

Wednesday, December 18, 2024**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87543994777>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 875 4399 4777

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Public Works and Utilities Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.works@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the October 28, 2024 Public Works & Utilities Committee meeting.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding award of contract for the 2025 stormwater maintenance project.
 - b. Presentation and discussion regarding sanitary sewer rates
 - c. Discussion and action to make a recommendation to the Village Board regarding asset management and work order software for the Public Works Department.
5. SCHEDULE NEXT MEETING DATE.
 - a. Monday, January 27, 2025, at 6:00 p.m.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Public Works & Utilities Committee Minutes

Monday, October 28, 2024 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village President Clow called the regular meeting of the Public Works & Utilities Committee to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was also held via Zoom webinar.

Members present: President Clow, Trustee Prill, Pauline Boness, Chris Fredrick, Zach Freeman, Eric Kindschi, Marc Nielsen

Members not present: n/a

Staff Present: Public Works Director Lee Igl, Streets & Utilities Superintendent Bob Jacobs, Assistant to the Public Works Director Aimee Irwin

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Public Works and Utilities Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to public.works@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

None.

3. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the September 23, 2024, Public Works & Utilities Committee meeting.*

Motion by President Clow, seconded by Trustee Prill, to approve the minutes of the September 23, 2024, Public Works & Utilities Committee meeting. Motion carries 7 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the draft 2025 Budget for the Utilities Fund (600).*

Igl stated there was a typo on the summary sheet noting that next year includes water mains not on Exchange Street, but streets associated with the Highway 51 project. Igl reviewed the revenues and expenses for both water and sewer. He noted a sewer rate

study is underway, borrowing will occur for the Lift Station #2 project in 2025, water public charges for services include the recent water rate increase that took effect in 2024, and a water rate case is planned in 2025 associated with the Well #5 project. Igl explained that overtime is trending higher due to staff choosing overtime over comp time.

- Nielsen asked for clarification regarding the Support Services line under sewer transportation based on the year to date amount versus the 2024 projected and 2025 budget. Igl explained that at the time of budget creation, MMSD had only invoiced the village for one quarter of charges.
- Boness asked why salaries were decreasing under sewer system maintenance. Igl explained that staff are selecting tasks on their timecards and spending less time on these tasks. Boness asked if there were any staffing adjustments planned for 2025. Igl explained a new Facilities Maintenance Manager will be new to the department in 2024, but no new staffing is planned in 2025.
- Nielsen recommended that the tax equivalency be adjusted to zero in the future to assist with lowering water rates for utility customers. Nielsen recommended that paving costs be removed from the project costs allocated to the utilities during the next rate case.
- Igl explained that the paving costs are allocated at 35% and audited at the conclusion of the project to reflect actual costs.

Motion by President Clow, seconded by Trustee Prill, to recommend approval to the Village Board regarding the draft 2025 Budget for the Utilities Fund (600). Motion carries 6 - 1 - 0, with Nielsen voting nay.

b. Discussion and action to make a recommendation to the Village Board regarding the draft 2025 Budget for the Stormwater Utility Fund (605).

Igl reviewed the revenues and expenses for the stormwater utility draft 2025 budget.

- Nielsen asked what additional expenses are included in support services. Igl explained that the adaptive management through MMSD has increased over the years. Irwin responded that expenses included within support services include Simple Network, which is the village's IT service, along with other shared expenses across the village. Nielsen explained that additional costs within this budget are then incorporated into the stormwater rate charged to customers.

Motion by President Clow, seconded by Trustee Prill, to recommend approval to the Village Board regarding the draft 2025 Budget for the Stormwater Utility Fund (605). Motion carries 7 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Monday, November 25, 2024 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Fredrick, seconded by Boness, to adjourn at 6:58 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Aimee Irwin
Assistant to the Public Works Director

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, December 18, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding award of contract for the 2025 stormwater maintenance project.

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended approval to the Village Board regarding a proposal from Town & Country Engineering to create a stormwater management area maintenance plan at their April 24, 2023, meeting.

The Village Board approved the proposal from Town & Country at their May 8, 2023, meeting.

The Public Works and Utilities Committee reviewed the first draft of the plan at their meeting on November 27, 2023.

The Public Works and Utilities Committee recommended approval of the Maintenance Plan for Village-Owned Stormwater Improvements at their December 20, 2023, meeting. The committee included in their recommendation the creation of a policy regarding the procedure for ongoing monitoring of stormwater sites.

The Village Board approved the plan at their January 9, 2024, meeting.

The Public Works & Utilities Committee recommended approval to the Village Board regarding the stormwater maintenance project and authorized the project for bid at their August 26, 2024, meeting.

The Village Board approved the project and authorized the project for bid at their September 10, 2024, meeting.

ISSUE SUMMARY:

The committee approved a proposal from Town & Country Engineering to create a stormwater management maintenance plan in 2023. The plan was intended to assist with maintaining the stormwater management areas throughout the village and for additional areas that will be transferred to the Village in the future. The plan created by Town & Country Engineering was reviewed and recommended for approval by the Public Works & Utilities Committee in November 2023. As a plan, it can be used as a guide to steer projects within our capital improvement planning and other maintenance needs from year to year.



In the winter of 2025, we are looking to start working on the proposed plan, by completing dredging and vegetation clean-up at Parkview Estates 2 and Commerce Park 3 stormwater facilities. The project was put out for bid in the fall of 2024 and work is anticipated to begin in early 2025, when there is ice on the facilities.

Three contractors submitted bids for the project and the low bidder is Drax Inc. of Madison. Town & Country will review the bid tabulation results and recommends the project be awarded to Drax Inc.

FINANCIAL/BUDGET IMPACT:

The project is in the proposed 2025 - 2029 CIP for a total of \$450,000.

The 2025 budget was approved with the following allocations:

Revenues - The following revenues have been allocated to fund the project:

\$450,000 Stormwater utility - Capital Funds Account 400-57310-823-000

\$ 53,000 Fund Balance

\$503,000 Total Project Revenue

Expenses - Included within your packet is the recommendation letter for the project based on the bid received:

\$417,250 Low Bid (base bid plus all three alternate bids)

\$ 40,000 Engineering, Construction Administration, and Inspection services

\$ 45,725 Contingency (10%)

\$ 25 Rounding

\$ 503,000 Total Project Expense

VILLAGE PLAN REFERENCE:

[2023 Stormwater BMP Maintenance Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend to the Village Board the award of contract to Drax Inc of Madison for the 2025 Stormwater maintenance project for the amount of \$417,250 including the base bid plus alternate bids 1, 2 and 3 with additional expenses for engineering, construction administration, and contingency for a total project cost in the amount of \$503,000.

ATTACHMENTS:

1. MC227 Recommendation Ltr
2. MC 227 SHEETS

December 11, 2024

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2025
Stormwater Maintenance; Village of McFarland

Bid Deadline: November 14, 2024 at 9:30 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2025 Stormwater Maintenance project and to recommend award of a contract. This project involves the excavation and removal of accumulated sediment in stormwater detention devices, including alternate bids for the same work in Commerce Park and extending the contract time.

Six general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Three contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid No. 1 Total	Alternate Bid No. 2 Total	Alternate Bid No. 3 Total
Drax Inc.	\$294,500.00	\$99,500.00	\$38,250.00	\$(15,000.00)
Speedway Sand & Gravel, Inc.	\$435,277.80	\$92,983.51	\$66,717.08	\$(10,000.00)
Integrity Grading and Excavating, Inc.	\$439,717.00	\$67,667.00	\$39,617.00	\$0.01

All of the bids were properly submitted.

The low bidder, using the base bid only, or the base bid and any combination of alternate bids is Drax Inc. of Madison, Wisconsin, an experienced excavation contractor that completed a similar project for the City of Verona. The bid prices are within the original budget. We recommend that Drax, Inc. be awarded a contract for the base bid, plus all alternates, if the budgets allow, for a total of \$417,250.00.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E., ENV-SP
Project Engineer

TS:sai

J:\JOB#S\McFarland\MC-227-M3 2025 Stormwater Maintenance\10. Construction\Recommendation Ltr.docx

BID TABULATION

Project: 2025 Stormwater Maintenance; Village of McFarland
 Engineer's Project Number: MC 227 Bid Deadline: November 14, 2024 at 9:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Drax Inc. UNIT PRICE	AMOUNT	Speedway Sand & Gravel, Inc. UNIT PRICE	AMOUNT	Integrity Grading and Excavating, Inc. UNIT PRICE	AMOUNT
BASE BID									
Parkview Estates Pond 2									
1	Excavation and Grading of Stormwater Pond - Parkview Estates Pond 2	1	lump sum	\$ 264,000.00	\$ 264,000.00	\$ 421,237.80	\$ 421,237.80	\$ 411,000.00	\$ 411,000.00
2	Repair Existing Storm Endwall	3	each	\$ 1,100.00	\$ 3,300.00	\$ 1,500.00	\$ 4,500.00	\$ 2,300.00	\$ 6,900.00
3	Clearing and Grubbing	1	lump sum	\$ 9,200.00	\$ 9,200.00	\$ 3,000.00	\$ 3,000.00	\$ 3,667.00	\$ 3,667.00
4	Erosion Control	1	lump sum	\$ 18,000.00	\$ 18,000.00	\$ 6,540.00	\$ 6,540.00	\$ 18,150.00	\$ 18,150.00
	Base Bid Total				\$ 294,500.00		\$ 435,277.80		\$ 439,717.00
Alternate Bid 1- Commerce Park Pond 3									
A1.1	Excavation and Grading of Stormwater Pond - Parkview Estates Pond 2	1	lump sum	\$ 70,000.00	\$ 70,000.00	\$ 76,713.51	\$ 76,713.51	\$ 51,000.00	\$ 51,000.00
A1.2	Remove and Replace 6" Concrete Sidewalk	100	sq. ft.	\$ 25.00	\$ 2,500.00	\$ 25.00	\$ 2,500.00	\$ 35.00	\$ 3,500.00
A1.3	Clearing and Grubbing	1	lump sum	\$ 16,500.00	\$ 16,500.00	\$ 7,000.00	\$ 7,000.00	\$ 3,667.00	\$ 3,667.00
A1.4	Erosion Control	1	lump sum	\$ 7,500.00	\$ 7,500.00	\$ 4,770.00	\$ 4,770.00	\$ 8,000.00	\$ 8,000.00
A1.5	Excavate to Expose Existing Buried Structure	1	lump sum	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00
	Alternate Bid 1 Bid Total				\$ 99,500.00		\$ 92,983.51		\$ 67,667.00
Alternate Bid 2- Commerce Park Pond 1									
A2.1	Excavation and Grading of Stormwater Pond - Parkview Estates Pond 2	1	lump sum	\$ 25,000.00	\$ 25,000.00	\$ 57,347.08	\$ 57,347.08	\$ 27,000.00	\$ 27,000.00
A2.2	Clearing and Grubbing	1	lump sum	\$ 8,500.00	\$ 8,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,667.00	\$ 3,667.00
A2.3	Rip-Rap	5	cu. yd.	\$ 300.00	\$ 1,500.00	\$ 80.00	\$ 400.00	\$ 190.00	\$ 950.00
A2.4	Erosion Control	1	lump sum	\$ 3,250.00	\$ 3,250.00	\$ 3,970.00	\$ 3,970.00	\$ 8,000.00	\$ 8,000.00
	Alternate Bid 2 Bid Total				\$ 38,250.00		\$ 66,717.08		\$ 39,617.00
Alternate Bid 3- Contract Time Extension									
A3.1	Add/Deduct for Extension of Substantial Completion Date to September 15, 2025	1	lump sum	\$ (15,000.00)	\$ (15,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ 0.01	\$ 0.01

2025 STORMWATER MAINTENANCE

TRIANGLE STREET, PERROT PLACE

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
3	PLAN – COMMERCE PARK POND 3
4	PLAN – PARKVIEW ESTATES POND 2
X1	CROSS SECTIONS



NO SCALE



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE.	UT
UNDERGROUND CATV.	UCATV
UNDERGROUND ELEC.	UE
OVERHEAD	OH
EXISTING GAS	G
PROPERTY LINE	W M
EXISTING WATER MAIN	W M
EXISTING SANITARY SEWER	SAN
EXISTING STORM SEWER	STM
EXISTING FENCE LINE	X
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====

NEW ITEMS:

WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING

EXISTING ITEMS:

FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX
WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN (RELATIVE SIZE SHOWN)	SHRUB OR HEDGE
CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE
IRON ROD					

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING

DATE	BY	REVISIONS	SHEET



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

tc TOWN & COUNTRY
ENGINEERING, INC.

COMMERCE PARK POND 3
DREDGING AND ACCESS

2025 STORMWATER IMPROVEMENTS
Triangle Street, Perrot Place
Village of McFarland, Wisconsin

PROJECT NO.:
MC 227
DRAWING FILE:
MC 227
SHEETS.DWG
DRAWN BY:
T.J.S.
CHECKED BY:
B.R.B.
DATE:
8-21-24
REVISIONS:
SCALE:
0 5 10 20
SHEET:
3



McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, December 18, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding sanitary sewer rates

PREVIOUS ACTION:

The Public Works & Utilities Committee recommended a rate increase of \$1.50 to the variable sanitary sewer rate at their August 22, 2022, meeting.

The Village Board approved a rate increase of \$1.50 to the variable sanitary sewer rate at their September 13, 2022, meeting.

ISSUE SUMMARY:

In 2022, a study on sanitary sewer rates was completed by Town & Country Engineering. The enclosed Cash Flow Analysis report was created and, in response, a rate increase was approved for the variable sanitary sewer rate in late 2022. The new rate of \$5.50 per 1,000 gallons was put into effect on January 11, 2023.

One of the largest expenditures that continues to increase within our accounting is the charges from the Madison Metropolitan Sewerage District (MMSD). MMSD provides for the treatment of the wastewater we send to them from our system and has its own governing board that sets its charges for participating municipalities, which includes Madison and adjoining metropolitan areas. Other operation costs have also increased, including payments for debt service to support capital infrastructure.

In the enclosed 2022 Cash Flow Analysis, Town & Country recommended the Village to consider a stepped increase to the variable charges only and leave the fixed charges static to help minimize the impact on the smaller users. If the assumptions presented hold, this would help bring the sewer utility back to a positive financial position in 2025. The document recommended another variable rate increase in 2024 of an additional \$1.00, bringing the new rate to \$6.50 per 1,000 gallons. At this time, no rate increase has occurred since January 2023.

The committee reviewed the 2024 Quick True-up Cash Flow Analysis at their August 26, 2024, meeting. Town & Country was given the direction to conduct a rate study with updated information to provide an updated Cash Flow Analysis. The new Cash Flow Analysis is enclosed. Town & Country will review the updated document, review the assumptions associated with the analysis, and seek discussion from the committee about any recommendations or changes.



This item is for discussion only at this time. This item will return at a future meeting for possible action.

FINANCIAL/BUDGET IMPACT:

The financial and budget impact will be presented in connection with the analysis completed by Town & Country.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

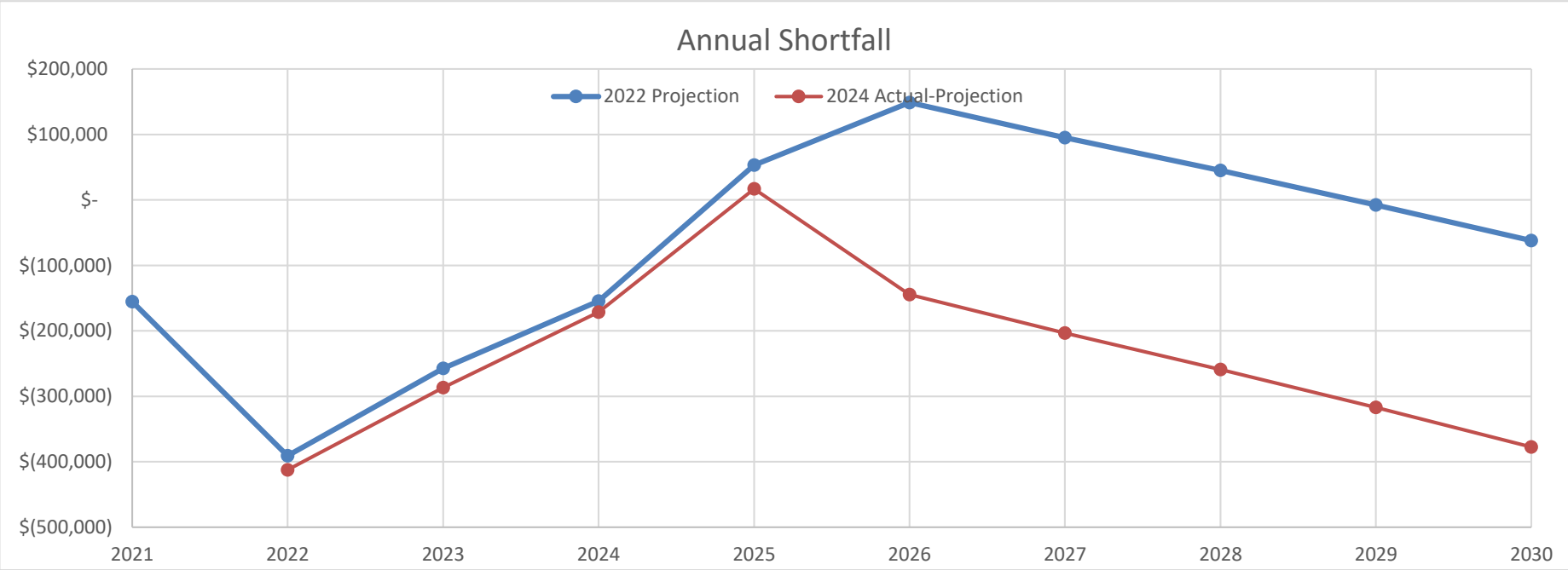
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is required on this item at this time.

ATTACHMENTS:

1. 12.9.24 Cash Flow for Committee Discussion
2. 2024 Quick True Up
3. 2022 Cash Flow Analysis

Village of McFarland																
Sch 13 - Cash Flow																
12/10/2024																
Rate of increase																
8.5% MMSD increases																
1.5% O&M Costs																
3% Collection System Replacement																
BUDGET ITEM	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
EXPENSES																
Lift Station 2 Replacement																
Exchange Street Project																
2015 Note	\$ 156,988	\$ 154,088	\$ 156,333	\$ 158,333	\$ 38,294	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936	\$ 251,936
2017 Note	\$ 38,875	\$ 38,088	\$ 37,300	\$ 41,600	\$ 40,800	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294	\$ 38,294
2021 Note	\$ -	\$ 88,500	\$ 85,650	\$ 89,100	\$ 87,500	\$ 85,900	\$ 89,250	\$ 87,550	\$ 86,275	\$ 85,425	\$ 9,371	\$ 9,371	\$ 9,371	\$ 9,840	\$ 9,840	\$ 9,840
Capital Lease (17.5% Share, 50/50 with Water)	\$ 15,265	\$ 2,332	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,925	\$ 8,925	\$ 8,925	\$ 9,371	\$ 9,371	\$ 9,371	\$ 9,840	\$ 9,840	\$ 9,840
Operation and Maintenance	\$ 649,663	\$ 701,333	\$ 677,216	\$ 676,071	\$ 686,212	\$ 696,505	\$ 706,952	\$ 717,557	\$ 728,320	\$ 739,245	\$ 750,334	\$ 761,589	\$ 773,012	\$ 784,608	\$ 796,377	\$ 808,322
Replacement Fund	\$ 34,692	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583
Facility Reserve - Collection System																
Equipment Reserve - Replacement																
MMSD Bill	\$ 823,304	\$ 857,180	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
TOTAL ANNUAL EXPENSES	\$ 1,718,787	\$ 1,875,103	\$ 2,080,439	\$ 2,234,624	\$ 2,175,588	\$ 2,491,837	\$ 2,610,195	\$ 2,732,917	\$ 2,865,378	\$ 3,008,819	\$ 3,079,570	\$ 3,247,697	\$ 3,429,262	\$ 3,625,862	\$ 3,837,784	\$ 4,066,825
REVENUES																
User Charge Revenues	\$ 1,481,582	\$ 1,457,178	\$ 1,781,500	\$ 1,854,769	\$ 2,481,703	\$ 2,484,343	\$ 2,717,484	\$ 2,724,031	\$ 2,730,577	\$ 2,737,123	\$ 2,743,670	\$ 2,750,216	\$ 2,756,762	\$ 2,763,308	\$ 2,769,855	\$ 2,776,401
Investment Income	\$ 2,175	\$ 51,199	\$ 153,890	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Forfeited Discounts	\$ 8,796	\$ 5,638	\$ 10,392	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Miscellaneous	\$ -	\$ -	\$ 1,767	\$ 6,786	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUE	\$ 1,492,553	\$ 1,514,015	\$ 1,947,549	\$ 1,996,555	\$ 2,621,703	\$ 2,624,343	\$ 2,857,484	\$ 2,864,031	\$ 2,870,577	\$ 2,877,123	\$ 2,883,670	\$ 2,890,216	\$ 2,896,762	\$ 2,903,308	\$ 2,909,855	\$ 2,916,401
Cash and Cash Equivalents - Beginning of Year	\$ 830,340	\$ 604,106	\$ 191,819	\$ 58,930	\$ (179,140)	\$ 266,974	\$ 399,480	\$ 646,769	\$ 777,883	\$ 783,082	\$ 651,386	\$ 455,486	\$ 98,005	\$ (434,495)	\$ (1,157,049)	\$ (2,084,978)
Annual Excess Revenue (Shortfall)	\$ (226,234)	\$ (361,083)	\$ (132,890)	\$ (238,070)	\$ 446,114	\$ 132,506	\$ 247,289	\$ 131,114	\$ 5,199	\$ (131,696)	\$ (195,900)	\$ (357,481)	\$ (532,500)	\$ (722,554)	\$ (927,930)	\$ (1,150,424)
REVENUE DETAILS																
Equivalent Meters Added Per Year-Village	0	0	0	0	10	10	10	10	10	10	10	10	10	10	10	10
Estimated Number of Equivalent Meters	3,696	3,696	3,696	3,696	3,696	3,706	3,716	3,726	3,736	3,746	3,756	3,766	3,776	3,786	3,796	3,806
Estimated Monthly Residential Usage	3.82															
Estimated Additional Usage - New Users																
Estimated Annual Village Usage - 1000 ga	204,186	204,186	204,186	204,186	204,644	205,102	205,561	206,019	206,477	206,936	207,394	207,852	208,311	208,769	209,227	209,685
ESTIMATED MONTHLY USER CHARGES																
Village Fixed Charges																
Actual Monthly Fixed Charge per Equivalent Meter	\$ 16.50	\$ 16.50	\$ 16.50	\$ 16.50	\$ 22.00	\$ 22.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00
Actual Annual Fixed Charge Revenue Generated	\$ 731,746	\$ 731,746	\$ 731,746	\$ 731,746	\$ 978,302	\$ 980,942	\$ 1,072,998	\$ 1,075,878	\$ 1,078,758	\$ 1,081,638	\$ 1,084,518	\$ 1,087,398	\$ 1,090,278	\$ 1,093,158	\$ 1,096,038	\$ 1,098,918
Village Variable Charges - O. M & R Costs (cost per 1000 gal)																
Actual Variable Charge per 1000 gal Implemented	\$ 4.00	\$ 5.50	\$ 5.50	\$ 5.50	\$ 7.33	\$ 7.33	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Actual Annual Variable Charge Revenue Generated	\$ 749,836	\$ 725,432	\$ 1,049,754	\$ 1,123,023	\$ 1,503,401	\$ 1,503,401	\$ 1,644,486	\$ 1,648,153	\$ 1,651,819	\$ 1,655,485	\$ 1,659,151	\$ 1,662,818	\$ 1,666,484	\$ 1,670,150	\$ 1,673,817	\$ 1,677,483
TOTAL ACTUAL MONTHLY USER CHARGE PER RESIDENTIAL USER	\$ 31.78	\$ 37.50	\$ 37.50	\$ 37.50	\$ 49.99	\$ 49.99	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55	\$ 54.55
REVENUE GENERATED BY RATES	\$ 1,481,582	\$ 1,457,178	\$ 1,781,500	\$ 1,854,769	\$ 2,481,703	\$ 2,484,343	\$ 2,717,484	\$ 2,724,031	\$ 2,730,577	\$ 2,737,123	\$ 2,743,670	\$ 2,750,216	\$ 2,756,762	\$ 2,763,308	\$ 2,769,855	\$ 2,776,401



VILLAGE OF MCFARLAND - SEWER UTILITY
CASH FLOW ANALYSIS
August 2022

Input value in cash flow sheet
Input value from Sensitive Analysis sheet

ASSUMPTIONS

		Lift Station Project	Exchange Street Project
INTEREST INCOME RATE ASSUMED	0.50%	\$ 2,000,000	\$ 850,000
O&M ANNUAL INCREASE	3.00%	\$ 140,722	\$ 59,807
MMSD ANNUAL INCREASE	8.50%	After 2025 change to :	3%
Sewer System replacement fund and lease	3.00%		
2021 Cash and investments-Water and Sewer combined	\$ 2,416,424	P. 20 audit	
Assumed amount for sewer-	25%	\$ 604,106	

BUDGET ITEM	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
EXPENSES										
Loans										
Bond Pay off										
2015 Note	\$ 156,988	\$ 154,088	\$ 156,333	\$ 158,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Note	\$ 38,875	\$ 38,088	\$ 37,300	\$ 41,600	\$ 40,800	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Note		\$ 88,500	\$ 85,650	\$ 89,100	\$ 87,500	\$ 85,900	\$ 89,250	\$ 87,550	\$ 86,275	\$ 85,425
Proposed Lift Station Upgrade (\$1M, 10yr, 4%)	\$ -		\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722	\$ 140,722
Exchange Street Project					\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807	\$ 59,807
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
O&M										
Annual Operation and Maintenance	\$ 605,314	\$ 623,423	\$ 636,650	\$ 655,750	\$ 675,422	\$ 695,685	\$ 716,555	\$ 738,052	\$ 760,193	\$ 782,999
Annual MMSD Charge	\$ 768,590	\$ 833,920	\$ 850,000	\$ 922,250	\$ 1,000,641	\$ 1,030,660	\$ 1,061,580	\$ 1,093,428	\$ 1,126,231	\$ 1,160,017
Other Expenses										
Capital Lease (17.5% Share, 50/50 with water)	\$ 15,265	\$ 2,332	\$ 8,500	\$ 8,755	\$ 9,018	\$ 9,288	\$ 9,567	\$ 9,854	\$ 10,149	\$ 10,454
Replacement Funds										
Equipment Replacement Fund Deposit	\$ 34,692	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583	\$ 33,583
NEW Collection System Replacement Fund Deposit	\$ 26,000	\$ 125,000	\$ 125,000	\$ 128,750	\$ 132,613	\$ 136,591	\$ 140,689	\$ 144,909	\$ 149,257	\$ 153,734
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 1,645,724	\$ 1,898,933	\$ 2,073,738	\$ 2,178,842	\$ 2,180,105	\$ 2,192,236	\$ 2,251,753	\$ 2,307,905	\$ 2,366,217	\$ 2,426,742
REVENUES										
User Charge Revenues	\$ 1,481,582	\$ 1,500,062	\$ 1,808,251	\$ 2,016,231	\$ 2,225,181	\$ 2,332,951	\$ 2,338,814	\$ 2,344,676	\$ 2,350,539	\$ 2,356,401
Forfeited Discounts Revenue	\$ 8,796	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted Replacement Account [Not used as revenue]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation Reserve Account [Not used as revenue]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUE	\$ 1,490,378	\$ 1,508,062	\$ 1,816,251	\$ 2,024,231	\$ 2,233,181	\$ 2,340,951	\$ 2,346,814	\$ 2,352,676	\$ 2,358,539	\$ 2,364,401
Cash and Equivalents - Beginning of Year		\$ 604,106	\$ 213,235	\$ (44,251)	\$ (198,863)	\$ (145,787)	\$ 2,928	\$ 97,989	\$ 142,760	\$ 135,082
Annual Excess Revenue (Shortfall)	\$ (155,346)	\$ (390,871)	\$ (257,487)	\$ (154,611)	\$ 53,075	\$ 148,715	\$ 95,061	\$ 44,772	\$ (7,678)	\$ (62,340)
Total Available Carryover	\$ 604,106	\$ 213,235	\$ (44,251)	\$ (198,863)	\$ (145,787)	\$ 2,928	\$ 97,989	\$ 142,760	\$ 135,082	\$ 72,741
REVENUE DETAILS										
Equivalent Meters (EM) Added		10	10	10	10	10	10	10	10	10
Gallons/Year Added/EM @ gal/mo/EM (1000 gal)	0	485	485	485	485	485	485	485	485	485
Monthly Usage Per EM		4044								
Estimated Number of Equivalent Meters	3478	3488	3498	3508	3518	3528	3538	3548	3558	3568
Estimated Annual Sewer Usage (1000 gallons)*	201,874	202,360	202,845	203,330	203,816	204,301	204,786	205,272	205,757	206,242
ESTIMATED BI-MONTHLY USER CHARGES										
Fixed Charges on Debt										
Bi-Monthly Fixed Charge per EM Implemented	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00
Annual Fixed Charge Revenue Generated	\$ 688,644	\$ 690,624	\$ 692,604	\$ 694,584	\$ 696,564	\$ 698,544	\$ 700,524	\$ 702,504	\$ 704,484	\$ 706,464
Variable Charges - O, M & R Costs (Cost per 1000 gallons)										
Variable Charge per 1000 Gallons Implemented	\$ 4.00	\$ 4.00	\$ 5.50	\$ 6.50	\$ 7.50	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00
Annual Variable Charge Revenue Generated	\$ 807,497	\$ 809,438	\$ 1,115,647	\$ 1,321,647	\$ 1,528,617	\$ 1,634,407	\$ 1,638,290	\$ 1,642,172	\$ 1,646,055	\$ 1,649,937
TOTAL BI-MONTHLY USER CHARGE PER EM	\$ 65.35	\$ 65.35	\$ 77.49	\$ 85.58	\$ 93.67	\$ 97.71	\$ 97.71	\$ 97.71	\$ 97.71	\$ 97.71
REVENUE GENERATED BY RATES	\$ 1,496,141	\$ 1,500,062	\$ 1,808,251	\$ 2,016,231	\$ 2,225,181	\$ 2,332,951	\$ 2,338,814	\$ 2,344,676	\$ 2,350,539	\$ 2,356,401
DEBT COVERAGE RATIO	77.9%	78.3%	83.6%	85.4%	97.4%	100.0%	100.0%	100.0%	100.0%	100.0%

Replacement Account Total	\$ 521,663	\$ 555,246	\$ 588,829	\$ 622,412	\$ 655,995	\$ 689,578	\$ 723,161	\$ 756,744	\$ 790,327	\$ 823,910
Replacement fund used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net replacement fund	\$ 521,663	\$ 555,246	\$ 588,829	\$ 622,412	\$ 655,995	\$ 689,578	\$ 723,161	\$ 756,744	\$ 790,327	\$ 823,910

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, December 18, 2024

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding asset management and work order software for the Public Works Department.

PREVIOUS ACTION:

The Public Works Department was approved in 2022 to move forward with Roadway Management Technology (RMT) during the 2023 budget process.

ISSUE SUMMARY:

Public Works initiated a work order and asset management system at the beginning of 2023.

The system we purchased was over-sold and vastly under preformed expectations.

Responsiveness and customer service dwindled as the product became less reliable. Connection issues for our staff with their system was the final factor that pushed us to start looking for a new system.

Public Works staff spent four months researching software and completed demonstrations with three different companies. We implemented live demos of the systems and held question and answer sessions with the companies. Staff used the live demo work order system and gave feedback on the likes and dislikes of each software. Staff held multiple meetings with each company, talking through customer service, how changes were implemented, how much flexibility there was in the system to conform to our needs in McFarland. We conducted reference checks on all the companies and talked about how other communities use each product.

Following our research and utilizing the live demo sites, staff recommend the software Brightly.

We feel they will be the most compatible with our needs and their customer service appears to be the most conducive to responding to requests and questions. Brightly offers multiple modules to choose from. We will be starting with eight of their modules:

streets/signs/sidewalks, Facilities, Treatment plants, Storm Water, Water distribution, Sanitation, Parks and Forestry, and Fleet maintenance. It is also compatible with our Arc GIS for our asset management needs. Brightly will work with us to implement the system and has a very regimented schedule to get us up and running as quickly as possible. Our department's goal is to have implementation and staff training completed by June 2025.

After the initial set up and product cost, Brightly will provide a cost savings of over \$25,000 per year.



We have already given notice to RMT that we will be terminating our services with them. There is no additional cost associated with their product. Staff is seeking approval to move forward with the Brightly work order / asset management software beginning in 2025.

FINANCIAL/BUDGET IMPACT:

The current software utilized by the department has an annual cost of \$34,800. This is paid on an annual basis.

The proposal provided by Brightly will have an initial year 1 total cost of \$17,683.64, which includes implementation costs. Year 2 annual fee is \$8,043.27 and Year 3 annual fee is \$8,525.87. We may have some additional costs for additional tablets for our field staff. Under \$3,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to recommend approval to the Village Board regarding a proposal for asset management and work order software with Brightly Software Inc beginning in 2025.

ATTACHMENTS:

1. Brightly Proposal



PREPARED FOR

Village Of Mcfarland ("Customer")

P.O. Box 110

Mcfarland, WI 53558

PREPARED BY

Brightly Software Inc

11000 Regency Parkway, Suite 300

Cary, NC 27518

PUBLISHED ON

December 11, 2024



Q-418256

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

Subscription Term: 35 months (02/01/2025 - 12/31/2027)

Cloud Services			
Item	Start Date	End Date	Investment
Asset Essentials Enterprise	2/1/2025	12/31/2025	6,955.66 USD
- Streets/Signs/Sidewalks Module	2/1/2025	12/31/2025	Included
- Facilities/Physical Plant Module	2/1/2025	12/31/2025	Included
- Treatment Plants Module	2/1/2025	12/31/2025	Included
- Storm Water Module	2/1/2025	12/31/2025	Included
- Water Distribution and Waste Water Collection Module	2/1/2025	12/31/2025	Included
- Sanitation Module	2/1/2025	12/31/2025	Included
- Parks, Recreation and Forestry Module	2/1/2025	12/31/2025	Included
- Fleet Module	2/1/2025	12/31/2025	Included
- Other Module	2/1/2025	12/31/2025	Included
			Subtotal: 6,955.66 USD



Cloud Services			
Item	Start Date	End Date	Investment
- Dude Analytics	2/1/2025	12/31/2025	Included
- AE Safety	2/1/2025	12/31/2025	Included
- Asset Essentials Inventory	2/1/2025	12/31/2025	Included
- GIS Asset Management	2/1/2025	12/31/2025	Included
			Subtotal: 6,955.66 USD
Professional Services			
Item		Investment	
Asset Essentials Enterprise Implementation with Consulting		10,095.65 USD	
		Subtotal: 10,095.65 USD	
Total Initial Investment			17,051.31 USD



Cloud Services Subscription

Item	Investment Year 2 Start Date: 01/01/2026	Investment Year 3 Start Date: 01/01/2027
Asset Essentials Enterprise	8,043.27 USD	8,525.87 USD
- Streets/Signs/Sidewalks Module	Included	Included
- Facilities/Physical Plant Module	Included	Included
- Treatment Plants Module	Included	Included
- Storm Water Module	Included	Included
- Water Distribution and Waste Water Collection Module	Included	Included
- Sanitation Module	Included	Included
- Parks, Recreation and Forestry Module	Included	Included
- Fleet Module	Included	Included
- Other Module	Included	Included
- Dude Analytics	Included	Included
- AE Safety	Included	Included
- Asset Essentials Inventory	Included	Included
- GIS Asset Management	Included	Included
Total:	8,043.27 USD	8,525.87 USD



Asset Essentials Implementation with Consulting

GIS Rider Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials, an on-line Computerized Maintenance Management System – Geographic Information System (GIS) functionality. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW

1. Asset Essentials GIS Implementation
2. Asset Essentials GIS Training

Deliverables:

- Project initiation and discovery
- Available GIS data loaded
- GIS configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete.
 - Discovery call complete
 - Data, configuration, and training requirements documented.
- Available Data Loaded
 - Available GIS data is loaded in AE to meet documented data requirements.
- Account Configuration
 - GIS features have been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated functionality satisfying configuration requirements.



- End User Training
 - Administrator and Full User roles have been received training on their role.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For on-site activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to five business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project Schedule:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated projected completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal GIS configuration to meet objectives and drive KPIs
 - Document data, configuration, and training requirements
 - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant



- Review, cleanse, and load available GIS data
- Account configuration by Consultant
 - Work Order creation from Map
 - Citizen Portal
 - Mobile Profiles
 - Configure GIS Map settings
 - Configure GIS Layer configuration
 - Asset syncing
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Project Close

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

Asset Essentials Implementation with Consulting Statement of Work

Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.



In Scope: The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete
 - Discovery call complete
 - Data, configuration, and training requirements documented
- Available data loaded
 - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration
 - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
 - Administrator and Full User roles have received training on their role.
- Go-Live Support
 - 30-day Go-Live Support period has been concluded.

Assumptions:

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access,



and web link access to the software such as white listing IP addresses.

- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated project completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal AE configuration to meet objectives and drive KPIs
 - Document data and configuration requirements
 - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
 - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
 - Populate key drop-down menus
 - Review/modify request and work order templates



- Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Go-Live Support
 - Company provides (4) weekly check-in calls with Implementation Specialist and Subscriber
 - Company Implementation specialist addresses any issues identified. Where issues require product support, Implementation Specialist will submit to Company Support
 - Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

Sample Project Timeline (project timelines may vary):

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call														
LMS (Learning Management System) Review and Q&A														
Discovery Call														
Data Review														
Data Loading														
Account Configuration														
UAT (User Acceptance Testing)														
User Training														
Post-Consulting Call														
GLS (Go Live Support)														
Project Close														

Change Management:

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee.





Order terms

BY SIGNING THIS ORDER FORM, WHETHER BY ELECTRONIC OR WRITTEN SIGNATURE, YOU ARE PLACING A BINDING ORDER FOR THE OFFERINGS SHOWN. IF THE INDIVIDUAL ENTERING INTO THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, THE INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, IN WHICH CASE THE TERM "CUSTOMER" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY OR DOES NOT AGREE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN, THE INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE OFFERINGS.

- The "Effective Date" of the Agreement between Customer and Brightly Software, a Siemens Company ("Siemens") is the date Customer accepts this Order
- Proposal expires in sixty (60) days.
- The Siemens entity entering into this Agreement is Brightly Software, Inc., a Delaware corporation, and the notice address shall be Corporate Trust Center, 1209 Orange Street, Wilmington, DE 19801 USA, Attn: Brightly Software.
- By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Customer agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- Payment terms: Net 30
- This Order and its Offerings will be subject to the terms and conditions of the Terms of Service (the Base Terms together with any applicable Supplemental Terms) found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Customer has a separate written agreement executed by Brightly Software, Inc. for the Offerings, in which case the separate written agreement will govern its defined Term. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or other document from Customer are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- Where the Customer is a state, local, or public education entity created by the laws of the applicable state, Siemens and Customer agree that the provisions of the State, Local Government, and Higher Education Addendum ("SLED Addendum") found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) take precedence over any conflicting terms in the Agreement to the extent the deviations set forth therein are required by applicable law.
- Siemens shall invoice Customer and Customer agrees to pay Siemens the amount specified on this Order. Quantities purchased may not be decreased during the relevant Subscription Term. Customer is responsible for providing complete and accurate billing and contact information to Siemens and notifying Siemens promptly of any changes to such information.
- If Customer is paying by credit card or Automated Clearing House ("ACH"), Customer shall establish and maintain valid and updated credit card information or a valid ACH auto debit account (in each case, the "Automatic Payment Method"). Upon establishment of such Automatic Payment Method, Siemens is hereby authorized to charge any applicable Subscription Fee using such Automatic Payment Method.



- Customer is responsible for paying all taxes associated with its purchases hereunder. Siemens shall invoice Customer and Customer shall pay that amount unless Customer provides Siemens with a valid tax exemption certificate, direct pay permit, or other government-approved documentation. Notwithstanding the foregoing, Customer is responsible for, and, to the extent permitted by law, will indemnify Siemens for: 1) any encumbrance, fine, penalty or other expense which Siemens may incur as a result of Customer's failure to pay any taxes required hereunder, and 2) any taxes, including withholding taxes, resulting from making an Offering available to Users in geographic locations outside the country in which Customer is located as per the Order. For clarity, Siemens is solely responsible for taxes assessable against Siemens based on its income, property and employees.
- Siemens maintains the right to increase fees within the Subscription Term for Recurring Fee Offerings by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- In the event Customer purchases the Cloud Services (including any renewals thereof) through an authorized reseller of Siemens, the terms and conditions of this Agreement shall apply and supersede any other agreement except for any terms and conditions related to fees, payment or taxes. Such terms and conditions shall be negotiated solely by and between Customer and such authorized reseller. In the event Customer ceases to pay the reseller, or terminates its agreement with the reseller, Siemens shall have the right to terminate Customer's access to the Cloud Services at any time upon thirty (30) days' notice to Customer unless Customer and Siemens have agreed otherwise in writing.

Cloud Services

- Billing frequency: Annual
- Cloud Services Offerings will be subject to the terms and conditions of the General Software and Cloud Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) .
- Any Offerings identified as Cloud Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Cloud Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.
- During the Term, Siemens shall, as part of Customer's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday ("Business Hours"), excluding holidays.
- Siemens shall use commercially reasonable efforts to make its Software or Cloud Service available 99.9% of the time for each full calendar month during the Subscription Term, determined on twenty-four (24) hours a day, seven (7) days a week basis (the "Service Standard"). The Service Standard availability for access and use by Customer(s) excludes unavailability when due to: (a) any access to or use of the Cloud Service by Customer or any Account User that does not strictly comply with the terms of the Agreement or the Documentation; (b) any failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under the Agreement; (c) Customer's or its Account User's Internet connectivity; (d) any Force Majeure Event; (e) any failure, interruption, outage, or other problem with internet service or non-Cloud Service; (f) Scheduled Downtime; or (g) any disabling, suspension, or termination of the Cloud Service by Siemens pursuant to the terms of the Agreement. "Scheduled Downtime" means, with respect to any applicable Cloud Service, the total amount of time



(measured in minutes) during an applicable calendar month when such Cloud Service is unavailable for the majority of Customer's Account Users due to planned Cloud Service maintenance. To the extent reasonably practicable, Siemens shall use reasonable efforts to provide eight (8) hours prior notice of Cloud Service maintenance events and schedule such Cloud Service maintenance events outside the applicable business hours.

- Siemens reserves the right to block IP addresses originating a Denial of Service (DoS) attack. Siemens shall notify Customer should this condition exist and inform Customer of its action. Once blocked, an IP address shall not be able to access the Cloud Service and the block may be removed once Customer is satisfied corrective action has taken place to resolve the issue. Siemens also reserves the right to suspend or terminate service if Customer: 1) performs load tests, network scans, penetration tests, ethical hacks or any other security auditing procedure on the Cloud Service, 2) interferes with or disrupts the integrity or performance of the Cloud Service or data contained therein, or 3) otherwise violates the use restrictions under this Agreement.

Professional Services:

- Professional Services Offerings will be subject to the terms and conditions of the Services Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- Unless otherwise specified in an applicable Order: (i) Siemens will perform the Professional Services during workdays, Monday through Friday, up to 8 hours a day; (ii) any estimate of hours or costs are reasonable, good faith estimates only; and (iii) each task is performed as firm fixed price work or time and materials as described in this Order. Siemens is only obliged to supply Professional Services and/or Deliverables as expressly stated in this Order. Siemens shall not be obliged to supply any Professional Services and/or Deliverables without a valid Order.
- **Scheduling.** Siemens requires at least 6 weeks advanced notice from the acceptance of an Order to schedule Professional Services delivery dates when travel is required. Onsite Professional Services shall be delivered consecutively in a single onsite visit unless the applicable Order includes the additional fees and incidental expenses associated with multiple visits.
- **Unused Professional Services.** Unless otherwise specified in the Order, Siemens reserves the right to expire any unused Professional Services 6 months from the Effective Date set forth on the Order, and Customer will not be entitled to receive a refund for any fees prepaid for such expired Professional Services.
- **Customer Cooperation.** Customer will cooperate reasonably and in good faith with Siemens in its performance of Professional Services by: (i) providing access to any necessary Customer Data, (ii) allocating sufficient resources and timely performing any tasks reasonably necessary to enable Siemens to perform its obligations under the Order, and (iii) actively participate in scheduled project meetings. Any delays in the performance of Professional Services or delivery of Deliverables caused by Customer may result in additional applicable charges for resource time.
- **Incidental Expenses.** Customer will reimburse Siemens for travel and related business expenses incurred in connection with Professional Services. If an estimate of incidental expenses is included in the Order, Siemens will not exceed a 5% inflation of such estimate without the written consent of Customer.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To"



location provided by Customer. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>).

- Billing frequency other than annual is subject to additional processing fees.
- Provide Siemens with the purchase order number, if applicable. Acceptance of this Order without a purchase order number indicates that a purchase order is not necessary. Please reference Q-418256 on any applicable purchase order and email to Purchaseorders@Brightlysoftware.com (<mailto:Purchaseorders@Brightlysoftware.com>)
- Brightly Software, Inc. can provide evidence of insurance upon request.



Q-418256

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the day and year last written below.

Brightly Software

Village Of Mcfarland

Signed by:
By: Jeff Pavey
8EE57C5180284F4...
[Signature]
Name: Jeff Pavey
[printed or typed]
Title: Senior Sales Manager
Date: 11 December 2024

By: _____
[Signature]
Name: _____
[printed or typed]
Title: _____
Date: _____