



**TOWN OF LISBON
MEETING AGENDA
TOWN BOARD**

*Town Chairperson: Joseph Osterman, Chair
Supervisors: Tedia Gamiño, Marc Moonen, Linda Beal, Rebecca Plotecher*

Monday, October 12, 2020

6:30 PM

Town Hall, Board Room
W234N8676 Woodside Rd.

Regular Meeting

Join Zoom Meeting Online: <https://zoom.us/j/91573409914?pwd=cnhZS3pKeDFUM2p2d0JQYk1cW40Zz09>
Enter Meeting ID: 915 7340 9914 Enter Passcode: 577024

Join Zoom Meeting by Phone: Dial 1-312-626-6799. Enter Meeting ID: 915 7340 9914 Enter Passcode: 577024

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Comments from citizens present

Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.

5. Administrator Report

This is an opportunity for Town Administrator to report on departmental operations and projects. Matters require no action or approval.

6. Supervisor's Reports

This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.

7. Minutes

Discussion and possible action on the following minutes:

A. Approval of the September 28, 2020 Town Board meeting minutes

B. Approval of the September 28, 2020 Special Joint Town Board meeting with Village of Merton.

8. Upcoming Town Boards, Commissions, and Committee Meetings

Town Board, Plan Commission, Board of Appeals, and Sanitary Sewer District #1 Commission meet in the Board at Town Hall, W234N8676 Woodside Rd. Park Committee and Police & Fire Commission meet at Richard Jung Memorial Fire Station, N54W26455 Lisbon Rd.

A. Town Board: Monday, October 28, 2020 -6:30 PM

- B. Plan Commission: Thursday, November 12, 2020 – 6:30 PM
- C. Park Committee: Monday, October 19, 2020 – 6:30 PM
- D. Sanitary Sewer District #1 Commission: Wednesday, October 21, 2020 – 6:30 PM
- E. Town Board: Monday, October 26, 2020 – 6:30 PM

9. New Business

Discussion and possible action on the following items:

- A. Request for approval of an agreement for Funding of Roundabout Construction at the intersection of CTH Q and Hillside Rd. between Lisbon, Richfield and Washington County.
- B. Request for approval of the contract for the creation of a new website to enhance online access for many of our face to face processes.
- C. Request for approval of the contract with CTAccess Cloud ECM Solution with Public Portal proposal to allow property files to be accessed online by residents.
- D. Request for approval of Badgerbooks for the election in order to socially space the poll workers.
- E. Request for acceptance of the grant awarded by CTCL to cover Covid-19 Election expenses.
- F. Approval of Bills in the amount of \$504,521.22
Top 5 payment made to:
 - Payne & Dolan- \$252,569.14 for resurfacing program
 - Fahrner Asphalt-\$76,360 Crackfill Contract
 - Kunkel Engineering-\$43,932.75 Reimbursable-\$13,026
 - One Click Computers \$21,240.51 for Equipment paid by grants
 - Vierbicher Associates \$18,670.50 Reimbursable-\$6499.50.
- G. Monthly report of ACH & Autopays – August 2020

10. Plan Commission Recommendations

Discussion and possible action on the following Plan Commission Recommendations

- A. Rezoning request for owner CJ Real Estate Enterprises, LLP, applicant Joe Goetz of approximately 5 acres from A-10 Agricultural to A-5 Mini Farm, and approximately 0.1 acres from A-10 Agricultural to A-3 Agricultural/Residential Estate, for the property located at N55 W27361 Lisbon Rd, Lisbon, WI 53089, LSBT 0265.998.002. Plan commission recommended approval on October 8, 2020.
- B. Certified Survey Map (CSM) request for owner CJ Real Estate Enterprises, LLP, applicant Joe Goetz, of approximately 5 acres for the property located at N55 W27361 Lisbon Rd, Lisbon, WI 53089, LSBT 0265.998.002.

11. Boards, Committees and Commission Appointments/Elections

Discussion and possible action on the following appointments

- A. Appointments to the Village Growth Area Grant Committee

12. Adjournment

Joseph Osterman
Town Chairman

Elisa Cappozzo
Town Clerk

All meetings of the Town Board are public meetings. In order for the general public to make comments at the meetings, the individual(s) must be scheduled (as an appearance) with the chair or the appropriate staff contact; otherwise, the meeting of the board is a working session for the board itself, and discussion by those in attendance is limited to board members, staff and others that may be a party to the matter being discussed.

NOTE: Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

AMERICANS WITH DISABILITIES ACT NOTICE: Upon reasonable notice (at least 72 hours in advance) the Town will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City

NOTICE OF POSSIBLE QUORUM: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this

SEPTEMBER 2020 DPW MONTHLY REPORT



TOWN BOARD & ADMINISTRATOR,

- Staff completed the second round of roadside mowing.
 - Staff restored asphalt at the culverts that were replaced in Beacon Hills and along Plainview Road & Kathleen Avenue.
 - Staff worked with the contractor to replace the culverts along Maple Avenue ahead of the asphalt resurfacing.
 - Staff performed ditch work on Watersedge Drive.
 - Staff installed white and black delineators, marking culverts and right of way hazards.
 - Staff prepped for the Tire Roundup and Recycling Event.
 - Staff maintained the Compost Site by keeping the dropped off material pushed up.
 - Staff performed repairs and preventive maintenance on trucks and equipment as needed. We started bringing in trucks for there PM before plow season when time/weather permitted.
-
- I attended the monthly WCPWA meeting which was on remote at Sherwin Industries.
 - I performed the Weed Commissioner duties as needed.
 - We hired a new employee for the DPW and moved Mike Lund out to the Parks Department. Mike was out there throughout the month to help in John's absence.
 - I met with residents for various concerns on Cherry Hill, Jessica Drive, and Tamarack Drive.
 - We staffed and had a successful recycling event on September 19th.
 - I continued to work on the 2021 Budget.
 - We had a meeting at the Town Hall with Kaerek Homes on two future developments.
 - With Covid - 19 present, we continue to take steps to stay safe within the Highway Department.
 - I spent time with staff throughout the month performing culvert replacement and shouldering.

**REGARDS,
JOE DE STEFANO JR.
DPW DIRECTOR**

TOWN OF LISBON - SEPTEMBER SHERIFF STATS

ADMINISTRATION	Amount
TOTAL CALLS FOR SERVICE	288
MILEAGE	6051.7
GAS GALLONS	548.6
COMMUNITY PROGRAM CONTACTS	14
PROCESS SERVICE/ATTEMPTED	1
WARRANTS ATTEMPTED	0
WARRANTS SERVED	0
TRAFFIC	Amount
TRAFFIC STOPS	67
CAR/DEER	1
CITATIONS	55
DISABLED VEHICLE	11
HIT & RUN	1
OWI	4
PDO	6
PERSONAL INJURY	1
RECKLESS	10
VEHICLE LOCKOUT	2
VERBAL WARNINGS	35
WRITTEN WARNINGS	11
OTHER TRAFFIC OFFENSES	7

COMMUNITY ENFORCEMENT	Amount
ASSIST FIRE/EMS	29
BUILDING CHECK	119
CITIZEN SERVICE/WALK IN	15
EXTRA PATROL	73
FOOT PATROL	4
ORDINANCE CITATION	3
PARKING CITATION	2
SCHOOL CHECK	10
TAVERN CITATION	6

DRUGS	Amount
DRUGS	3
HEROIN/OPIATE	0
NARCAN USE	0
CONTROLLED SUBSTANCE - ALL OTHER	1

CALLS FOR SERVICE	Amount
911 HANG UP	24
ALARMS	14
ANIMAL CASES	4
BATTERY	1
CHILD ABUSE/NEGLECT	2
CHILD CUSTODY	0
CIVIL MATTER	2
CRISIS EVALUATION	1
DEATH INVESTIGATION	1
DISORDERLY CONDUCT	1
DISPUTE	3
DOMESTIC	3
EMERGENCY DETENTION	0
ENTRY TO AUTO	2
FOLLOW UP INVESTIGATIONS	16
FRAUD	12
GAS SKIP	8
HARRASSMENT	2
INDUSTRIAL ACCIDENT	0
JUVENILE PROBLEM	2
LIQUOR LAW/ UAD	0
MAINTAIN THE PEACE	0
MISSING PERSON	0
MOTOR VEHICLE THEFT	0
NEIGHBOR DISPUTE	5
NOISE COMPLAINT	3
OBSTRUCTING	0
RAILROAD COMPLAINT	0
RECOVERED PROPERTY	2
ROBBERY/ATTEMPT	0
SEXUAL ASSAULT	0
SUICIDE/ATTEMPT	1
SUSPICIOUS MATTER	15
THEFT/RETAIL THEFT	4
THREATS	0
TRESPASS	2
VIOLATION OF COURT ORDER	0
WELL BEING CHECK	8
ALL OTHER OFFENSES	4



**TOWN OF LISBON
MEETING MINUTES
SPECIAL JOINT TOWN BOARD**

*Town Chairperson: Joseph Osterman, Chair
Supervisors: Tedia Gamiño, Marc Moonen, Linda Beal, Rebecca Plotecher*

Monday, September 28, 2020

6:30 PM

Town Hall, Board Room
W234N8676 Woodside Rd.

Draft
Special Joint Meeting with Village of Merton

Chairman Osterman called the Special Joint Meeting to order at 6:36 p.m.

Roll Call:

Town of Lisbon: Chairman Osterman, Supervisors Gamiño (via Zoom), Moonen (via Zoom), Beal, and Plotecher
Village of Merton: President Reinowski, Trustees Baral, Smith, Blawat, and Schwabe
Also present: Town Administrator Nickolaus, Town Clerk Cappozzo, Village Administrator Nelson, Village Clerk Ofori-Matmuller

Presentation

Lisbon Fire Chief Doug Brahm, Lisbon Deputy Chief Michelle Drager, and Merton Fire Chief Josh Paral gave a presentation regarding the ongoing efforts for consolidation of the Lisbon Fire Department and the Merton Community Fire Department to create the Bark River Fire District. Merton and Lisbon officials directed their respective Chiefs to add a disincentive into the proposed Inter-Municipal Agreement creating a disincentive for a participating municipality to back out of the agreement. No formal action was taken.

Adjournment

Town of Lisbon: Motion by Gamiño, seconded by Beal, to adjourn. Motion carried.
Village of Merton: Motion by Smith, seconded by Blawat, to adjourn. Motion carried.

The Special Joint Meeting was adjourned at 7:51p.m.

Respectfully Submitted,

Elisa M. Cappozzo
Municipal Clerk



**TOWN OF LISBON
MEETING MINUTES
TOWN BOARD**

*Town Chairperson: Joseph Osterman, Chair
Supervisors: Tedia Gamiño, Marc Moonen, Linda Beal, Rebecca Plotecher*

Monday, September 28, 2020

6:30 PM
Or following the joint meeting with
Village of Merton

Town Hall, Board Room
W234N8676 Woodside Rd.

**Draft
Regular Meeting**

Chairman Osterman called the regular Town Board meeting to order at 8:05 p.m.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño (via Zoom), Moonen (via Zoom), Beal, and Plotecher. Also present were Administrator Kathy Nickolaus, Fire Chief Doug Brahm, Public Works Director Joe DeStefano (via Zoom), Town Engineer Mitch Leisses (via Zoom), and Clerk Elisa Cappozzo to record the minutes.

Citizen Comment: None.

Administrator Report

Administrator Nickolaus reported that staff has completed the April through August accounts receivable billings, as well as the March and April cash reconciliations, and they are quickly catching up on the backlog.

Supervisor Reports

No updates at this time, no action taken.

Minutes - September 14, 2020 Town Board

Motion by Beal, seconded by Plotecher, to approve the minutes of the September 14, 2020 Regular Town Board meeting as presented. Motion carried.

Upcoming Town Boards, Commissions, and Committee Meetings

- A. Plan Commission: Thursday, October 8, 2020 – 6:30 PM
- B. Town Board: Monday, October 12, 2020 – 6:30 PM
- C. Park Committee: Monday, October 19, 2020 – 6:30 PM
- D. Sanitary Sewer District #1 Commission: Wednesday, October 21, 2020 – 6:30 PM

New Business

- A. Request for approval of amendment to Barnwood Development Agreement
Motion by Plotecher, seconded by Beal, to approve an amendment to the Barnwood Development Agreement, subject to correction of typo. Motion carried unanimously.
- B. Request for elimination of Letter of Credit (LOC) for LG/PF Twin Pines LLC
Motion by Beal, seconded by Plotecher, to approve elimination of the Letter of Credit for LG/PF Twin Pines LLC. Motion carried unanimously.

- C. Request for approval of laptops for Town Board, Plan Commission, and Staff
Motion by Beal, seconded by Plotecher, to approve purchase of laptops for Town Board, Plan Commission, and administrative staff, in an amount not to exceed \$19,253.99, with additional authorization to update Town Hall's internet infrastructure as needed to support the new technology. Motion carried unanimously.

- D. Request for approval of upgrade of AV system at Town Hall
Motion by Beal, seconded by Gamiño, to approve Town Hall audio-visual upgrades for an amount not to exceed \$8,488.48, with additional authorization for purchase of a 5-year maintenance plan. Motion carried unanimously.

- E. Request for approval of new AV system at the Community Room
Motion by Beal, seconded by Plotecher, to approve Community Room audio-visual upgrades for an amount not to exceed \$29,796.42, with additional authorization for purchase of a 5-year maintenance plan. Motion carried unanimously.

- F. Approval of Vouchers Payable
Motion by Plotecher, seconded by Beal, to approve the Vouchers Payable report dated September 24, 2020 in the amount of \$138,209.50. Motion carried unanimously.

Closed Session (8:51p.m.)

Motion by Beal, seconded by Plotecher, to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(c) related to consideration of compensation of Deputy Clerk-Treasurer. A roll call vote was taken, and the motion carried unanimously.

Open Session (8:58p.m.)

Motion by Gamiño, seconded by Beal, to adjourn into Open Session pursuant to Wis. Stats. §19.85(2) for possible action on the Closed Session discussion, and to adjourn the meeting. Motion carried unanimously.

Motion by Plotecher, seconded by Gamiño, to increase Deputy Clerk-Treasurer's hourly rate to \$24 retroactive to May 2020 to reflect added duties and responsibilities. Motion carried unanimously.

Adjournment

Motion by Gamiño, seconded by Beal, to adjourn the meeting at 8:59 p.m. Motion carried.

Respectfully Submitted,

Elisa M. Cappozzo
Municipal Clerk

AGREEMENT FOR THE FUNDING OF ROUNDABOUT CONSTRUCTION INTERSECTION OF CTH Q and HILLSIDE ROAD

This Agreement is entered into between Washington County (“the County”), the Village of Richfield (“the Village”) and the Town of Lisbon (“the Town”) for the purpose of establishing the parties’ responsibility for funding the construction of a roundabout at the intersection of CTH Q and Hillside Road located in the Village of Richfield, Washington County.

WHEREAS, the intersection of CTH Q and Hillside Road located in the Village of Richfield, Washington County is currently a four-legged intersection with two of the legs maintained by the County and one each maintained by the Village and the Town; and

WHEREAS, the intersection is currently a two-way stop with signs on Hillside Road with a speed limit of 50 miles per hour approaching the intersection on CTH Q and 40 miles per hour approaching from Hillside road; and

WHEREAS, contributing factors that lead to the most prevalent crash pattern of right-angle crashes is that Hillside Road drivers misjudge available gaps and drivers do not see oncoming eastbound/westbound traffic; and

WHEREAS, a safety analysis of the intersection revealed that between 2013 and 2018 there were thirty-seven (37) crashes at this intersection and concluded that improvements to the intersection are necessary; and

WHEREAS, the analysis also concluded that a single lane roundabout is the best improvement method to address severe angle crashes at the intersection because according to Wisconsin Department of Transportation (WisDOT), conversions of two-way stop intersections into single lane modern roundabouts result in a reduction of injury and fatal accidents; and

WHEREAS, for the reasons stated above, the parties agree that the construction of a roundabout at the intersection of CTH Q and Hillside Road is of great benefit to the great many people who traverse the intersection and that because each of the parties has an obligation to maintain portions of the roadway leading into the intersection.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The County shall be responsible for the construction of a single-lane roundabout at the intersection of CTH Q and Hillside Road which is anticipated to occur in 2023 (the “Project”). A concept drawing of the Project is attached as **Attachment B**.

It is anticipated that the cost of construction will total \$181,000.00, as stated on **Attachment A** attached to this Agreement (the “Anticipated Cost”). Of this total, the Village and the Town will each pay a maximum of \$45,250.00 and the County will pay

\$90,500.00. The Village and Town shall each pay their proportionate share to the County on or before December 31, 2021. The Village and Town's respective payment will not be refunded, except as provided by this Agreement.

In the event the actual cost exceeds the Anticipated Cost set forth above, the County agrees to pay the difference on behalf of the parties. In the event the actual cost is less than the Anticipated Cost, then (a) the Village and the Town shall each pay one-quarter of the actual cost; (b) the County shall pay one-half of the actual cost; and (c) the parties shall be refunded in accordance with their proportionate share of the cost. By way of illustration, if the actual cost was \$180,000.00, then of the \$1,000.00 remaining, \$250.00 would be refunded the Village, \$250.00 would be refunded to the Town, and \$500.00 would be refunded to the County.

2. The parties are each allotted one vote when making necessary decisions regarding the projection, including but not limited to, selection of the design firm, lighting, detour, and acquisition of right-of-way.
3. The parties may agree by unanimous vote to add enhancements not included in the Anticipated Cost and concept drawing, which would result in the actual cost exceeding the Anticipated Cost. If a unanimous vote occurs in accordance with this Section, then the Village and the Town shall each be responsible for one-quarter of that expenditure and the County is responsible for one-half.
4. The parties agree that if two municipalities vote for an enhancement not part of the Anticipated Cost and concept drawing and one vote against the enhancement, the two municipalities that that voted for the enhancement would split that cost at 50/50. If future maintenance/service is required for this item, the municipalities that paid for the enhancement cost would be responsible for the future maintenance/service costs.
5. The parties agree that should a municipality be overruled 2-1 on any enhancement decision, the overruled municipality may pay for the entirety of the enhancement costs and future maintenance of that enhancement item. If future maintenance/service is required for that enhancement, the municipality that paid for the enhancement cost would be responsible for the future maintenance/service costs.
6. The center island of the roundabout shall be maintained by Washington County with the exception of any enhancements installed per paragraphs four (4) and five (5) above.

7. The Parties agree that no sidewalk will be installed with this project. The parties shall take any action necessary in order to comply with this Section, including but not limited to, providing written notice to WisDOT.
8. The Village and the Town shall be allowed to participate with the County in design meetings, construction meetings, shall be included in all correspondence relating to the project, and the selection of the Public Information Meeting dates.
9. The signature of all three (3) parties shall be required for this Agreement to go into effect.
10. In the event one or more parties do not transfer funds in accordance with paragraph one (1) of this Agreement, this Agreement shall be null and void, and any payment made to the County shall be returned entirely.
11. This Agreement represents the entire Agreement of the parties as to the subject matter contained herein and shall not be amended except by a written amendment approved by all governing bodies by all parties.
12. All actions or proceedings that relate to or arise out of this Agreement shall be governed by Wisconsin law and the parties' consent to venue of any action being in the county in which the party bringing that action is located.

The undersigned represent that they have the full authority of their respective parties to enter into this Agreement.

 Village of Richfield
 Name/Title: _____
 Date: _____

 Town of Lisbon
 Name/Title: _____
 Date: _____

 Scott M. Schmidt
 Washington County Director of Public Works
 Date: _____

Attachment A

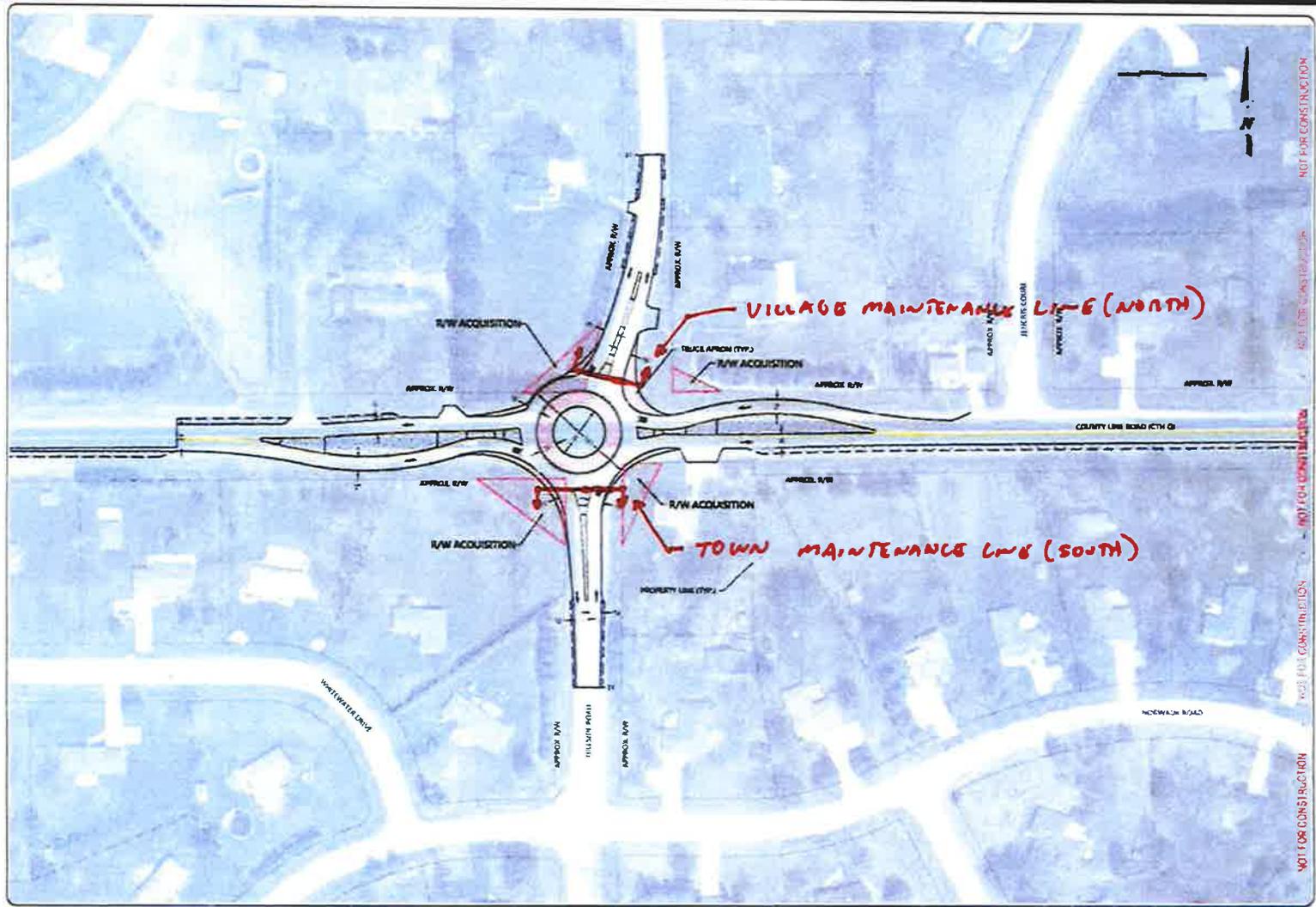
CONCEPTUAL COST ESTIMATE FOR:
 COUNTY LINE ROAD (CTH Q) / HILLSIDE ROAD ROUNDABOUT
 COLGATE
 WASHINGTON COUNTY / WAUKESHA COUNTY
 July 25, 2019

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
REMOVALS					
1	BITUMINOUS PAVEMENT	SY	6,250	\$4.50	\$28,125.00
2	TREE REMOVAL	LS	1	\$20,000.00	\$20,000.00
REMOVAL SUBTOTAL COST					\$48,125.00
EARTHWORK					
3	COMMON EXCAVATION	CY	5,800	\$14.00	\$81,200.00
EARTHWORK SUBTOTAL COST					\$81,200.00
PAVING ITEMS					
4	FULL DEPTH SAW CUT	LF	600	\$3.00	\$1,800.00
5	HMA PAVEMENT 4 LT 58-28 S, 5-INCH	TON	1,500	\$90.00	\$135,000.00
6	TACK COAT	GAL	400	\$4.00	\$1,600.00
7	BASE AGGREGATE DENSE, 1 1/4-INCH	TON	5,000	\$15.00	\$75,000.00
8	SELECT CRUSH MATERIAL	TON	3,450	\$18.00	\$62,100.00
9	MOUNTABLE CONCRETE CURB & GUTTER	LF	4,050	\$39.00	\$157,950.00
10	CONCRETE COLORED TRUCK APRONS, 12-INCH	SY	850	\$90.00	\$76,500.00
11	CONCRETE MEDIAN	SF	11,500	\$15.00	\$172,500.00
PAVING ITEMS SUBTOTAL COST					\$682,450.00
ROADWAY SUBTOTAL COST					\$811,775.00
MISC ITEMS					
12	DRAINAGE / STORM SEWER	LS	10	% OF ROADWAY SUBTOTAL	\$81,177.50
13	TRAFFIC CONTROL / STAGING	LS	20	% OF ROADWAY SUBTOTAL	\$162,355.00
14	EROSION CONTROL / RESTORATION	LS	6	% OF ROADWAY SUBTOTAL	\$48,706.50
15	LIGHTING	LS	12	% OF ROADWAY SUBTOTAL	\$97,413.00
16	SIGNING / MARKING	LS	6	% OF ROADWAY SUBTOTAL	\$48,706.50
17	MOBILIZATION	LS	10	% OF ROADWAY SUBTOTAL	\$81,177.50
18	LANDSCAPING	LS	5	% OF ROADWAY SUBTOTAL	\$40,588.75
MISC ITEMS SUBTOTAL COST					\$560,124.75
TOTAL ROADWAY COST					\$1,371,899.75
DESIGN AND CONSTRUCTION					
19	COST ESTIMATE CONTINGENCIES	LS	10	% OF ROADWAY	\$137,189.98
20	ENGINEERING DESIGN AND STATE DESIGN REVIEW	LS	15	% OF ROADWAY	\$205,784.96
21	CONSTRUCTION ENGINEERING AND OVERSIGHT	LS	15	% OF ROADWAY	\$205,784.96
DESIGN AND CONSTRUCTION SUBTOTAL COST					\$548,759.90
TOTAL CONSTRUCTION COST					\$1,920,659.65
REAL ESTATE					
22	COMPENSABLE UTILITY RELOCATES	LS	1	\$15,000.00	\$15,000.00
23	REAL ESTATE	AC	0.22	\$75,000.00	\$16,500.00
REAL ESTATE SUBTOTAL COST					\$31,500.00
TOTAL PROJECT COST					\$1,952,159.65

NOTE: ESTIMATES ARE FOR CONCEPTUAL USE ONLY, AND ARE NOT BASED ON DETAILED FINAL DESIGNS



RSM 5A
 CONCEPTUAL COST ESTIMATE - ROUNDABOUT
 INTERSECTION OF CTH Q & HILLSIDE ROAD
 WASHINGTON COUNTY, WISCONSIN



Attachment B

RSM 1A
 PROPOSED SINGLE LANE MODERN ROUNDABOUT
 INTERSECTION OF CTH Q/COUNTY LINE RD
 WASHINGTON COUNTY, WISCONSIN

EXHIBIT DATE: 07-23-19



CIVICENGAGE[®]

WEBSITE REDESIGN SERVICES

Lisbon, Wisconsin

OCTOBER 9, 2020



John Pugh | CivicEngage Account Executive | pugh@civicplus.com | 785-323-7160

302 S. 4th Street | Manhattan, KS 66502 | 888-228-2233 | www.civicplus.com

CIVICPLUS[®]



Project Cost

CivicPlus understands the budgetary and limited resource burdens most local governments experience on a daily basis. To assist in easing these burdens, and to help set your community up for success now and in the future, for a limited time only, we are offering special pricing and payment alternatives through our Rebound Program. To take advantage of the offer outlined in this proposal, your contract signing must be completed by October 30, 2020.

Features & Functionality

- CivicEngage CMS tools, widgets, and features
- One SSL certificate - CP provided
- 100 GB of storage

Design & Content

- One website layout built using available flexible layout options
- One custom website design built using approved layout and up to one advanced design component
- 100 pages content development from URL www.townoflisbonwi.com
- Up to 100 meetings worth of Agendas and Minutes PDF/DOC Migration
- One interior banner

Professional Services

- Two days virtual training (limit eight attendees/session)
- Launch assistance

Annual Services

- Hosting and security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus Help Center
- Dedicated Client Success Manager
- Annual Fees are subject to a cumulative 5% technology fee increase beginning Year 3 (for non-CPA payment projects) and beyond

	One-Time Implementation & Development Fees	Annual Fees
Standard List Price	\$21,405	\$4,311
Discount	(\$8,402)	(\$811)
Final Price	\$13,000	\$3,500
Total Year 1 Investment (One-Time Fees + Year 1 Annual)	\$16,500	
Annual Fees Beginning Year 2	\$3,500	

Your CivicPlus purchase may be eligible for CARES reimbursement. Consult with your administration to determine if this is an opportunity for your community, and please inform CivicPlus if you will be seeking reimbursement so we can help with any of your documentation needs.

CivicPlus Project Pricing & Invoicing

CivicPlus prices on a per-project, all-inclusive basis (stated in US dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

CivicPlus Offers:

Standard CivicEngage Invoicing

- 30% of Year 1 fees due at contract signing – remaining 70% due at project completion or at the six-month mark in the implementation process – whichever date is earlier
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, subject to a five percent technology fee uplift each year starting in Year 3 of your contract

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your sales representatives for more details

CivicPlus Advantage Invoicing

- Zero-interest, level payments that divide the Year 1 expense of your project over the first three years of your contract
- Each payment includes your Annual Services and any other fees if applicable
- May not be available with all products offered by CivicPlus

CP Pay Merchant Account

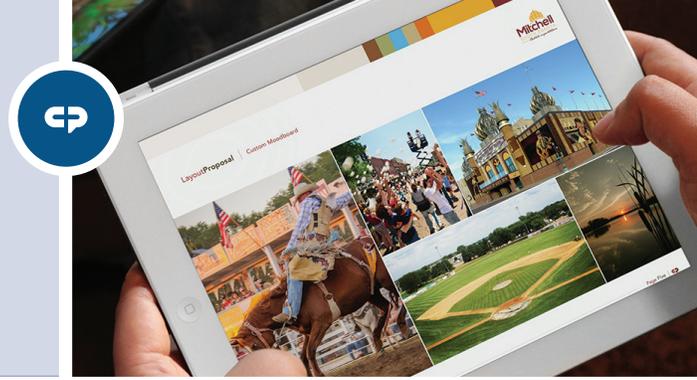
- CP Pay Merchant will collect and disburse all credit card monies
- CP Pay will assess a percentage + transaction fee (3% + \$0.30 per transaction)
- Merchant account fees apply and will be paid directly to Global Payments Integrated (separate from Annual Services)

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible technology solution to their communities. We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Lisbon.

CivicEngage CMS



The CivicEngage CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for organizations that need to update their site frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



CivicEngage Modules & Tools

Engagement

CivicEngage offers several effective and easy-to-use citizen engagement features. These tools easily integrate with the other key CMS features. Your staff can create dynamic and informative blog content as well as offer citizens a platform to connect with one another and share ideas. Allow citizens to subscribe to custom notifications, view multiple calendars and events, and easily report problems with a venue for communication. Inform citizens of breaking news and alerts. Each solution is tailored to the needs of local government and is simple to use—no coding skill necessary.

- Alert Center
- Blog
- Calendar
- Community Voice™
- My Dashboard
- News Flash
- Notify Me®
- Citizen Request Tracker™ (up to 5 user licenses and 10 request types)

Document Management

The CivicEngage CMS comes fully-equipped with a robust set of document management tools. These solutions work with other key features of our CMS, making it easy for administrators to build dynamic content that is easy for citizens to navigate and access. Provide a directory of your staff so they are available for your citizens. Store various documents, agendas/minutes, and images, which make it easy retrieve and link to multiple modules and pages. Clerks can collaborate across departments and streamline workflows. Create custom, online forms with simple drag-and-drop functionality. You can do all of this from a single platform.

- Agenda Center
- Archive Center
- Document Center
- Form Center
- Photo Gallery
- Staff Directory

Information & Navigation

Organize your content and pages to make it easy to locate the information you and your citizens need most with modules that help you update information quickly.

- Carousel Widget
- Custom HTML Widget
- Editor Widget
- Frequently Asked Questions (FAQs)
- Graphic Links
- Image Widget
- Info Advanced
- Quick Links
- Related Documents Widget
- Share Widget
- Slideshow Widget

Department-Specific

The CivicEngage CMS includes several function-specific features and modules for government departments. These tools are integrated into and offer the ability to complete multiple steps in one action. Adding a job or bid posting can automatically alert anyone who has requested notifications on those items. Connect activities created with the corresponding facilities. Even further, you can schedule a community event and reserve a location in a single step.

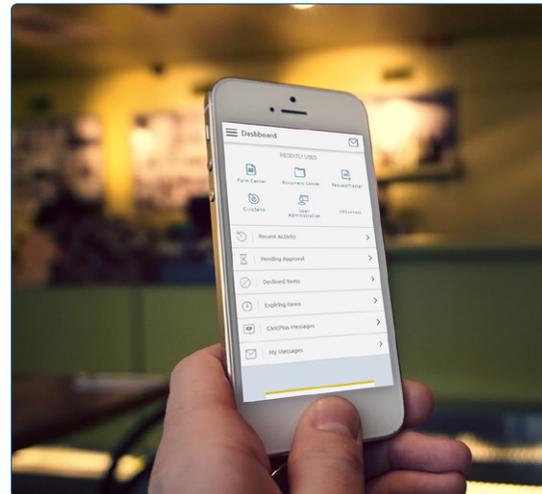
- Activities
- Facilities & Reservations
- Job Postings
- Bids

Administrative Features

The administration of your CivicEngage site is browser based, with no installation of software needed. You'll be able to update the site from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

Admin View & Settings

From your Admin Dashboard, you can quickly access your recent activities and see time-sensitive action items such as pending approvals of new content and a list of content set to auto-expire. Permissions will be given to all staff members to limit access and authority to various pages and modules and you'll be able to see previously published pages, content and even unpublished drafts so you can track what changes have been made. To understand how your citizens use your site, you'll be able to view website statistics provided by Piwik or Google Analytics. And you can use permissions to set a secure location on your website that allows employees to login and access non-public resources and information

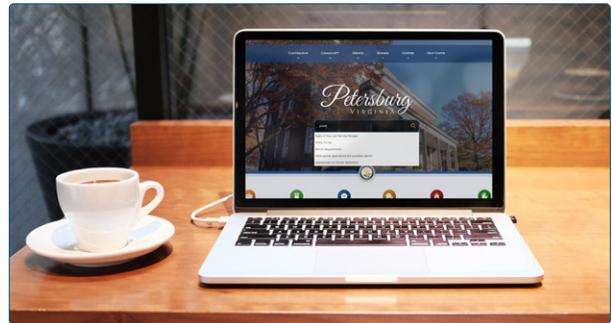


- Admin Dashboard
- Content Scheduling & Versioning
- History Log
- Intranet
- Levels of Permissions
- Pending Approval Items
- Website Statistics

Navigation & Layout

The best way to ensure your information is viewed by your citizens is to make sure it's easy to find. By providing a main navigation mega menu, using dynamic (auto-updating) navigation features such as breadcrumbs and site map, and a powerful, predictive site search of all pages, documents, and images, your citizens will be able to find what they need quickly and easily. Pages can be set up with dynamic modules such as Calendar, FAQs, and News Flash that will keep your information as up to date as possible. Third-party services can easily be embedded, put in an iframe, or set up with an API so you can provide a seamless viewing and working experience for your citizens. The CivicEngage CMS incorporates short, user-friendly link redirects to make it easy for citizens to get to what they need quickly and is printer friendly for citizens who need a paper copy of a page.

- Dynamic Breadcrumbs & Site Map
- Dynamic Page Components
- Link Redirects
- Maps
- Mega Menu
- Predictive Site Search & Log
- Printer Friendly
- Third-Party Access



User-Friendly Features

Not only is the CivicEngage CMS easy for your staff to use, various administrative features help your staff make a more attractive, engaging, and intuitive for your citizens. Your site will be viewable on all devices, including computer, tablet, and phones on any major browser. Use the Design Essentials tool to modify and manage your website's look within the design and structure parameters. Provide accessibility with ADA alt tags and integration with Google Translate. In addition, you can push out information directly to citizens who request information by utilizing RSS feeds. Incorporate social media to various modules so that content automatically post to your Facebook and/or Twitter feeds as well as positioning compatible social media feeds and widgets into your site.

- Automatic Alt Tags
- Design Essentials
- Real Simple Syndication (RSS) Feeds
- Responsive Design
- Social Media
- Supported Browsers
- Translation

Accessibility Compliance

CivicEngage Tools & Services

CivicPlus provides highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. Our approach includes the following steps to provide you a compliant and accessible website:

- We will deliver a highly compliant site that meet Section 508 and WCAG 2.0 A and AA levels.
- Use CivicEngage's Accessibility Checker to scan content in the editor widget, News Flash, and FAQs for accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly.
- Best practices and regular updates are provided to clients via the Help Center, blog articles, webinars, and other publications.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Additional details and a quote can be provided upon request.

Credit Card Processing – CP Pay®

Opt-in to use CP Pay, our secure, PCI-compliant, standalone payment gateway that is integrated within the CivicPlus Platform. Local governments can use CP Pay to collect payments online or in your office from any CivicPlus solution or third-party product.

CP Pay Merchant

Our recommended payment gateway, CP Pay Merchant is available through a partnership with Global Payments Integrated. With CP Pay Merchant you'll enjoy next-day funding and multiple MID functionality with the ability to take payments via EMV chip-card readers, contactless payment such as Apple pay or Google Pay, and ACH. The Global Payments Integrated Hardware Program for CivicPlus provides access to purchase or rent hardware to use specifically with CP Pay. An application and separate agreement will need to be completed directly with Global Payments Integrated, who will assess separate merchant account and transaction fees.

Supported Gateway Providers

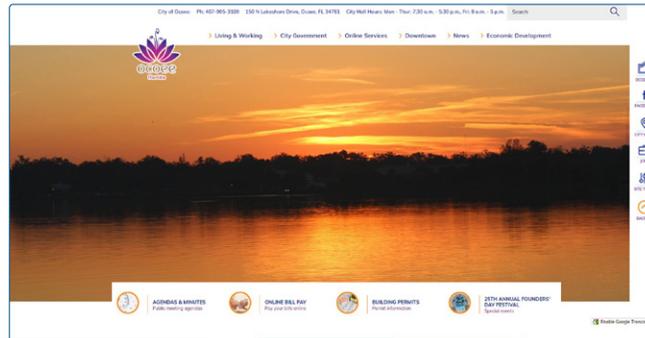
CP Pay can also provide access to the following supported gateways for a one-time set-up fee: Braintree, Authorize.net, Forte, Tempus, Elavon Converge, PayPal Payflow, Heartland, and Global Payments Integrated (separate gateway - not CP Pay Merchant). While CP Pay will not be involved in your arrangement directly with any supported gateway, you will need to obtain the gateway credentials directly from such provider and your chosen supported gateway and present that information to CivicPlus during implementation.

Project Enhancement

Interior Banner

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Included in Lisbon's project is one banner to help visually differentiate departments or sections of your site. A banner can have up to four photos to rotate through as a slide show.

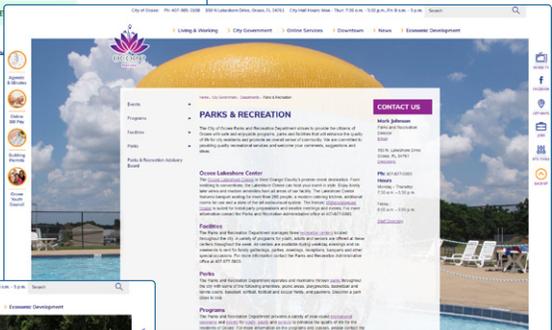
Ocoee, Florida | www.ocoee.org



Planning & Zoning Banner
www.ocoee.org/165/Planning-Zoning-Division



Police Department Banner
www.ocoee.org/193/Police



Parks & Recreation Banner
www.ocoee.org/151/Parks-Recreation

Functionality Disclosure

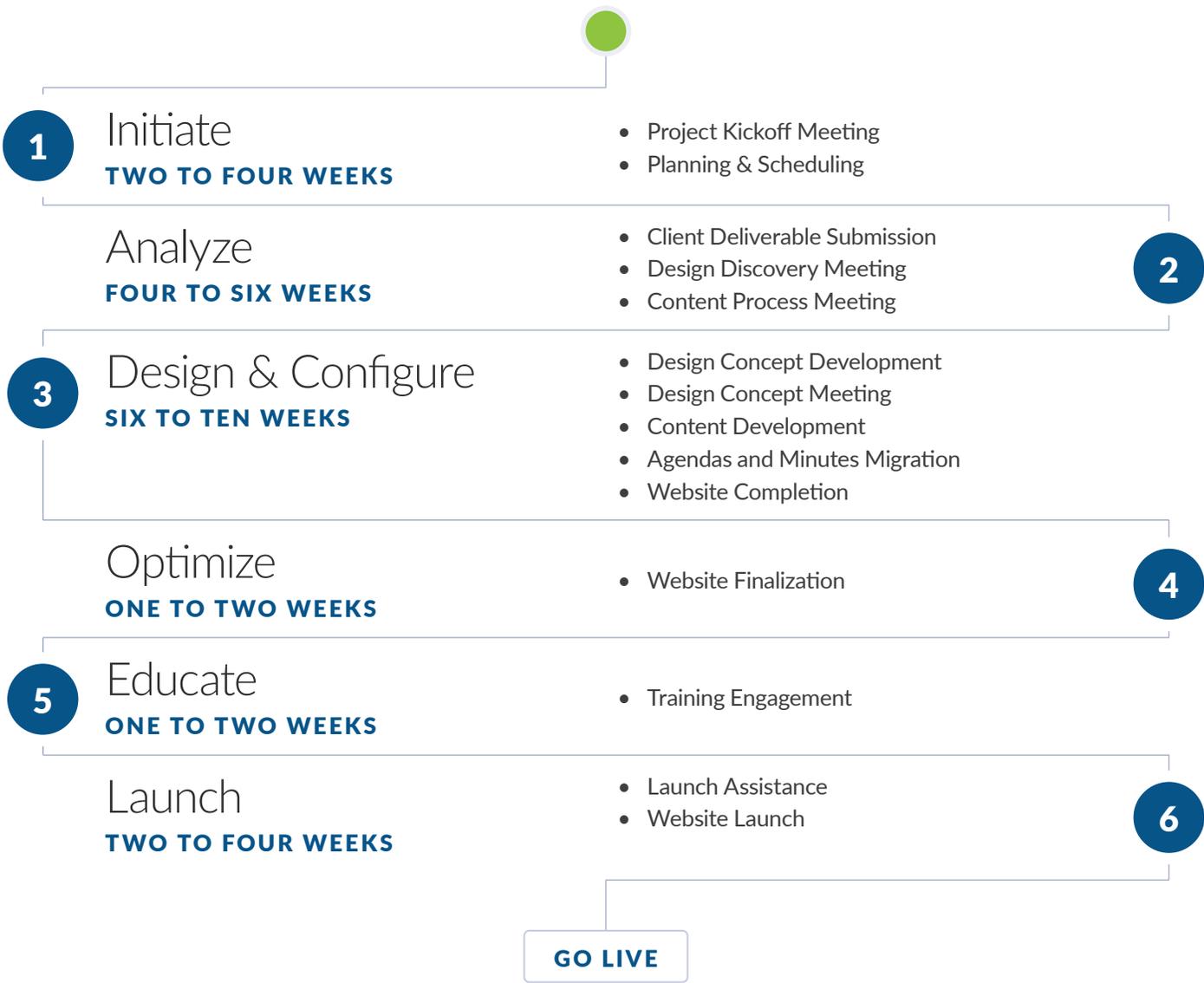
As CivicPlus continues to evolve and improve our solution to support our clients' needs and goals, we reserve the right to upgrade, replace, modify, or terminate any of the features and functionality elements listed, at our sole discretion, and when feasible, providing reasonable notice to our clients of any changes. These features and functionality are offered on a gratuitous basis to our clients, with no monetary value per feature, and should any changes be enacted, will not affect any terms in a signed agreement with CivicPlus.



Implementation

A typical project timeline ranges from 16 – 28 weeks. Lisbon’ exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors.

Your project timeline, tasks, due dates, and communication will be managed and available in real-time via Mavenlink project management software.



Implementation

Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

Flexible Layout Design

You will meet with your Art Director to discuss your website vision based on the goals and needs of your users. This process involves selecting the order, placement, and format of your homepage content from a library of over 1,200 vetted layout configurations aimed at achieving your usability goals. This layout wireframe will provide the structural blueprint for the visual design application.

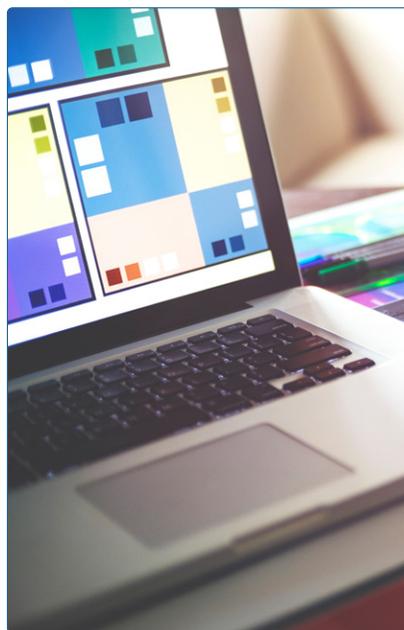
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design component- a layout or design element that requires significant time to style and implement. Working with your Art Director, you'll identify the appropriate component to achieve or enhance the usability goals for your site.

Content Migration

Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, CivicEngage website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.



Training

Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your Trainer will deliver virtual training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

Launch Assistance

Launch Assistance is the process in which our Content Editors will assist you during Phase 6 of implementation with updating your content as you prepare to launch your new website.

Your Role

We will need your help to create the strongest possible website for your community. We will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

Design Portfolio



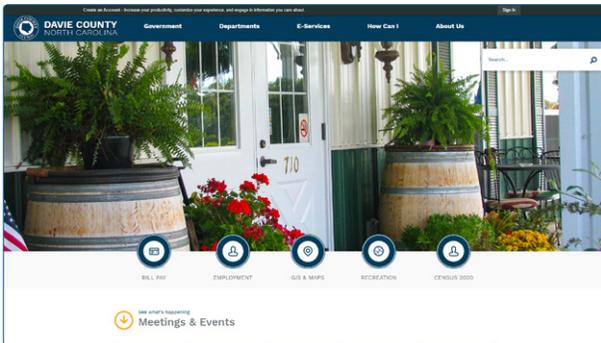
The included design portfolio will provide you with an idea of the different directions we can take your creative design. Please note that not all parties listed have agreed to be contacted for reference.



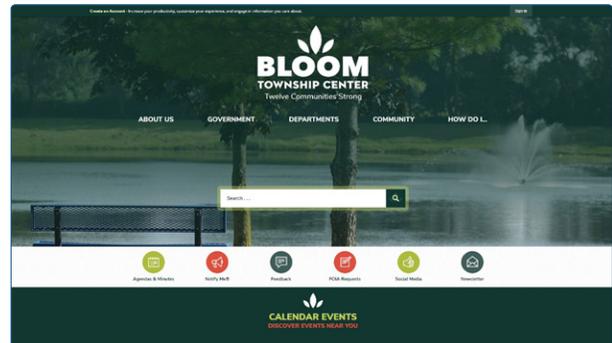
Marble Falls, Texas
www.marblefallstx.gov



Port Angeles, Washington
www.cityofpa.us



Davie County, North Carolina
www.daviecountync.gov



Bloom Township, Illinois
www.bloomtownship.org



Sidney, Ohio
www.sidneyoh.com



Auburn, Massachusetts
www.auburnguide.com



Ongoing Services

Award Winning Team

In February 2020, our Technical Support Team was presented with a Silver Stevie® Award in the Front-Line Customer Service Team of the Year - Technology Industries category, and a Bronze Stevie® Award in the Customer Service Training or Coaching Program of the Year - Technology Industries category. This is the second consecutive year that CivicPlus' Technical Support Team has earned Stevie honors.

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



Around-the-Clock Service & Support

Technical & Ongoing Support

- Live support personnel based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned Client Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS system patches

Hosting & Security

- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Highly reliable data center with a fully redundant network
- Software updates and security patches
- Multiple, geographically diverse data centers
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time of 8 hours
- Guaranteed Recovery Point of 24 hours
- DDoS Mitigation
- DDoS Advanced Security Coverage at time of attack (additional fees)

Company Overview




20+
years of experience with a focus to help local governments

350+
employees, many with experience in local government

4,000+
local government clients across the United States and Canada



10-time Inc. 5000 Honoree



www.govtech.com/100

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

We will deliver a high-caliber, responsive web presence that reflects your vision in design, features, and functionality. CivicEngage is user-friendly, yet flexible, and powerful with intuitive navigation for your citizens and easy-to-use administration for your staff. True live editing and training is included so your staff can be efficient on day one, and we'll continue to support you after launch. Your system will be secure and continuously updated, as our experts develop further cutting-edge solutions designed specifically for local government.



Optional Enhancements

The following items not included in your project, but can be added to your scope of work if desired.

	ONE-TIME	ANNUAL
Website Redesign – The redesign is a complete refresh of the design of your website after four years of continuous service. Also included is a quality control review to ensure content is as expected with the new design application (no changes will be made to the content).	n/a	\$1,500
Standard Department Header Package – Separate site identifier and/or logo, banner images, graphic links, and widget content for a set of interior pages. Structural layout, widgets, and design styles are inherited from the main site	\$2,993	\$683
Premium Department Header Package – Separate site identifier and/or logo, banner and background images, graphic links, widget content and placement, and color palette for a set of interior pages. Structural layout, widgets, and design styles are inherited from the main site	\$4,515	\$788
CivicSend – Includes implementation and annual subscription	\$1,500	\$1,995

Optional Enhancement

Standard Department Header Package

A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main (parent) site while leveraging consistent CMS administration.

Standard Department Header Package Includes:

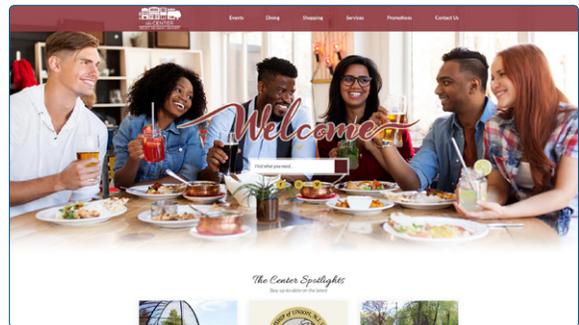
- Site URL (if applicable)
- SSL Certificate (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content
- Matching Design Styles and Layout to the parent site
- Shared login and modules with the parent site (design of module pages will match parent site design)

Design Examples

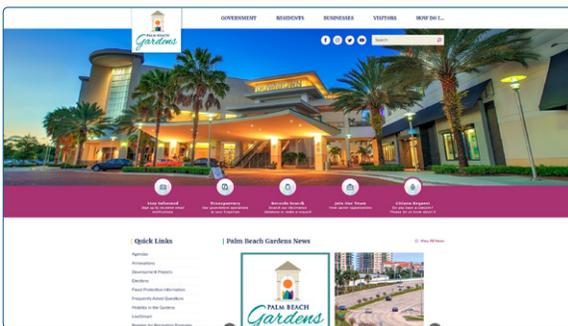
The examples provided below are representative of attributes found in a Standard Department Header Package, but may not expressly reflect the design package of your main website.



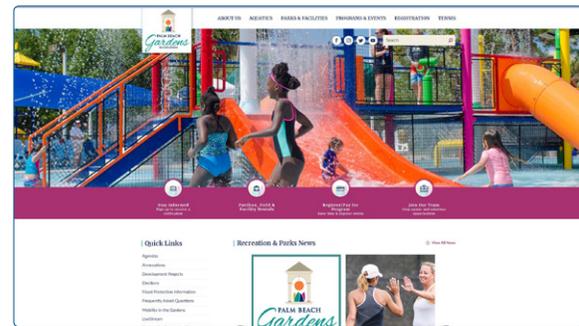
Union Township, NJ - Parent Site



Special Improvement District Department Header



Palm Beach Gardens, FL - Parent Site



Parks & Rec Department Header

Optional Enhancement

Premium Department Header Package

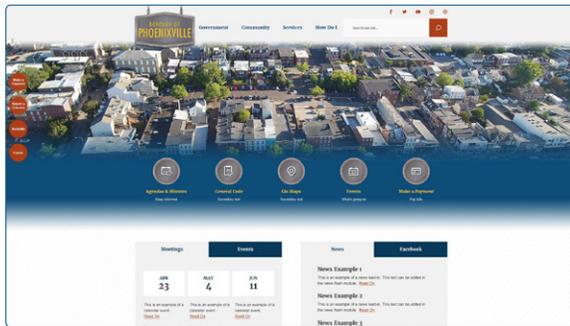
A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main (parent) site while leveraging consistent CMS administration.

Premium Department Header Package Includes:

- Site URL (if applicable)
- SSL Certificate (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content and Placement
- Custom Color Palette for the Department Header homepage and interior pages
- Matching Design Styles and Layout to the parent site
- Shared login and modules with the parent site (design of module pages will match parent site design)

Examples of a Premium Department Header Package

The examples provided below are representative of attributes found in a Premium Department Header Package, but may not expressly reflect the design package of your main website.



Phoenixville Borough, PA - Parent Site



Recreation Department Header



Palm Beach Gardens, FL - Parent Site



Fire Department Header

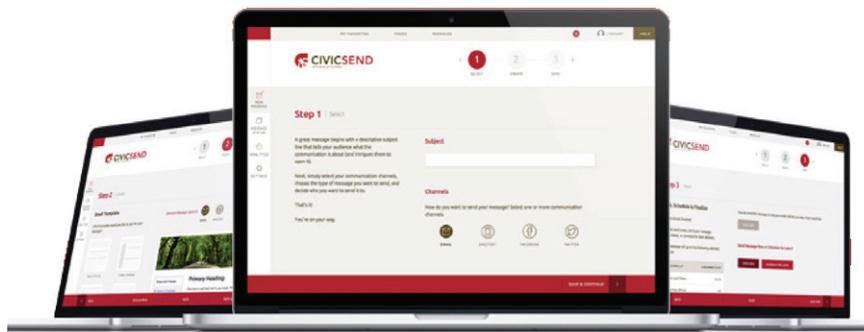
Optional Enhancement

CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. CivicSend is more than a simple email newsletter tool – it provides CivicPlus clients with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication – there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your CivicEngage website, including the ability to select multiple lists



Website Proposal For

Lisbon, Wisconsin

Revize is a Minority Business Enterprise (MBE)

Joseph J. Nagrant

Joseph.Nagrant@revize.com

Ph: 248-766-9562 Fax: 866-346-8880

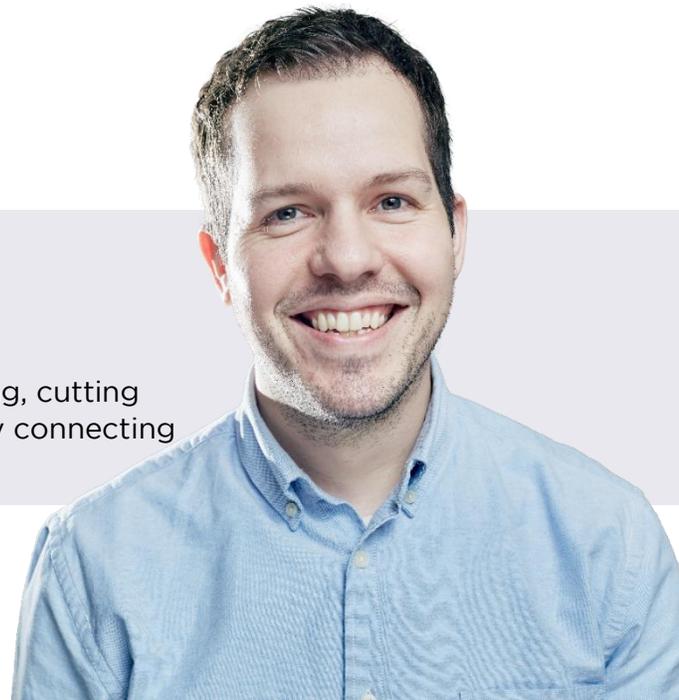
www.revize.com October 6, 2020

Revize Clients!

- New Bern, NC www.newbern-nc.org
- Riverdale Park, MD www.riverdaleparkmd.info
- Fairborn, OH www.fairbornoh.gov
- Arcadia, CA www.arcadiaca.gov
- Des Moines, IA www.dsm.city
- Gatlinburg, TN www.gatlinburgtn.gov
- Glencoe, IL www.villageofglencoe.org
- Largo, FL www.largo.com
- Myrtle Beach, SC www.cityofmyrtlebeach.com
- Somerset County, MD www.somersetmd.us
- And Many More!

**Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA**

“Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible.”



Dear Kathy Nickolaus,

Thank you for considering Revize as your Michigan based web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan we have launched hundreds of government websites nationwide, including nearly 200 right here in Michigan, a myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- The City of Logan, UT www.loganutah.org
- The City of Seguin, TX www.seguintexas.gov
- Flagler County, FL www.flaglercounty.org
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

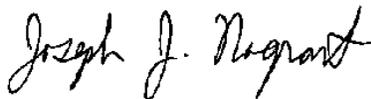
- Effectively engage residents.
 - Enhance their web presence and build an online communications center.
 - Empower non-technical web content editors and administrators to easily execute changes.
 - Implement a scalable solution that allows them to affordably grow their web presence for the long term.
-

“Revize Websites build engagement with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,



Joseph J. Nagrant
Business Development Director
+1 248-766-9562
Joseph.Nagrant@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 1,800 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

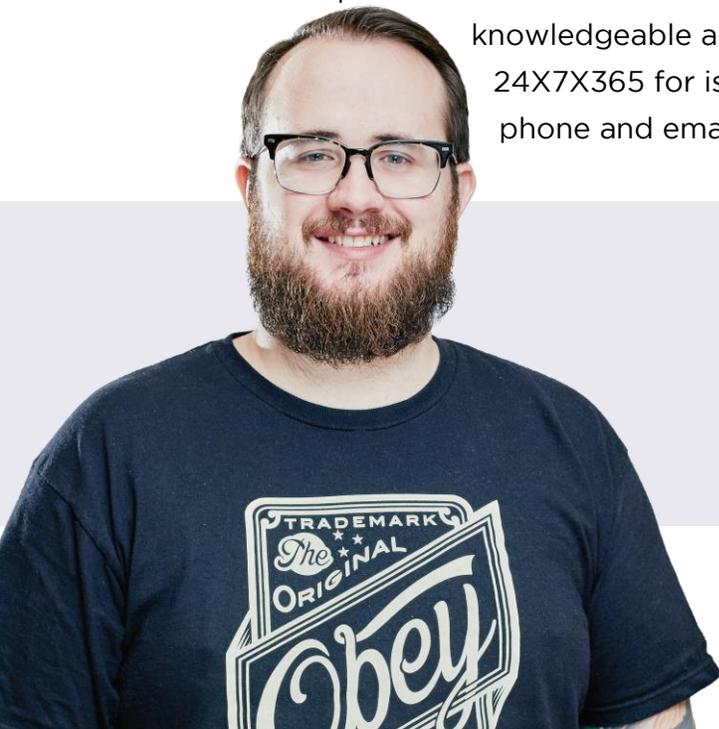
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	150 Kirts, Suite B Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1,800 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people through simplified information management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



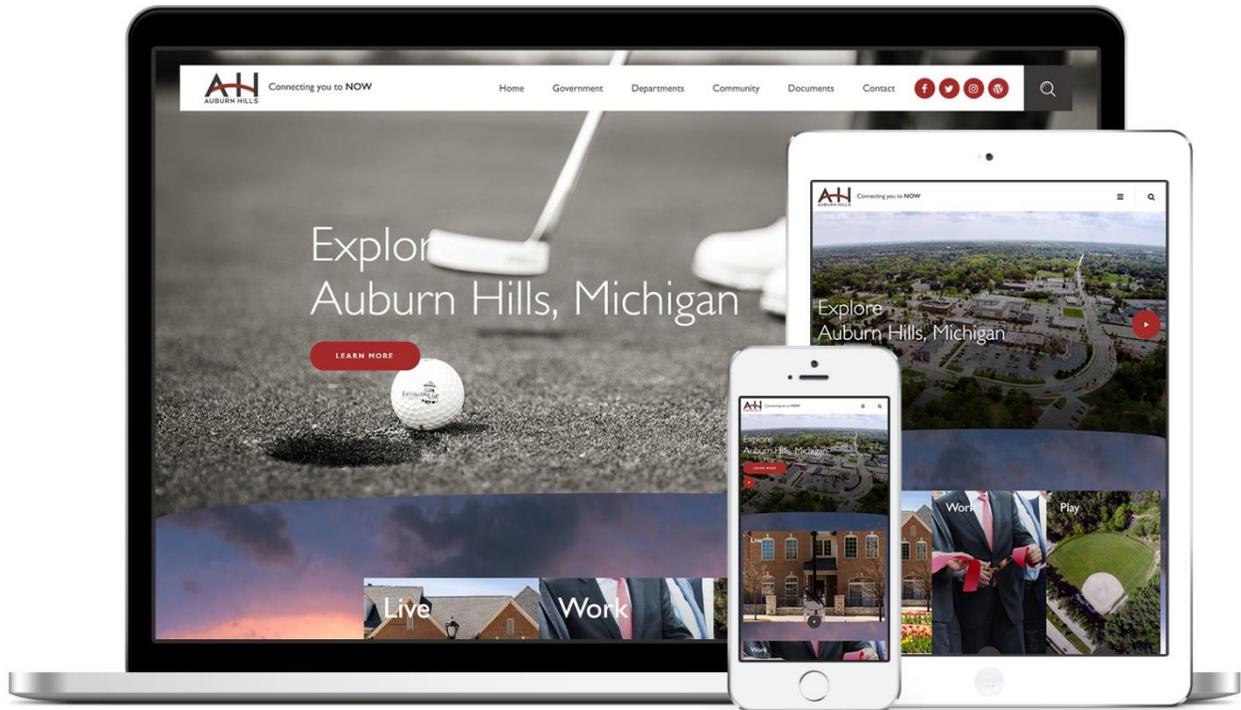
Did you know?

Revize has won national awards for our websites!

Government Project Experience

Auburn Hills, Michigan

www.auburnhills.org

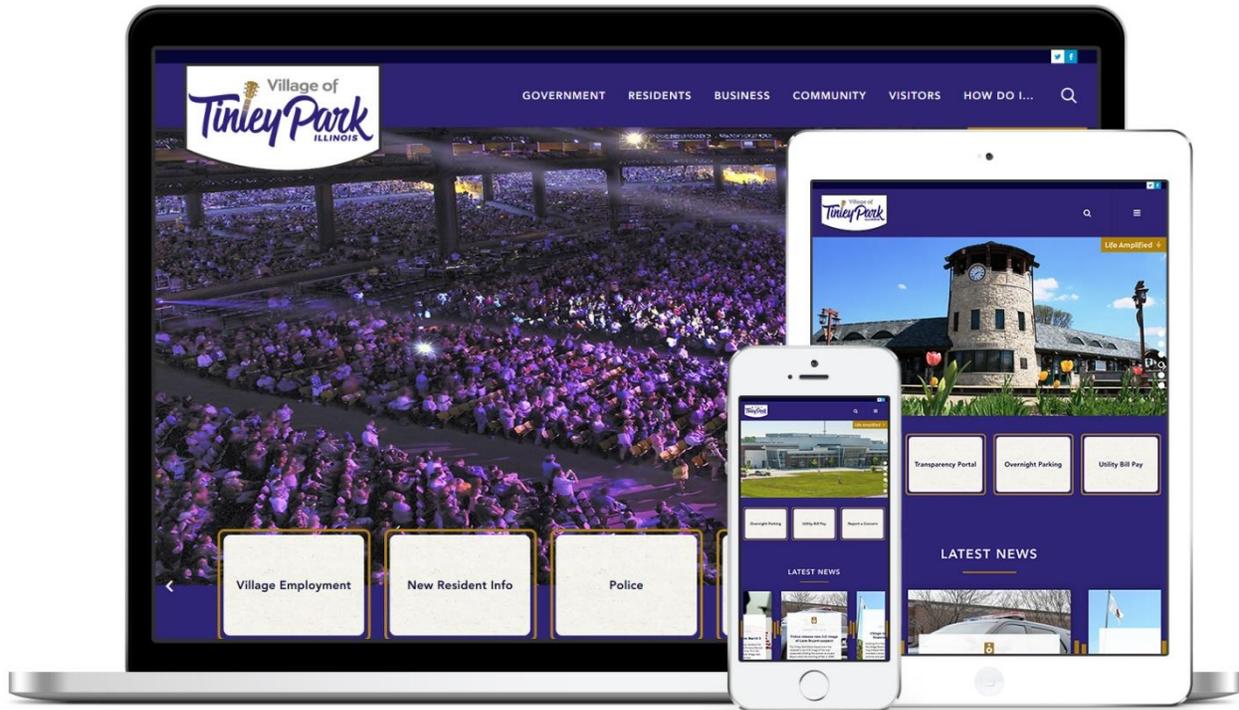


Details:

Another longtime Revize client, Auburn Hills is now up and live with their newly redesigned site. Auburn Hills wanted to rebrand themselves with website design that showed off their great residential environment as well as promote its resources to handle large Corporate World Headquarters and universities. Auburn Hills is known as the home base for Fiat Chrysler Automobiles. Revize create a personal custom design that shows the particular personality of this fine city while creating an information environment for residents to get any piece of information directly from the home page. This website design incorporates all the resident engagement features a city could ever want from a traditional documents center, FAQ center to Social Media walls. Users will notice that they can easily find the most important online services without having to search through line after line of text.

The Village of Tinley Park, Illinois

www.tinleypark.org

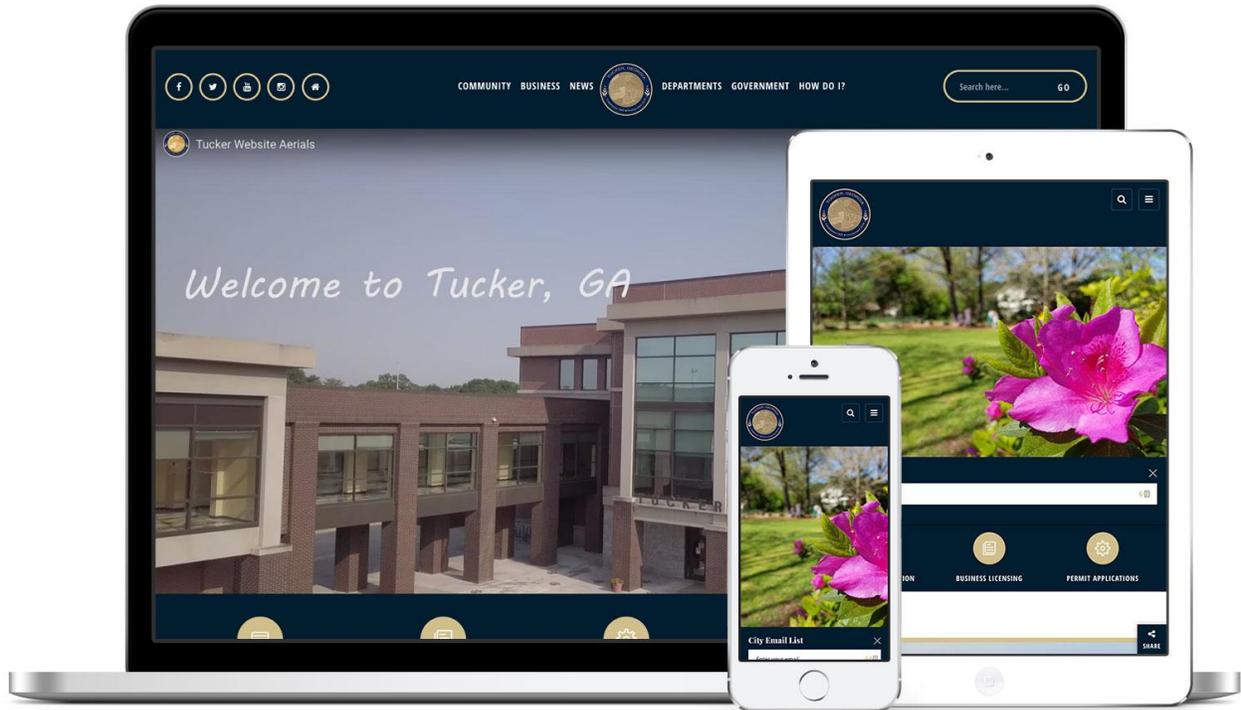


Details:

The Village of Tinley Park is one of the fastest growing suburbs of Chicago. This project was intended to make information easier to access for residents. In addition, the Village rebranded itself to be a destination for tourism. Music venues as well as a unique lineup of festivals make this website a perfect mix of a municipal and tourism website. In addition to a full Revize feature set, this website also includes a high volume overnight parking module. These types of specialty modules are created for our clients that have specific needs.

The City of Tucker, Georgia

www.tuckerga.gov



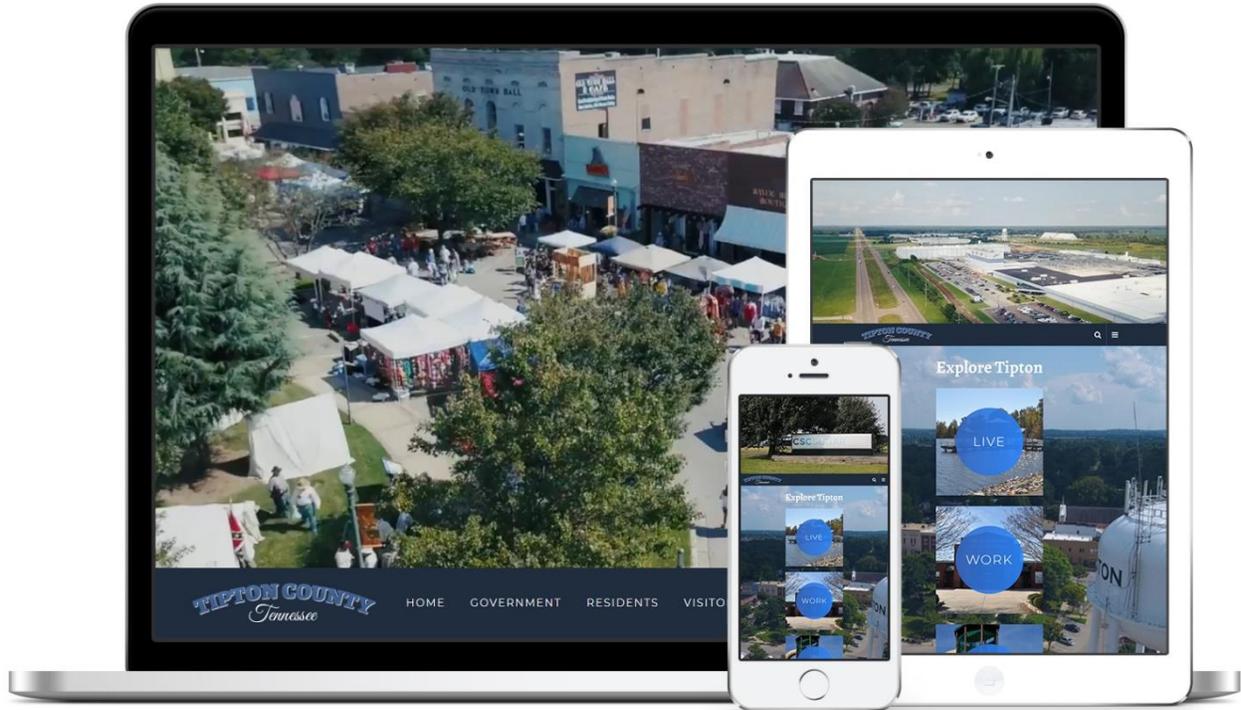
Details:

The City of Tucker is one of the youngest cities that Revize has ever worked with. Tucker became a city in 2016! You read that right, 2016. Before that time, the city was an unincorporated census designated area. And all of the resident services were provided by the county.

Looking to cement its identity in the Atlanta Metropolitan area, this website brings a mix of aesthetics and practicality. The content and functionality is meant to guide residents to all of the new services that the city now provides. And keeps folks up to date on the rapid changes that come with a new city. We even integrated a feature called “Team Tucker Spotlight” that introduces the community to all of the new employees and elected officials at the city. Just like all of Revize’s clients, Tucker is a one-of-a-kind place with a one-of-a-kind website!

Tipton County, Tennessee

www.tiptonco.com



Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. **Using video in this manner increases resident return visits by 59% and 93% of first time visitors watch the entire video.** As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

The Village of Glencoe, Illinois

www.villageofglencoe.org



Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager’s Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

The City of St. Petersburg, Florida

www.stpete.org

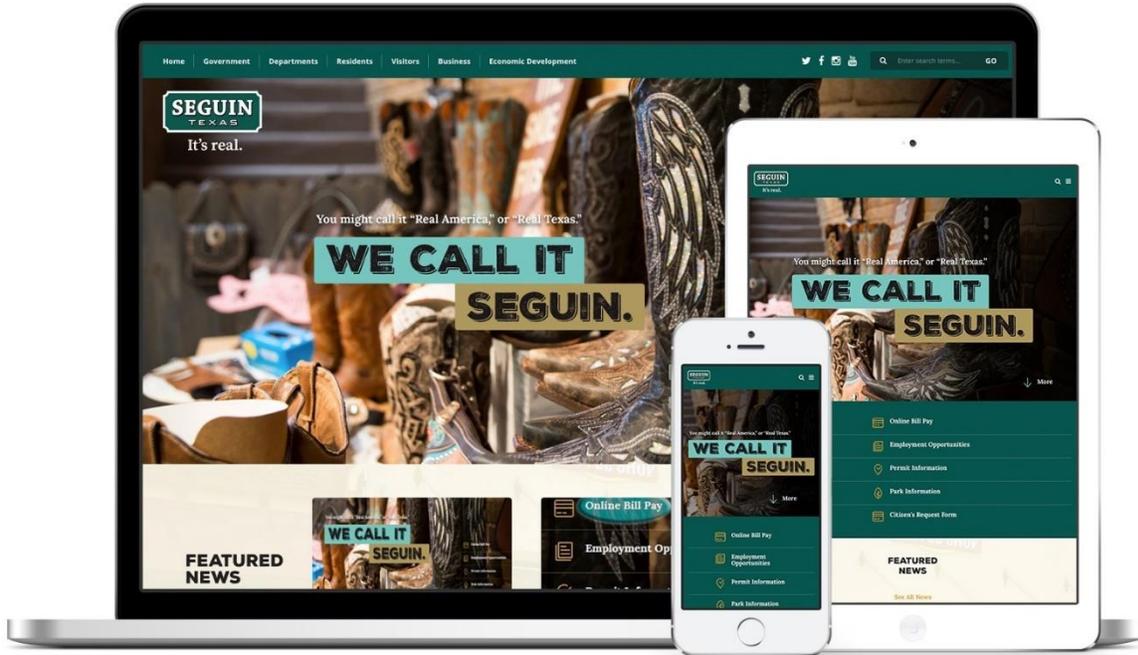


Details:

St. Petersburg is an iconic City in Florida with something to offer everyone. We wanted to make sure their new design was something special for their residents to use on a daily basis. We had a design discovery meeting going over the designs they felt would show off their municipality in the best light. We used our Resident Usability study results to lay out the Home page where a resident can get anywhere on the website in one click in a majority of all cases. Their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. This website is an elite representation of the power and beauty of the Revize process.

The City of Seguin, Texas

www.seguintexas.gov



Details:

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com

Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: Pittsfield, MA

Scott Connors, IT Administrator

Phone: (413) 499-9405

Email: sconnors@pittsfieldch.com

Website: www.cityofpittsfield.org

Client: City of Treasure Island, FL

Mark Santos, Communications & IT Director

Phone: (727) 547-4575 x 234

Email: msantos@mytreasureisland.org

Website: www.mytreasureisland.org

Client: Tipton County, TN

Shawn Anderson, GIS Director

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Email: sanderson@tiptonco.com

Website: www.tiptonco.com

Client: City of Auburn Hills, MI

Stephanie Carroll, Manager of Business Development and Community Relations

Office: (248) 364-6802

Email: scarroll@auburnhills.org

Website: www.auburnhills.org

Client: Village of Glencoe, IL

Laura Boll, Management Analyst

Phone: (847) 835-4114

Email: lboll@villageofglencoe.org

Website: www.villageofglencoe.org

Client: City of Shavano Park, TX

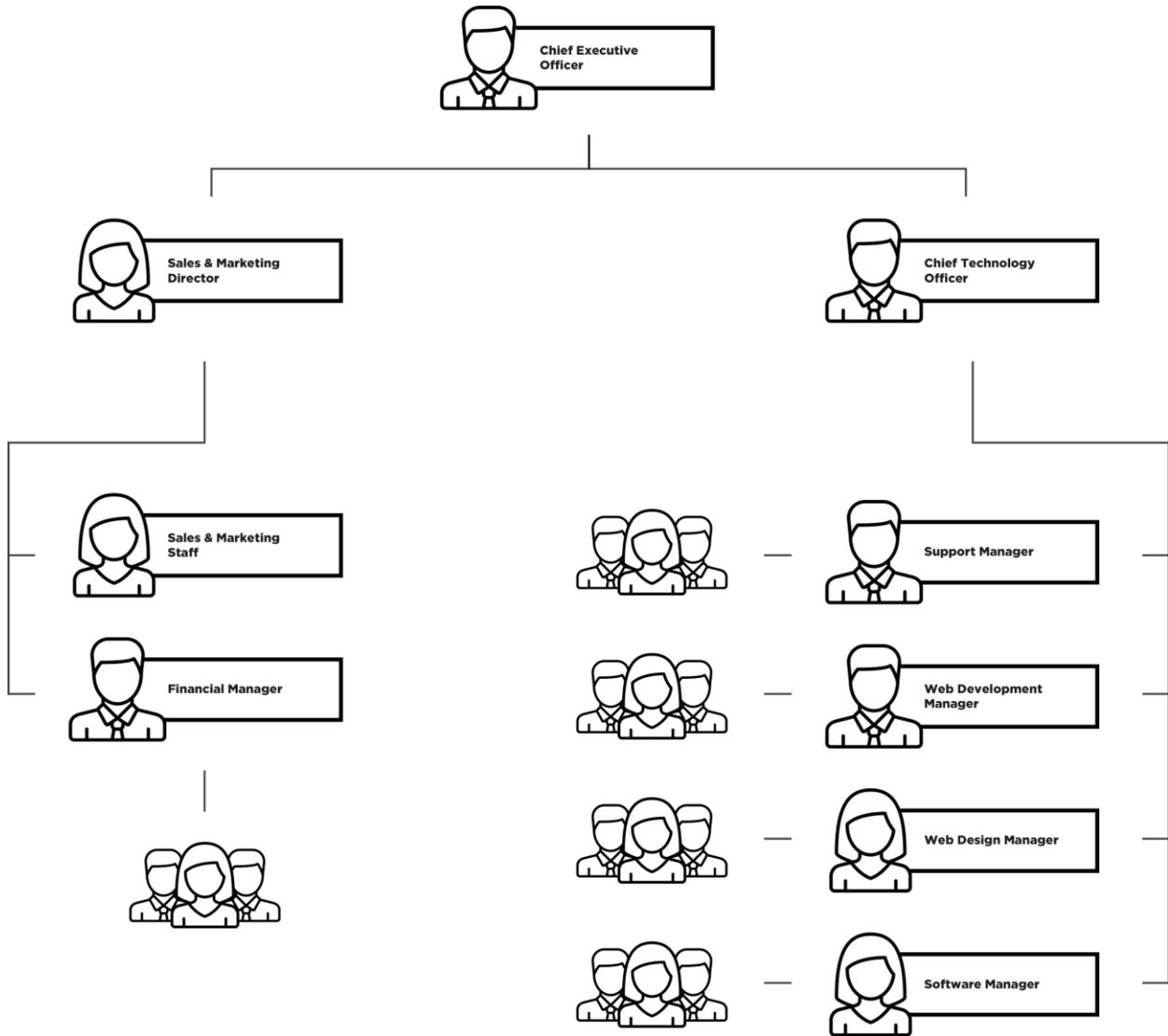
Curtis Leeth, Assistant City Manager/IS Director

Office: 210-493-3478

Email: cleeth@shavanopark.org

Website: www.shavanopark.org

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

**“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”**

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

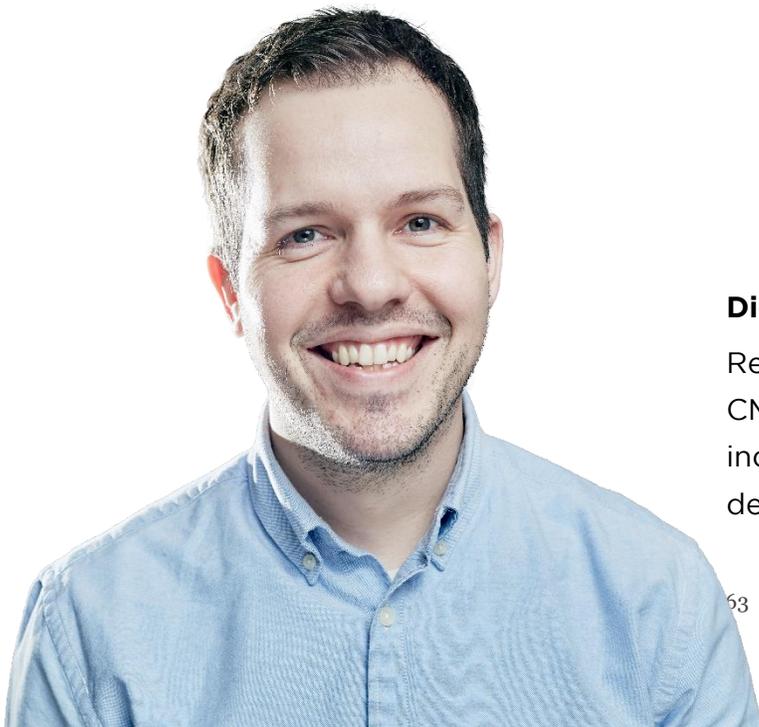
We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization’s stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX



Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 20 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI



The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry that’s 24/7 365 by the trained developers & technicians”



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

Timeline

Project Timeline		
Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		17-23 Weeks



Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval. Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course, color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community’s content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography - This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds - With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

“Over the past 20 years, Revize has mastered the art of designing government websites.”

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience’s needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.



Did you know?

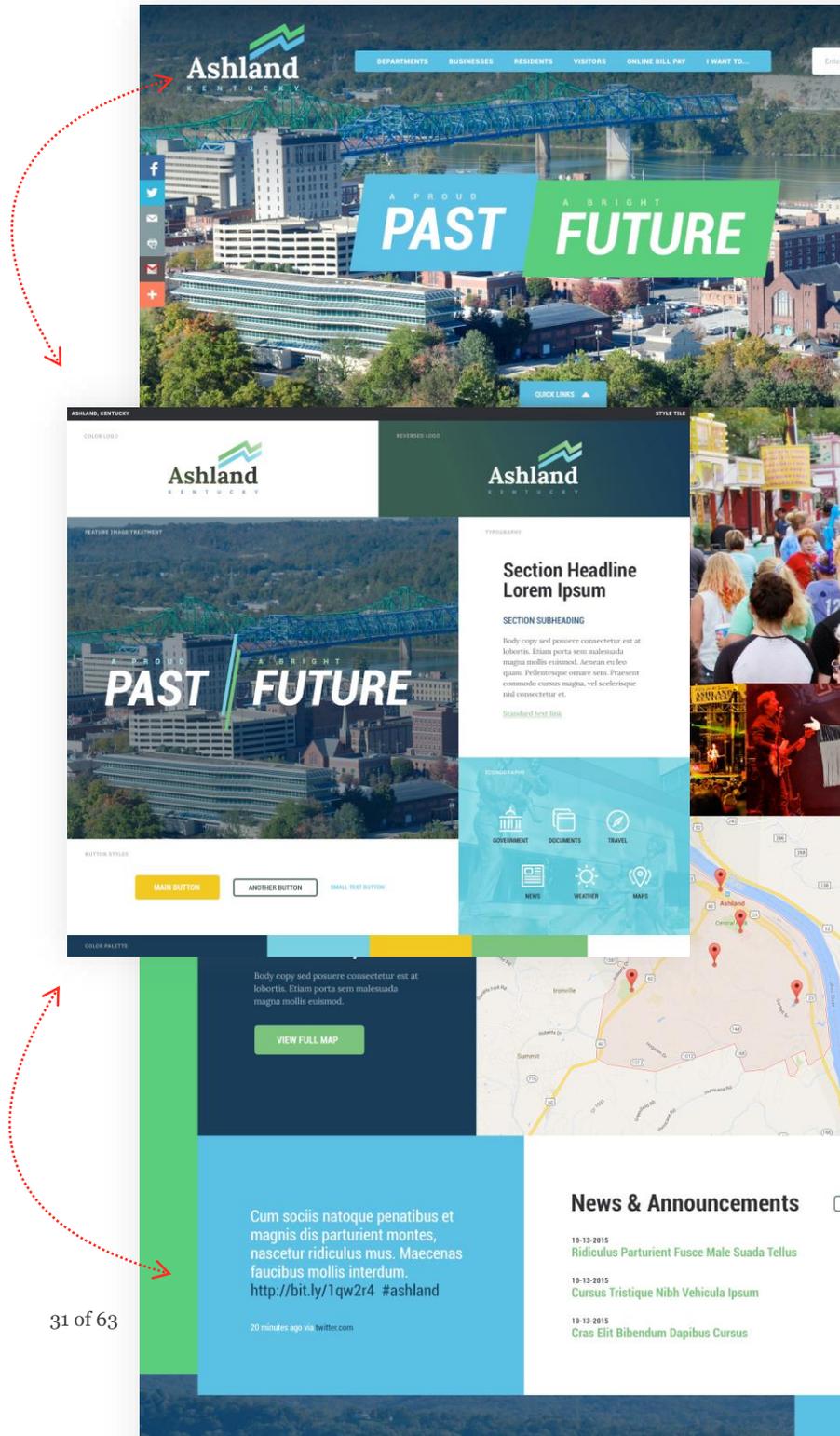
Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- Final Home Page Sign Off:**
 When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- Final Inner Page Sign Off:**
 When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 - 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions

- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Hosting Service

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to several hours or days time frame our competitors offer).

“Revize can provide clients with unlimited data storage server space for each website.”

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

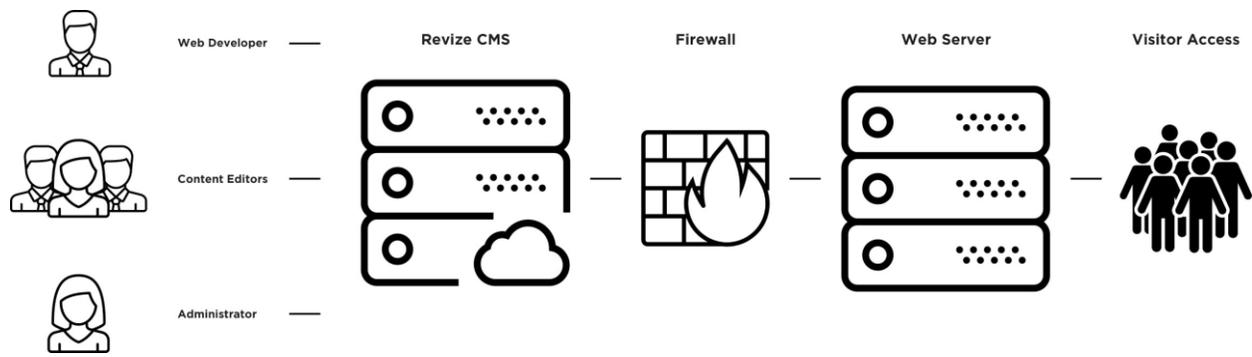
“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



“Security, Performance,
Redundancy”



Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a subject matter specialist when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 500 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge

- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Alec Armstrong

Website Developer / Front End Application Designer, Illustrator

Alec is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent website development work.

- **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a "geeky" excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose through website programming.
Expertise: Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Web development of website templates and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

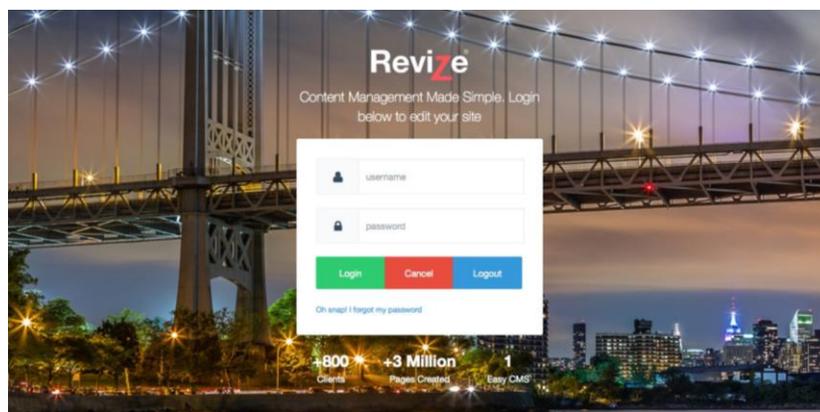


Did you know?

Revize will put together a project team based on the unique needs of your project!

Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

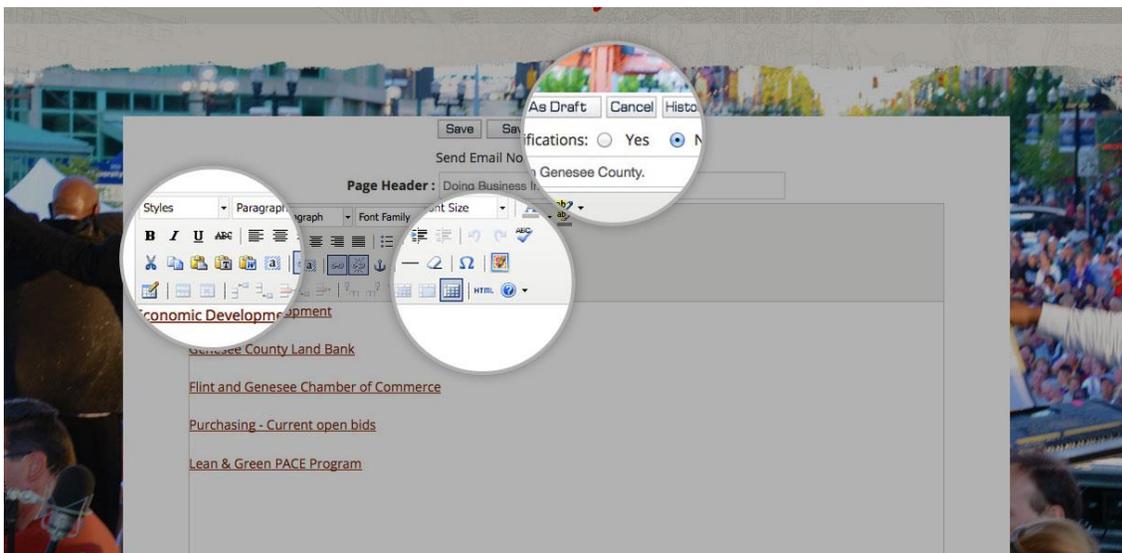


2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a “Word Like” editor.



After the page is “saved”, the page can be sent to an approver for review or immediately published to the web site.

Revize Quote

Phase 1: Project Planning and Analysis, SOW	\$400
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, and inner page design, includes Responsive Web Programming for great viewing on mobile screens.	\$1,300
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,800
Phase 5: QA Testing	\$900
Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 224 webpages and 623 documents (approximate amount on your website today). To help remove stale content, Revize will not be moving over old announcements, events or calendar items.	\$2,510
Phase 7: Content editing and site administration training on-site or remote depending on the (one day session up to 8 hours)	\$900
Phase 8: Go live!	Included
Revize Annual Fee, pre-paid: Includes Unlimited Tech Support, CMS software updates (3 users), security software updates, SSL security certificate, and website health checks. Website hosting Included free of charge (10 GB storage space, 100GB month bandwidth limit) with pre-paid annual fee (no email services):	\$2,400
Grand Total (1st year) Second year and onward investment	\$11,210 \$2,400/year

Flexible Payment Options Available

Revize provides a free website design refresh after year four of service if client signs a 5 year locked-in rate agreement

Website Features Included:

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen’s Communication Center Apps
- Citizen’s Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen’s Communication Center Apps

- Home Page Alert
- E-Notification Center with Email Alerts
- Document Center with keyword search
- FAQs with keyword search
- Staff Directory with keyword search
- News Center with Facebook/Twitter Integration
- “Share This” Social Media App
- Online Web Forms
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator

Citizen’s Engagement Center Apps

- Citizen Request Center with Captcha
- Multi-use Listing Directory with picture, phone, email, Google navigator
example: https://www.largo.com/facilities_directory/index.php
- Online Bill Pay via Revize Partner
- RSS Feed

Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Bid Posting Management System via Vendor Registry
- Online Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

Mobile Device and Accessibility Features

- ADA Compliant WCAG 2.1
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

Revize Support Includes

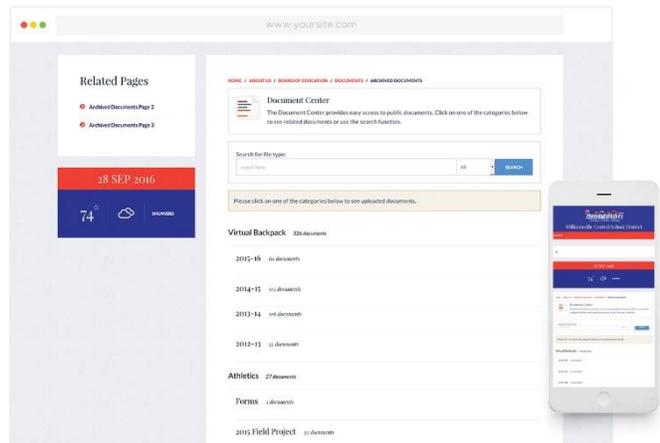
- 7 AM - 7 PM CST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends



Citizen's Communication Center Apps

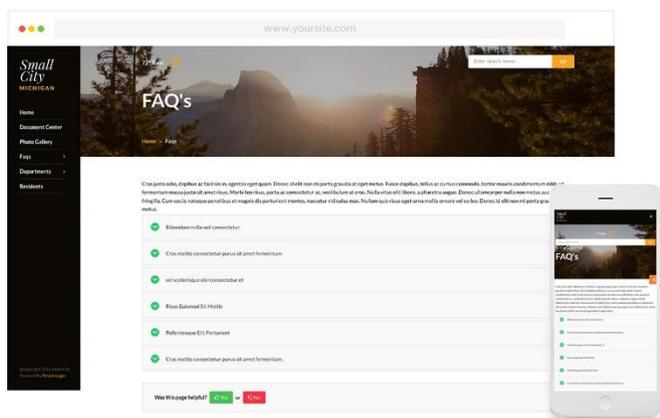
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



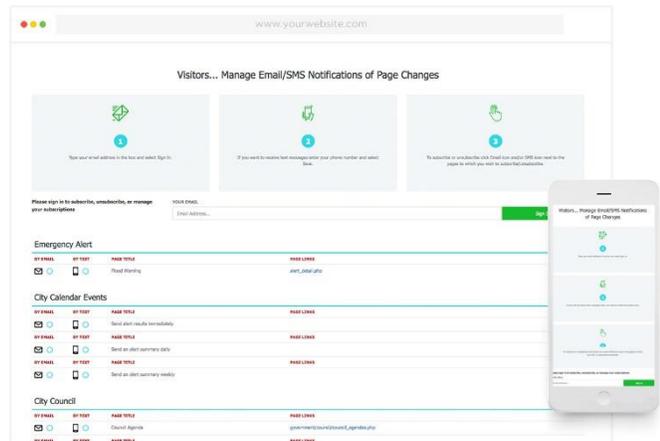
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



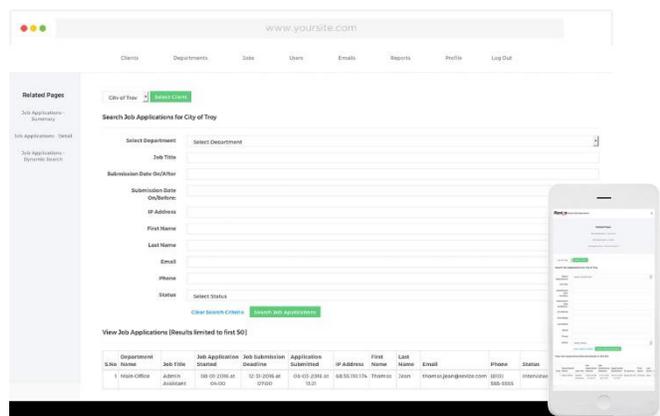
E-NOTIFY CENTER

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



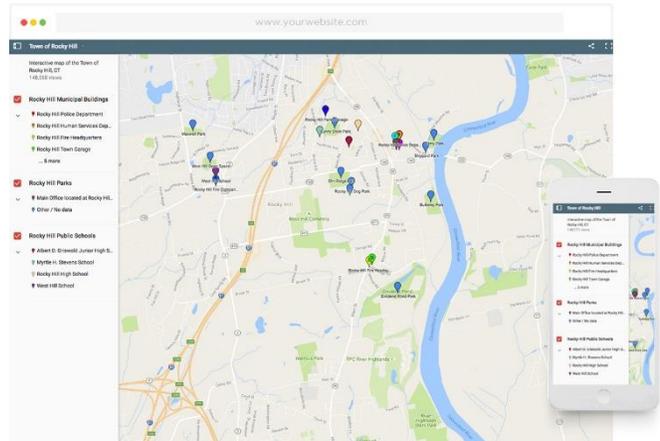
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



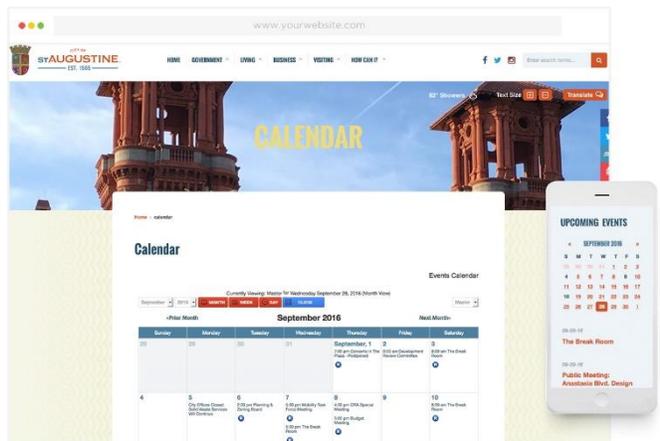
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



HOME PAGE ALERT

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE WEB FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop-down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop-down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT BLOG

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FILLABLE FORMS APP

Having online forms that Residents can fill out in their Internet browser provides a quick and easy alternative for users to communicate with you and provide important feedback, complete tasks online, or fill out permit requests and job applications. These forms can be used to have web visitors can apply for a job, permit, or contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize installs new features into your content management system on a rolling basis!

Thank you

For Considering Revize

Prepared by Joseph J. Nagrant
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-766-9562 Fax: 866-346-8880
www.revize.com



Cloud ECM Solution

OCTOBER 7, 2020

Prepared Especially for

Town of Lisbon

This proposal contains proprietary and confidential information that should not be disclosed to the general public or people unconnected with the review and evaluation of proposals except as required by law.

Cloud ECM Solution

Laserfiche Municipality Site License
(Population less than 10,000)

- Includes up to 100 users
- Up to 100GB storage per user
- Document Management with Advanced Audit Trail
- Direct Share
- Data Encrypted at Rest
- Autoscaling of Computing and Storage Resources
- Automated and Encrypted Backups
- Intrusion Detection
- Automated Feature and Security Updates
- Automated Text Extraction
- Import Agent with Email Archiving
- Process Automation
- Connector
- Surveys
- Records Management
- Software Development Toolkit
- Unlimited Public Portal
- Unlimited Forms Portal
- Microsoft 365 integration with Simultaneous Editing
- Integration with SharePoint
- Integration with Microsoft Dynamics 365 CRM
- Integration with Redtail CRM
- Integration with DocuSign
- Includes up to 10 Quick Fields Complete with Agent

* Requires 3-Year Contract with annual 3% increase

TOTAL \$3,000.00 / FIRST-YEAR

Optional (not included in totals)

Scanner & Services - \$1102.54

- Epson Workforce DS-860 Sheetfed Scanner
65-PPM/130-IPM
80 Sheet ADF
Duplexing
Max Size: 8.5" x 120"
6000 Page Daily Duty Cycle
Standard Warranty from Epson
- Services to install and configure scanner
- LF ScanConnect - \$100/Year

Services

- Provision Laserfiche Cloud and configure for Town of Lisbon
- Work with IT to install up to 4 Laserfiche clients (thick or web) and Quick Fields on desktops
- Meet to design folders, permission, and metadata
- Create one Quick Fields session for scanning and storage of property documents
- Develop one simple document put-away workflow for property documents as needed
- Configure Public Portal for Lisbon to provide access to public documents
- Provide up to 1.5-hours of Laserfiche 101 training in conference room or virtual environment for all Laserfiche users
- Provide up to 1-hour of advanced administration and/or workflow training
- Provide 1-hour webinar follow up training session as needed

SERVICES \$3,487.50

Notes: Taxes are not included in totals.
Quote valid until November 6, 2020.
Prices may be part of a promotion and must be verified at time of order.

HARDWARE REQUIREMENTS

Server Requirements

The following recommended minimum requirements are needed for the server:

Laserfiche Server minimum requirements:

Virtual or Physical Server acceptable

Laserfiche and Database server can run on same virtual or physical server, or can run on distinct separate servers.

CPU: Recommend 4 cores minimum for Laserfiche server

Memory: 8GB; add an additional 256 MB per each simultaneous Laserfiche user.

Operating system: Windows Server 2008/2012/2016/2019

Communications: TCP/IP

Database engine: Microsoft SQL 2005-2016

Please consult with CTaccess for confirmation of specifications in your environment.

Workstation Requirements

Laserfiche Thick Client minimum requirements:

CPU: Dual-Core 2 GHz processor or faster (Core2 Duo or better)

Memory: 4GB RAM Minimum

Operating system: Windows 7, Windows 8, Windows 10

Laserfiche Scanning Station recommended requirements:

CPU: i5 2 GHz processor or faster

Memory: 8GB RAM Minimum

Operating system: Windows 7, Windows 8, Windows 10

MFP/Scanner Requirements

Laserfiche supports most Twain and ISIS compliant USB scanners.

For more detailed requirements see: <http://www.laserfiche.com/en-us/Scanner>

Laserfiche supports network scanners and MFP devices natively through drag-n-drop of images, import, or snapshot. For direct import to archival quality documents we recommend that the network scanner be configured to store to a network share as a TIF image. The TIF image can then be manually brought into the system. Or, the TIF image can be directly imported using the Import Agent software which monitors a network location and imports to Laserfiche.

TERMS & CONDITIONS

Installation Considerations

Upgrade installation costs are for weekday 8AM-5PM installation

Standard Terms

CTaccess can deliver and begin installation within 15 days once we have received your authorization and a 50% down payment, 30% is due upon delivery and the remaining 20% is due on completion.

Warranty Information

CTaccess will manage the warranty coverage of the hardware equipment that you purchase from us. All hardware and software is covered by the manufacturer warranty. During the first 30 days after an installation we will provide warranty assistance at no charge. After the first 30 days we offer warranty assistance on a time and material basis.

We guarantee complete satisfaction with our services. This means that we will complete the installation items properly and make your network function as stated in the proposal. If there is something that is not functioning as expected, please let us know so that we can correct it.

This guarantee does not provide indefinite network support. Typically issues that arise beyond 30 days from installation are considered network maintenance, and not covered by the original installation.

Fixed Cost Installation

This quote includes fixed cost installation prices. These installation prices are only valid if the hardware is purchased through CTaccess as a package. If you choose to purchase your own equipment, the services will be rendered on a time and materials basis.

The fixed costs for installation include the detailed items listed in this quote. If the customer requests additional work, it will be billed at an hourly rate. The fixed installation costs are for installation during normal business hours. There will be additional charges if after-hours or weekend services are required.

Confidentiality

CTaccess provides this proposal free of charge to your company. Our time, effort, and years of experience have all gone toward producing this document. We ask that you keep this document and its content confidential for internal use within your company only.



Paragon Development Systems, Inc.
 13400 Bishops Lane
 Suite 190
 Brookfield, Wisconsin 53005
 United States
 (P) 262-569-5300

Quote (Open)	
Date Oct 08, 2020 11:06 AM CDT	Expiration Date 11/07/2020
Modified Date Oct 08, 2020 11:06 AM CDT	
Doc # 2106915 - rev 1 of 1	
Description BadgerBook Stand Alone Printer (Lisbon)	
SalesRep Berner, Dana (P) 262-569-5366	
Customer Contact Nickolaus, Kathy (P) 262-246-6100 ext 100	

Customer
 Town of Lisbon, WI (020627)
 Nickolaus, Kathy
 W234N8676 Woodside Rd
 Lisbon, WI 53089
 United States
 (P) 262-246-6100 ext 100

Bill To
 W234N8676 Woodside Rd
 Lisbon, WI 53089
 United States
 (P) 262-246-6100 ext 100

Ship To
 Town of Lisbon, WI
 Payable, Accounts
 W234N8676 Woodside Rd
 Lisbon, WI 53089
 United States
 (P) 262-246-6100 ext 100

Payment Method
 Terms: Net 30

Customer PO:	Terms: Net 30	Ship Via: FedEx Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	Engage One 14 Touch All-in-One 141 w/ Stand Alone	8WR75US#ABA	9	\$1,692.00	\$15,228.00
2	BadgerBook Client Configuration				
	PDS Configuration Services	000522	9	\$79.00	\$711.00
	Imaging Services	09137	1	\$0.00	\$0.00
	Labeling Services	09140	1	\$0.00	\$0.00
	Save Boxes For Shipping	499888	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC IMCT BadgerBookAiO 2020	386781	9	\$0.00	\$0.00
	Bundle Subtotal		1	\$711.00	\$711.00
3	WEC PollBook Asset Tag	457736	60	\$0.00	\$0.00
4	Engage One 14 Touch All-in-One 141 w/ Stand Alone	8WR75US#ABA	3	\$1,692.00	\$5,076.00
5	BadgerBook Server Configuration				
	PDS Configuration Services 000522	000522	3	\$79.00	\$237.00
	Custom Configuration	065306	1	\$0.00	\$0.00

#	Description	Part #	Qty	Unit Price	Total
	Imaging Services	09137	1	\$0.00	\$0.00
	Labeling Services	09140	1	\$0.00	\$0.00
	Save Boxes For Shipping	499888	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC IMCT Server BadgerBookAiO 2020	707176	3	\$0.00	\$0.00
Bundle Subtotal			1	\$237.00	\$237.00
6	4yr 9x5 NBD Onsite Support Upgrade, Retail Pkg Extended service agreement - parts and labor - 4 years - on-site - 9x5 - response time: NBD - for Engage One Basic I/O Connectivity Base; EngageGo Base Jacket	UL589E	12	\$119.00	\$1,428.00
7	MK270 Wireless Keyboard & Mouse Bundle Keyboard and mouse set - wireless - 2.4 GHz - English	920-004536	12	\$29.00	\$348.00

Subtotal: \$23,028.00
 Tax (0.000%): \$0.00
 Shipping: \$0.00
Total: \$23,028.00

Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS's Terms & Conditions which can be viewed at <http://www.shoppds.com/termsforsale.aspx>

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.



Paragon Development Systems, Inc.

13400 Bishops Lane
Suite 190
Brookfield, Wisconsin 53005
United States
(P) 262-569-5300

Quote (Open)

Date
Oct 08, 2020 11:08 AM CDT
Expiration Date
11/07/2020

Modified Date
Oct 08, 2020 11:08 AM CDT

Doc #
2106917 - rev 1 of 1

Description
BadgerBook Polling Station
Supplies_Stand Alone (Lisbon)

SalesRep
Berner, Dana
(P) 262-569-5366

Customer Contact
Nickolaus, Kathy
(P) 262-246-6100 ext 100

Customer
Town of Lisbon, WI (020627)
Nickolaus, Kathy
W234N8676 Woodside Rd
Lisbon, WI 53089
United States
(P) 262-246-6100 ext 100

Bill To
W234N8676 Woodside Rd
Lisbon, WI 53089
United States
(P) 262-246-6100 ext 100

Ship To
Town of Lisbon, WI
Payable, Accounts
W234N8676 Woodside Rd
Lisbon, WI 53089
United States
(P) 262-246-6100 ext 100

Payment Method
Terms: Net 30

Customer PO:	Terms: Net 30	Ship Via: FedEx Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	APC Back-UPS Pro BR 1000VA/600W 10Outlets 2USB UPS UPS - AC 120 V - 600 Watt - 1000 VA - USB, serial - output connectors: 10 - black	BR1000MS	3	\$164.00	\$492.00
2	32GB DataTraveler G4 USB Flash Drive USB flash drive - 32 GB - USB 3.0 - red	DTIG4/32GB	3	\$8.00	\$24.00
3	Thermal Receipt Paper, 3.125"x230', 10pk	RPT3.125-230-10PK	3	\$57.00	\$171.00
4	E900 802.11b/g/n Wireless Desktop Router Wireless router - 4-port switch - 802.11b/g/n - 2.4 GHz	E900-NP	3	\$39.00	\$117.00
5					
	PDS Configuration Services 000522	000522	1	\$29.00	\$29.00
	Labeling Service 009140	009140	1	\$0.00	\$0.00
	Custom Configuration 065306	065306	1	\$0.00	\$0.00
	Component Repackaging	319621	1	\$0.00	\$0.00
	WEC PollBook Asset Tag	2079676	3	\$0.00	\$0.00
Bundle Subtotal			1	\$29.00	\$29.00

Subtotal: \$833.00
Tax (0.000%): \$0.00
Shipping: \$0.00

Terms and Conditions

Unless a specific Master Services & Product Sales Agreement is in effect between the parties, this quote is subject to PDS's Terms & Conditions which can be viewed at http://www.shoppds.com/terms_of_sale.aspx

Shipping and tax amounts are estimated.

Purchases made by credit card may be subject to a 3% Convenience Fee at the time of invoicing.

PDS has been notified by numerous technology manufacturers that pricing is subject to rapid change due to global component shortages and related price increases. This situation is not unique to PDS.

Please contact your sales team with additional questions.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BOARDMAN CLARK						
2765	BOARDMAN CLARK	226472	WATER UTILITY REVIEW	09/28/2020	1,792.00	10-518-530-4110 LEGAL FEES - GEN GOV'T
Total BOARDMAN CLARK:					1,792.00	
BONAFIDE SAFE & LOCK INC.						
124	BONAFIDE SAFE & LOCK INC.	19988092320	REKEY PLAN RM FOR ELECTIONS	10/02/2020	138.75	10-513-530-4400 CONTRACTED SERVICES - ELECTION
Total BONAFIDE SAFE & LOCK INC.:					138.75	
BOUND TREE MEDICAL LLC						
130	BOUND TREE MEDICAL LLC	83762205	IV ADMIN SETS, SUCTION TIP	09/04/2020	171.00	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83773972	MEDICAL SUPPLIES MISC	09/15/2020	304.87	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83775683	CO2 DETECTOR, MED SUPPLIES	09/16/2020	230.23	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83785597	GLOVES	09/24/2020	61.50	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83792789	GLOVES	09/30/2020	168.88	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total BOUND TREE MEDICAL LLC:					936.48	
CAREFUSION 203						
160	CAREFUSION 203	846596	PEEP SUPPLIES	09/03/2020	314.12	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total CAREFUSION 203:					314.12	
COMMUNITY MEMORIAL HOSPITAL						
193	COMMUNITY MEMORIAL HOSPI	0303	MEDICATIONS, MISSED INVOICE	03/05/2020	1,090.08	10-523-530-3860 MEDICAL SUPPLIES - AMBO
193	COMMUNITY MEMORIAL HOSPI	0303	SCHEDULE II DRUGS	03/05/2020	96.09	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total COMMUNITY MEMORIAL HOSPITAL:					1,186.17	
CONLEY MEDIA LLC						
201	CONLEY MEDIA LLC	3313170920	TOL STIPULATION MAP CHARGES	09/28/2020	655.00	10-511-530-8000 INCORPORATION EFFORTS
Total CONLEY MEDIA LLC:					655.00	
COREY OIL LTD						
205	COREY OIL LTD	184890	MIX GAS - SMALL ENGINES	09/22/2020	122.56	10-533-530-3700 GAS/OIL/GREASE - HIGHWAY
Total COREY OIL LTD:					122.56	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
FAHRNER ASPHALT SEALERS LLC						
304	FAHRNER ASPHALT SEALERS L	8300007524	2020 CRACKFILL CONTRACT	09/30/2020	76,360.00	10-533-530-3580 CRACKFILL ROAD MAINT - HIGHWAY
Total FAHRNER ASPHALT SEALERS LLC:					76,360.00	
FALLS AUTO PARTS & SUPPLIES						
307	FALLS AUTO PARTS & SUPPLIE	606458	HOSE TRK#17	09/23/2020	2.15	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	606638	SOCKETS FOR SHOP TOOLS	09/28/2020	98.97	10-533-530-3150 SHOP TOOLS - HIGHWAY
Total FALLS AUTO PARTS & SUPPLIES:					101.12	
GEO-SYNTHETICS SYSTEMS LLC						
371	GEO-SYNTHETICS SYSTEMS L	55006	STRAW MATTING	09/25/2020	700.00	90-533-530-6200 MATTING/OVERSEEDING - SW
Total GEO-SYNTHETICS SYSTEMS LLC:					700.00	
GROTA APPRAISALS LLC						
405	GROTA APPRAISALS LLC	1351	ANNUAL ASSESSMENT WORK - OCT 2	10/01/2020	3,150.00	10-515-530-4400 CONTRACTED SERVICES - ASSESSOR
Total GROTA APPRAISALS LLC:					3,150.00	
HALQUIST STONE COMPANY						
412	HALQUIST STONE COMPANY	5452851	MEMORIAL BRICK	09/30/2020	27.50	25-550-530-5200 MEMORIAL MAINTENANCE
Total HALQUIST STONE COMPANY:					27.50	
HAMILTON SCHOOL DISTRICT						
413	HAMILTON SCHOOL DISTRICT	SEPT 2020	SEPT MOBILE HOME PARKING FEES	09/30/2020	4,336.93	10-200-250-4620 MOBILE HOME DUE TO HAMILTON
Total HAMILTON SCHOOL DISTRICT:					4,336.93	
HUCKSTORF DIESEL						
2763	HUCKSTORF DIESEL	H124220	EGR COOLER TRK#17 - MAXX FORCE	09/22/2020	2,096.15	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total HUCKSTORF DIESEL:					2,096.15	
INGROUND SPECIALIST						
458	INGROUND SPECIALIST	567-20	Bond REFUND LAMMERS POOL	10/07/2020	1,000.00	10-200-230-1000 SPECIAL DEPOSITS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total INGROUND SPECIALIST:					1,000.00	
KATHY NICKOLAS						
2764	KATHY NICKOLAS	SEPT REIMB	POSTAGE REIMB	09/25/2020	43.00	10-518-530-3400 POSTAGE - GEN GOV'T
Total KATHY NICKOLAS:					43.00	
KRIETE GROUP						
2548	KRIETE GROUP	X101004011:01	AIR DRYERS - ALL LRG TRUCKS	09/22/2020	870.13	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total KRIETE GROUP:					870.13	
KRISTIN BREWSTER						
2767	KRISTIN BREWSTER	S562-19-25	BOND REFUND LOT 43	10/07/2020	2,500.00	10-200-230-1000 SPECIAL DEPOSITS
Total KRISTIN BREWSTER:					2,500.00	
KUNKEL ENGINEERING GROUP						
370	KUNKEL ENGINEERING GROUP	0244029	TID#1 LIED'S PROPERTY	09/17/2020	16,906.25	65-561-530-3100 TID #1 - ENGINEERING
370	KUNKEL ENGINEERING GROUP	0244044	2019 TEA GRANT APP PREPARATION	09/17/2020	715.00	65-561-530-3100 TID #1 - ENGINEERING
370	KUNKEL ENGINEERING GROUP	0244087	2020 PAVEMENT RESURFACING PRO	09/21/2020	12,656.25	70-533-570-8100 EQUIPMENT - HIGHWAY
370	KUNKEL ENGINEERING GROUP	0244093	CULVERT SIZING - MAPLE AVE DRIVE	09/21/2020	620.25	90-563-530-4400 ENGINEERING CONSULTANT - SW
370	KUNKEL ENGINEERING GROUP	0244093	ZELLMER BERM	09/21/2020	420.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0244093	HARVEST RIDGE INSPECT	09/21/2020	1,526.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0244093	HILLSIDE RDGE INSPECT & RVW	09/21/2020	4,785.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0244093	GOETZ CSM RVW	09/21/2020	120.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0244093	SAVORIUS CSM REVIEW	09/21/2020	410.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0244093	HAASS FARMS INSPECTIONS	09/21/2020	5,765.00	10-563-530-4350 ENGINEER - PC - REIMB
Total KUNKEL ENGINEERING GROUP:					43,923.75	
LAKESIDE INTERNATIONAL						
547	LAKESIDE INTERNATIONAL	1318270P	PARTS TRK#17 - MAXX FORCE ISSUE	09/23/2020	37.60	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
547	LAKESIDE INTERNATIONAL	1318517P	PARTS TRK#17 - MAXX FORCE ISSUE	09/23/2020	63.25	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
547	LAKESIDE INTERNATIONAL	1318538P	PARTS TRK#17 - MAXX FORCE ISSUE	09/29/2020	746.24	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
547	LAKESIDE INTERNATIONAL	1318896P	PARTS TRK#17 - MAXX FORCE ISSUE	09/29/2020	242.06	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total LAKESIDE INTERNATIONAL:					1,089.15	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
LANGE ENTERPRISES INC.						
552	LANGE ENTERPRISES INC.	73958	SPEED REDUCTION SIGN & TILES	09/22/2020	221.75	10-533-530-3540 SIGNS - HIGHWAY
Total LANGE ENTERPRISES INC.:					221.75	
MENARDS -- PEWAUKEE						
607	MENARDS -- PEWAUKEE	71432	TOILET PARTS	09/28/2020	63.07	10-552-530-5200 FACILITY MAINTENANCE - PARKS
607	MENARDS -- PEWAUKEE	71440	TOILET	09/28/2020	119.17	10-552-530-5200 FACILITY MAINTENANCE - PARKS
607	MENARDS -- PEWAUKEE	71858	GENERAL SUPPLIES FOR SHOP	10/06/2020	41.39	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
Total MENARDS -- PEWAUKEE:					223.63	
MILES PRO AUDIO VISUAL, LLC						
2552	MILES PRO AUDIO VISUAL, LLC	019198	AV TRAINING & CABLE	09/29/2020	152.00	10-518-530-3800 IT SERVICES - GEN GOV'T
Total MILES PRO AUDIO VISUAL, LLC:					152.00	
MOTION AND CONTROL ENTERPRISES LLC						
787	MOTION AND CONTROL ENTER	Z13958-001	BLADE FOR HOSE CUTTER	09/22/2020	453.59	10-533-530-3150 SHOP TOOLS - HIGHWAY
Total MOTION AND CONTROL ENTERPRISES LLC:					453.59	
OFFICE COPYING EQUIPMENT LTD						
686	OFFICE COPYING EQUIPMENT	AR123319	FD-COPIER LEASE-RICHMOND-SEPT	09/30/2020	145.87	10-522-530-4400 CONTRACTED SERVICES - FD
Total OFFICE COPYING EQUIPMENT LTD:					145.87	
ONE CLICK COMPUTERS						
693	ONE CLICK COMPUTERS	103738	PRINTER	09/28/2020	280.99	10-514-530-4300 STATE GRANTS
693	ONE CLICK COMPUTERS	103740	COMPUTER FOR TOWN HALL STAFF	09/30/2020	2,103.98	10-514-530-4300 STATE GRANTS
693	ONE CLICK COMPUTERS	103751	LAPTOPS, SOFT/HARDWARE - REMO	10/05/2020	18,855.54	10-514-530-4300 STATE GRANTS
Total ONE CLICK COMPUTERS:					21,240.51	
OSI ENVIRONMENTAL INC.						
699	OSI ENVIRONMENTAL INC.	1051758	RECYCLED OIL FILTERS	09/30/2020	45.00	10-546-530-7870 RECYCLING - OIL/ANTFZ/FILTERS
Total OSI ENVIRONMENTAL INC.:					45.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
PAYNE & DOLAN INC.						
709	PAYNE & DOLAN INC.	NO. 1 2020	2018 RESURFACING PRGM #1 PAYMT	09/08/2020	252,569.14	70-533-570-8200 ROAD IMPROVEMENTS - HIGHWAY
Total PAYNE & DOLAN INC.:					252,569.14	
PHILIPS HEALTHCARE						
722	PHILIPS HEALTHCARE	944975498	HEART START PADS	09/18/2020	223.30	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total PHILIPS HEALTHCARE:					223.30	
POMP'S TIRE SERVICE INC						
738	POMP'S TIRE SERVICE INC	60223655	1 TIRE TRAILER & 1 TON TIRES (6)	10/01/2020	969.88	10-552-530-5500 VEHICLE MAINTENANCE - PARKS
Total POMP'S TIRE SERVICE INC:					969.88	
PREMIER BLDG INSPECTIONS LLC						
745	PREMIER BLDG INSPECTIONS	SEPT 2020	SEPT CONTRACT BLDG INSPECT	09/30/2020	26,048.93	10-524-530-4400 CONTRACTED SVCS - BLDG INSP
745	PREMIER BLDG INSPECTIONS	SEPT 2020	MEETING/ENFORCEMENT	09/30/2020	25.00	10-524-530-4500 MTGS & ENFORCEMENT - BLDG INSP
Total PREMIER BLDG INSPECTIONS LLC:					26,073.93	
RENEWABLE FOREST PRODUCTS, INC						
2616	RENEWABLE FOREST PRODUC	1071	JULY BRUSH GRINDING	07/15/2020	9,650.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
Total RENEWABLE FOREST PRODUCTS, INC:					9,650.00	
SUPPLY ZONE						
889	SUPPLY ZONE	1841	PAPER TOWELS	09/21/2020	93.98	10-533-530-3100 SUPPLIES - HIGHWAY
Total SUPPLY ZONE:					93.98	
SUSSEX ACE HARDWARE						
7	SUSSEX ACE HARDWARE	194218	BATTERIES	09/22/2020	9.58	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
7	SUSSEX ACE HARDWARE	194239	HARDWARE TRK#17	09/23/2020	7.00	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
7	SUSSEX ACE HARDWARE	194272	SNAP RINGS - CHAIN SAWS	09/25/2020	1.93	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total SUSSEX ACE HARDWARE:					18.51	
TEN 2 COMMUNICATIONS						
2099	TEN 2 COMMUNICATIONS	6269	SAFETY REFLECT GEAR - MONICA	10/01/2020	133.49	10-533-530-3630 UNIFORMS/MATS - HIGHWAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total TEN 2 COMMUNICATIONS:					133.49	
THE ALSTAR COMPANY, LLC						
2762	THE ALSTAR COMPANY, LLC	19138	UNDERBODY PRESSURE WASHER U	09/29/2020	1,229.20	10-533-530-3150 SHOP TOOLS - HIGHWAY
2762	THE ALSTAR COMPANY, LLC	19139	SALT NEUTRAL WASH - PLOW TRKS	09/29/2020	79.41	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total THE ALSTAR COMPANY, LLC:					1,308.61	
UNIFIRST CORPORATION						
2349	UNIFIRST CORPORATION	096 1148990	DPW UNIFORMS & MATS	09/28/2020	84.12	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
2349	UNIFIRST CORPORATION	096 1149988	DPW UNIFORMS & MATS	10/05/2020	96.17	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
Total UNIFIRST CORPORATION:					180.29	
VIERBICHER ASSOCIATES INC						
2374	VIERBICHER ASSOCIATES INC	AUG 2020	AUG 2020 PC MTG	09/25/2020	750.00	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	GENERAL PLAN & ZONE	09/25/2020	11,151.50	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	SUSSEX AGMT MAPPING	09/25/2020	110.25	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	CUP CODE AMENDMTS	09/25/2020	134.75	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	SEC 27 & 28 CODE AMENDS	09/25/2020	24.50	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	HARVEST RIDGE RVW	09/25/2020	412.75	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	HAASS FARMS KAEREK	09/25/2020	131.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	LISBON RD CSM FINCO	09/25/2020	61.25	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	PLAINVW RD CSM GROSS	09/25/2020	24.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	WIKOFF SPPOO BRIOHN	09/25/2020	147.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	BRANDT/GOETZ CSM	09/25/2020	1,338.25	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	HILLSIDE RIDGE NEUMANN	09/25/2020	61.25	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	TOWN LINE RD CSM MCLAUGHLIN	09/25/2020	391.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	AUER NURSERY/TOWN LINE RD	09/25/2020	1,880.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	TAYLOR MAJOR GRADING PERMIT	09/25/2020	333.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	MILLER SWIM POND MAJOR GRADIN	09/25/2020	680.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	SAVORIAS CSM CORDELL LN	09/25/2020	440.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	BACKDRAFT LLC SPPOO KRON	09/25/2020	299.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	AUG 2020	MARY'S CUSTOM STORAGE SPPOO F	09/25/2020	299.00	10-563-530-4200 PLANNER - PC - REIMB
Total VIERBICHER ASSOCIATES INC:					18,670.50	
VILLAGE OF SUSSEX						
2376	VILLAGE OF SUSSEX	5416	MONTHLY TICKET PROCESSING	09/30/2020	289.61	10-521-530-4410 TICKET PROCESSING - SUSSEX

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2376	VILLAGE OF SUSSEX	5422	CLEAN WATER LOAN INTEREST	10/02/2020	10,350.01	80-580-582-6000 SUSSEX WASTEWATER - INTEREST
Total VILLAGE OF SUSSEX:					10,639.62	
WAUKESHA COUNTY						
2404	WAUKESHA COUNTY	646240	DEV AGMT RECORDING - WIKOFF	09/22/2020	30.00	10-563-530-3100 WC ROD & LARGE FORMAT SCANNING
Total WAUKESHA COUNTY:					30.00	
WAUKESHA COUNTY TREASURER						
2390	WAUKESHA COUNTY TREASUR	00000029	2020 COMMUNITY MS4 FEES	10/01/2020	2,931.00	90-518-530-2000 INFORMATIVE/EDUCATION PROGRAMS
2390	WAUKESHA COUNTY TREASUR	2020-0000005	WC PARCEL TAX BILLING 2020	10/01/2020	3,623.58	10-516-530-4400 CONTRACTED SVS -TOWN HALL
2390	WAUKESHA COUNTY TREASUR	2020-0000010	HILLSIDE RD PAINTING - WC	09/30/2020	3,769.00	10-533-530-3510 IN-HOUSE STRIPING - HIGHWAY
2390	WAUKESHA COUNTY TREASUR	2020-0000010	WC RD LINE PAVING PER DPW LIST	09/30/2020	8,262.00	10-533-530-3510 IN-HOUSE STRIPING - HIGHWAY
Total WAUKESHA COUNTY TREASURER:					18,585.58	
WCMA						
2410	WCMA	OCT 2020	ADMIN WCMA DUES	10/02/2020	262.50	10-512-530-3700 DUES/FEES/SUBS - ADMINISTRATOR
Total WCMA:					262.50	
WISCONSIN DEPT OF REVENUE						
2438	WISCONSIN DEPT OF REVENU	YR 2020	DOR ASSESSMT MANUF PROPERTY 2	10/07/2020	1,197.23	10-515-530-4410 ASSESSMENT OF MFG PROPERTY
Total WISCONSIN DEPT OF REVENUE:					1,197.23	
WISCONSIN LABOR LAW POSTER SERVICE						
2766	WISCONSIN LABOR LAW POST	A13236690622	LABOR LAW POSTERS COVID	10/01/2020	89.50	10-516-530-3100 OFFICE SUPPLIES - TOWN HALL
Total WISCONSIN LABOR LAW POSTER SERVICE:					89.50	
Grand Totals:					504,521.22	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
--------	-------------	----------------	-------------	--------------	-----------------------	----------------------

Dated: _____

Chairman: _____

Board Member #1: _____

Board Member #2: _____

Board Member #3: _____

Board Member #4: _____

Report Criteria:

- Detail report.
 - Invoices with totals above \$0.00 included.
 - Only unpaid invoices included.
-

ACH & AUTOPAYS CHECKLIST

SEPT 2020

VENDOR	AMT	DATE PAID	DATE JE DONE	PRINT PAYMENT FOR		NOTES
				TREAS		
WE ENERGIES						
Community Park -970	\$ 101.83	2020-09-24	2020-09-17	Y		
Down Under Shelter -137	\$ 16.93	2020-09-24	2020-09-17			
Hilltop Shelter -397	\$ 17.46	2020-09-24	2020-09-17			
Hwy Elec -736	\$ 348.09	2020-09-24	2020-09-17			
Park Maint Bldg -004	\$ 94.67	2020-09-24	2020-09-17			
Park Dept Gas -457	\$ 10.69	2020-09-24	2020-09-17			
Pump House -168	\$ 16.80	2020-09-24	2020-09-17			
Richmond St Elec -455	\$ 1,283.70	2020-09-24	2020-09-17			
Richmond St Gas -286	\$ 26.73	2020-09-24	2020-09-17			
Rivers End Street Lights -548	\$ 34.47	2020-09-24	2020-09-17			
Stone Family Park -734	\$ 16.02	2020-09-24	2020-09-17			
Street Lights -265	\$ 2,153.27	2020-09-24	2020-09-17			
Town Hall Pavillion -126	\$ 5.45	2020-09-24	2020-09-17			
911 Memorial -126	\$ 62.66					
Town Hall Elec -685	\$ 365.41	2020-09-24	2020-09-17			
DPW Garage Rear Elec -695	\$ 24.23	2020-09-24	2020-09-17			
Town Hall Gas -025	\$ 9.57	2020-09-24	2020-09-17			
Good Hope Fire Elec -146	\$ 44.66					
Good Hope Fire Gas -146	\$ 78.15	2020-09-24	2020-09-17			
Good Hope Hwy Gas -146	\$ 156.31					
GRAND TOTAL WE ENERGIES	\$ 4,867.10					
US CELLULAR						
Park Director						
Compost Site	\$ 168.39	2020-09-07	2020-09-17	Y		
Fire Chief						
SPECTRUM						
Server	\$ 182.71	2020-09-01	2020-09-17	Y		
Good Hope DPW / FD	\$ 104.98	2020-09-24	2020-09-17	Y		
Parks	\$ 89.99	2020-09-24	2020-09-17	Y		
Town Hall	\$ 199.99	2020-09-24	2020-09-17	Y		
VERIZON						
(5) Account	\$ 198.89	2020-09-30	2020-09-17	Y		
(6) Account	\$ 12.22	2020-09-13	2020-09-17	Y		
E.H. WOLF & SONS						
Diesel	\$ 455.49	2020-09-09	2020-09-25	Y		
Unleaded	\$ 369.10	2020-09-09	2020-09-25	Y		
Diesel	\$ 928.02	2020-09-09	2020-09-25	Y		
Unleaded	\$ 82.37	2020-09-23	2020-09-25	Y		
Diesel	\$ 879.43	2020-09-23	2020-09-25	Y		
ANTHEM						
Insurance	\$ 11,912.15	2020-09-04	2020-09-17	Y		
DELTA DENTAL						
Insurance	\$ 864.55	2020-09-01	2020-09-17	Y		
UHC						
Insurance	\$ 219.49	2020-09-15	2020-09-17	Y		
AFLAC						
KP, RP	\$ 221.52	2020-09-01	2020-08-11	Y		

Item 5A & 5B – Attachments

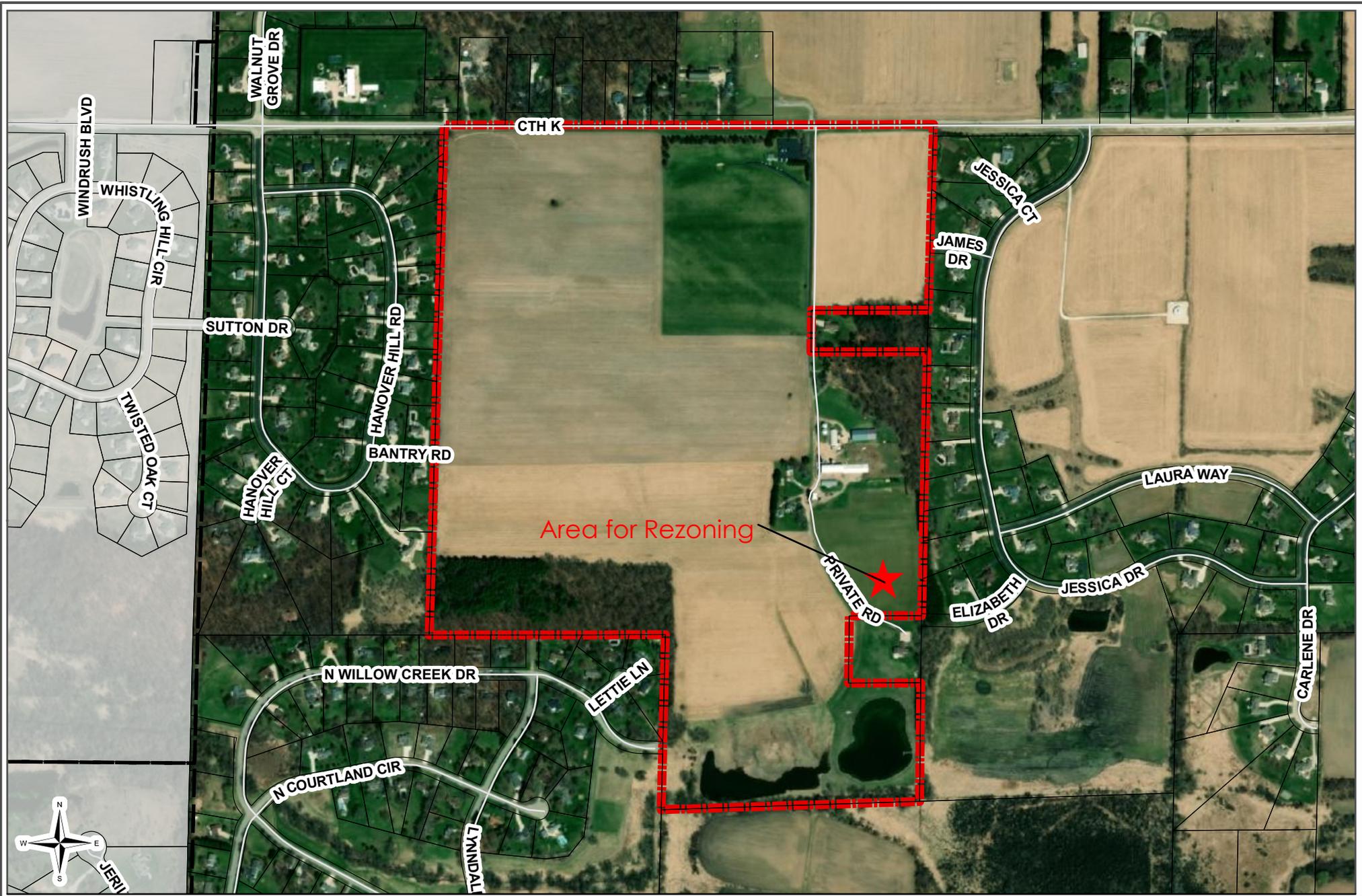


Exhibit A: Parcel 0265.998.002 Site Map

Town of Lisbon



 Subject Parcel

vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE
600 W. VIRGINIA STREET, STE. 601 MILWAUKEE, WI 53204
Phone: (262) 875-5000 Fax: (608) 826-0530

Data Sources: Vierbicher, Town of Lisbon, Wauksha County, ESRI

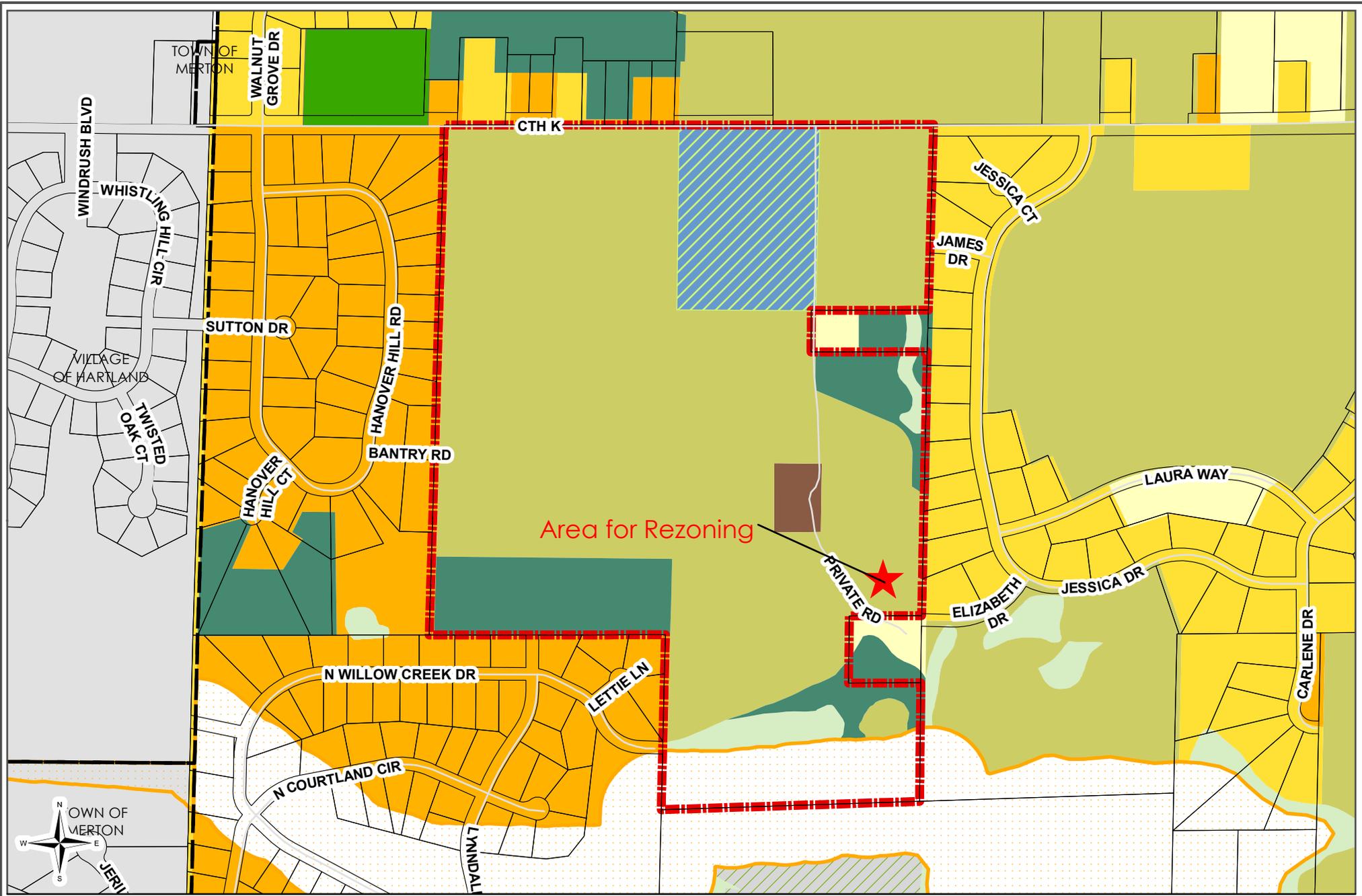
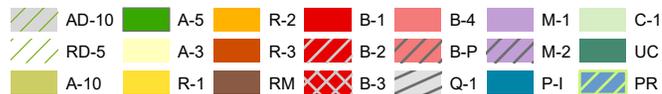


Exhibit B: Parcel 0265.998.002 Zoning Map

Town of Lisbon



Subject Parcel



Waukesha Shoreland Zoning

vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE
600 W. VIRGINIA STREET, STE. 601 MILWAUKEE, WI 53204
Phone: (262) 875-5000 Fax: (608) 826-0530

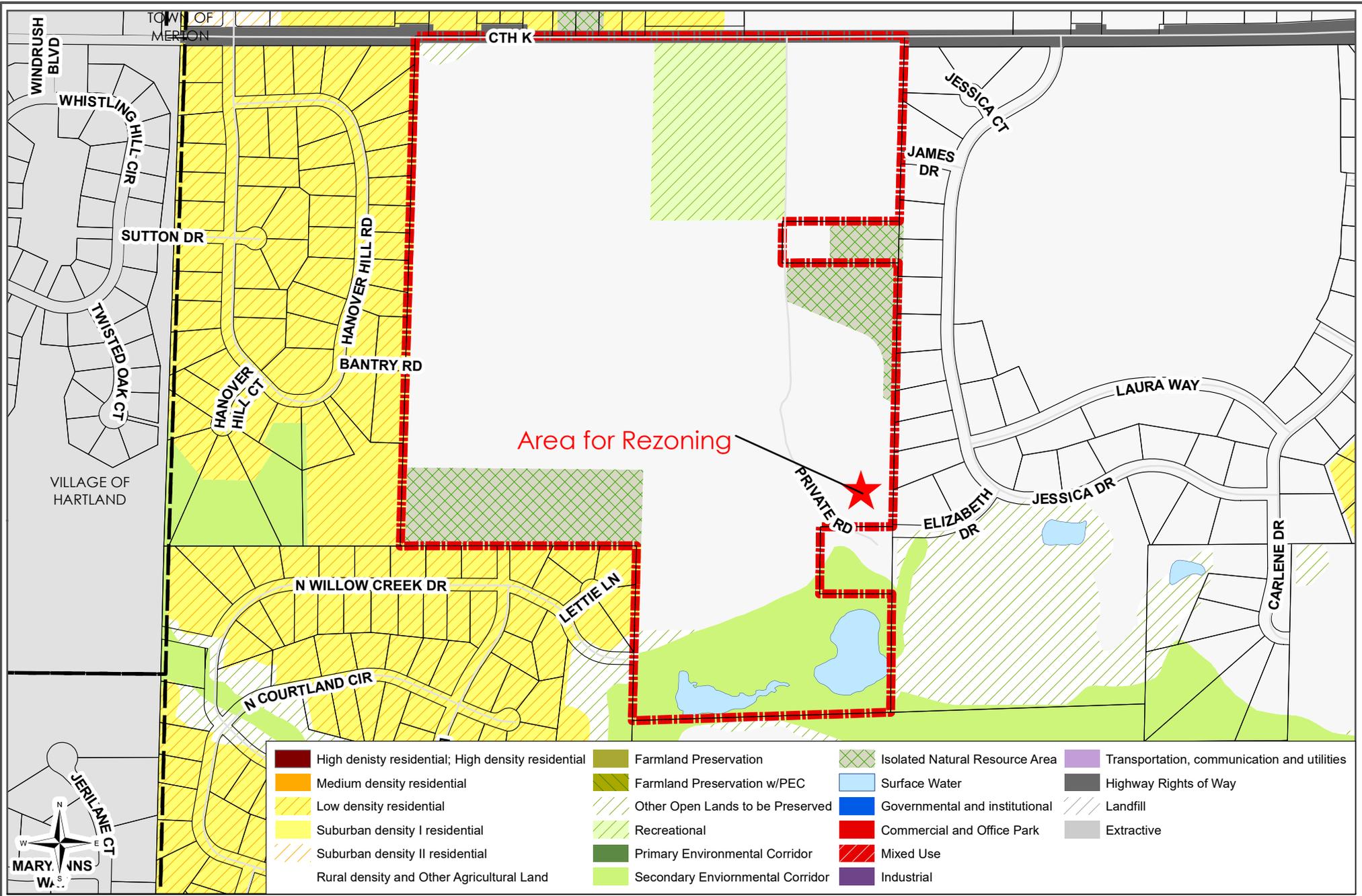
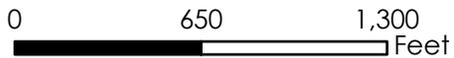


Exhibit C: Parcel 0265.998.002 Land Use Plan Map

Town of Lisbon



vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE
600 W. VIRGINIA STREET, STE. 601 MILWAUKEE, WI 53204
Phone: (262) 875-5000 Fax: (608) 826-0530

Data Sources: Vierbicher, Town of Lisbon, Waukusha County, ESRI

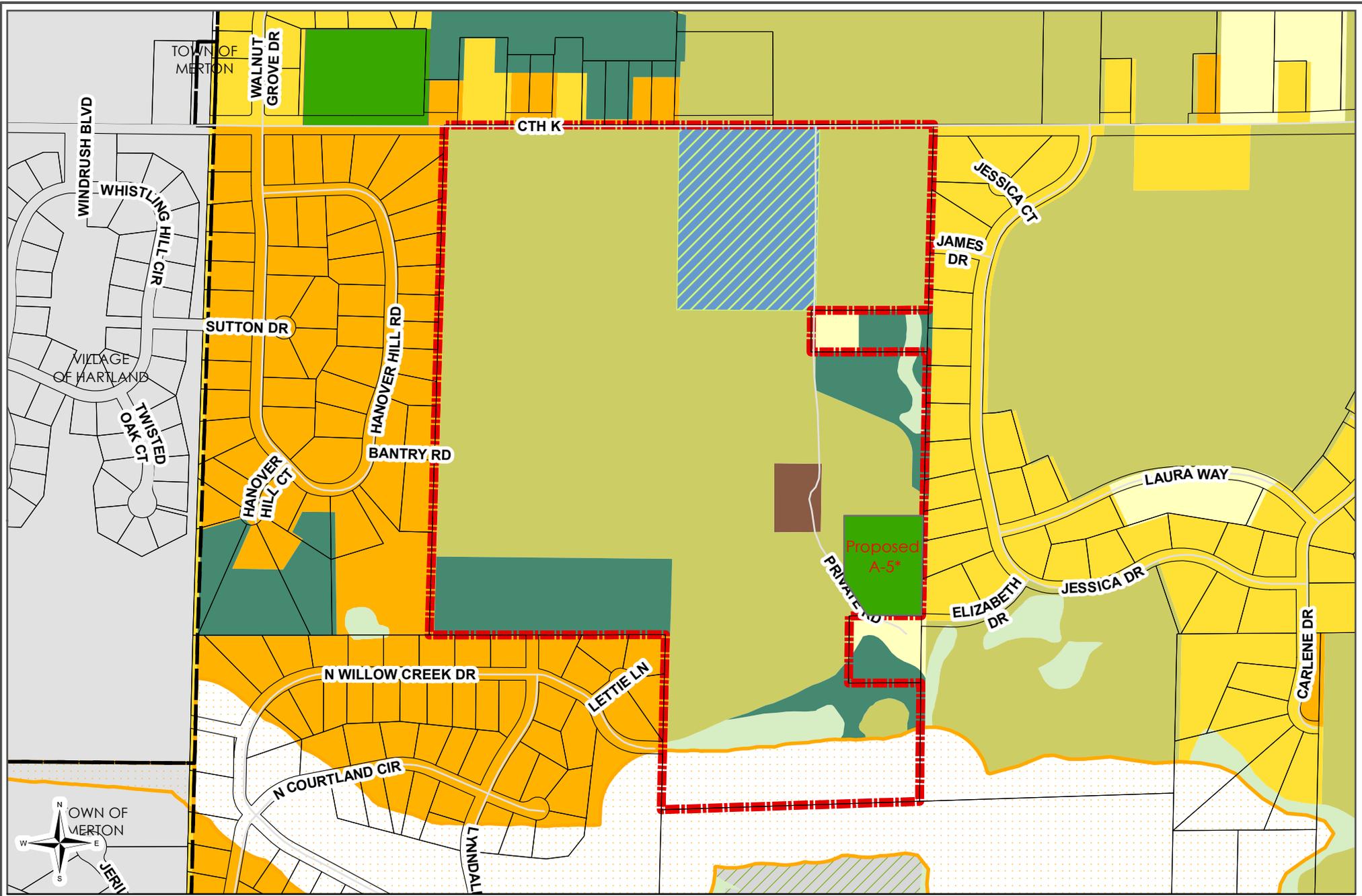
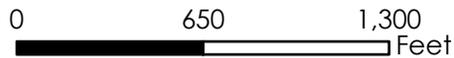


Exhibit D: Parcel 0265.998.002 Proposed Zoning Map

Town of Lisbon



* Exact Zoning District boundaries to match associated CSM

- Subject Parcel
- Waukesha Shoreland Zoning

vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE
600 W. VIRGINIA STREET, STE. 601 MILWAUKEE, WI 53204
Phone: (262) 875-5000 Fax: (608) 826-0530



October 1, 2020

Chairperson Osterman and Town Plan Commission Members
Town of Lisbon
W23N8676 Woodside Road
Lisbon, WI 53089

Re: Brandt / Goetz Rezoning and Certified Survey Map (CSM) Review

Dear Plan Commission Members:

The above-referenced Rezoning application and CSM were received in our office for review on behalf of the Town of Lisbon. We have reviewed the following application materials:

- Rezoning Application
- CSM Application
- Certified Survey Map (CSM) dated 9/25/20

Summary

Stephanie Brandt, on behalf of owner CJ Real Estate Enterprises LLP (Joe Goetz), is proposing to rezone a portion of Tax Key No. LSBT 0265.998.002 in order to subdivide approximately 5 acres by CSM for construction of a new home. The entire parcel owned by Goetz measures approximately 175.6 acres. The proposed CSM would create a new 5-acre lot and modify an existing 3-acre lot in order to accommodate a shared driveway access easement and align the new lot lines with public road right-of-way to the east (Elizabeth Lane).

As proposed, the CSM lots would be served by a private driveway connection to Elizabeth Drive to the east. Currently, Elizabeth Drive ROW extends to the subject property, but the pavement does not extend that far. The lot lines proposed by the CSM would enable a future extension of Elizabeth Drive at some time in the future, should that be warranted if the larger Goetz property be subdivided.

In August, the Town Plan Commission reviewed the original CSM submittal and advised on its expectations for public road access in this area, which were questions that could not be answered at the staff level. The Commission indicated that they would accept a CSM that provides access to these two lots via a private access easement. The CSM has been modified to reflect this, as well as the code requirement for a 66-foot wide access easement. Comments are noted below.

Background

Pre-application meetings were held with the applicants in January (a planner appointment at the Town) and March (County Development Review Team or DRT) in order to discuss the proposal. At those meetings, the need for rezoning and ordinance requirements for road access were discussed.

Staff also reviewed a conceptual development plan for the area that was prepared in 1998, and determined that some of the proposed access points to the larger tract (N. Willow Creek Drive and Lynndale Lane) are likely no longer viable as they would pass through environmentally sensitive areas.

The larger parent parcel has been subdivided in the past and multiple properties currently access Lisbon Road via a single long, private drive.

The question of who has jurisdiction on the rezoning (Town or County) was in question for some time until the DNR issued a stream navigability determination for a stream that lies just east of the proposed CSM, between the CSM lots and the end of Elizabeth Drive pavement. WDNR confirmed on July 15 that the stream is not navigable, and the County Parks and Planning Commission has approved a remnant parcel waiver. This allowed the landowner to exclude the rest of their acreage from being part of the CSM, and enabled the rezoning to be processed at the Town level.

The applicant will need to coordinate with City of Pewaukee regarding ETJ review. The Village of Merton has confirmed that they waive their right to ETJ review, since a portion of the parent parcel (far away from the CSM lots) is technically within the Village's ETJ.

Property Information

Property owner: CJ Real Estate Enterprises LLP (Joe Goetz)

Location: N55 W27361 Lisbon Road (south of Lisbon Road and west of Elizabeth Drive)

Tax Key: LSBT 0265.998.002 (portion) and LSBT 0265.998.003

Adjacent land uses and zoning:

North: Residential and agricultural south of Lisbon Road (zoned A-10, RM Multifamily, A-3, and UC) and residential north of Lisbon Road (zoned R-1/PUD, A-5)

East: Residential (zoned R-1 Suburban Single Family Residential and A-10 Agricultural)

South: Agricultural (zoned A-10 and AD-10 Agricultural, County Shoreland)

West: Agricultural on applicant property (zoned A-10), residential further west (zoned R-2 Single Family Residential)

Existing Zoning: A-10 Agricultural (on proposed Lot 1); A-3 Agricultural/Residential Estate and UC Upland Corridor (on proposed Lot 2) – see enclosed exhibit map.

Proposed Zoning: A-5 (on proposed Lot 1), A-3 and UC (on proposed Lot 2) – see enclosed exhibit map.

Recommended Land Use: "Rural density and Other Agricultural Land" (on proposed Lot 1) and "Secondary Environmental Corridor" (on proposed Lot 2) – see enclosed exhibit map.

Rezoning (Zoning Map Amendment) Review

The rezoning petition was submitted in order to rezone the lands in proposed Lot 1, because the existing A-10 zoning would require a minimum lot size of 10 acres (see Exhibit D – Proposed Zoning). Any proposed lot must be consistent with the proposed zoning district.

The proposed A-5 zoning district is intended to provide for very low-density single-family residential development in predominantly rural areas in order to maintain, to some degree, the agricultural character of the property and the rural character of the area. These lands are best suited for small farm units, i.e., truck and hobby type farms, grazing, orchards, and other similar agriculturally-related activities in areas that have an existing pattern of scattered or low-density residential development. The proposed use of Lot 1 meets the intent of this zoning district.

Proposed Lot 2 is an existing lot that would have its boundaries adjusted slightly as part of this CSM. While its zoning is not proposed to change, the rezoning petition includes a slight expansion of the area zoned A-3, to match the new lot boundaries.

Consistency with the Recommended Land Use Plan

The Land Use Plan designates most of the proposed CSM lands as "Rural density and Other Agricultural Land Acres". This designation encompasses rural land uses, including the continuation of existing farming activity; creation of smaller farms, including hobby farms, horse farms, or other specialty farms; and rural density residential development. Rural density residential development is intended to occur at a density of no more than one dwelling unit per five acres (5 to 34.9 acres of area per dwelling unit or equivalent density). Therefore, the rezoning to A-5 would be consistent with the Plan.

The southern portion of proposed Lot 2 is designated as "Secondary Environmental Corridor". This is an existing developed lot, and no changes are proposed within the mapped corridor area as part of this CSM. Therefore, the proposed zoning and CSM are consistent with the Land Use Plan.

CSM Review Comments

The parcel is subject to compliance with the Town Code Chapters 11 and 12, and all other applicable Chapters.

1. As proposed, the applicants would construct a driveway extending to the end of the Elizabeth Drive pavement. The applicants shall work with the Town Engineer and Public Works Department to obtain approval of the driveway design, including placement and culvert sizing. The revised CSM has been shared with the Fire Department and Public Works Department for review. Joe DeStefano indicated he will want to be involved in plans for the new driveway, and that snow storage should be considered. The Fire Department had no concerns.
2. Town ordinance requirements for road access would be satisfied by a Shared Access Easement and Maintenance Agreement that provides legal access from the two CSM lots to Elizabeth Drive. This includes the following code sections:
 - a. Chapter 12 Sec. 7.01 requires each lot to have "satisfactory access" to a public street.
 - b. Chapter 12 Sec. 7.06(d) requires every lot to have frontage on a public street, but allows lots to use private drives with Plan Commission approval and any conditions specified.
 - c. Chapter 11 Sec. 3(c)2 sets a maximum limit of 2 parcels or buildings on an access easement, with Plan Commission approval and a recorded maintenance agreement. There are already more than 2 parcels and buildings on the existing private drive, which has no known easement.
3. The CSM indicates that a separate access easement document will be created. Applicants must provide a Shared Driveway Easement and Maintenance Agreement for Town review and approval, prior to either a building permit or occupancy permit for Lot 1 (as determined by the Town Board).
4. Because the existing long shared driveway serving CSM Lot 2 does not comply with Town code requirements for lot access, we recommend the driveway connection to Lot 2 be abandoned, and that any new building permit be conditioned on this. The Town should make a determination on this matter.
5. Per Sec. 3(c)2, the new driveway easement must be at least 66' wide to allow access to the CSM lots, and the driveway would need to be 16 feet wide. This requirement is met with the proposed CSM. However, as drawn in the latest revised CSM, the easement extends north along the existing driveway into Lot 1. In order to ensure that Lot 1 will not contain the existing driveway connection to Lisbon Road, we recommend that Lot 1 boundary be adjusted so that the existing driveway is completely outside the boundary of the new lot. This was the case with previous versions of the CSM.
6. The access easement document should only provide rights for the owner of Lot 1 to access Elizabeth Drive, not any other lands owned by the subdivider (such as the larger parent parcel).

7. Chapter 12 Sec. 2.06(l) requires that remnants less than 20 acres be part of the CSM or plat. A waiver has been requested to this requirement. The County approved one; the Town should confirm if this is acceptable to the Town as well, in its approval motion.
8. Add a note or label to designate the "front lot line" of each lot for zoning and permitting purposes, as the south lot line of Lot 1 and the north lot line of Lot 2.
9. Addresses should be assigned to both of the CSM lots as being on Elizabeth Drive, whether the existing long driveway connection is severed or not.
10. Add all setback dimensions for existing structures on Lot 2.
11. The 66' wide easement area should also be labeled as a future ROW "reservation" for public road purposes.

Recommendation

The Town currently has until October 15 to act on the CSM submitted. This means that the Plan Commission must act to approve or deny the CSM at the October 8 meeting, so that the Town Board may take action at the October 12 meeting.

If the Plan Commission is generally comfortable with the rezoning request, they may recommend Town Board approval of the rezoning request with the following conditions:

1. Approval of a Certified Survey Map establishing the new lot boundaries for the area to be rezoned.

If the Plan Commission is generally comfortable with the CSM request, they may recommend Town Board approval of the proposed CSM with the following standard conditions:

1. Subject to the Developer satisfying all comments, conditions and concerns of the Town Planner (as noted above) and the Town Engineer, which includes compliance with the Town's adopted Land Division Review Checklist and Subdivision Control Ordinance; and all reviewing, objecting and approving bodies, which may include but not be limited to the State of Wisconsin Department of Commerce per Chapter 236, Wisconsin Statutes and Chapter COMM 85, Wisconsin Administrative Code; State of Wisconsin Department of Administration per Chapter 236, Wisconsin Statutes; the Waukesha County Department of Parks and Land Use (including the Planning and Zoning Division, Parks System Division, Land Resources Division, and Environmental Health Division) and the Waukesha County Department of Public Works; in regard to the CSM, and obtaining all necessary permits and approvals, prior to commencing construction of any improvement, whether public or private, or site development or approval of the CSM, whichever is earlier.
2. The Petitioner shall, on demand, reimburse the Town for all costs and expenses of any type that the Town incurs in connection with this development, including the cost of professional services incurred by the Town (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Town by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Town; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of billing by the Town, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all

remedies available to the Town, including possible cause for termination of the conditional approval.

4. Subject to Plan Commission and Town Board decisions on any of the staff comments above.

The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. We will be in attendance at the August Plan Commission meeting to answer any questions.

Sincerely,

Rachel Holloway, AICP
Town Planner

Joshua Langen, AICP
Community Development Planner

cc: Kathy Nickolaus, Town Administrator, Town of Lisbon
Joe Goetz and Stephanie Brandt, Applicants



W234 N8676 WOODSIDE RD.
LISBON, WI 53089-1545
TEL: (262) 246-6100

Plan Commission Application

Application Type and Fee (check all that apply)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**
**All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
- Residential** – Home-Based Bus. / In-Law Unit

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Accessory Building Waiver: \$100
(Size/Location/Architectural Review) <input type="checkbox"/> After the Fact Application: Double Fees <input type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot <ul style="list-style-type: none"> <input type="checkbox"/> Dedication Fee (Per lot): \$2,658
(Paid upon receipt of signed CSM) <input type="checkbox"/> Conditional Use Permit: \$350 <ul style="list-style-type: none"> <input type="checkbox"/> Amendment / Original <input type="checkbox"/> Major Grading Permit <input type="checkbox"/> Deed Restriction: \$100 <input type="checkbox"/> Developer's Agreement: \$250 <input type="checkbox"/> Groundwater Separation Waiver: \$100 <input type="checkbox"/> Land Use Amendment: \$300 <input type="checkbox"/> Conceptual: \$100 | <ul style="list-style-type: none"> <input type="checkbox"/> Plat Review: <ul style="list-style-type: none"> <input type="checkbox"/> Final - \$200 <input type="checkbox"/> Preliminary - \$500 <input type="checkbox"/> Re-Submittal: \$200 <input type="checkbox"/> Rezone: \$350 <input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees
(See Adopted Fee Schedule) <input type="checkbox"/> Site Plan/Plan of Operation: <ul style="list-style-type: none"> <input type="checkbox"/> Amendment: \$250 <input type="checkbox"/> Original: \$500 <input type="checkbox"/> Temporary: \$125 <input type="checkbox"/> Special Meeting: \$600 <input type="checkbox"/> Waivers/Modification from Land Division and
Development Ordinance: \$200 |
|---|---|

Property Information

N55 W27371 Lisbon Rd	Sussex	53089
Property Address	City	Zip
LSBT0265998002	A-10	
Tax Key/Parcel ID #	Lot Size	Current Zoning

Property Owner

CJ Real Estate Enterprises

Name / Company Name		
Signature		
N55 W27371 Lisbon Rd		
Address		
Sussex	WI	53089
City	State	Zip
Phone	E-mail Address	

Applicant

Joe Goetz

Name		
Company		
N55 W27371 Lisbon Rd		
Address		
Sussex	WI	53089
City	State	Zip
Phone	E-Mail Address	

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. ***The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.***



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

PETITION FOR REZONING

Property Owner

Applicant

Name / Company Name

Name

Signature

Company

Address

Address

City State Zip

City State Zip

Phone E-mail Address

Phone E-Mail Address

Property Information

Property Address City Zip

Tax Key/Parcel ID # Current Zoning Proposed Zoning

Rezone Information

In the space below, please describe the purpose of the rezoning being applied for. Please attach or email a separate sheet if necessary.

INTERNAL USE ONLY

Amount Due: \$ _____ Check # _____ Date Paid: _____



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROJECT NAME _____



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME _____

ADDRESS _____

DATE _____ SIGNATURE _____

PHONE _____ EMAIL _____

COMMENTS:

Town Official Accepting Form

Date



W234 N8676 WOODSIDE RD.
LISBON, WI 53089-1545
TEL: (262) 246-6100

Plan Commission Application

Application Type and Fee (check all that apply)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

Commercial
*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.

Residential – Home-Based Bus. / In-Law Unit

- | | |
|---|--|
| <input type="checkbox"/> Accessory Building Waiver: \$100
(Size/Location/Architectural Review) | <input type="checkbox"/> Plat Review: |
| <input type="checkbox"/> After the Fact Application: Double Fees | <input type="checkbox"/> Final - \$200 |
| <input checked="" type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot | <input type="checkbox"/> Preliminary - \$500 |
| <input type="checkbox"/> Dedication Fee (Per lot): \$2,658
(Paid upon receipt of signed CSM) | <input type="checkbox"/> Re-Submittal: \$200 |
| <input type="checkbox"/> Conditional Use Permit: \$350 | <input type="checkbox"/> Rezone: \$350 |
| <input type="checkbox"/> Amendment / Original | <input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees
(See Adopted Fee Schedule) |
| <input type="checkbox"/> Major Grading Permit | <input type="checkbox"/> Site Plan/Plan of Operation: |
| <input type="checkbox"/> Deed Restriction: \$100 | <input type="checkbox"/> Amendment: \$250 |
| <input type="checkbox"/> Developer's Agreement: \$250 | <input type="checkbox"/> Original: \$500 |
| <input type="checkbox"/> Groundwater Separation Waiver: \$100 | <input type="checkbox"/> Temporary: \$125 |
| <input type="checkbox"/> Land Use Amendment: \$300 | <input type="checkbox"/> Special Meeting: \$600 |
| <input type="checkbox"/> Conceptual: \$100 | <input type="checkbox"/> Waivers/Modification from Land Division and
Development Ordinance: \$200 |

Property Information

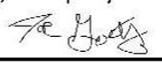
N55W27371 Lisbon Rd	Sussex	53089
Property Address	City	Zip

	5 acres	
Tax Key/Parcel ID #	Lot Size	Current Zoning

Property Owner

Joe Goetz

Name / Company Name

 Date: 2020.04.23 12:22:34
-05'00'

Signature

N55 W27371 Lisbon Rd

Address

Sussex	WI	53089
City	State	Zip

414-788-3399 joe.goetz@pieperpower.com

Phone E-mail Address

Applicant

Stephanie Brandt

Name

Company

N55 W27371 Lisbon Rd

Address

Sussex	WI	53089
City	State	Zip

414-587-0535 stephanie.k.brandt@emons.com

Phone E-Mail Address

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



Waukesha County
Department of Parks and Land Use

April 1, 2020

Stephanie Brandt
N55 W27371 Lisbon Rd.
Sussex, WI 53089

RE: D349: Waukesha County Development Review Team (DRT) Meeting Summary
Proposed Land Division – Goetz Property
NE ¼ of Section 21, Town of Lisbon (LSBT 0265.998.002)

Dear Mrs. Brandt:

This letter summarizes the comments and concerns that were discussed at the DRT meeting on March 13, 2020, regarding the proposal for a five (5) acre land division on property owned by CJ Real Estate Enterprises, LLC in the Town of Lisbon. We hope that this input is valuable as you continue planning for the development. The following is a preliminary listing of the issues and requirements, which will need to be addressed as the project planning continues:

Comp Plan/Land Use Plan designations

- The parent parcel has five distinct Land Use designations, the majority of which is designated as Rural Density and Other Agricultural Land (5 acres per dwelling unit). The driving range along CTH K is designated as Recreation. The wooded areas on the east side and south(west) side of the property are designated as Isolated Natural Resource Areas (INRA). The southern portion of the property adjacent to the ponds is designated as Secondary Environmental Corridor (SEC). This same general area is also designated as Other Open Lands to be Preserved. The Land Use designations are consistent on both the Town and County Land Use Plans.
- The proposed five (5) acre lot is designated entirely as Rural Density and Other Agricultural Land (5 acres per dwelling unit). The proposed density complies with the Town and County Land Use Plan even when factoring in the other two land divisions and uses that currently exist on the property which include four single family homes and one duplex.

Zoning

- The southern portion of the parent parcel falls within the Waukesha County Shoreland and Floodland Protection Ordinance Jurisdictional boundary. The land within the County jurisdiction is zoned HG High Groundwater, C-1 Wetland Conservancy Overlay, and EC Environmental Corridor Overlay.
- The majority of the parent parcel is subject to the Town of Lisbon Zoning Ordinance. The property is zoned A-10 (10 acre minimum lot size), C-1 Wetland Conservancy, PR Park and Recreation, UC

Planning and Zoning

Upland Corridor, and RM Multi-Family Residential. The two CSMs from the 1980's/1990's are zoned A-3 Agricultural/Residential.

- A Town rezone will be required in order to accommodate the proposed lot size. A public hearing for the rezone is administered by the Town and the Town forwards their recommendation to the County Board for approval. The entire rezone process generally takes approximately four months in order to proceed through all of the town and county committees. A County rezone may be required if the intermittent stream to the east is found to be navigable. If that is the case, **it is strongly recommended you have the Town and the County schedule a joint public hearing to handle both rezones at the same time in order to limit the amount of time it would take to schedule both processes separately.**
- The Driving Range on CTH K is subject to a (town) Conditional Use Permit. Based the County's review of the Town records, it appears that the Conditional Use Permit only applies to the 20 acres used by the driving range, rather than the entire property. However, the Town should be consulted as to whether or not an amendment to the Conditional Use Permit is required for the proposed land division.

Land Division Comments

- The navigability determination notwithstanding, due to the County zoning jurisdiction on the southern portion of the parent parcel, the County would review the proposed CSM, unless a remnant parcel waiver is requested. A remnant parcel waiver allows for the CSM to exclude the all acreage, other than the proposed 5 acre lot and Lot 1 CSM No. 8663, if that northern lot line is proposed to be adjusted (thus resulting in a two lot CSM). An application for remnant parcel waiver is attached.
- Unless the navigability determination results in additional County Shoreland jurisdiction, the Town of Lisbon will review the proposed CSM. Please contact the Town of Lisbon for their CSM submittal requirements and fees. If the stream is navigable, you will also have to contact the County for their CSM submittal requirements and fees for the review of the CSM.
- The City of Pewaukee has extra-territorial jurisdiction within 1 ½ miles of their municipal boundaries in the Town of Lisbon. The proposed CSM will need to be submitted to the City of Pewaukee for review and approval.

General comments

- The Town of Lisbon Fire Department should be consulted to determine whether they would prefer the subdivision roadway to the east to be extended to the west to serve the proposed five acre lot or whether they feel the existing private drive to be acceptable to serve the five acre lot, along with the existing six residential units and other uses on the property (driving range, farm operation). If the fire department finds the existing private driveway to be an option, they should be consulted as to any required improvements such as driveway width, turn radius changes, turnarounds, or any other improvements. Waukesha County will reach out to the Fire Department on your behalf.
- A wetland delineation will be required to determine the boundaries of the mapped wetlands located near Elizabeth Drive if that roadway will be extended.
- There is an intermittent stream to Coco Creek located along the eastern property line, running through the right-of-way of Elizabeth Drive. The Wisconsin DNR should be consulted as to whether or not a crossing would be allowed over the waterway.

- You must request a navigability determination (request form attached) by the DNR to determine if the intermittent stream is navigable. If the stream is deemed to be navigable, the County Shoreland jurisdiction will be extended 300' from the stream and the proposed five acre lot will be within the County's shoreland jurisdiction. It is recommended you request an Ordinary High Water Mark determination on the same request form.
- As it is a local road, the Town of Lisbon should be consulted to determine whether it is feasible to extend Elizabeth Drive. If Elizabeth drive is not able to be extended, or a crossing not allowed by DNR, a lot not abutting a public road approval would be required by both the Town and the County (if ultimately within the County's zoning jurisdiction).
- If access will be from Elizabeth Drive, a culvert should be provided that will allow for the unimpeded flow of water created during the spring thaw. Additional consideration should be given to the steep slopes in the area.
- The proposed five acre lot contains soils that may contain seasonal high groundwater. Soil testing should be completed to ensure 1 foot of separation between the lowest floor and the water table. A Form A soil test will be required to prove that the lowest floor can meet the 1 foot of separation from the water table.
- The five acre lot is proposed to be served by private sewage system and private well.

Environmental Health Division (Lance Brow, (262) 896-8300, lbrow@waukeshacounty.gov)

- Soil tests will need to be conducted on the five acre lot to prove suitable soils for the on-site private sewage system and basement ground water separation. Please contact the Environmental Health Division so that they can be present to observe the testing. Basement soil borings can be done at the same time as the septic soil borings.
- A PSE will be required for the existing residence if the request is for a two lot CSM.

Land Resources Division (LRD) (Leif Hauge, (262) 896-8300, lhauge@waukeshacounty.gov)

- The stream crossing for the possible road extension from the east crosses a gully that is probably dry most of the time, but during frozen ground conditions rain events probably flow pretty strong. LRD later estimated the drainage area to be 96 acres, and indicated that the flow rate could be as high as 100 cfs, which would require a large culvert to avoid overtopping (e.g. 48 inches in diameter or larger).
- The soils in the nearby area are mapped as hydric. The town and county both require a 1-foot groundwater separation. As the ground is sloping, and the water table as well, the proposed residence may be wet at one end and built on fill at the other end. There is a process for requesting an elevation that is in the water table at the uphill end, if the drain tile can be day lighted.
- The 1998 concept plan has shortcomings by current standards, and would have to be revised if the owner wanted to proceed in the future.
 - The BMP is shown as being located in a mapped wetland, which the Stormwater Ordinance does not allow. The BMP would likely have to move north, although that area appears to slope at about 8%.
 - There is no infiltration BMP. The soils are generally poor for infiltration on the parent parcel, but there is an area in the vicinity of the driving range where infiltration may be feasible, and where at least part of the road runoff could be directed.

Department of Public Works (DPW) (Jason Mayer, (262) 548-7740, jmayer@waukeshacounty.gov)

- If the parent parcel were developed as a future subdivision, the existing access to the driving range, farm, and residential uses will need to be relocated approximately 500 feet to the east to align with the public street to the new development on the north side of CTH K. Highway improvements (i.e. left turn lane and acceleration/deceleration tapers) will also be required.
- The current access does not meet sight distance standards for a public street at 55 mph.
- The County would allow a second driveway access to the west with a subdivision development but it would need to comply with the sight distance standards:

Sight Distance Standards

3.5 eye height and 3.5 object height

55 mph = 990 feet

45 mph = 700 feet

- Waukesha County DPW is ok with the proposed five acre CSM having access via the existing driveway, to serve one additional residential home.
- The existing easements should be cleaned up to provide a clearer picture on the current access layout for Goetz property (i.e., 33' easement to south line of CSM No.5648 and the remainder is a private driveway only; and the 33' easement from Northwillow Creek Road to CSM No. 8663 is not useable as it crosses a wetland). .
- A note on the CSM about future access restraints for when this property is developed, may be required.

Town of Lisbon Community Assistance Planner (Sandy Scherer, (262) 548-7790, sscherer@waukeshacounty.gov)

- If Elizabeth Drive is not extended, the Town will need to approve a lot not abutting a public road. There is no guarantee that the Town will approve a lot not abutting a public road.
- If access is proposed via an easement to Elizabeth Drive, the easement must be 66 ft. wide and the driveway at least 16 ft. in width, if the easement serves more than one home. The current private driveway from CTH K serves the driving range, farm, and multiple existing residences (6 units) and would therefore need to be brought up to these standards.
- A Deed Restriction may be required to be filed in the Register of Deeds office against the parent parcel stating how many density credits have been utilized thus far since there are no immediate plans to develop the remainder of the property and so the number of density credits can be tracked.
- Town driveway slopes generally are not allowed to exceed 10%, and the Town Engineer should be contacted when the method of access is determined.

We hope you find that the comments submitted by the Town and County staff during the conceptual design stage will eliminate unnecessary delays during the remainder of the review process. It is important to note that as additional information is submitted there may be additional requirements, permits, etc. that apply. In the event you have any further questions, please do not hesitate to contact me at (262) 548-7790 or at jheermans@waukeshacounty.gov, or any of the contacts listed above.

Sincerely,

Jacob A Heermans

Jacob A. Heermans
Senior Land Use Specialist

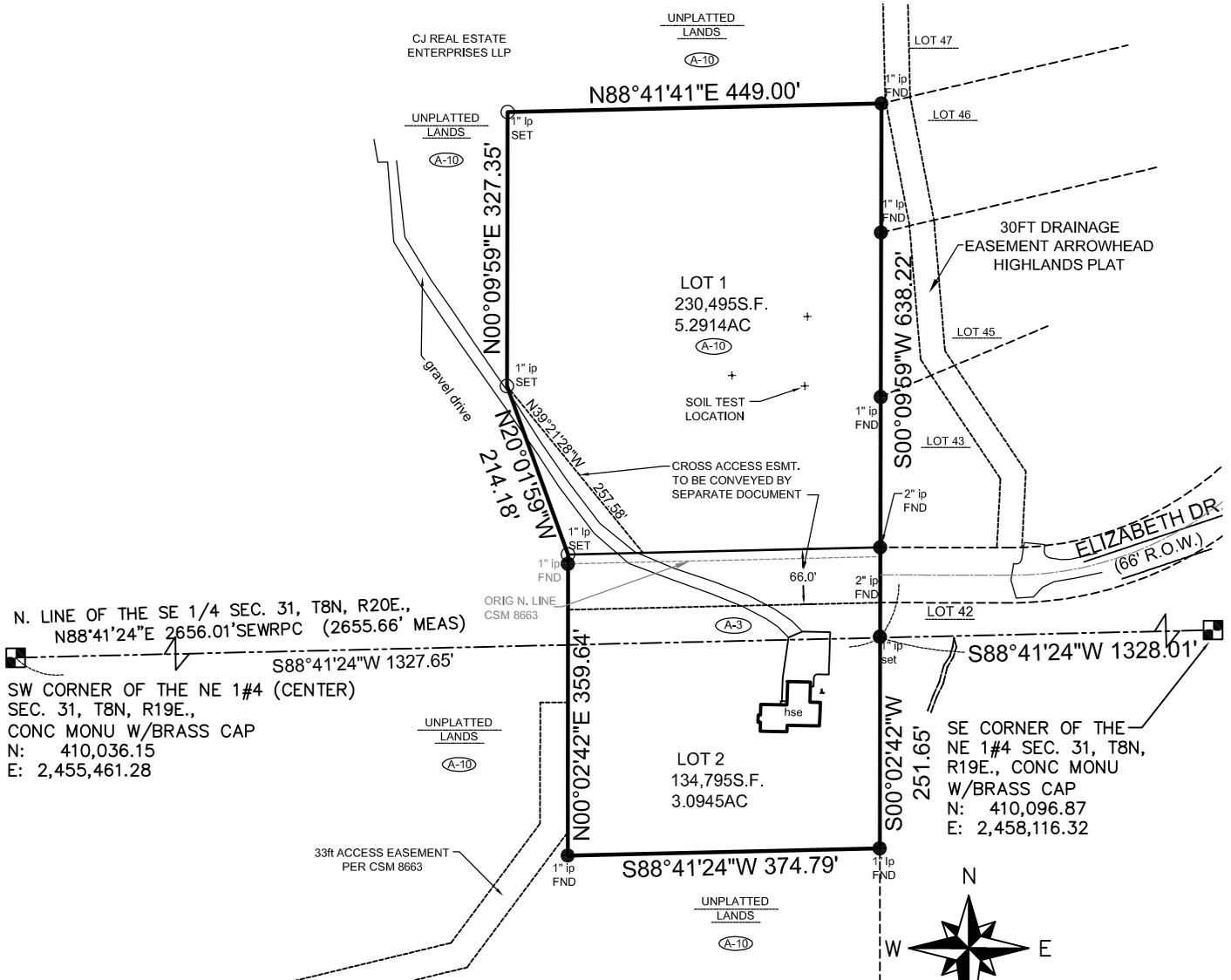
Enclosures: Land Division Checklist, Misc. Zoning Actions application, Navigability request form

cc (**via email only**): Joshua Langen, Town of Lisbon Planner
Rachel Holloway, Town of Lisbon Planner
Gina Gresch, Town Administrator
Sandy Scherer, Town of Lisbon Community Assistance Planner
Jason Mayer, Public Works
Leif Hauge, Land Resources
Lance Brow, Environmental Health
Fire Chief, Lisbon Fire Department
WDNR
File

CERTIFIED SURVEY MAP NO - _____
BEING A REDIVISION OF PARCEL 1 OF CSM 8663 AND OF UNPLATTED LANDS,
ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 31, TOWN 8 NORTH,
RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

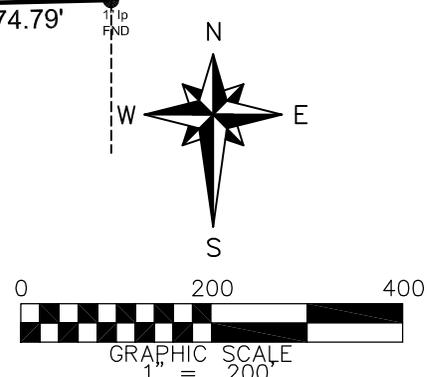
OWNER(S) / SUBDIVIDER:
 CJ REAL ESTATE ENTERPRISES LLP
 N55 W27351 LISBON RD
 SUSSEX, WI 53089-4509
 TAX KEY #LSBT 0265998002

EXTERIOR BOUNDARY



N. LINE OF THE SE 1/4 SEC. 31, T8N, R20E.,
 N88°41'24"E 2656.01'SEWRPC (2655.66' MEAS)
 SW CORNER OF THE NE 1#4 (CENTER)
 SEC. 31, T8N, R19E.,
 CONC MONU W/BRASS CAP
 N: 410,036.15
 E: 2,455,461.28

SE CORNER OF THE
 NE 1#4 SEC. 31, T8N,
 R19E., CONC MONU
 W/BRASS CAP
 N: 410,096.87
 E: 2,458,116.32



BEARING REFERENCE - SOUTH LINE OF THE NE 1/4 OF SECTION 31, T8N, R19E., WHOSE ASSUMED BEARING IS S88°41'24"W (WISC. STATE PLANE COORDINATE SYSTEM, GRID NORTH, SOUTH ZONE). PER SEWRPC CSSD AS REVISED JAN, 2016.

LOTS SUBJECT TO EASEMENTS OF RECORD RECORDED OR UNRECORDED.

- LEGEND**
- - INDICATES IRON PIPE 1" x 18", 1.13 LBS./LIN.FT. SET (1.315o.d.)
 - - 1" IRON PIPE FOUND (UNLESS NOTED 2")
 - - CONC. MONU. W/BRASS CAP FOUND
 - (R) - RECORDED AS
 - ⊗ - POWER POLE
 - ⊠ - ELECTRIC METER
 - (A-10) - ZONING
 - (wavy) — -EDGE OF TREES
 - (thick) — -STORM SEWER
 - (dashed) — -MARKED GAS MAIN
 - (dotted) — -MARKED ELECTRIC
 - (dash-dot) — -OVERHEAD WIRES

James R. Beaty
 James R. Beaty, RLS 1834
 DATED: SEPTEMBER 2, 2020
 REVISED SEPTEMBER 25, 2020

CERTIFIED SURVEY MAP NO - _____

BEING A REDIVISION OF PARCEL 1 OF CSM 8663 AND OF UNPLATTED LANDS,
 ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 31, TOWN 8 NORTH,
 RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

LOT 1 DETAIL

CJ REAL ESTATE
 ENTERPRISES LLP

UNPLATTED
 LANDS

(A-10)

N88°41'41"E 449.00'

UNPLATTED
 LANDS

(A-10)

N00°09'59"E 327.35'

1" ip
 SET

30' DRAINAGE ESMT. PER PLAT
 "ARROWHEAD HIGHLANDS
 ADDN. NO. 2"

LOT 1
 230,495S.F.
 5.2914AC

(A-10)

SOIL TEST
 LOCATION

S00°09'59"W 530.22'

1" ip
 FND

1" ip
 FND

1" ip
 FND

ARROWHEAD HIGHLANDS
 ADDN. NO. 2

(R-1)

gravel drive

N20°01'59"W 214.18'

1" ip
 SET

1" ip
 SET

1" ip
 FND

CROSS ACCESS ESMT.
 TO BE CONVEYED BY
 SEPARATE DOCUMENT

S88°41'24"W 375.02'

ELIZABETH DR.
 (66' R.O.W.)

2" ip
 FND



ORIG N. LINE
 CSM 8663

S88°41'24"W 1327.65'

LOT 2

(A-3)

LOT 42

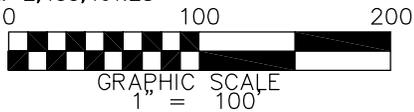
1328.01'

SW CORNER OF THE NE 1/4 (CENTER)
 SEC. 31, T8N, R19E.,
 CONC MONU W/BRASS CAP
 N: 410,036.15
 E: 2,455,461.28

N. LINE OF THE SE 1/4 SEC. 31, T8N, R20E.,
 N88°41'24"E 2656.01'SEWRPC (2655.66' MEAS)

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 PER SEWRPC CSSD AS REVISED JAN, 2016.

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LOTS SUBJECT TO EASEMENTS OF RECORD
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LEGEND

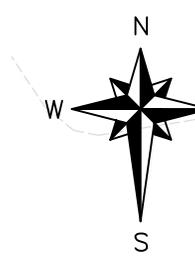
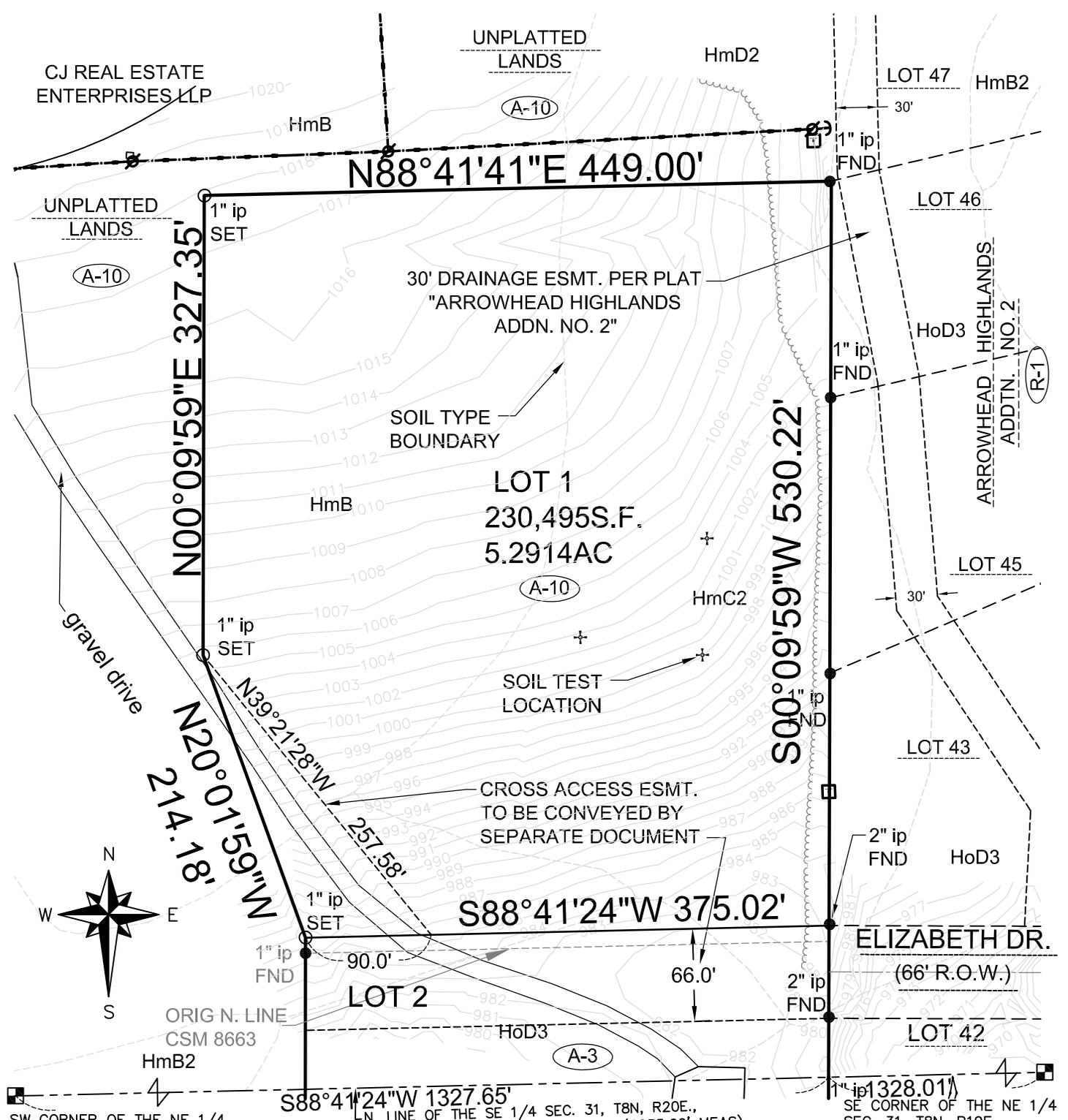
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- (R) - RECORDED AS
- ⊗ - POWER POLE
- ⊠ - ELECTRIC METER
- (A-10) - ZONING
- - EDGE OF TREES
- STO— - STORM SEWER
- G— - MARKED GAS MAIN
- E— - MARKED ELECTRIC
- OHW— - OVERHEAD WIRES

James R. Beaty
 James R. Beaty, RLS 1834
 DATED: SEPTEMBER 2, 2020
 REVISED SEPTEMBER 25, 2020



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 RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.



- LEGEND**
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 - (R) - RECORDED AS
 - ∅ - POWER POLE
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 - (A-10) - ZONING
 - - EDGE OF TREES
 - s— - SANITARY SEWER
 - STO— - STORM SEWER
 - G— - MARKED GAS MAIN
 - E— - MARKED ELECTRIC
 - - - - - OHW - OVERHEAD WIRES

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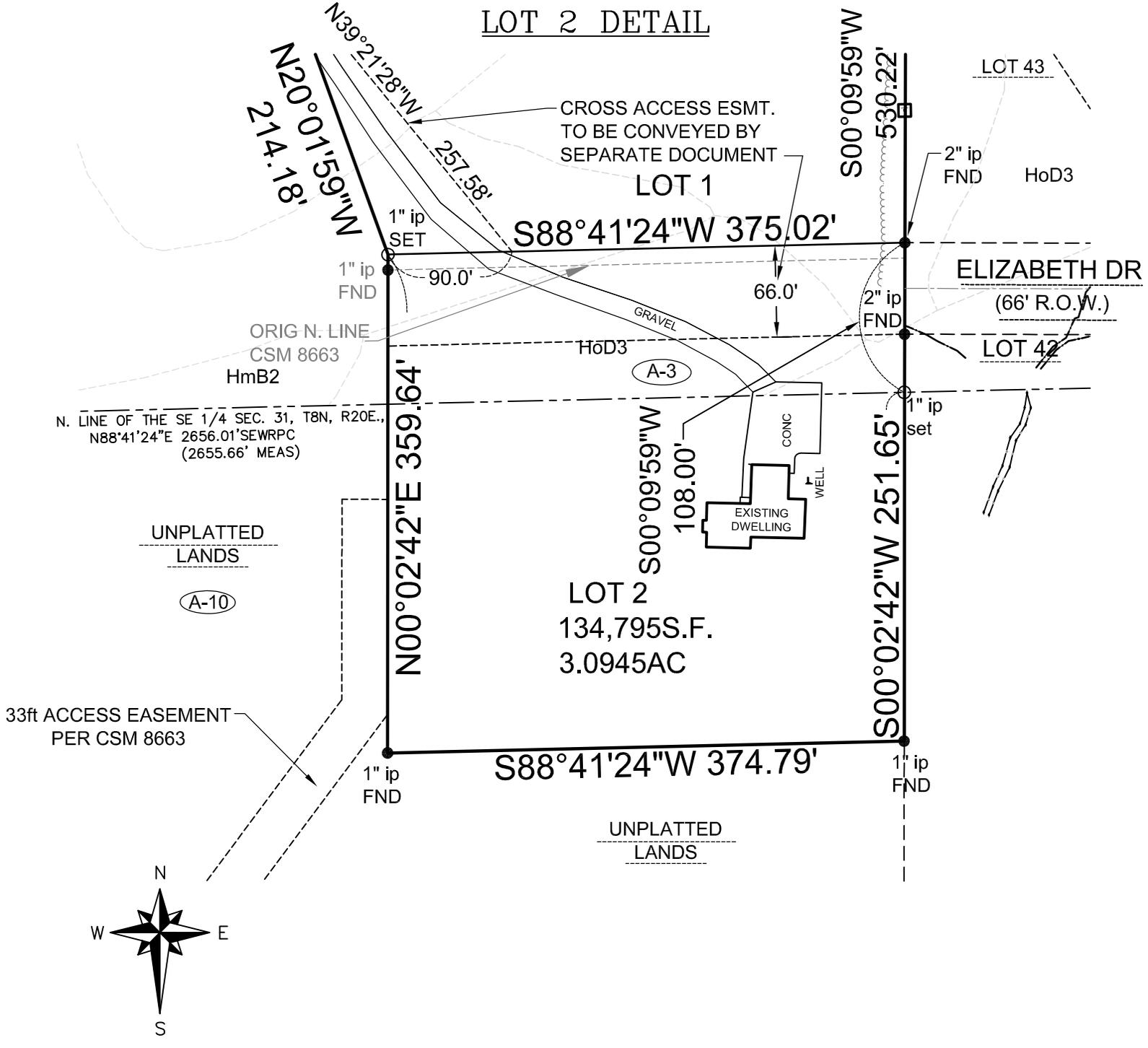
James R. Beaty
 James R. Beaty, RLS 1834
 DATED: SEPTEMBER 2, 2020
 REVISED SEPTEMBER 25, 2020



CERTIFIED SURVEY MAP NO - _____

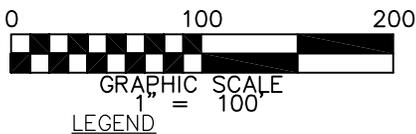
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LOT 2 DETAIL



BEARING REFERENCE - SOUTH LINE OF THE NE 1/4 OF SECTION 31, T8N, R19E., WHOSE ASSUMED BEARING IS S88°41'24"W (WISC. STATE PLANE COORDINATE SYSTEM, GRID NORTH, SOUTH ZONE). PER SEWRPC CSDS AS REVISED JAN, 2016.

LOTS SUBJECT TO EASEMENTS OF RECORD RECORDED OR UNRECORDED.



- BEARING REFERENCE - SOUTH LINE OF THE NE 1/4 OF SECTION 31, T8N, R19E., WHOSE ASSUMED BEARING IS S88°41'24"W (WISC. STATE PLANE COORDINATE SYSTEM, GRID NORTH, SOUTH ZONE). PER SEWRPC CSDS AS REVISED JAN, 2016.
- LOTS SUBJECT TO EASEMENTS OF RECORD RECORDED OR UNRECORDED.

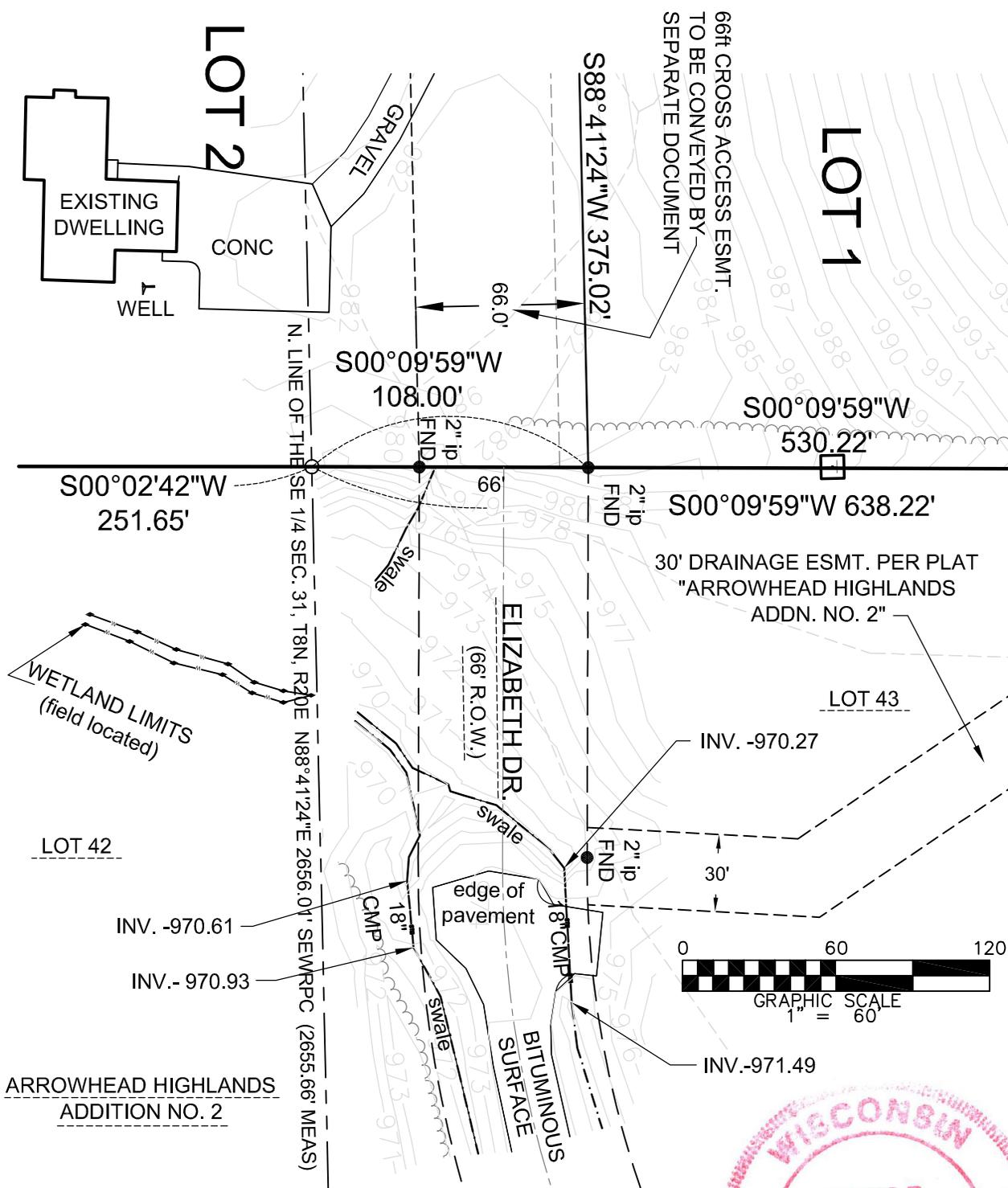
James R. Beaty
 James R. Beaty, RLS 1834
 DATED: SEPTEMBER 2, 2020
 REVISED SEPTEMBER 25, 2020



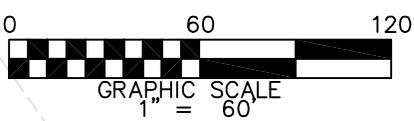
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 ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
 AND THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 31, TOWN 8 NORTH,
 RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

ACCESS DETAIL

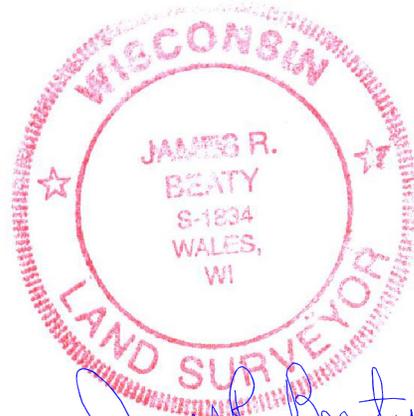
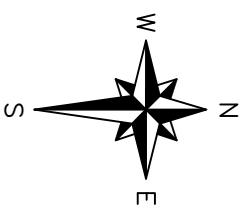


ARROWHEAD HIGHLANDS
 ADDITION NO. 2



LEGEND

- - INDICATES IRON PIPE 1" x 18", 1.13 LBS./LIN.FT. SET (1.315o.d.)
- - 1" IRON PIPE FOUND (UNLESS NOTED 2")
- - CONC. MONU. W/BRASS CAP FOUND
- (R) - RECORDED AS
- ⊗ - POWER POLE
- ⊠ - ELECTRIC METER
- A-10 - ZONING
- ~ - EDGE OF TREES
- S— - SANITARY SEWER
- STO— - STORM SEWER
- G— - MARKED GAS MAIN
- E— - MARKED ELECTRIC
- . — - OHW - OVERHEAD WIRES



James R. Beaty
 James R. Beaty, RLS 1834

DATED: SEPTEMBER 2, 2020
 REVISED: SEPTEMBER 25, 2020

CERTIFIED SURVEY MAP NO - _____
BEING A REDIVISION OF PARCEL 1 OF CSM 8663 AND OF UNPLATTED LANDS,
ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWN 8 NORTH,
RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, James R. Beaty, Registered Land Surveyor, do hereby certify that at the direction of the Owner(s), I have made this survey, being a redivision of unplatted lands lying within and being a part of the southwest 1/4 of the northeast 1/4 of Section 31, Town 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin. Said lands are bounded and described as follows;

Commencing at the concrete monument with brass cap marking the Southeast corner of the Northeast 1/4 of said Section 31; thence S88°41'24"W along the south line of said Northeast 1/4 of Section 31, a distance of 1328.01 feet to a point on the west line of Arrowhead Highlands Addition No. 2, a recorded subdivision plat in the Waukesha County Register of Deeds office as Document No. 2529753, also being the east line of CSM 8663; thence S00°02'42"W, a distance of 251.65 feet to a found 1" iron pipe; thence S88°41'24"W, a distance of 374.79 feet to a found 1" iron pipe; thence N00°02'42"E, a distance of 359.64 feet to a point; thence N20°01'59"W, a distance of 214.18 feet to a point; thence N00°09'59"E, a distance of 327.35 feet; thence N88°41'41"E, a distance of 449.00 feet to a point on the west line of Arrowhead Highlands Addition No. 2; thence S00°09'59"W along the west line of said subdivision, a distance of 638.22 feet to the point of beginning. Said described lands containing 365,260 s.f. (8.3852acres), more or less of land.

That I have made this survey, land division and map by the direction of CJ Real Estate Enterprises LLP Owner(s) of said land.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes, the Town of Lisbon Ordinances in surveying, dividing and mapping of same.

BASEMENT RESTRICTION - GROUNDWATER

Although all lots in the Certified Survey Map have been reviewed and approved for development with single-family residential use in accordance with Section 236 Wisconsin Statutes, some lots contain soil conditions which, due to the possible presence of groundwater near the surface, may require additional soil engineering and foundation design with regard to basement construction. It is recommended that either a licensed professional engineer or other soils expert design a basement and foundation which will be suitable to withstand the various problems associated with saturated soil conditions on basement walls or floors or that special measures be taken. Soil conditions should be subject to each owner's special investigation prior to construction and no specific representation is made herein.

NOTES:

FURTHER REDIVISION OF LOTS WITHIN THIS CSM IS PROHIBITED UNLESS APPROVED BY ALL APPLICABLE AUTHORITIES.

WETLAND BOUNDARY ARE SHOWN HEREON PER FIELD SURVEY LOCATIONS OF DELINEATION BY DAVE MEYER OF WETLAND AND WATERWAY CONSULTING. DATED JULY, 2020

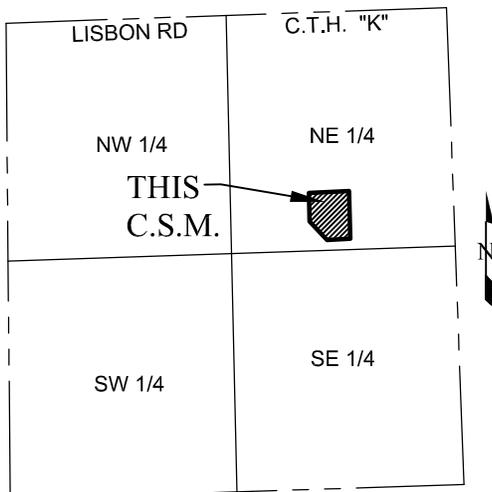
NAVIGABILITY DETERMINATION RESULTS WERE NEGATIVE

SOIL TESTS FOR SOIL ABSORPTION SYSTEM LOCATION SHOWN SUBJECT LANDS ARE WITHIN THE TOWN OF LISBON FIRE SERVICE AREA.

TOTAL IMPERVIOUS SURFACE ALLOWED ON LOT 1 MUST NOT EXCEED ONE ACRE / 10% OF THE PROPERTY AREA

GRADING PLAN REQUIRED FOR SINGLE-FAMILY RESIDENCE PRIOR TO CONSTRUCTION AT PROPERTY OWNERS EXPENSE

LOTS SUBJECT TO EASEMENTS OF RECORD RECORDED OR UNRECORDED.



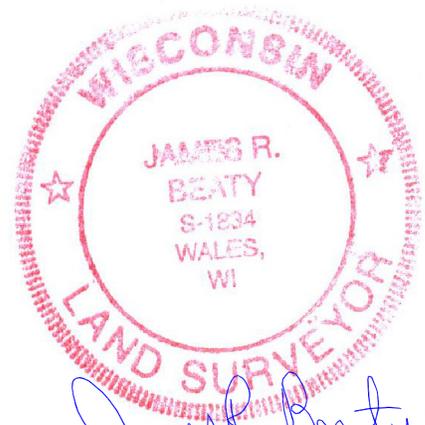
VICINITY MAP
 NE 1/4 SECTION 31
 T. 8 N., R. 19 E.

PREPARED BY / SURVEYOR:

HORIZON LAND DEVELOPMENT SERVICES, LLC
 W313 S2562 PENNY LANE
 WALES, WISCONSIN 53183
 1-262-349-1575
 jamieb@horizonlanddevelopmentservices.com

OWNER(S) / SUBDIVIDER:

CJ REAL ESTATE ENTERPRISES LLP
 N55 W27351 LISBON RD
 SUSSEX, WI 53089-4509
 TAX KEY #LSBT 0265998002



James R. Beaty, RLS 1834

DATED: SEPTEMBER 02, 2020
 REVISED; SEPTEMBER 25, 2020

CERTIFIED SURVEY MAP NO - _____
BEING A REDIVISION OF PARCEL 1 OF CSM 8663 AND OF UNPLATTED LANDS,
ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWN 8 NORTH,
RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE

CJ Real Estate Enterprises LLP, a partnership duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided and mapped as represented on this plat.

CJ Real Estate Enterprises LLP, does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: Village of Pleasant Prairie

IN WITNESS WHEREOF, the said CJ Real Estate Enterprises LLP, has caused these presents to be signed by Joe Goetz, its _____, at _____ Wisconsin, and its corporate seal to be hereunto affixed on this _____, day of _____, 2020.

In the presence of:

CJ Real Estate Enterprises LLP
Corporate Name

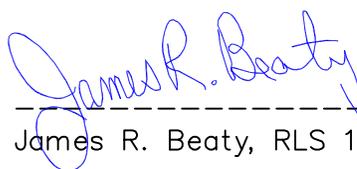
Joe Goetz, title

STATE OF WISCONSIN)
SS
_____ COUNTY)

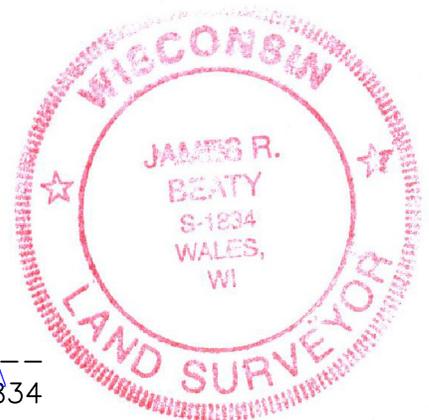
Personally came before me this _____ day of _____, 2020, Joe Goetz, _____ of the above named partnership, to me known to be the persons who executed the foregoing instrument, and to me known to be such Managing Member of said partnership, and acknowledged that they executed the foregoing instrument as such officers as the deed of said partnership, by its authority.

_____ Notary Public, _____, Wisconsin
signature

My commission expires _____.



James R. Beaty, RLS 1834



DATED: SEPTEMBER 02, 2020
REVISED; SEPTEMBER 25, 2020

CERTIFIED SURVEY MAP NO - _____
BEING A REDIVISION OF PARCEL 1 OF CSM 8663 AND OF UNPLATTED LANDS,
ALL LYING WITHIN AND BEING A PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
AND THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWN 8 NORTH,
RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

TOWN OF LISBON PLAN COMMISSION APPROVAL

Approved by the Town of Lisbon Plan Commission this _____ day of _____, 2020.

Joseph Osterman, Chairman

Rick Goeckner, Interim Clerk

TOWN OF LISBON TOWN BOARD APPROVAL

Approved by the Town Board of the Town of Lisbon this _____ day of _____, 2020.

Joseph Osterman, Chairman

Rick Goeckner, Interim Clerk

VILLAGE OF HARTLAND EXTRATERRITORIAL APPROVAL

Approved by the Village of Hartland this _____ day of _____, 2020.

Jeffrey Pfannerstill, President

VILLAGE OF MERTON EXTRATERRITORIAL APPROVAL

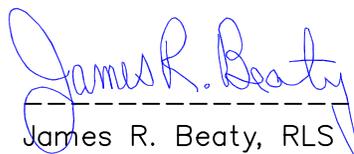
Approved by the Village of Hartland this _____ day of _____, 2020.

Ron Reinowski, President

CITY OF PEWAUKEE EXTRATERRITORIAL APPROVAL

Approved by the City of Pewaukee this _____ day of _____, 2020.

Steve Bierce, Mayor



James R. Beaty, RLS 1834



DATED: SEPTEMBER 02, 2020
REVISED: SEPTEMBER 25, 2020

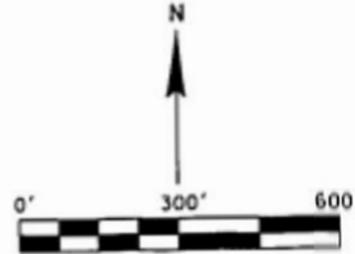
2382125
Previous CSM adjacent to southern border for reference

CERTIFIED SURVEY MAP NO. 8663

Being a part of the Southwest 1/4 of the Northeast 1/4 and the North-west 1/4 of the Southeast 1/4 of Section 31, Township 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin.

REFERENCE BEARING

ALL BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE SOUTHEAST 1/4, SECTION 31, T 8 N., R 19 E WHICH BEARS SOUTH 88°41'24" W AND IS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



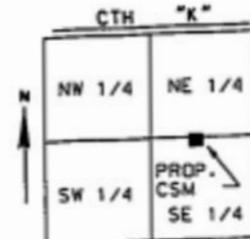
LEGEND

- 1" x 24" IRON PIPE SET, WEIGHT 13.1 LB./FT.
- 1" I.P. FOUND
- ☒ FOUND CONC. MON. W/BRASS CAP
- B-1 SOIL BORING (TYP.)

NOTES

THE ENTIRE PARCEL LIES WITHIN THE WAUKESHA COUNTY SHORELAND AND FLOODLAND PROTECTION ORDINANCE JURISDICTIONAL LIMITS.

WAUKESHA COUNTY PARK AND PLANNING COMMISSION APPROVED THE CREATION OF THE SUBJECT PARCEL NOT ABUTTING A PUBLIC ROAD ON 8/6/98.



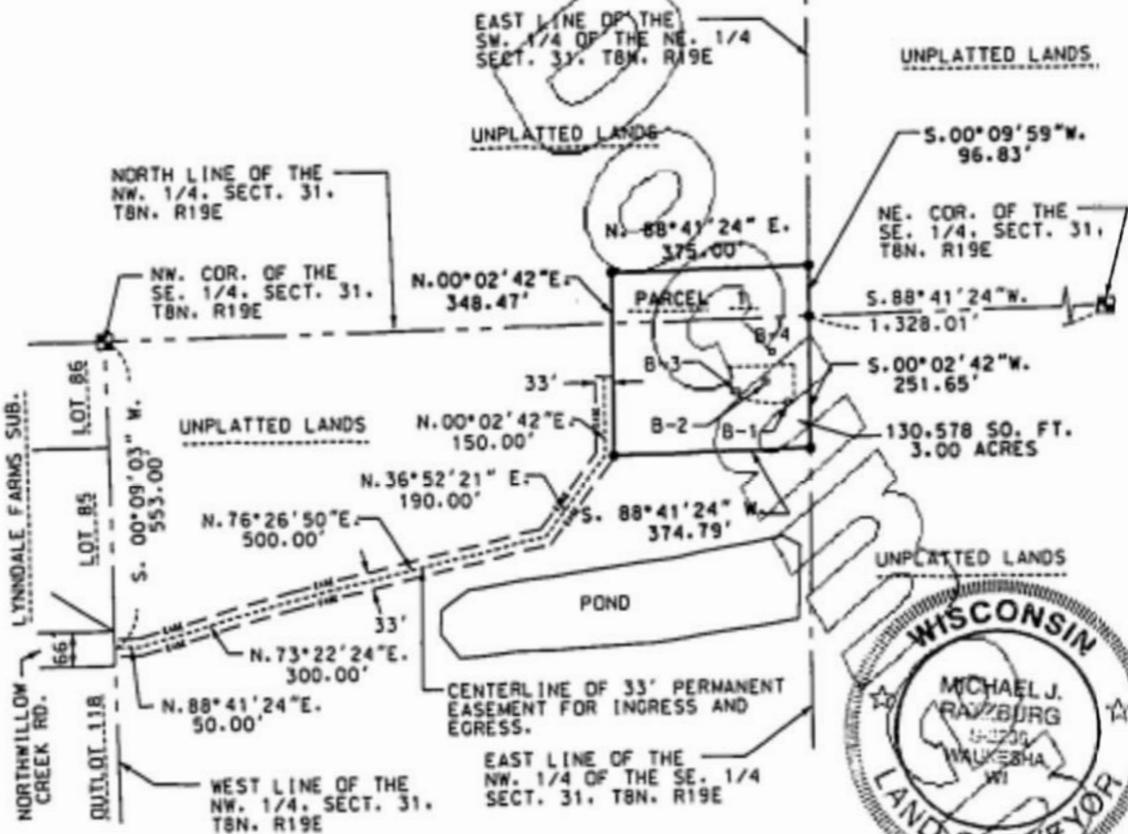
SECT. 31, T8N., R19E

LOCATION MAP

SCALE 1"=4000'

OWNER:

C J ENTERPRISES
N 55 W 27371 LISBON RD.
SUSSEX, WI.



3/5/98
Rev. 8/14/98
Rev. 9/4/98

THIS INSTRUMENT WAS DRAFTED BY: MICHAEL J. RATZBURG

SHEET OF 3

For reference only, not for re-sale.

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