forward to maintaining our excellent working relationship with you by providing quality and efficient service that the Village can expect when working with Gremmer & Associates. The following is brief summary of our company and staff expertise.

FIRM EXPERTISE

Gremmer has developed a strong reputation and excellent working relationship with many local communities in and around Jackson over the past 15 years based on a combination of strong technical expertise and excellent service. Besides the previous successful projects we've designed for the Village of Jackson, we have also designed numerous urban streets for neighboring communities such as the City of Port Washington and the Village of Grafton. In addition to the quality engineering and service mentioned above, the ability to effectively communicate with the local residents, stakeholders, Village staff and elected officials is what sets us apart from other engineering firms. We continually receive positive feedback from Clients, City/Village/County staff, and the public concerning our ability to effectively communicate the project concepts and design.

KEY STAFF

One of Gremmer's unique strengths is that our company has very little turnover, which results in the same qualified staff working on Village of Jackson projects year after year. We have a thorough knowledge of Village of Jackson standards, requirements, and design guidelines, which translates into our ability to "hit the ground running" on the design of the project. Tom Lanser and Jeff Chvosta are Washington County residents, which gives us more opportunities to visit the project site, or meet with the Village of Jackson staff.

The following key personnel have many years of experience on projects of similar size and scope, including numerous projects in the Village of Jackson.

Project Manager: Thomas Lanser, P.E.

Tom is a project manager and President of Gremmer & Associates, Inc. He manages the Fond du Lac office, and has 30 years experience in designing and managing urban roadway and municipal projects for local municipalities. Tom has been the project engineer for all previous roadway projects designed out of the Fond du Lac office over the past 20 years, including all of the Village of Jackson projects. Tom will be responsible for client and public relations, monitoring schedule, and supervising Gremmer & Associate's staff.

Project Engineer/Lead Roadway Design: Jeff Chvosta, P.E.

Jeff is a Project Engineer with 17 years of experience in designing urban roadway and municipal projects for both local let and WisDOT oversight projects. He has been the project engineer for over 25 urban roadway/municipal projects over the last 10 years, including all of the previous Village of Jackson projects. Other recent locally let municipal projects that Jeff has served as project engineer on include the Police Memorial Drive and Fox Ridge Business Park projects in Fond du Lac and the 2014, 2016-2017, 2018-2019, and 2020 roadway and utility improvement projects in the City of Port Washington. Jeff's expertise includes preliminary and final roadway and utility design, utility coordination, design reports, and preparation and delivery of bidding documents. Jeff will be responsible for the roadway and utility design, and the day to day management of the project.

Drainage and Environmental Permitting: Andy Klemp, P.E.

Andy is a Water Resources Engineer with 21 years of experience in roadway drainage/design, stormwater management planning/design, storm sewer design, structure hydraulics, erosion & sediment control design, and environmental permitting for transportation projects. Andy has been the lead drainage engineer for over 40 transportation projects, and has designed over 100 stormwater management projects for both private and public sector projects, including the associated state and federal permitting. Andy's recent similar project experience includes serving as the lead storm sewer, drainage, and environmental permitting engineer for the Madison Street project in the City of Waupun, the CTH VV (Pioneer Road) projects in the City of Fond du Lac, and the CTH D (Main Street) project in the Village of Belgium. Andy will be responsible for the drainage evaluation and DNR permitting for the project.

Project Surveyor: Jay Panetti, P.L.S.

Jay is a Professional Land Surveyor with 21 years of experience in surveying and preparing right-of-way plats for transportation projects. He is the Survey Coordinator for Gremmer's Fond du Lac Office, and is responsible for setting horizontal and vertical control, topographic and utility survey, determining existing right-of-way, preparing right-of-way plats, and construction staking for all transportation projects out of the Fond du Lac office. Jay was the lead surveyor for all previous Village of Jackson projects. Jay will be responsible for all surveying tasks for the project.

REFERENCES

Please contact the references below for a firsthand account of the quality and service we provide on our projects.

Scott Schmidt

Highway Commissioner
Washington County Highway Dept.
900 Lang Street
West Bend, WI 53090
(262) 335-6881

Tom Janke

Highway Commissioner
Fond du Lac County Highway Dept.
301 Dixie Street
Fond du Lac, WI 54936
(920) 929-3488

Rob Vanden Noven

Director of Public Works
City of Port Washington
100 West Grand Avenue
Port Washington, WI 53074
(262) 268-4267

Jon Edgren

Director of Public Works
Ozaukee County Highway Dept.
410 South Spring Street
Port Washington, WI 53074
(262) 284-8335

Paul De Vries

City Engineer
City of Fond du Lac
160 South Macy Street
Fond du Lac, WI 54935
(920) 322-3473

Jeff Daane

Director of Public Works
City of Waupun
201 East Main Street
Waupun, WI 53963
(920) 324-7918

SCOPE OF WORK

The following is Gremmer & Associates' proposal to provide engineering services for the proposed project, based on the Request for Proposal and the following scope clarifications. Items of work not specifically mentioned below shall be considered additional services. Hereinafter, the Village of Jackson will be referred to as the OWNER and Gremmer & Associates, Inc. as the ENGINEER.

Design, Permitting, and Bidding:

1. Topographic and utility survey.
2. Preliminary roadway and storm sewer design/plans for Hunter's Road and Chateau Drive. Storm sewer design scope assumes replacement in kind with respect to size of inlets and extension along Hunters Road west of Willow Ridge Drive to provide storm sewer laterals.
3. Evaluate the storm sewer along Highland Road within the vicinity of the Stonewall Drive intersection, and provide potential alternatives.
4. DNR permitting:
 - a. Prepare and submit a DNR WRAPP permit application (formerly NOI).
 - b. Prepare and submit any necessary permit applications for the Highland Road storm sewer project.
5. Specifications, bid documents, and engineer's estimate.
6. Meet with the Village of Jackson as necessary throughout the design process.

Final Design:

1. Final roadway and storm sewer design/plans for Hunter's Road and Chateau Drive.
 - a. Scope includes rebuilding sanitary manholes and adjusting water valve boxes only.
2. Provide final plans for the Highland Road preferred alternative.

OWNER'S RESPONSIBILITY

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

ADDITIONAL SERVICES

1. Wetland determination/delineation.
2. Pavement design report. Pavement structure will be based on OWNER standard pavement structures.
3. Sanitary sewer, storm sewer, or water main design/plans beyond scoped items.
4. Right-of-way or easement work for the project.
5. Soil borings.
6. Detailed storm sewer modeling or stormwater management plans/calculations.
7. DNR and/or US Army Corps of Engineers permitting/coordination beyond scoped items.

COMPENSATION

ENGINEER'S lump sum fee to complete the work, as listed in the Scope of Work section of this document, is as follows:

Design, Permitting, and Bidding:	\$22,900
Final Design:	\$10,000
Construction Bid Documents:	\$2,000

ENGINEER'S fee to complete any construction staking, construction observation, or construction assistance will be billed on a time and materials basis in accordance with the attached Professional Services Fee Schedule, dated November 1, 2020 to October 31, 2020 and labeled Exhibit A. The hourly rates for each task is as follows:

Construction staking (survey crew): \$160/hour (crew)
On-site inspector: \$76/hour to \$88/hour (depending on the available personnel)
As-built survey: \$1,000

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

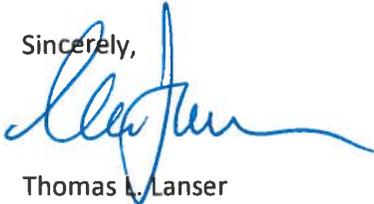
Additional services, at the request of the OWNER, will be billed according to the attached Professional Services Fee Schedule, dated November 1, 2020 to October 31, 2020, and labeled Exhibit A.

GENERAL TERMS & CONDITIONS

ENGINEER's services will be performed in accordance with the attached General Terms and Conditions, dated November 1, 2020 to October 31, 2020, and labeled Exhibit B. The receipt of a signed copy of the Agreement shall be considered as authorization to proceed with the services described.

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

Sincerely,



Thomas L. Lanser
President
Gremmer & Associates, Inc.

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

For the OWNER: Village of Jackson

Name

Date

Title

Exhibit A



PROFESSIONAL SERVICES FEE SCHEDULE

November 1, 2019 to October 31, 2020

Project Manager.....	\$140.00/hour
Project Engineer / Senior Designer	\$125.00/hour
Civil Engineer V.....	\$110.00/hour
Professional Land Surveyor / Survey Crew Chief.....	\$100.00/hour
One-man Survey Crew with GPS/Robotic Total Station	\$125.00/hour
Civil Engineer IV / Engineering Specialist V	\$98.00/hour
Civil Engineer III / Engineering Specialist IV	\$88.00/hour
Civil Engineer II / Engineering Specialist III.....	\$82.00/hour
Civil Engineer I / Engineering Specialist II.....	\$76.00/hour
Engineering Specialist I / Civil Engineering Technician III	\$70.00/hour
Civil Engineering Technician II	\$64.00/hour
Civil Engineering Technician I	\$58.00/hour
Office Services	\$55.00/hour
Mileage.....	Current IRS rate
Meals, lodging, air travel, telephone, supplies, postage.....	At Cost
Printing Services (In-house)	
Photocopies (black & white)	\$0.10/impression
Photocopies (color)	\$0.25/impression
Large Format Plots (black & white)	\$1.00/S.F.
Large Format Plots (color).....	\$2.00/S.F.
Mylar.....	\$2.00/S.F.
Printing Services (Outside Service).....	At Cost
Expert Witness	\$200.00/hour

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



GENERAL TERMS AND CONDITIONS

November 1, 2019 to October 31, 2020

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

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

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



Taking the lead in Washington County.

**VILAGE OF JACKSON
REQUEST FOR PROPOSALS
Engineering Design Service**

The Village of Jackson is requesting a proposal and qualification statement from engineering firms to assist with the street improvements in Hunters Road, Chateau Drive, and Highland Road of the Village of Jackson. The construction area consists of Hunters Road Drive from Jackson Drive to Chateau Drive; Chateau Drive from Hunters Road to Willow Ridge Drive; and Highland Road around the Stonewall Drive intersection. The completed proposals shall be returned to the Engineering Department on or before **4:30 PM on Monday, February 24, 2020.**

Background Information

1. The Hunters Road and Chateau Drive streets were constructed in 1989.
2. Both streets were designed with storm sewer to just drain the surface water off the street. The new design will provide storm sewer laterals for each sump pump discharge.
3. The Highland Road Project is a design to evaluate the 24-inch concrete storm sewer pipe that is feed by a 36-inch pipe. Also, the outfall point will need cleaning. Proper permits will be necessary to do the work.
4. This is a LRIP funded project for the improvements of Hunters Rad and Chateau Drive.

Design, permitting, and bidding

1. Review of preliminary development plans, site visit, and meeting with Village staff to analyze and review scope of project.
2. Topographic and utility survey, and develop preliminary and final roadway, storm sewer, water main design/plans.
3. Prepare and submit all necessary DNR permit applications.
4. Create specifications, bid documents, and engineer's estimate. Answer any questions during the bid process and attend bid opening. Meet with Village staff as necessary throughout the design process.

W194N16660
Eagle Drive
Jackson, WI 53037
Phone: 262-677-0707
Fax: 262-677-8770

Mailing Address:
P.O. Box 637

www.villageofjackson.com

Final Design

1. Sanitary Sewer The Jackson Sewer Utility will verify the condition of the sanitary sewer if need to be replaced. For now only rebuilding sanitary manholes should be include in the design quote.

2. Storm Sewer Design Storm sewer design for proper drainage of roadway and property abutting the road. All exiting storm sewer facilities shall be picked up during the survey of the road. Acquire all necessary permits. Provide a storm lateral to all properties. Highland Road storm sewer will need to be sized per the drainage area.

3. Water Main Design Water Main is assumed to be in good condition and only valve boxes will be replaced.

4. Roadway Facilities Asphalt pavement, concrete curb and gutter and 5 ft sidewalk on both sides of roadway.

Construction Services (if the project continues)

1. Attend pre-construction meeting and field meeting with Village Staff and Contractor.

2. Provide construction staking.

3. Provide construction inspection and management.

4. As-built survey, to confirm accurate construction.

Project Schedule (Tentative)

Request for proposal due	February 24, 2020
Village Board - Contract Award	March 10, 2020
Preliminary Design, with estimated cost	April 2020
Prepare construction documents and spec	May 2020
Advertise Bids	May 2020
Open Bids	June 2020
Award Contract	June 2020
Complete Construction	August 2020

Consultant Engineer Qualifications

1. Qualifications of the key staff persons to be assigned to perform their scope of work, their experience and special skills.
2. Experience of firm in projects of similar scope.

Proposal

		<u>Time & Material Cost, not to exceed</u>	
1.	Design, Permitting, & Bidding	\$	
2.	Final Design	\$	
3.	Preparing the Construction Bid Documents	\$	
4.	Construction Services		
	a. Construction Staking	\$	Per hour
	b. Construction Inspection	\$	Per hour
	c. As-Built Survey	\$	
	or lump sum	\$	
Total Amount		\$	

If you have any questions regarding this Request for Proposal or if you would like to review this project in detail, please give me a call at (262) 677-0707.

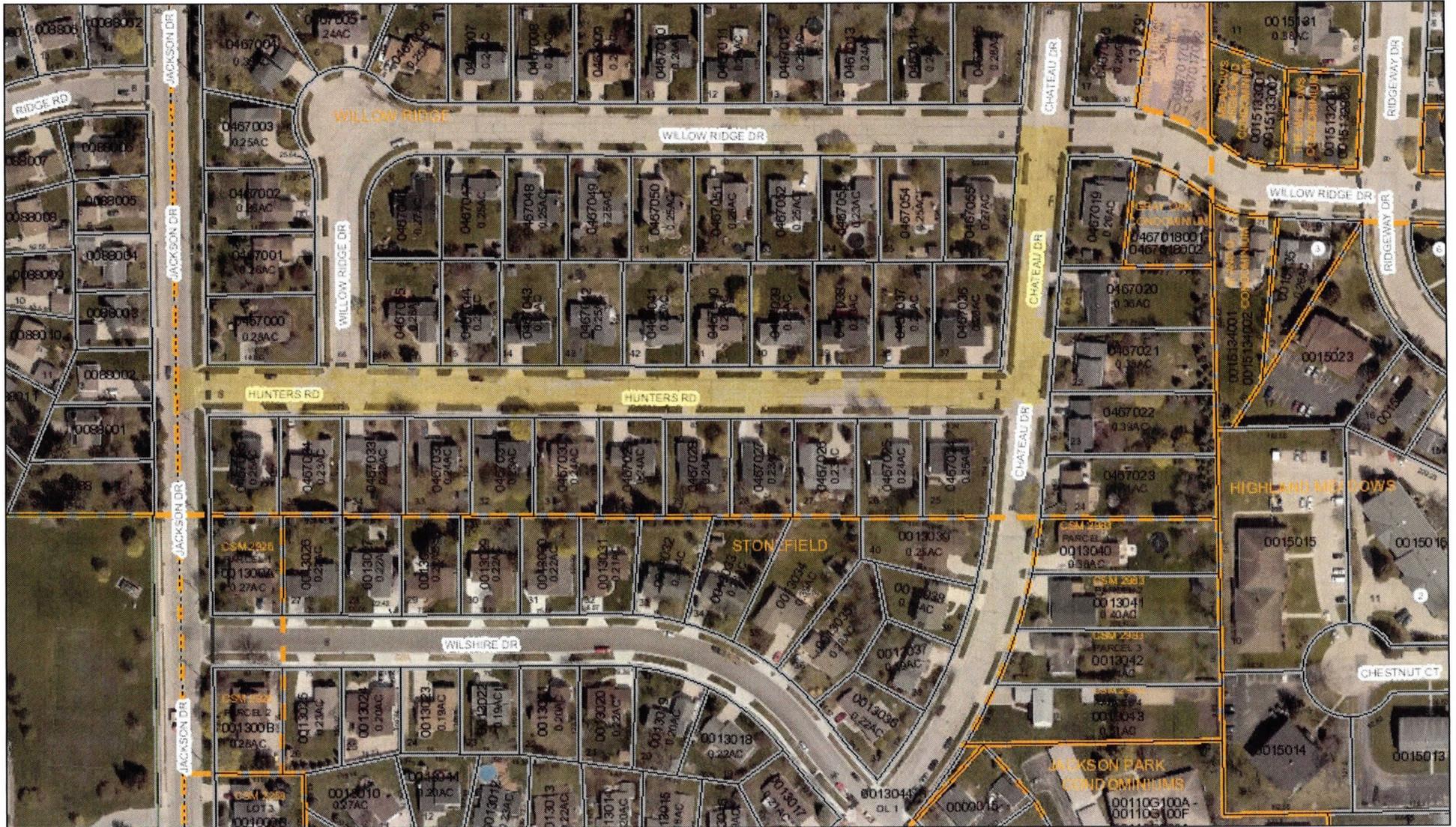
Sincerely,



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

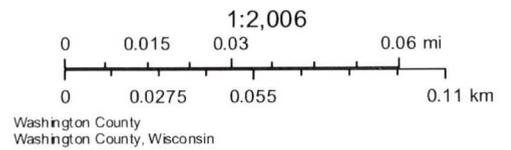
Enclosures

Web AppBuilder for ArcGIS



November 19, 2019

- 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





07/30/2015 AM 01:40



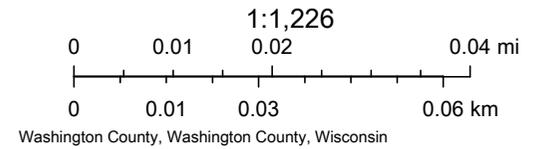
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Village of Jackson

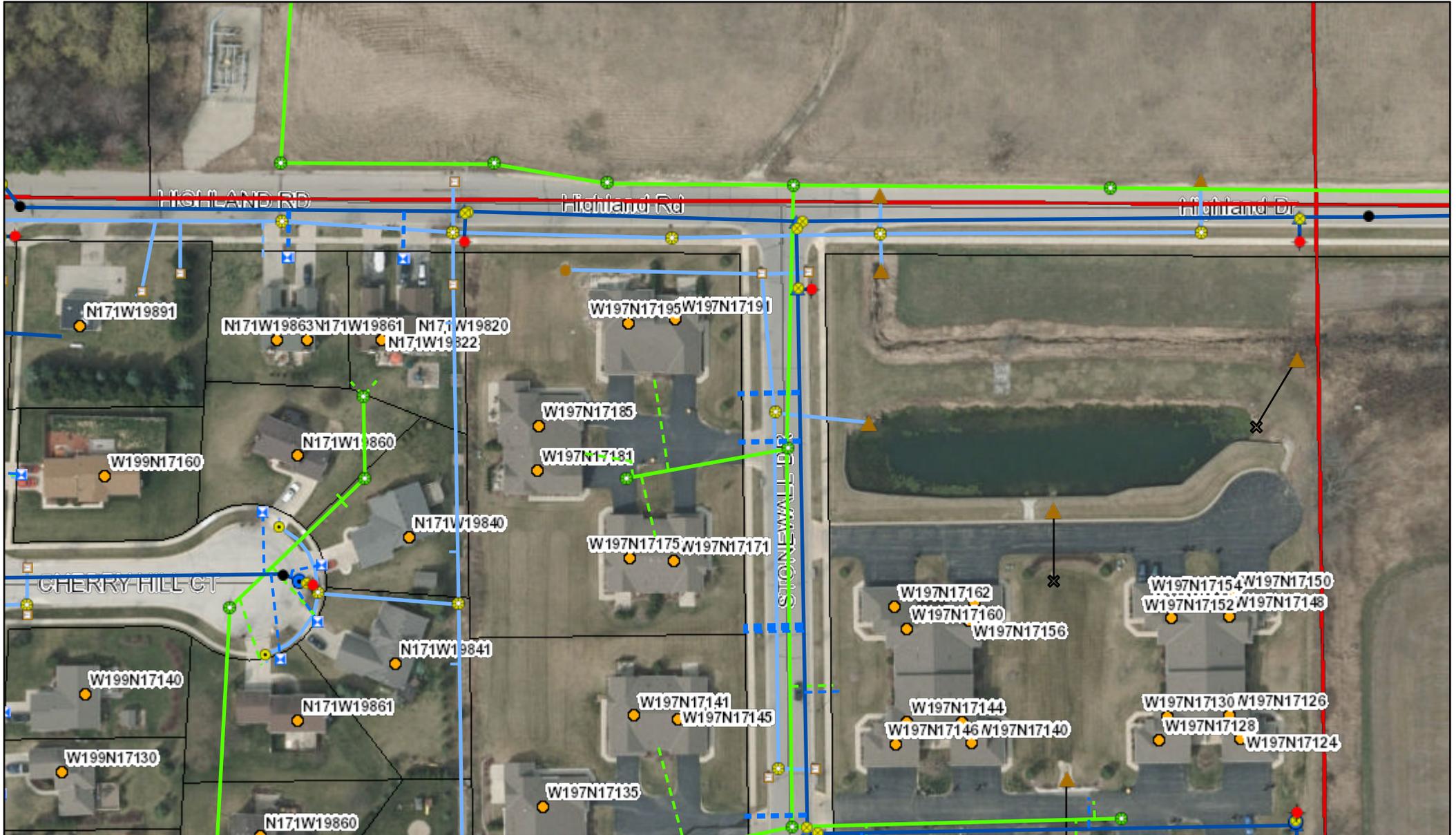


2/19/2020, 5:15:40 PM

- Hydrants
- Water Valves
- Water Curb Stops

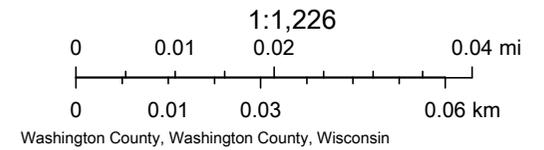


Village of Jackson



2/19/2020, 5:21:16 PM

- ◆ Hydrants
- Water Valves
- Water Curb Stops



M e m o

e

To: Brian Kober

From: Jeff L. Deitsch 

Date: 01/29/2020

m

Re: Why Diesel Instead of Gas UTV

o

This is a response to the question that was ask at the last public works meeting January 28, 2020 about why a Diesel RTV instead of a Gas UTV.

Diesel engines maximize the potential for performance, longevity and fuel economy. As with our last gas UTV, we did a lot of towing and hauling. Diesel engines produce a lot more torque than gas engines which is more efficient for towing and hauling. Keep in mind that torque is more important than horsepower when it comes to towing and hauling.

Diesel engines have no spark plugs, so you don't need to worry about ignition tune -ups or fouled plugs. Diesel engines are more ruggedly built to withstand higher compression and will generally last longer than gas engines. Diesel engines usually require less maintenance and are more reliable than gas engines. You will get more mileage / hours out of a diesel engine because they deliver close to 30% better fuel economy than gas engines.

As you know we had a gas UTV years ago and had lots of problems with the engine running properly. At the time, we had Chris Bales on staff that was a small engine mechanic and he couldn't get that machine to work properly. The gas engine fouled plugs all the time from idling and the short trips by starting and stopping of the gas engine. Diesel engines will have no problem with Idling or short trip around the plant. The gas UTV also had problems with the drive line or transmission. It was belt driven like a snowmobile, so it wore out belts because of the towing and hauling we did. The Kubota has a hydrostatic transmission that is essentially a tractor-type transmission that is made for heavy duty use.

The diesel engine is water cooled that is better adapted for warmer weather in the summer than the air-cooled gas UTV for the work we do. The factory installed fully enclosed cab has air conditioning, defroster, and heating system to keep staff comfortable and efficient in all types of weather for all types of jobs.

Like in the past, this Kubota RTV will help the staff to be efficient of their time for operation and maintenance of the WWTF. The Kubota RTV have a reputation of being rugged, reliable and it we be an asset to the utility.

M e m o

e

To: Brian Kober

From: Jeff L. Deitsch

Date: January 22, 2020

m

Re: RTV Service Vehicle

o

I have received Quotes from two Kubota RTV Dealers for an off-road service vehicle budgeted for the Jackson Sewer Utility in 2020. This vehicle will aid in our early walkaround, maintenance of equipment/grounds, weed control, interceptor sewer maintenance and winter operation at the WWTF. The vehicle has a small footprint with the ability to maintain equipment off the pavement preventing damage of the grounds. The Kubota RTV are a heavy duty-built machine, transmission driven (not a belt) with a hard cab for all season Work abilities. The bids are:

John P. Lochen CO., Inc, Newburg ----- \$17,900.00

Bill's Power Center, Inc, Brookfield -----\$18,300.00

I recommend purchasing from John P. Lochen Co., Inc, Newburg for \$17,900.00

John P. Lochen Co., Inc.

Matt Falkner

512 Franklin Street PO Box 110

Newburg, WI 53060-0110

(262) 675-6565 / (262) 483-1226 (mobile)

email: mfalkner@lochenequipment.com

EQUIPMENT QUOTE

Customer Name

Village of Jackson utility_supt@vilkscoejackson.com

Address

City, State, Zip

Phone Number

414-840-0560 Jeff 262-677-0707

Date:

1/9/2020

Equipment Description:

Kubota RTV X1100 CWL-H Utility Vehicle

Orange HO tires spray in bulliner hyd lift

All For:

\$ 17,900⁰⁰

Trade In Description

Options installed

K7731-99620 Front work lights (2) 250

77700-05054 side mirror kit (2) 200

K7731-99610 turn signal hazard light kit 400

Value:

77760-04753 radio \$ 220

Cash or Finance Balance

\$

Quote Offered By:

Matt Falkner

- Standard Features -

- Custom Options -



V Series

RTV-X1100CWL-H

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+24.8 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7 in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

KEY FEATURES

Factory Cab w/ A/C, Heater,
Defroster
Fully opening roll-down door
windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-
painted)
Silver-painted with machined
surface
"S" Models only

RTV-X1100CWL-H Base Price: \$21,549.00

Suggested List Price w/ Options: \$21,549.00

Sale
\$20,099.00

Gov. 18,300.00
+
Non profit

Q U O T A T I O N

BILL'S POWER CENTER, INC.
13885 West Capitol Drive
Brookfield, WI 53005-2408 USA
Phone #: (262)781-6400

PHONE #: (414)677-1710
CELL #:
ALT #:
P O #:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: **9/17/2019**
ORDER #: **1297512**
CUSTOMER #: **28150**
CP: **BIII R**
LOCATION: **1**
STATUS: **Active**

BILL TO 28150

Village Of Jackson
P O Box 147
Jackson, WI 53037

SHIP TO

Village Of Jackson
P O Box 147
Jackson, WI 53037

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
KUB	RTVX1100CWL-H	KUBOTA UTV	1	\$21,549.00	\$21,549.00	\$21,549.00
****	DISCOUNT	Discount	1	\$ 00	-\$3,249.00	(\$3,249.00)

No Returns on Equipment, Special Orders, or Electrical Items.
20% Restocking Fee, on all parts.
Hours: Mon 8am -8pm, Tues, Wed,Thurs, Fri 8am-6pm, Sat 8am -3pm
Thank You For Your Business

Prices reflected on this quote are valid for 30 days.

SUBTOTAL: **\$18,300.00**
TAX: **\$0.00**

ORDER TOTAL: \$18,300.00

Authorized By: _____