



VILLAGE OF JACKSON
VILLAGE BOARD MEETING AGENDA
Tuesday, December 12, 2023 at 7:30 PM
(Or immediately following Budget & Finance Committee)

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
 - a. Presentation from Dillan Krutina of Jackson Scout Troop #765 - Eagle Scout Project Proposal
 - b. Overview of New Village Website
 - c. Final Review of the Financial Management Plan
4. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
5. Consent Agenda
 - a. Approval of Minutes for the Village Board Meeting of November 14, 2023
 - b. Resolution 23-29 - Resolution Establishing 2024 Fees for the Village of Jackson, Washington County, Wisconsin
 - c. Resolution 23-30 - Resolution Approving Election Officials for 2024-2025, for the Village of Jackson, Washington County, Wisconsin
 - d. Resolution 23-31 - Amending Election Inspector Wages
 - e. Resolution 23-32 - Resolution Increasing Elected Official Compensation
 - f. Resolution 23-33 - Resolution Increasing Appointed Official Compensation
 - g. Landshark Access Memorandum of Understanding Between Washington County Register of Deeds and the Village of Jackson
 - h. Jackson Community Center Revised Rental Forms and Fees
 - i. Easement Agreement for Use of Public Right of Way on Mill Road - Sysco Corporation, Inc.
6. Approval of Licenses
 - a. Entertainment License for Jackson Community Center
 - b. Entertainment License for Action in Jackson
7. Budget and Finance Committee

- a. Pay Request #2 - Jackson Waste Water Treatment Facility Storage Garage - Hunzinger Construction, in the Amount of \$257,119.48
 - b. Pay Request #4 - 2023 Utility Street Improvement Project - Vinton Construction, in the Amount of \$104,719.39
 - c. Pay Request #7 - STH 60 Utility Upgrade Project - Advanced Construction, in the Amount of \$57,835.84
 - d. Pay Request #1 - STH 60 Street Light Project - Wil-Surge, in the Amount of \$112,813.38
8. Personnel Committee
 - a. Proposed Updates to Employee Descriptions - Administrative Offices and Parks and Recreation Offices
 9. Parks and Recreation Commission
 - a. Eagle Scout Project Proposal - Dillan Krutina, Jackson Scout Troop #765
 10. West Bend School District
 11. Washington County Board Report
 12. Greater Jackson Business Alliance
 13. Mid-Moraine Municipal Association Report
 14. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

1. Updates to Section IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees; and
 2. To Discuss the Village Strategic Approach Related to the Sale and Development of Properties Publically Owned in TID 7.
15. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 16. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this

meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

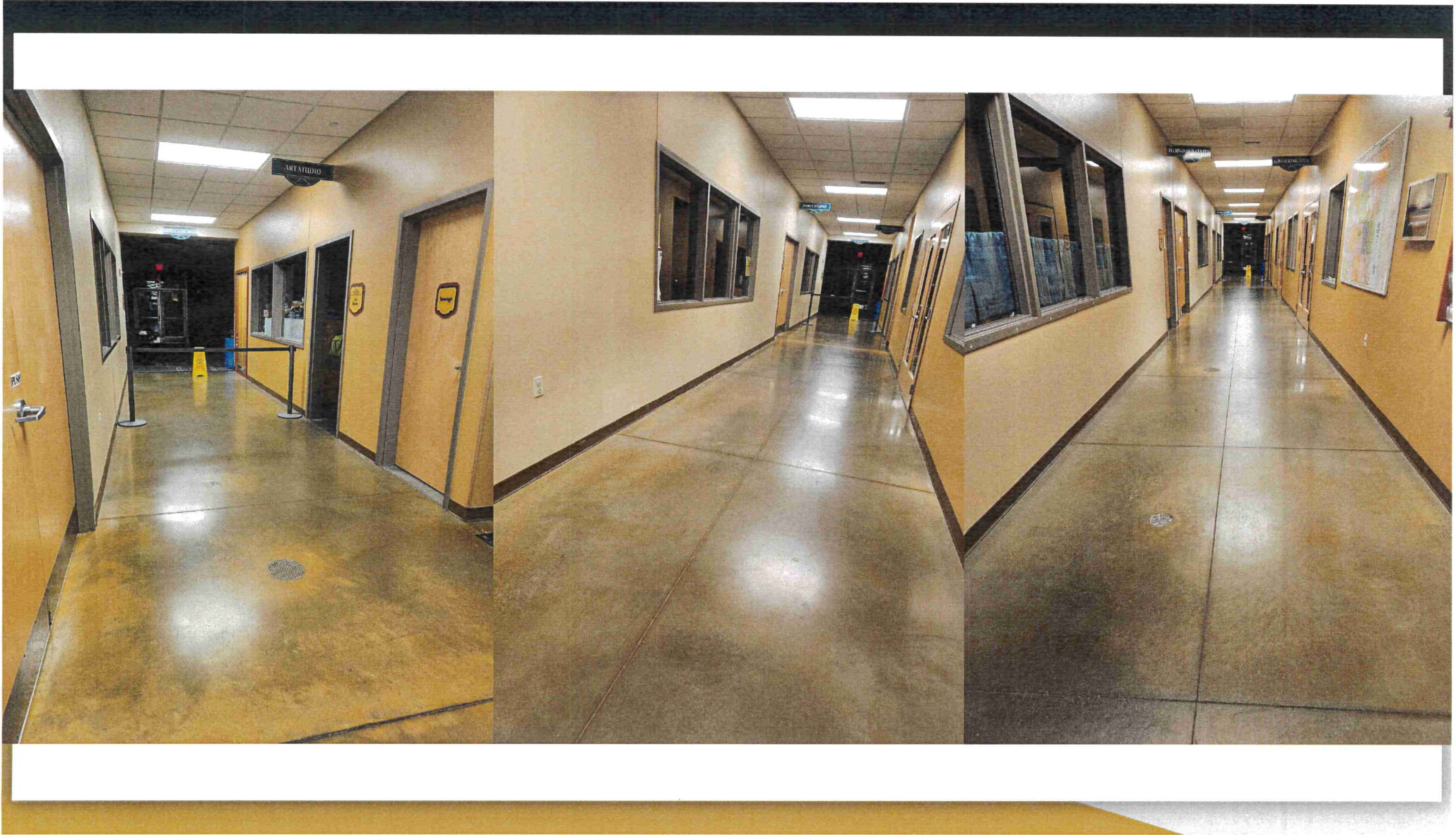


My Eagle Scout Project

By Dillan Krutina

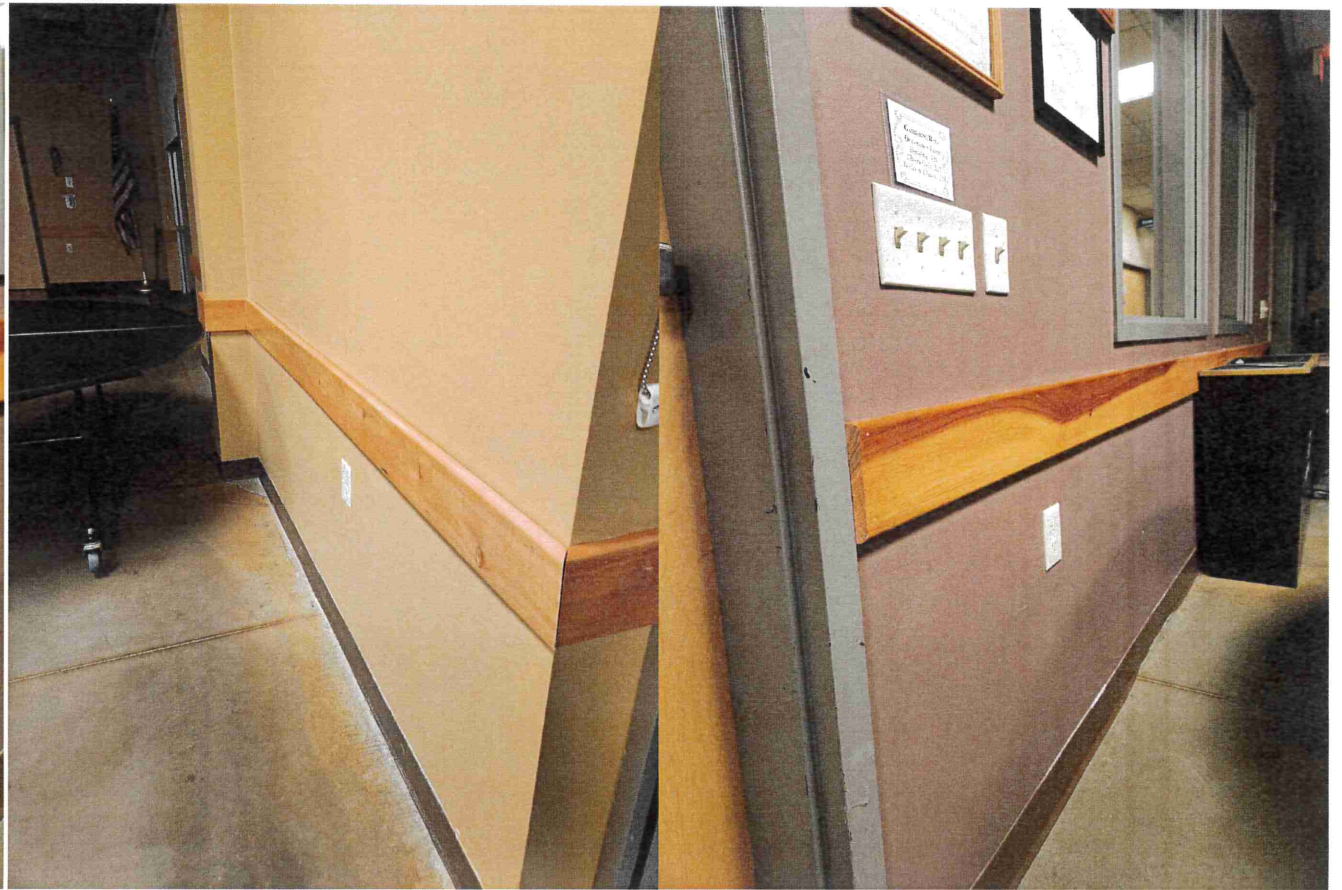
About My Project

My project is about installing a chair railing in the west wing of the Jackson Community Center. It will help so the the Community Center does not have to do a lot of repair on the wall from the chairs and other things that hit the walls.



The Materials That Will Be Needed

- 160 ft of wood that is 1 by 6
- 10 tubes of carpenters glue
- 100 finish nails
- Need two cans of stain



Supplies and Tools

The project requires the use of water, safety glasses and garbage bags and the use of a table saw or miter saw, as well as 2 or 3 routers and a planer that will be used under supervision.

Permits and Permission

- Working with the Jackson Park & Recreation Director to determine a suitable project.
- Seeking approval to proceed with the project by the Jackson Village board.
- Final approval by Scout Unit Leader, Scout Unit Committee, Project Beneficiary and Scout Council.

Price

- Materials:\$850
- Supplies: \$100
- Tools: will be provided
- Total costs:\$950
- Fundraising: I will raise money by soliciting monetary donations and In-kind supplies, such as the wood.

Step by Step Direction

1. Material will be purchased and transported to where we will begin the wood working
2. The wood will be cut in to the proper size.
3. The wood will be planed to be flush.
4. The wood will be routed to make it rounded to match the existing chair railing.
5. Wood will be cleaned and prepped the get the dust off.
6. Then it will be stained to match existing.
7. Installation in the hallway with nails and glue.

Thank you for
your time and
consideration.

MINUTES
VILLAGE BOARD MEETING
Tuesday, November 14, 2023 at 7:30 PM
Village Board Meeting

1. Call to Order and Roll Call

The meeting was called to order at 7:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Kruepke, Tr. Matter, and Tr. Wells.

Members Excused: Tr. Olson

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Lieutenant Todd Fristed, Fire Chief Aaron Swaney, Building Inspector Collin Johnson, Public Works Director Brian Kober, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those who were in attendance.

3. Presentations

a. Project Update - Zimmerman Architectural Studios, Inc. - Jackson Community Center Expansion Phase II

Jack Bloom with Zimmerman Architectural Studios, Inc. and representatives with Moore Constructions Services provided a powerpoint presentation of the current status of the Jackson Community Center Expansion Phase II. An outline was provided of the projected upcoming schedule. Artist renderings of the pending updates were provided.

No formal action was taken.

4. Public Hearings

No citizens were present who wished to speak on the listed public hearings.

a. 2024 General Fund Budget

b. Ordinance #23-16 - Establishing Zoning District PUD-06 - Laurel Springs Villas Subdivision - Bielinski Homes, Inc.

c. Ordinance #23-17 - Establishing R-1 Zoning for Parcel V3_052200A - Just Two Neighbors, LLC

- d. Conditional Use and Site Plan Review - Cedar Creek Townhomes - James Kupfer
- e. Conditional Use and Site Plan Review - N173W11843 Northwest Passage - Manzoor Enterprises, LLC - Design 2 Construct

5. **Village Citizen Comment on an Agenda Item** (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

Ms. Regan Minaudo, of W207N17366 Parkview Drive, spoke on agenda item #10. Ms. Minaudo gave a statement regarding the desire for a Jackson School District and the reasoning behind it.

6. **Consent Agenda** (Prior to voting on the Consent Agenda, items may be removed at the request of any Trustee and placed on the agenda following this item.)

- a. Approval of Minutes for the Village Board Meeting of October 10, 2023
- b. Approval of Minutes for the Special Village Board Meeting of October 16, 2023
- c. Approval of the Minutes for the Special Village Board Meeting of October 31, 2023
- d. Resolution #23-25 - Adopting 2024 General Fund Budget
- e. Resolution #23-26 - Adopting the 2023 Tax Levy for the 2024 Budget
- f. Resolution #23-27 - Adopting the 2024 Water Utility Budget
- g. Resolution #23-28 - Adopting the 2024 Sewer Utility Budget

Items 6d - Resolution #23-25 and 6e - Resolution #23-26 were requested to be pulled off the consent agenda by Pres. Heckendorf. No objection was made.

The motion to approve the remaining items, a through c, f, and g, in the consent agenda was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to approve Resolution #23-25 was made by Tr. Kruepke and seconded by Tr. Wells.

Vote: 4 ayes, 1 nay (Tr. Emmrich), and 1 abstain (Pres. Heckendorf). Motion carried.

The motion to approve Resolution #23-26 was made by Tr. Kruepke and seconded by Tr. Wells. Discussion: Tr. Emmrich expressed his desire not to raise taxes at this time.

Vote: 4 ayes, 1 nay (Tr. Emmrich), and 1 abstain (Pres. Heckendorf). Motion carried.

7. Budget and Finance Committee

- a. Pay Request #5 - Oaks of Jackson Subdivision - DF Tomasini Contractors Inc., in the Amount of \$164,009.14

The motion to approve Pay Request #5 for the Oaks of Jackson Subdivision to DF Tomasini Contractors Inc., in the amount of \$164,009.14, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Pay Request #1 - Jackson WWTF Storage Garage - Hunzinger Construction, in the Amount of \$107,690.10

The motion to approve Pay Request #1 for the Jackson Waste Water Treatment Facility Storage Garage to Hunzinger Construction, in the amount of \$107,690.10, was made by Tr. Engelhardt and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Change Order #2, Final - Jackson Tennis Pickleball Project - Vinton Construction, in the amount of \$20,138.95

The motion to approve Change Order #2, Final, for the Jackson Tennis Pickleball Project to Vinton Construction, in the amount of \$20,138.95, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Pay Request #3, Final - Jackson Park Tennis Pickleball Project - Vinton Construction, in the Amount of \$33,775.71

The motion to approve Pay Request #3, Final, for the Jackson Park Tennis Pickleball Project to Vinton Construction, in the amount of \$33,775.71, was made by Tr. Wells and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Proposal - Hickory Lane Reconstruction Project - Gremmer & Associates, not to Exceed \$149,359.00

The motion to approve the proposal of Gremmer & Associates for the Hickory Lane Reconstruction Project, not to exceed \$149,354.00, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Correction was noted that the proposal was for \$149,354.00, not the \$149,359.00 noted on the agenda.

Vote: 6 ayes, 0 nays. Motion carried.

- f. Proposal - Ridgeway Dr. and Chestnut Ct. Reconstruction Project - Cedar Corp., not to Exceed \$24,000.00

The motion to approve the proposal from Cedar Corp. for the Ridgeway Dr. and Chestnut Ct. Reconstruction Project, not to exceed \$24,000.00, was made by Tr. Engelhardt and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

8. Plan Commission

- a. Development Agreement - Laurel Springs Villas Subdivision - Bielinski Homes, Inc.

The motion to approve the development agreement for Laurel Springs Villas Subdivision by Bielinski Homes, Inc., was made by Tr. Kruepke and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Ordinance #23-16 Creating Residential Zoning District PUD-06 for Laurel Springs Villas

A motion to approve Ordinance #23-16 was made by Tr. Kruepke and seconded by Tr. Wells.

Votes: 6 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #23-16 was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye
Tr. Emmrich: Aye
Tr. Engelhardt: Aye
Tr. Kruepke: Aye
Tr. Matter: Aye
Tr. Wells: Aye

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #23-16 was made by Tr. Kruepke and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- c. Ordinance #23-17 - Establishing R-1 Zoning for Parcel V3_052200A - Just Two Neighbors, LLC

A motion to approve Ordinance #23-17 was made by Tr. Kruepke and seconded by Tr. Emmrich. Discussion: Tr. Matter asked for clarification on the entity name, as it varied across different sources. Staff confirmed the ordinance would be revised to reference the ownership as "Just Neighbors 2 LLC." It is a non-substantive change to the ordinance to ensure the correct LLC is listed.

Votes: 6 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #23-17 was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye
Tr. Emmrich: Aye
Tr. Engelhardt: Aye
Tr. Kruepke: Aye
Tr. Matter: Aye
Tr. Wells: Aye

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #23-17 was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Development Agreement - Cedar Creek Townhomes - James Kupfer

The motion to approve the development agreement for Cedar Creek Townhomes by James Kupfer was made by Tr. Wells and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Conditional Use and Site Plan Review - Cedar Creek Townhomes - James Kupfer

The motion to approve the conditional use and site plan review for Cedar Creek Townhomes by James Kupfer, subject to the provided conditions, was made by Tr. Wells and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

The provided conditions listed were:

1. Village approval of the onsite stormwater plan; and
2. Agreement to provide means to either provide separate water utilities for each unit and/or a single water service to be billed to the Condominium Association; and

3. Upon receipt of a written complaint and review by the Plan Commission, this conditional use approval may be subject to additional regulation and/or potential revocation by the Village.

- f. Conditional Use and Site Plan Review - N173W11843 Northwest Passage - Manzoor Enterprises, LLC - Design 2 Construct

The motion to approve the conditional use and site plan review for N173W11843 Northwest Passage by Manzoor Enterprises, LLC with Design 2 Construct as applicant, subject to the provided conditions, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

The provided conditions listed were:

1. Village approval of the onsite stormwater plan; and
2. Upon receipt of a written complaint and review by the Plan Commission, this Conditional Use approval may be subject to additional regulation and/or potential revocation by the Village.

- g. Extraterritorial Plat Review for a Two-Lot Certified Survey Map - 2028 Hwy 60 - John and Debra Goll

The motion to approve the extraterritorial plat review for a two-lot certified survey map for the property located at 2028 Hwy 60 for John and Debra Goll was made by Tr. Emmrich and seconded by Tr. Matter.

Vote: 6 ayes, 0 nays. Motion carried.

9. Personnel Committee

- a. Review and Discussion of Chapter IV of the Village of Jackson Employee Handbook

Administrator Keller provided an overview of the items contained in the agenda packet with regard to section IV of the Village of Jackson Employee Handbook. Tr. Emmrich pointed out a need for flexibility for additional bereavement leave, if needed, to go above the indicated time allowed, with clarification that it could pertain to immediate or extended family members. Pres. Heckendorf agreed, permitting it is not going into unpaid time off. Tr. Matter inquired if consideration given to having to take a set amount of time required to take off. Administrator Keller explained the need for flexibility within departments and deferring to management to ensure operations are able to be maintained.

No formal action taken.

10. West Bend School District

Tr. Wells reported there will be a facilities assessment overview at next meeting.

11. Washington County Board Report

Pres. Heckendorf provided an overview of Supervisor Schwab's monthly email. Overview of the budget at the county level and indicated these items are available on Washington County's website.

12. Greater Jackson Business Alliance

Tr. Matter reported, annual holiday gathering to be held November 15, 2023. Explanation of involvement with pickleball courts project. Overview of plan to increase scholarships given out by the Alliance.

13. Mid-Moraine Municipal Association Report

Administrator Keller reported they will meet again beginning in January 2024.

14. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

1. Updates to Chapter IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees; and
2. To Discuss the Village Strategic Approach Related to the Sale and Development of Properties Publically Owned in TID 7.

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) and Wis. Stats. §19.85(1)(e) was made by Pres. Heckendorf and seconded by Tr. Emmrich. Roll vote taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Engelhardt: Aye

Tr. Kruepke: Aye

Tr. Matter: Aye

Tr. Wells: Aye

Vote: 6 ayes, 0 nays. Motion carried. The vote was taken at 8:16PM. A five-minute break was given before proceeding into the closed session. The meeting proceeded into closed session at 8:21 PM. Those present in the closed session were the Village Board members and Administrator Keller, as well as representatives for EDWC, for closed session item 2 only.

15. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried. The meeting reconvened into open session at 10:15 PM.

The motion to authorize the Village Administrator and EDWC to negotiate the sale of land to 250 Focus, per the terms discussed in closed session, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

A motion was made by Tr. Emmrich and seconded by Tr. Wells to authorize the Village Attorney and the Village Administrator to review, revise, and distribute to employees the updated Section IV Leave Policies of the Employee Handbook, and to allow for a one-time adjustment of leave benefit for specific employees, as discussed in closed session, effective January 1, 2024, subject to the following amendments:

1. The bereavement benefit to be amended to allow for employees to exceed the two-day minimum in the event they have remaining paid time off available to them, subject to the immediate supervisor's approval.
2. No paid time off benefit shall be accessible to part-time employees.
3. Upon one month of employment, employees shall be eligible to use 10 vacation days. This benefit may be prorated upon hire and shall require reimbursement to the Village should the employee utilize vacation time and resign or be terminated within the first calendar year of employment.
4. Language referencing 2:1 years of experience credits for vacation time, available to employees upon hire, shall only apply to Department Heads. This benefit may be prorated upon hire and shall require reimbursement to the Village should the employee utilize the vacation time and resign or be terminated within the first calendar year of employment.

16. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried. The meeting was adjourned at 10:18 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

RESOLUTION #23-29

RESOLUTION ESTABLISHING 2024 FEES FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

WHEREAS, the Village of Jackson is responsible to set fees for special services, penalties, and user fees established through policies and the Village Code; and

WHEREAS, these fees are referenced in the Village Code to be established by Resolution; and

WHEREAS, these fees are to be reviewed annually for appropriateness; and

WHEREAS, a list of these fees is attached to this Resolution; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby amend and implement the attached fee and penalty schedule for 2024.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Brian Heckendorf – Village President

Attest: _____
Anastasia Gonstead – Village Clerk

Proof of Posting:

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

Village Official

Date

POLICE DEPARTMENT		
False Alarm:		
	First Two false alarms in one calendar year:	No Charge
	Third through fifth false alarms in one calendar year:	\$50.00
	Sixth and Subsequent false alarms in one calendar year:	\$75.00
Copies:		
	Reports	\$.25 per page
	Legal Documents (ss 814.70(6))	\$1.00 per page
	Mailed Requests	Actual Postal Cost + Fees
Fingerprinting	Non-Law Enforcement	\$20.00
PBT Alcohol Breath Test		
	Non-Law Enforcement	\$15.00 each test
Photographs and Videos		\$5 per CD or DVD
Vehicle Impound		\$15.00 / day
CLERK'S OFFICE		FEE PER UNIT
Liquor/Fermented Malt Beverage:		
	Class "A" Fermented Malt Beverage	\$200.00
	"Class A" Intoxicating Liquor	\$375.00
	Class "B" Fermented Malt Beverage	\$100.00
	"Class B" Intoxicating Liquor	\$375.00
	Publication Fee	\$30.00
	"Class C" Wine	\$100.00
	Extension of Premise License	\$25.00
	Picnic License	\$10.00
	Cigarette License	\$65.00
	Operator / Bartender License	\$48.00
	(\$41 for License; \$7 Background Check Fee)	
	Copy of Operator / Bartender License	\$1.00
	Certified Copy of Operator / Bartender License	\$5.00
	Change of Agent Fee	\$22.00
	(\$15 for Change of Agent; \$7 Background Check Fee)	
Entertainment License	Annual License	\$150.00
	Single Event	\$25.00
Hotel / Motel License		
	Annual Fee	\$150.00
Tattoo / Piercing Fees:		
	Annual Establishment License Fee	\$250.00
	Annual Operator License Fee	\$50.00
Administration Office Fees		
	Administrative Services Fee	20% of total or \$5.00 Minimum
	Fax Fee	\$2.00 for the first page and \$0.50 for each additional page
	Interest on Delinquent Receivables	1.5% per month
	Notary Service - Non Village Resident	\$5.00
	NSF Fee	\$40.00
Special Assessment		
	Turn around by mail within a week	\$50.00
	E-Mail / Fax /Rush	\$70.00
Copies		
	Single Black and White One Sided Copy 8 1/2 x 11	.25 per copied page
	Single Color One Sided Copy 8 1/2 x 11	.75 per copied page
	Tax Bills	\$7 per re-print
Engineering	Street Opening / Excavation Permits	\$100.00
Massage		
	Initial Establishment License Fee	\$200.00
	Annual Establishment License Renewal Fee	\$125.00
	Annual Technician License Fee	\$35.00
Peddler Permit		
	Fee for 1 permit for 30 days	\$100.00
	Each Additional worker permit (same company)	\$15.00

Planning Application		
	Concept Plan	\$50.00
	Comprehensive Plan Amendment	\$400.00
	Conditional Use - Full Review or Amendment	\$175.00
	Conditional Use - Special Use to Existing CU	\$50.00
	Planned Unit Development	\$425.00
	Planned Unit Development - Special Use to Existing PUD	\$50.00
	Zoning, Rezoning, Amendment	\$425.00
	Certified Survey Map / Minor Subdivision	\$150.00
	Extra - Territorial Plat / Certified Survey Map	\$150.00
	Extra - Territorial Plat Outside Sanitary Service Area	\$50.00
	Preliminary Plat	\$300.00
	Final Plat	\$125.00
	Re-Application of Final Plat	\$125.00
	Annexation / Attachment	\$400.00
	Annexation Agreement	Developer pays all costs
	Developer Agreement	Developer pays all costs
	Street Easement Vacation	\$175.00
Residence Board		
	Application Fee	\$500.00
Special Meeting Fees		
	Board Meeting	\$250.00
	Plan Commission	\$250.00
Zoning Board of Appeals		
	Application Fee	\$400.00
	Applicant to pay all associated professional consultant and legal fees	
Dog & Cat License Fees (Rabies Tag Required)		
	Male / Female Dog Unaltered	\$15.00
	Male / Female Dog Neutered / Spayed	\$10.00
	Male / Female Cat Unaltered	\$10.00
	Male / Female Cat Neutered / Spayed	\$7.00
	Late Fee	\$10.00
	Replacement Dog or Cat Tag	\$2.00
Chicken License Fees		
	New Application	\$75.00
	Annual Renewal	\$25.00
	Late Fee	\$10.00
Mobile Home License		
	Annual Fee	\$415.00
BUILDING INSPECTION		
General Permits - 1. Residential (1 & 2 Family Only)		
	a) New Construction & Additions	\$0.40 per sf. /Min. \$250.00
	b) Alterations, Remodeling, Repairs	\$0.035 per sf./Min \$150.00
	2. Multi-Family Dwellings (three or more dwelling units)	
	a) New Construction & Additions	\$0.40 per sf. /Min. \$300.00
	b) Alterations, Remodeling, Repairs	\$0.35 per sf./Min. \$200.00
	3. Commercial (Office, Retail, Etc.,)	
	a) New Construction & Additions	\$0.40 per sf. /Min. \$300.00
	b) Alterations, Remodeling, Repairs	\$0.35 per sf./Min. \$200.00
	4. Manufacturing or Industrial (Office areas included under #3)	
	a) New Construction & Additions	\$0.40 per sf. /Min. \$300.00
	b) Alterations, Remodeling, Repairs	\$0.35 per sf./Min. \$200.00
	5. Early Start (Construction of Footings and Foundations ONLY)	
	a) Residential (1&2 Family ONLY)	\$190.00
	b) Commercial, Industrial, Manufacturing, Multi-Family	\$275.00
	6. Accessory Structures (Detached Garages, Carports, Gazebos etc.)	
	a) New Construction, Additions Alterations	\$0.035 per sf./Min \$100.00
	7. Other Structures or Projects (All other buildings, structures, alterations and repairs where square footage cannot be calculated)	\$13.00 per \$1,000 of value
Building Plan Examination		Min. \$100.00
	A) Residential (1&2 Family ONLY)	
	1) New Construction	\$200.00
	2) Additions & Remodeling	\$100.00
	B) Commercial, Industrial, Multi-Family	
	1) New Construction	\$300.00

	2) Additions & Alterations	\$200.00
Building Plan Examination continued	C) Accessory Structures (Garages, Sheds, Decks, Pools, etc.)	\$40.00
	D) Multi-Family Residential	\$250.00 +\$20.00/unit
	E) Multi-Family Commercial and Industrial HVAC Review	\$100.00
Occupancy Permits		
	A) Residential (1&2 Family ONLY)	\$60.00
	B) Multi-Family (per dwelling unit)	\$60.00/unit + \$100/Bldg. FD Fee
	C) Commercial, Industrial, Manufacturing	\$180 + \$100 Fire Dept. Fee
	D) Change of Ownership	\$180.00
	E) Additions to Structures	
	1) 1 & 2 Family Residential	\$60.00
	2) Commercial, Industrial, Manufacturing	\$180.00+\$100 Fire Dept Fee
Erosion Control Fees		
	A) Residential (1&2 Family ONLY)	\$150.00/Lot
	B) Multi-Family (per building)	\$300.00 /Bldg. plus \$5/1000 sq. ft. of disturbed area (\$2000 Max)
	C) Commercial & Industrial Lots	\$300.00/Bldg. Plus \$5/1000 sq. ft. of disturbed area (\$2000.00 Max)
	D) Institutional Lots	\$300.00/Bldg. Plus \$5/1000 sq. ft. of disturbed area (\$2000.00 Max)
	E) Additions/Alterations to Structures	\$100.00 Minimum
Special Inspection Fees		
	A) Special Inspections	
	1) Residential (1 & 2 Family)	\$100.00
	2) Multi-Family (per Bldg.)	\$200.00/Bldg.
	3) Commercial & Industrial (per Bldg.)	\$200.00/Bldg.
	4) Other Accessory Structures	\$60.00
	B) Special Inspection with written report	\$50.00 additional
Interior Demolition, Wrecking or Razing of Buildings		
		\$75.00 minimum plus \$0.07/sq. ft. w/\$500.00 Maximum
Moving Buildings over Public Right of Way		
		\$125.00 plus \$0.07/sf
Miscellaneous Fees		
	A) Address Numbers (Complete Set)	\$35.00/ set
	B) Address Numbers (Individual)	\$2.00 / tile
	C) Address Brackets (Small and Large)	\$7.00 - Small / \$10.00 - Large
	D) WI Uniform Building Permit Seal	\$45.00
	E) Technology Fee	\$4.00 Each permit
	F) Roofing Permit	\$75.00
	G) Siding Permit	\$75.00
	H) Fence Permit	\$60.00 +\$40.00 review fee
	I) Window & Door Replacement Permit	\$60.00 + \$40.00 review fee
	J) Shed Permit (150 sq. ft or less)	\$60.00 + \$40.00 review fee
	K) Decks, Balconies, Pergolas & Misc. Structures	\$60.00 + \$40.00 review fee
	L) Pool & Spa Permit (Permanent & Temporary)	\$60.00 + \$40.00 review fee
	M) Sign Permit (Permanent or Temporary)	\$60.00 each sign, includes Temporary Signs
	N) Right-of-Way Permit (Driveway, Approach, Sidewalks, Etc.)	\$60.00 each
HVAC, Plumbing and Electrical Permit Fees:		
		Complete specific Permit form
HVAC	A) Heating up to 150,000 BTU input	\$60.00 per unit
	B) Each additional 50,000 BTU	\$16.00 per 50,000
	C) Fireplace/Woodstove/Incinerator	\$60.00 per unit
	D) Air to Air Heat Recovery Unit	\$60.00 per unit
	E) AC Residential	\$60.00 per unit
	F) AC Commercial (up to three ton unit)	\$60.00 per unit
	G) \$18.00 per ton of cooling over three tons	\$750 max. permit fee
	H) Commercial Exhaust Hoods and Systems	\$150.00 per system
	I) Duct Work (includes New and Alterations)	\$60.00 per system
	J) Gas Supply Piping (New, Repair, Extend)	\$60.00 per system
	K) Failure to Call for Inspection	\$75.00 per inspection
	L) Failure to Obtain Permit Prior to Start	Double of all Fees
Plumbing		
	Drain Connections (\$10.00 each) consisting of:	
Section 1	A) Soil & Vents	
	B) Bath Tubs	
	C) Floor Drain	
	D) Laundry Tray/Tubs	
	E) Drinking Fountains	

	F) Grease Traps	
Plumbing continued	G) Automatic Washer Connections	
	H) Sinks (Lavatories, Kitchen, Bar, Laundry, Service)	
	I) Shower	Total # of connections type A-S multiplied by \$10.00 equates to the fee amount for Section 1 See form for additional information
	J) Water Softener and/or Filtration Device	
	K) Supply or Other Piping System	
	L) Water Closets/Urinals	
	M) Backflow Prevention Device	
	N) Meter Horn (1" Nut/7.5" Spread)	
	O) Dishwasher	
	P) Disposal	
	Q) Water Heater	
	R) Sump Pump	
	S) Hose Bibbs	
Section 2	A) Connection to Sanitary Sewer (Ext)	\$60.00 X Quantity
	B) Connection to Storm Sewer (Ext.)	\$60.00 X Quantity
	C) Water Service (less than 2")	\$60.00 X Quantity
	D) Water Service (more than 2")	\$70.00 X Quantity
	E) Conn. In Bldg. - Sanitary Sewer	\$60.00 X Quantity
	F) Conn. In Bldg. - Storm Sewer	\$60.00 X Quantity
	G) Sewer Sump/Ejector	\$55.00 X Quantity
	H) Catch Basins/Man Holes	\$55.00 X Quantity
Minimum Permit fee of \$60.00 - Total Section 1 & 2		
	Note - Any work begun prior to issuance of a permit will be charged a double permit fee or \$100 minimum.	
Electrical	A) Service Switches, Including alterations thereto	\$40.00 per 100 Amps \$10/100A or fraction over
	B) Temporary Service & Wiring Installation (i.e. construction, fire damage etc.)	\$25.00 each 100A
	C) Feeders & Sub-Feeders (each 100A or fraction thereof)	\$25.00 each 100A
	D) Wireways, busways, under floor raceways or auxiliary gutters	\$1.00/foot
	E) Transformers, reactors, rectifiers, cap, welders, convertors or similar devices	\$50.00/each
	F) RTU's/Commercial Combination Heating & A/C units	\$50.00/each
	G) Commercial Refrigeration or freezer units (Each motor compressor unit)	\$15.00/each
	H) Air-Conditioning Units (each motor compressor unit)	\$20.00/each
	I) Heating unit- Furnace/Boiler/Wall unit/Magic-Pak/Electric Furnace or Heat pump	\$20.00/each
	J) Electric space heating & baseboard system	\$7.00 each
	K) Electric Appliances - Commercial & Residential- range/ oven/ dryer/ dishwasher/ disposal/ water htr.	\$10.00 each
	L) Swimming Pools (Temp. or Perm.)(includes assoc. wiring & Grounding /banding)	\$40.00 each
	M) Hydro-massage tub/ spa/ hot-tub/ sauna/ other	\$25.00 each 100A
	N) Fuel Dispensers for gasoline, oil or similar units	\$20.00 each
	O) Moving picture, x-ray machine, therapeutic apparatus & similar equipment	\$30.00 each
	P) Switches and Convenience outlets	\$0.75 each
	Q) Dimmers, Rheostats, Sensors, GFCI, AFCI, etc.	\$4.50 each
	R) Lighting Fixtures - LED/Incandescent/HID/Other	\$0.75 each
	S) Tubular Lamps (i.e. fluorescent, lumiline)	\$1.00/tube
	T) Strip lighting, track lighting, plug-in strip, trolley wire or similar	\$1.00 each
	U) Fire Alarm Systems	\$100.00 each
	V) Communication Systems (i.e. Cat 5, Coaxial, Door Bells, Security Systems, Antenna, etc.)	\$1.00 each
	W) Power receptacles over 150 volts	\$5.00 each
	X) Motors (Each motor including exhaust, paddle & vent fans)	\$5.00 each
	Y) Signs - Electric illuminated (Each Sign)(i.e. LED, Neon, Fluorescent, incandescent, other)	\$30.00 each
	Z) Power Generators & Alternate Power Systems (i.e. Photo-voltaic, Wind, etc.)	\$150.00 EACH
	AA) Miscellaneous/Other Installations, Alterations or Repairs not described above)	\$75.00/\$100.00
	Failure to call for inspection	\$75.00
	Re-Inspection Fee	First Re-inspection \$75.00, second \$100.00
	Minimum Fee	\$65.00
	FIRE DEPARTMENT	
Office Fee Section:		
	Copies of Reports - black and white no color	\$0.25/page
	Mailed Requests	Actual postage cost
	Administrative Costs	actual costs

False Alarm Section		
	False/Malfunction Alarm	First two (2) annually, no charge
	Third Alarm	\$100.00
	Fourth Alarm and Up	\$100.00 plus actual fire department costs
Miscellaneous Fee Section:		
	Commercial & Industrial Occupancy Inspection	\$25.00 rough, \$25.00 final
	Residential & Multi Family Occupancy Inspection	\$25.00 rough, \$25.00 final
	Hotel & Motel Occupancy Inspection	\$25.00 rough, \$25.00 final
	Educational & Institutional Occupancy Inspection	\$25.00 rough, \$25.00 final
	State Reimbursement for Vehicle Incidents	\$500.00 maximum
	Reimbursement for Vehicle Incidents (other)	\$500.00 maximum
	Extrication of a vehicle	\$500.00
	Event Standby	Actual cost as determined by department
	Fire Extinguisher Training (per session)	\$50.00
Regulated Fireworks/Pyrotechnics Permit Section:		
	Plan Review	\$100.00
Fire Prevention/Prevention Inspections Section:		
Plan Review	Alarm Systems - Heat, Smoke	\$75.00
	Fire Hose Racks	\$75.00
	Fire Suppression Systems - Booths, Hoods	\$75.00
	Private Fire Hydrants	\$75.00
	Private Siamese Connections	\$75.00
	Standpipe Systems	\$75.00
Devices:	Sprinkler Heads - each	\$1.00
	Smoke Detectors - each	\$1.00
	Heat Detectors - each	\$1.00
	Pull Stations - each	\$1.00
	Nozzles - each	\$1.00
	Alarm Notification Devices - each	\$1.00
Acceptance Tests:	Heat/Smoke Detection Systems	\$50.00
	Hood/Booth Suppression Systems	\$50.00
	State Approved Systems	\$100.00
	Sprinkler Systems	\$100.00
	Standpipe Systems	\$100.00
Variances:	Processing State Code Variances	\$100.00
	Processing Local Code Variances	\$100.00
Misc. Fire Protection/Prevention Fees:		
	Applications not filled out correctly/returned	\$25.00
	Minimum Fee	\$50.00
	Failure to call for final inspection	\$100.00
	Work started before permit issued	Double Fee or \$100.00 Minimum
	Occupancy before final inspection	Double Fee or \$100.00 Minimum
Hazardous Materials Response & Standby Costs Section:		
Wages:	Note: All rates are charged per hour or for any portion of an hour	
	Chief	\$60.00 per hour
	Assistant Chief	\$40.00 per hour
	Full-Time Lieutenant	\$30.00 per hour
	Full-Time FF/Paramedic	\$25.00 per hour
	Battalion Chief	\$24.00 per hour
	Captain	\$23.00 per hour
	Motor Pump Operator	\$22.00 per hour
	Firefighter	\$20.00 per hour
	Emergency Medical Technician	\$25.00 per hour
Apparatus:	Note all rates are charged per hour or for any portion of an hour	
	Ladder	\$150.00 per hour
	Engine	\$100.00 per hour
	Tender	\$50.00 per hour
	Ambulance	\$50.00 per hour
Contaminated Equipment Replacement, Materials used for Mitigation and Outside Agencies Cost, plus Ten (10) percent for administrative costs.		
Emergency Medical Services Section:		
Public CPR Training		

	CPR training, pocket mask, book & certification card	\$50.00
EMS continued		
Rate Charges:		
	Imagetrend Reporting per call	\$4.50
	ALS Base Rate for Transportation	\$1,225.00
	ALS 2 Base Rate	\$1,300.00
	BLS Base Rate for Transportation	\$810.00
	ALS Interfacility (Resident)	\$755.00
	ALS Interfacility (Non-Resident)	\$755.00
	Base Rate for non-transport per call + supplies (per patient contact)	\$215.00
	Base Rate for sign off (no Care)	\$80.00
	Base Rate for West Bend FD Paramedic Intercept	\$300.00
	Nursing home/assisted living assists	\$80.00
	Life Assist 1st time	\$100.00
	2nd time	\$150.00
	3rd and up	\$275.00
	Extra attendant	\$150.00
	Medicaid Mileage	\$18.00 per mile
	Transportation cost per patient	\$18.00 per mile
*ALL Supplies are built into the base rates.		
Note* the ability to fluctuate base rate on medication prices with supply and demand throughout the year.		

Village of Jackson
Municipal Bond/Stipulation Schedule
For Village Code Violations
2024

Violations in this section are counted within a one-year period from date of violation.

Alcohol Violations						
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd	
4-1	125.07	Underage Alcohol Consume/Possess				
		17 - 20 years	187.00	313.00	439.00	
		14 - 16 years	124.00	187.00	691.00	
		12 - 13 years	50.00	100.00	500.00	
4-1	125.085	ID Card Violations				
		17 - 20 years	439.00	565.00	691.00	
		14 - 16 years	187.00	439.00	691.00	
		12 - 13 years	100.00	300.00	500.00	
4-1	125.07	Procuring Alcohol				
		17 - 20 years		376.00	439.00	691.00
		14 - 16 years		376.00	439.00	691.00
		12 - 13 years		250.00	300.00	500.00
4-1	125.07	Sale to Underage/Underage on Premises		376.00	439.00	691.00
42-1	346.935	Alcohol in Moving Vehicle		250.00	357.10	495.70
30-8(a)		Alcohol on Public Street		250.00	357.10	495.70
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd	
4-87		Intoxicated Server	250.00	357.10	495.70	
30-1(63)	968.075(5)(a)2	72 Hour No-Contact Viol (Domestic Violence)	1,000.00	1,000.00	1,000.00	
42-1	346.94	Abandoned Motor Vehicle	250.00	357.10	495.70	
30-1(36)	943.37	Alteration of Property ID Marks	250.00	357.10	495.70	
14-63		Alarms: Permit Required	250.00	357.10	495.70	
ANIMALS						
6-27		Animals/Fowl Keeping	250.00	357.10	495.70	
6-25		Animals Not to Run at Large	250.00	357.10	495.70	
6-28		Animal Containment	250.00	357.10	495.70	
6-29	951.01	Animal Cruelty	250.00	357.10	495.70	
6-30		Animal Food/Water	250.00	357.10	495.70	
6-31		Inhumane Tethering	250.00	357.10	495.70	
6-32		Duty to Report Bite	250.00	357.10	495.70	
6-53		Failure to License	250.00	357.10	495.70	
6-54		Exceed Max Allowed	250.00	357.10	495.70	
6-55		Rabies Vaccination	250.00	357.10	495.70	
6-56		Nuisance Dogs	250.00	357.10	495.70	
6-57		Feces Removal	250.00	357.10	495.70	

6-93		Vicious Dog Multi-Family	250.00	357.10	495.70
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
6-100(a)		Chickens Failure to License	250.00	357.10	495.70
6-101(b)		Chickens State Statute/Admin Code Violation	250.00	357.10	495.70
6-102(1)		Chickens Keeping of Rooster	250.00	357.10	495.70
6-102(2)		Chickens Slaughtering of Chickens	250.00	357.10	495.70
6-102(3)		Chickens Inadequately Fed/Water	250.00	357.10	495.70
6-102(4)		Chickens Sanitary/ Inadequate Enclosure	250.00	357.10	495.70
6-102(5)		Chickens Coop Non-Workmanlike Construction	250.00	357.10	495.70
6-102(6)		Chickens Coop Health, Odor, Nuisance	250.00	357.10	495.70
6-102(7)		Chickens Diseased	250.00	357.10	495.70
6-102(8)		Chickens Coop Setback Violation	250.00	357.10	495.70
6-102(9)		Chickens Coop in Wetland, Front Yard, Drainage	250.00	357.10	495.70
6-102(11)		Chickens Failure to Enclose at Night	250.00	357.10	495.70
6-102(12)		Chickens Failure to Contain in Yard	250.00	357.10	495.70
6-102(13)		Chickens Failure to Rodent Proof Feed	250.00	357.10	495.70
30-1(10)	939.32(2)	Attempt Computer Crime under 943.70	250.00	357.10	495.70
42-119(a)		ATV/Snowmobile Illegal Operation	250.00	357.10	495.70
30-1(11)	940.19	Battery	470.50	609.10	747.70
42-1	347.489	Bike Lamps/Equipment Required	187.00	No Increase	2nd/3rd
42-1	346.79	Bike-More than one(1) Prohibited on Bike	187.00	No Increase	2nd/3rd
42-1	346.804	Bike on Sidewalk	187.00	No Increase	2nd/3rd
48-6		Building Code Violations	250.00	357.10	495.70
BURNING					
30-1(13)	941.10	Negligent Use of Burning Materials	250.00	357.10	495.70
18-190		Open Air Burning: Unenclosed Appliance	250.00	357.10	495.70
18-191		Open Air Burning: Vegetation	250.00	357.10	495.70
18-192		Open Air Burning: Balcony/Porch	250.00	357.10	495.70
18-193		Open Air Burning: Bonfires	250.00	357.10	495.70
18-195		Open Air Burning: Torches, etc.	250.00	357.10	495.70
28-31		Chronic Nuisance Property	250.00	357.10	495.70
30-1(3)	175.60(2g) (b) & (c)	Concealed Carry: Fail to Display/Carry Firearms Permit	25.00	25.00	25.00
30-1(4)	175.60 (16)	Concealed Carry: Firearms Viol by Permittee	470.50	609.10	691.00
30-1(59)	961	Controlled Substance/paraphernalia	470.50	609.10	691.00
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
30-1(60)	961.573(2)	Possession of Drug Paraphernalia			
		14 - 16 years	155.50	199.60	243.70
		12 - 13 years	75.00	110.00	145.00
30-1(61)	961.574(2)	Manufacture/Deliver Paraphernalia Under 17	470.50	609.10	691.00
30-1(62)	961.575(2)	Deliver Paraphernalia to Minor	470.50	609.10	691.00
30-45 (a)		Curfew - Juvenile			
		14 - 16 years	124.00	No Increase	2nd/3rd
		12 - 13 years	50.00	No Increase	2nd/3rd
30-45(C)		Curfew - Parent	187.00	262.60	338.20
30-1(24)	943.01	Damage to Property	250.00	357.10	495.70
30-1(25)	943.07	Damage to Railroad Property	250.00	357.10	495.70
30-49	943.01	Damage to Public Property	250.00	357.10	495.70
30-13		Dangerous Weapons: Possess/Discharge	470.50	609.10	691.00
30-1(26)	943.07(4)	Depositing Debris on Railroad	250.00	357.10	495.70
30-1(51)	947.01	Disorderly Conduct	470.50	609.10	691.00
42-61(b)		Driving Conduct	250.00	357.10	495.70
10-3(a)		Entertainment License	250.00	357.10	495.70
30-1(28)	943.11	Entry into Locked Motor Vehicle	250.00	357.10	495.70
30-1(29)	943.125	Entry into Locked Coin Box	250.00	357.10	495.70
30-1(46)	946.42(2)	Escape	470.50	609.10	691.00
30-1(22)		Facsimile Firearms	470.50	609.10	691.00
30-1(47)	946.66	False Complaint Against Police Officer	470.50	609.10	691.00
14-62(a)		False Alarms	250.00	357.10	495.70

30-1(48)	946.69	Falsely Assuming to Act as a Police Officer	250.00	357.10	495.70
30-13		Possession and discharge of dangerous weapon	470.50	609.10	691.00
18-29(b)		Disobey Fire Chief - Fire Scene Safety	250.00	357.10	495.70
18-93		Fire Code: Emergency Lighting	250.00	357.10	495.70
18-96	167.10	Fireworks Sale/Discharge/Possession	187.00	262.60	338.20
44-53		Fire Hydrants: Illegal Use	250.00	357.10	495.70
18-85		Fire Code: NFPA Adopted	250.00	357.10	495.70
30-1(33)	943.21	Fraud: Hotel, Gas Station, Innkeeper	281.50	294.10	313.00
30-1(37)	943.41	Fraudulent Use-Credit Card	250.00	357.10	495.70
30-1(41)	945.02	Gambling	250.00	357.10	495.70
30-1(42)	945.03	Gambling Permit/Premises	250.00	357.10	495.70
30-1(54)	947.013(1m)	Harassment	250.00	357.10	495.70
30-1(49)	946.70	Impersonating a Peace Officer	250.00	357.10	495.70
30-1(43)	946.06	Improper Use of a Flag	250.00	357.10	495.70
30-1(14)	941.12(2&3)	Interfere/Fail Assist Fire	250.00	357.10	495.70
30-1(34)	943.24	Issue Worthless Check (No three tier option, \$250.00 plus restitution each time)	250.00 plus Restitution		
8-361		Junk/Storage Regulated	250.00	357.10	495.70
34-2(a)(1)		Littering: Streets, Water Public & Private Prop	250.00	357.10	495.70
34-2(a) (2)		Littering: From Vehicle	250.00	357.10	495.70
34-2(a)(4)		Littering: Use Refuse Container without Consent	250.00	357.10	495.70
36-2(b)		Littering: Snow	250.00	357.10	495.70
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
30-6		Loitering or Prowling	250.00	357.10	495.70
30-4(a)		Loud/Unnecessary Noise: Generally	250.00	357.10	495.70
30-4(b)		Loud/Unnecessary Noise: Vehicle	250.00	357.10	495.70
30-4(c)		Loud/Unnecessary Noise: Compression Brakes	250.00	357.10	495.70
30-4(d)		Loud/Unnecessary Noise: Small Engines 9pm-7am	250.00	357.10	495.70
30-4(e)		Loud/Unnecessary Noise: Construction 7pm-7am	250.00	357.10	495.70
30-11		Misuse 9-1-1	250.00	357.10	495.70
30-1(7)	450.11(7)	Prescription Drug Violations	470.50	609.10	691.00
		Parking Violations:			
		Improper Parking On/Off Road			\$10.00
		Stopping/Standing on Roadway by School			\$10.00
		Parking/Standing/Stopping Where prohibited			\$10.00
		Improper Parking/Standing of Vehicles			\$10.00
		Night Parking/Standing of Vehicles			\$10.00
		Night Parking (December - April)			\$10.00
		Municipal Property			\$10.00
		One Hour Parking Zones			\$10.00
		Loading Zones			\$10.00
		Heavy Vehicles Parked in Residential Areas			\$10.00
		Recreational Vehicles/More than 72 Hours			\$10.00
		Parking in Excess of 24 Hours			\$10.00
		Parking on the Left Side of Road			\$10.00
		Parking in Private Drive Without Consent			\$10.00
		Parking on Parade Route			\$10.00
		Parking with Key in Ignition			\$20.00
		Parking on Posted Private Property			\$20.00
		Park/Stand where prohibited during Snow Emergency			\$20.00
		Parking in Fire Lanes			\$25.00
		Parking in Handicapped Areas			\$25.00
		(Additional late charges & collection fees may be assessed after 48 hours.)			
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
36-3(a)		Obstruction/Encroachments Streets & Sidewalks	250.00	357.10	495.70
36-96		Parades: DC	250.00	357.10	495.70
		PARKS			
32-24(a)		Parks: Threaten Wildlife	187.00	262.60	338.20
32-24(c)		Parks: Remove Property	187.00	262.60	338.20
32-24 (d)		Parks: Operate Small Vehicles	187.00	262.60	338.20
32-24 (e)		Parks: Tents, Amusement Devices	187.00	262.60	338.20
32-24(f)		Parks: Bikes, Skates, Scooters off Paved Areas	187.00	262.60	338.20
32-24(g)		Parks: Interfere with Others	187.00	262.60	338.20
32-24(h)		Parks: Unauthorized Sales, Raffles, Fundraising	187.00	262.60	338.20
32-24 (i)		Parks: Illegal Fire	187.00	262.60	338.20
32-24 (j)		Parks: Littering	187.00	262.60	338.20
32-24(k)		Parks: Misuse of Property	187.00	262.60	338.20
32-24 (l)		Parks: Disobedience to Park Personnel	187.00	262.60	338.20
32-25		Parks: Vehicles Driven off of Drives	187.00	262.60	338.20

30-1(8)	939.05	Parties to Crime	250.00	357.10	495.70
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
PEDDLERS					
10-54		Peddlers: Permit Required	250.00	357.10	495.70
10-61		Peddlers: Display of Permit	250.00	357.10	495.70
10-85		Peddlers: Obey Posted Signs	250.00	357.10	495.70
10-86		Peddlers: Misrepresentation	250.00	357.10	495.70
10-87		Peddlers: Loud Noise	250.00	357.10	495.70
10-88		Peddlers: Use of Streets	250.00	357.10	495.70
10-89		Peddlers: Hours	250.00	357.10	495.70
42-118		Play Vehicles: On Street	187.00	262.60	338.20
30-1(59)	961.41(3g)(e)	Possession of Marijuana			
		17 & Over	470.50	609.10	691.00
		14 - 16 Years	155.50	199.60	243.70
		12 - 13 Years	75.00	110.00	145.00
28-3		Public Nuisance Prohibited	250.00	357.10	495.70
30-1(64)	948.63	Receive Prop from Child (Pawnbroker or Dealer)	470.50	609.10	747.70
30-1(35)	943.34(1)	Receiving Stolen Property	470.50	609.10	747.70
30-1(12)	941.01	Reckless Driving off Highway	250.00	357.10	495.70
30-1(16)	941.20(1)	Reckless Use of Weapon			
30-1(45)	946.41	Resist/Obstruct Officer	470.50	609.10	747.70
30-1(44)	946.40	Refuse to Aid Officer	250.00	357.10	495.70
30-1(39)	943.50	Retail Theft	470.50	609.10	747.70
20-23	101.123	Smoking Prohibited	187.00	262.60	338.20
36-2(a)		Sidewalk Snow/Ice	250.00	357.10	495.70
42-119(a)		Snowmobile, Illegal Operation	187.00	262.60	338.20
36-3(a)		Streets/Sidewalks: Obstruction	250.00	357.10	495.70
30-1(50)	946.72(2)	Tamper with Public Records	250.00	357.10	495.70
30-1(32)	943.20	Theft	470.50	609.10	747.70
30-1(38)	943.46	Theft of Cable TV Service	470.50	609.10	747.70
<u>ORD</u>	<u>STATUTE</u>	<u>DESCRIPTION</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
30-1(5)	254.92	Tobacco Possession			
		17 Years	187.00	262.60	338.20
		14 - 16 Years	155.50	199.60	243.70
		12 - 13 Years	75.00	110.00	145.00
30-1(2)	134.66	Tobacco Sale to Underage	187.00	262.60	338.20
30-1(5)	254.92(2m)	Tobacco, Procuring			
		17 Years	187.00	262.60	338.20
		14 - 16 Years	155.50	199.60	243.70
		12 - 13 Years	75.00	110.00	145.00
30-1(31)	943.14	Trespass to Dwelling	250.00	357.10	495.70
30-1(30)	943.13	Trespass to Land	250.00	357.10	495.70
30-1(56)		Contributing to Truancy	250.00	357.10	495.70
30-1(55)	947.06	Unlawful Assemblies	250.00	357.10	495.70
30-1(52)	947.012	Unlawful Use of Phone	250.00	357.10	495.70
30-1(53)	947.0125	Unlawful Use Computerized Communication Systems	470.50	609.10	747.70
30-1(17)	941.23	Weapon: Concealed Firearm	470.50	609.10	691.00
30-1(18)	941.231	Weapon: Concealed Knife by Unauthorized Person	470.50	609.10	691.00
48-6		Zoning Code Violations	250.00	357.10	495.70
		Violations may be cited per day			
		Juvenile Violations			
14 - 16 year olds:		Use bond schedule unless indicated above	155.50	199.60	243.70
12 - 13 year olds:		The forfeiture amount is the deposit amount only (Except for truancy violations)			

Forfeitures for violations shall conform to forfeitures for violation of the comparable state offense, including any variations or increases for second offense as published in the State of Wisconsin Revised Deposit Schedules as adopted by the Wisconsin Judicial Conference, and any guidance issued by the Mid-Moraine Municipal Court. The Police Chief is granted authority to establish bond/stipulation for any violations not listed in this document. As soon as practicable, after such action, the Police Chief shall propose the necessary changes in the bond/stipulation schedule.



Jackson Fire Department

"Educating the Community about Fire Safety"

November 28, 2023

Village Board,

Attached is our 2024 fee schedule. Of particular notice is the wage adjustment for Hazardous Material response and standby cost. Standbys are cost that are used for events that are contracted out. This change is due to the increase in wages over the last two years. We also made extensive changes to our EMS charges. We have transitioned over to a new billing company due to consolidation. It is our plan to give this company a chance and see what their collection rate is for 2024. We have received a couple of other quotes if we are unsatisfied with the results. This is a highly recommended company and feel we will have great results. Changes include remove individual supplies and medications and putting them into the base rate. This was highly recommended by MC EMS for a better chance of collecting payment. This also helps the EMS staff with reporting. Should supplies increase during the year, it is our intention to increase the base rate slightly to offset the cost.

Aaron A. Swaney

B.S., Paramedic

Fire Chief/Service Director/Emergency Manager

Jackson Fire Department

aswaney@jacksonfdwi.gov

262-677-3811



MEMO

TO: Village Board

FROM: Anastasia Gonstead, Village Clerk

RE: Proposed Changes to Fees

DATE: November 28, 2023

Background:

As we are currently in the discussion of the 2024 fee schedule, it was important to take assessment if the fees that fall under the purview of my department are set appropriately to our neighboring municipalities. I looked into the current fee schedules of surrounding community. I was able to obtain pertinent information from approximately eight (8) surrounding community, using information available on their municipal websites. Although there are variations in what is included in the fee schedules from community to community, in my research I isolated five (5) fees that appear to need consideration. The below chart outlines my findings.

License Type	Avg w/ Jackson	Jackson	Avg w/o Jackson	2024 Suggestion
"Class A" Intoxicating Liquor	\$377.00	\$260.00	\$406.25	\$375.00
"Class B" Intoxicating Liquor	\$377.00	\$260.00	\$406.25	\$375.00
Cigarette License	\$69.17	\$50.00	\$73.00	\$65.00
Operator License	\$47.43	\$42.00	\$48.33	\$48.00
Replacement cat/dog tag	\$2.33	\$1.00	\$2.00	\$2.00

After my research, I am suggesting we update the aforementioned fees to the "2024 Suggestion" column amounts. This will assist in keeping us in step with our surrounding communities.

Memo

To: Village Board
From: Collin Johnson, Director of Building Inspections & Zoning
Date: 11/29/2023
Re: 2024 Plan Commission Fees

Over the past twenty-four month or so, Village staff have received and processed several requests for amendments to the Village of Jackson's adopted Comprehensive Plan. Events such as development matters and zoning classification/re-classification generally drive the necessity to amend the Comprehensive Plan and, in some instances, the approved Comprehensive Plan Map. These changes are necessary in order to align proposed development or use to the zoning code to facilitate specific use or development requests from private entities.

While the process of amending the Comprehensive Plan is rather straightforward, it nonetheless requires the investment of significant time and effort of Village staff, Plan Commission members, as well as Village Board members. In addition, there are various publication requirements which also come at a cost to the Village.

Staff are recommending a modest fee of \$400.00 to offset the time and costs for such matters as described above. A copy of the Plan Commission Application inclusive of the proposed fee is included for your review.

VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE

(Meetings are held the Third (3rd) Thursday of the month. Applications are DUE at NOON on the LAST FRIDAY of each month.)

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to items in shaded column to right</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copies</u>
CONCEPT PLAN	\$50	1,2,5,12	1) Complete Application (all pages)	Both
COMPREHENSIVE PLAN AMENDMENT	\$400	1,2,3,4,5,9	2) Describe the intended use, operation, or change to existing	Both
CONDITIONAL USE (<i>Note: 1,3</i>)			3) Property owner acknowledgement of the request	Both
- Full Review or Amendment	\$175	1,2,3,4,5,6,7,13,14,15,17,18,19	4) Impact Statement	Both
- *Special Use (to existing CU)	\$50	1,2,3,4,5,6,12	5) Location Map	Both
<i>Administrative review/approval only</i>			6) Development Plan / Site Plan	Both
			7) Preliminary Plat	Both
PLANNED UNIT DEVELOPMENT (<i>Note: 2,3</i>)	\$425	1,2,3,4,5,6,7,8,9,13,14,15,16,17,19	8) Final Plat	Both
- *Special Use (to existing PUD)	\$50	1,2,3,4,5,6,12 (13-21 upon request)		
<i>Administrative review/approval only</i>				
ZONING, REZONING, AMENDMENT (<i>Note 1,2,3</i>)	\$425	1,2,3,5,8 or 9	9) Certified Survey Map	Both
			10) Annexation Petition	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,5,9	11) Annexation Map	Both
			12) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,4,5,9,14,15,16,17,19	13) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT or CSM	\$150	1,2,5,7 / 9		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,5,7 / 9	Engineering Review - Infrastructure	
			14) Grading / Drainage Plan	Both
PRELIMINARY PLAT	\$300	1,2,4,5,7 / 9,14,15,16,17	15) Water / Sanitary Sewer / Storm Sewer Plans	Both
			16) Street / Right of Way cross sections	Both
FINAL PLAT / Final Plat Reappl.	\$125	1,2,4,5,8 / 9,14,15,16,17	17) Erosion Control Plan	Both
			18) Proposed colors / materials	Both
ANNEXATION / ATTACHMENT (<i>Note: 2</i>)	\$400	1,2,3,4,5, 8 / 9,10,11,20	19) Developers Agreement	Both
			20) Annexation Agreement (<i>includes pre-annex agreements</i>)	Both
*STREET EASEMENT/ VACATION	\$175	1,2,3,5,8	21) Other – As requested	Both
<i>*Consult Village Atty. for notice requirements</i>				
Note 1:		Notification of all contiguous property owners.		
Note 2:		Notification of all other municipalities located within 1000' of subject property required. (Includes any non-contiguous.)		
Note 3:		Class II Legal Notice is required.		

***SPECIAL USE PERMITS** are applicable to EXISTING Conditional Use Permits and Planned Unit Developments and may be approved by the Village Administrator. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

Examples of a Special Uses include: New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lesser size or other uses or modifications as determined by the Village.

RESOLUTION #23-30

RESOLUTION APPROVING ELECTION OFFICIALS FOR 2024-2025, FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

WHEREAS, pursuant to sec. 7.30, Wis. Stats., the governing body of a municipality shall appoint election officials in December of each odd numbered year for the next two-year term; and

WHEREAS, in accordance with sec. 7.30(4), the two dominant parties, Democratic and Republican, had until November 30, 2023, to submit names of nominees to serve as party affiliated election officials; and

WHEREAS, the municipality may appoint additional unaffiliated election officials to increase the total number to a level sufficient for staffing polling places; and

WHEREAS, a list of individuals who have indicated their willingness to serve the Village of Jackson in the capacity of election inspector is attached with this Resolution; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve and appoints the nominated election officials for 2024-2025.

Introduced by:_____

Seconded by:_____

Vote: _____ Ayes _____ Nays

Passed and Approved:_____

Brian Heckendorf – Village President

Attest:_____
Anastasia Gonstead – Village Clerk

Proof of Posting:

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

Village Official

Date

NAME	ADDRESS	POLITICAL AFFILIATION	NOTES
ADAMS-BUTLER, KIM	W205N17038 PARKVIEW DR, JACKSON, WI 53037	UNAFFILIATED	
ADRIANO, DON	2284 BROOKSIDE DR, JACKSON WI 53037	DEMOCRAT	
ALFKE, DOUG	W201N16998 CHATEAU DRIVE, JACKSON WI 53037	UNAFFILIATED	
ANDERSON, DEBORAH	2303 N SALISBURY RD, WEST BEND, WI 53090	DEMOCRAT	SPECIAL VOTING DEPUTY ONLY
BALKE, THEODORA	N161W20667 KAMI LN, JACKSON, WI 53037	UNAFFILIATED	
BANOVICH, SANDY	5087 VALLEY TRL, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
BORREMANS, NANCY	N161W18866 HEATHER LYNN CIR, JACKSON WI 53037	UNAFFILIATED	
BORREMANS, RICHARD	N161W18866 HEATHER LYNN CIR, JACKSON WI 53037	UNAFFILIATED	
BOYD, TAMI	W205N17336 SPRING RIDGE DR, JACKSON, WI 53037	REPUBLICAN	
CARTER, PAMELA	3177 TWIN CREEKS RD, JACKSON, WI 53037	UNAFFILIATED	
CROWLEY, BILL	6320 GLEN VIEW PKWY, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
DAUSS, GAIL	W213N10024 BEECH DR, COLGATE, WI 53017	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
DAVIS, ALAN	N173W20281 CRESTVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	
DAVIS, JACKIE	N173W20281 CRESTVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	
DEETJEN, JENNIFER	W203N162060 WHITE OAK CIRCLE, JACKSON WI 53037	UNAFFILIATED	
DILLMAN, LINDA	W207N17409 PARKVIEW DR, JACKSON, WI 53037	UNAFFILIATED	
FIX, NANCY	660 S 14TH ST, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
GIERHART, RENEE	W200N16525 PINE DRIVE, JACKSON WI 53037	UNAFFILIATED	
GUNDRUM, DENNIS	340 PROSPECT ST, KEWASKUM, WI 53040	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
GURATH, JEFF	W203N17352 FRANCIS DR, JACKSON, WI 53037	REPUBLICAN	
GURATH, LINDA	1807 CLOVERVIEW ST, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
GUYANT, LORI	N169W20283 WILSHIRE DRIVE, JACKSON WI 53037	UNAFFILIATED	
HABEL, NANCY	N164W20891 GLEN HILL DRIVE, JACKSON WI 53037	UNAFFILIATED	
HAHN, DUSTIN	N172W20584 WESTFIELD DRIVE, JACKSON WI 53037	UNAFFILIATED	
HEARLEY, HEIDI	W198N16581 LINDEN DRIVE, JACKSON WI 53037	UNAFFILIATED	
HEGY, JANE	621 CABTINI CIR, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
HORA, ROBYN	120 PATRIOT CT, SLINGER, WI 53086	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
INMAN, KRISTEN	412 KAMES COVE, SLINGER WI 53086	UNAFFILIATED	
KAHN, DEBRA	W204N16200 JACKSON DRIVE, JACKSON WI 53037	UNAFFILIATED	
KITZKE, LISA	N169W20322 CHATEAU DR, JACKSON WI 53037	DEMOCRAT	
KOTOWICZ, JESSICA	W206N6134 STONEBROOK DR, JACKSON WI 53037	UNAFFILIATED	
KRUEGER-GUNDRUM, LOIS	301 WINTER LN, SLINGER, WI 53086	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
LIPPOLD, JOHN "JACK"	W203N16261 WHITE OAK CIRCLE, JACKSON WI 53037	REPUBLICAN	
LIPPOLD, SANDY	W203N16261 WHITE OAK CIRCLE, JACKSON WI 53037	REPUBLICAN	
LIPSKI, SALLY	N168W19824 RIDGEWAY COURT, JACKSON WI 53037	UNAFFILIATED	

LYNCH, GAIL	N161W19114 OAKLAND DR, JACKSON, WI 53037	UNAFFILIATED	
MALANCHE, GINA	N168W21700 MAIN ST LOT 372, JACKSON, WI 53037	UNAFFILIATED	
MEITZ, JENNIFER	N161W20770 KAMI LANE, JACKSON WI 53037	UNAFFILIATED	
MOST, THOMAS	W208N16540 GLEN HILL DR, JACKSON WI 53037	UNAFFILIATED	
NEIDNER, DEBBIE	N167W20819 REYNOLDS AVENUE, JACKSON WI 53037	UNAFFILIATED	
OLSON, LYNN	N170W20720 PARKVIEW COURT, JACKSON WI 53037	UNAFFILIATED	
PALMQVIST, JUSTIN	W201N16220 ASH DRIVE, JACKSON WI 53037	UNAFFILIATED	
PAYNE, JEAN	458 RIDGEFIELD PASS, HARTFORD, WI 53027	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
PAZ, RAMIRO	W204N17093 JACKSON DR, JACKSON WI 53037	UNAFFILIATED	
PICK, MELADEE	N161W19503 HEATHER DR, JACKSON WI 53037	UNAFFILIATED	
PLIER, NANCY	W200N16856 PARK COURT, JACKSON WI 53037	UNAFFILIATED	
POISSON, DALE	W206N1619 STONEBROOK DR, JACKSON WI 53037	UNAFFILIATED	
PORTS, LEANNE	2298 BROOKSIDE DR, JACKSON WI 53037	UNAFFILIATED	
POTRATZ, PHILIP	W197N17158 STONEWALL DR, JACKSON, WI 53037	UNAFFILIATED	
QUADE, CARRIE	1147 ELLYS WAY, SLINGER WI 53086	UNAFFILIATED	
REIK, SARAH	W198N16569 LINDEN DR, JACKSON, WI 53037	REPUBLICAN	
SCHLENZ, HEIDI	N161W20256 RIVERVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	
SCHLENZ, JOHN	N161W20256 RIVERVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	
SCHOENECK, JONATHAN	W197N17098 STONEWALL DR, JACKSON, WI 53037	UNAFFILIATED	
SCHULIST, TERRI (THERESE)	W201N16209 ASH DRIVE, JACKSON WI 53037	UNAFFILIATED	
SCHULTEIS, JODI	3276 CROSSWIND CT, COLGATE, WI 53017	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
THOMPSON, MARY JO	3615 EAST CLIFF DR, RICHFIELD, WI 53076	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
VERTIN, RENEE	257 LINCOLN DR N, WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
VEY, TERRY	W208N16593 S CENTER ST APT 4, JACKSON WI 53037	UNAFFILIATED	
WALKER, LISA	N168W21700 MAIN ST LOT 366, JACKSON WI 53037	DEMOCRAT	
WALLS, DARLENE	922 ROSELAND DR #4, KEWASKUM, WI 53040	REPUBLICAN	SPECIAL VOTING DEPUTY ONLY
WATERS, BARBARA	N160W18913 OAKLAND DRIVE, JACKSON WI 53037	REPUBLICAN	
WATERS, RALPH	N160W18913 OAKLAND DRIVE, JACKSON WI 53037	REPUBLICAN	
WEILAND, MARY	W202N17281 OAKWOOD DRIVE, JACKSON WI 53037	REPUBLICAN	
WETTSTEIN, DAVE	N166W19520 RAVENS WAY, JACKSON WI 53037	UNAFFILIATED	
WETTSTEIN, PATRICIA	N166W19520 RAVENS WAY, JACKSON WI 53037	UNAFFILIATED	
WIERSCHEM, REBECCA	N173W20110 CRESTVIEW DR, JACKSON WI 53037	UNAFFILIATED	
WILLS, SANDY	N162W19335 OAKLAND DRIVE, JACKSON WI 53037	UNAFFILIATED	

RESOLUTION #23-31

RESOLUTION AMENDING ELECTION INSPECTOR WAGES

WHEREAS, on October 13, 2020, the Village of Jackson Village Board approved an Election Inspector wage of \$11.50 per hour, with an additional \$0.50 per hour for Chief Election Inspectors for the additional duties they incur for elections; and

WHEREAS, at the September 12, 2023, the Village of Jackson Personnel Committee was presented with a proposal wherein the Election Inspector wage be increased to \$12.00 per hour; and

WHEREAS, additionally, the proposal further suggested an additional lump sum payment for those serving in the capacity of Chief Election Inspector on election day, \$20.00 for a half day and \$40.00 for a full day, for the additional duties they incur for elections; and

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned wage increases for Election Inspectors, effective January 1, 2024.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Brian Heckendorf – Village President

Attest: _____
Anastasia Gonstead – Village Clerk

Proof of Posting:

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

Village Official

Date

RESOLUTION #23-32

RESOLUTION INCREASING ELECTED OFFICIAL COMPENSATION

WHEREAS, under the Village's current compensation practices, the Village President is provided base compensation of \$4,000 per year with additional compensation at a rate of \$15 per regular meeting attended and \$30 per special meeting attended; and

WHEREAS, this compensation practice has resulted in average total annual compensation to the Village President of \$4,500 - \$4,900; and

WHEREAS, under the Village's current compensation practices, Village Trustees are provided base compensation of \$3,000 per year with additional compensation at a rate of \$15 per regular meeting attended and \$30 per special meeting attended; and

WHEREAS, this compensation practice has resulted in average total annual compensation to Village Trustees of \$3,500; and

WHEREAS, the Village has found that compensating the President and Trustees partly on the basis of meetings attended imposes an administrative burden, as it requires tracking attendance at meetings and creates ambiguity when individuals attend only portions of meetings; and

WHEREAS, Village staff has determined that compensating the President and Trustees solely on annual base compensation will reduce the Village's administrative burden and eliminate the above-mentioned ambiguity; and

WHEREAS, Village staff has recommended that the Village compensate the Village President at the flat rate of \$7,000 per year; and

WHEREAS, Village staff has also recommended that the Village compensate Trustees at the flat rate of \$5,000 per year; and

WHEREAS, the Village of Jackson Board of Trustees has determined that these rates, which would take effect upon the beginning of the next terms of office, would equitably compensate the Village's President and Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned compensation increases for the Village President and Village Trustees, effective July 1, 2025; and

FURTHER RESOLVED, that for the period beginning January 1, 2024 and ending July 1, 2025, the Village will compensate the Village President and Village Trustees at the

flat rates of \$4,900 per year and \$3,500 per year, respectively, representing no change in the amount of compensation but only a change in the mechanics of compensation.

Introduced by:_____

Seconded by:_____

Vote: _____ Ayes _____ Nays

Passed and Approved:_____

Brian Heckendorf – Village President

Attest:_____
Anastasia Gonstead – Village Clerk

Proof of Posting:

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

Village Official

Date

Common Council Pay Survey
Washington County - 2023

Community	Population	Ald/Trustee	Mayor/President	
Hartford	16024	\$4,000	\$8,000	
West Bend	31619	\$4,236	\$7,618	Alderpersons get \$780 allowance/year. Mayor gets \$1800 allowance/year. No term limits.
Richfield	11800	\$4,605	\$11,440	No term limits
Slinger	6106	\$4,500	\$6,000	No term limits
Newburg	1254			
Germantown	19749	\$5,500	\$8,000	No term limits
Kewaskum	4004			
Jackson	8001	\$3,000	\$3,500	\$15/additional mtg, both president & trustees. Two year term limits for both.
Avg		\$4,307	\$7,426	

RESOLUTION #23-33

RESOLUTION INCREASING APPOINTED OFFICIAL COMPENSATION

WHEREAS, the Village currently compensates appointed Village officials, including appointed committee, board, and commission members, at a rate of \$15 per meeting attended; and

WHEREAS, after reviewing the Village's compensation practices, Village staff have recommended that compensation for appointed Village officials, including appointed committee, board, and commission members, be increased to \$30 per meeting attended; and

WHEREAS, the Village of Jackson Board of Trustees believes that a rate of \$30 per meeting attended is equitable compensation for the Village's appointed officials.

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve the aforementioned compensation increase for appointed Village officials, including appointed committee, board, and commission members, effective January 1, 2024.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Brian Heckendorf – Village President

Attest: _____
Anastasia Gonstead – Village Clerk

Proof of Posting:

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

Village Official

Date



REGISTER OF DEEDS

Sharon Martin, Register of Deeds
Lisa Budish, Deputy Register of Deeds

Robert J. Tennes Government Center
32 E. Washington Street, Room 2084
West Bend, WI 53095-7986
(262) 335-4320

Date: November 6, 2023
To: Municipal Clerk, Washington County
From: Sharon Martin, Register of Deeds
RE: MEMORANDUM OF UNDERSTANDING FOR RECORDED DOCUMENTS
2023-Resolution 29: Authorizing Washington County Register of Deeds to Enter into a Memorandum of Understanding with Washington County Municipalities to Download and Print Register of Deeds Records through LandShark for a Fee.

The Register of Deeds office is the custodian of all land records recorded in Washington County; all recorded land records are available to view in the Register of Deeds office, as well as online, using the Register of Deeds online program, LandShark. Pursuant to §59.43(2)(c), Wis. Stats., copies of recorded land records may be purchased at the statutory cost of \$2 for the first page plus \$1 for each additional page.

At the September 13, 2023 meeting, the Washington County Board of Supervisors passed the above referenced resolution, authorizing Washington County Register of Deeds to enter into a Memorandum of Understanding (MOU) with municipalities.

The municipality may sign an MOU for an upfront cost of \$200 per year, not to exceed 20 documents per month to be downloaded and printed. If more than 20 documents are downloaded and printed in a month, additional copies will be invoiced at the statutory fee of \$2 for the first page plus \$1 for each additional page.

If a municipality chooses not to sign the MOU, the statutory fee of \$2 for the first page plus \$1 for each additional page for documents downloaded/printed through LandShark would be implemented and payable by established escrow account, credit card or monthly invoice.

The effective date of the new process will start January 1, 2024, with all current LandShark accounts disabled on that date. Please respond whether you will be submitting a signed MOU or will pay the statutory fee as listed above. One new user id will be established and emailed to you.

See attached:

1. 2023 Resolution 29
2. LandShark Access Memorandum of Understanding

Please call me if you have any questions.

Sincerely,

Sharon A Martin
Register of Deeds, Washington County

WASHINGTON COUNTY, WISCONSIN

Date of enactment: 9-13-2023

Date of publication: 9-21-2023

2023 RESOLUTION 29

Resolution Authorizing Washington County Register of Deeds to Enter into a Memorandum of Understanding with Washington County Municipalities to Download and Print Register of Deeds Records through LandShark for a Fee

WHEREAS, the Register of Deeds office is the custodian of all records recorded in Washington County; and

WHEREAS, all recorded land records are available to view in the Register of Deeds office, as well as online, using the Register of Deeds online program, LandShark; and

WHEREAS, copies of recorded land records may be purchased at the statutory cost of \$2 for the first page plus \$1 for each additional page plus \$1 for the certificate of the Register of Deeds; there is currently no charge to municipalities to download and print documents through LandShark; and

WHEREAS, pursuant to §59.43(2)(c), Wis. Stats., the Register of Deeds, with approval of the Washington County Board of Supervisors, has authority to coordinate with local municipalities and enter into a contract to provide noncertified copies of the complete daily recordings and filings of documents pertaining to real property for a consideration determined by the Board; and

WHEREAS, the Register of Deeds submitted three fee proposals for consideration to the Land Use and Planning Committee regarding charges to municipalities to print documents through LandShark; and

WHEREAS, the Land Use and Planning Committee recommends the County enter into a Memorandum of Understanding with municipalities to access recorded documents through the Register of Deeds' online program, LandShark, for an upfront cost of \$200 per year, not to exceed 20 documents per month to be downloaded and printed; and further, if more than 20 documents are downloaded and printed in a month, the statutory fee of \$2 for the first page plus \$1 for each additional page would be implemented;

WHEREAS, if a municipality chooses not to sign the MOU, the statutory fee of \$2 for the first page plus \$1 for each additional page for documents downloaded/printed through LandShark would be implemented;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that this Board authorizes Washington County Register of Deeds to enter into a Memorandum of Understanding with municipalities for access to LandShark documents for an

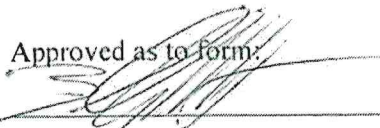
1 upfront cost of \$200 per year, not to exceed 20 documents per month to be downloaded and printed;
2 and further, if more than 20 documents are downloaded and printed in a month, the statutory fee
3 of \$2 for the first page plus \$1 for each additional page would be implemented.

4
5 **BE IT FURTHER RESOLVED** that if a municipality chooses not to sign the MOU, the
6 statutory fee of \$2 for the first page plus \$1 for each additional page for documents
7 downloaded/printed through LandShark would be implemented.
8

9
10
11 VOTE REQUIREMENT FOR PASSAGE: Majority

12
13 RESOLUTION SUMMARY: Resolution authorizing Washington County Register of Deeds to
14 enter into a Memorandum of Understanding with municipalities to download/print documents
15 through LandShark for a fee. If a municipality chooses not to sign the MOU, the statutory fee of
16 \$2 for the first page plus \$1 for each additional page downloaded/printed would be implemented.
17

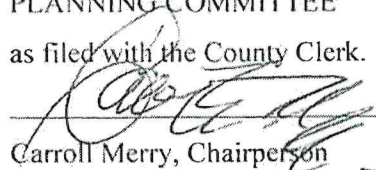
18 Approved as to form:

19
20 
Bradley S. Stern, County Attorney

21 Dated Sept 19, 2023

Introduced by members of the LAND USE and
PLANNING COMMITTEE

as filed with the County Clerk.

22 
Carroll Merry, Chairperson

23 Approved:

24 
Josh Schoemann, County Executive

25
26 Dated 20 Sept 23

27 ☐ Veto

28 ☐ Partial Veto

29 Considered 9-13-2023

Adopted 9-13-2023

Ayes 20 Noes 0 Absent 1

Voice Vote _____

30 (We do not anticipate a significant budget impact as a result of this change.)



REGISTER OF DEEDS
Sharon Martin, Register of Deeds
Lisa Budish, Deputy Register of Deeds

Herbert J. Tennes Government Center
432 E. Washington Street, Room 2084
West Bend, WI 53095-7986
(262) 335-4320

**LANDSHARK ACCESS
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") made this _____ day of _____, 20____ ("MOU Effective Date") between the Washington County Register of Deeds and the _____, a Wisconsin municipal body corporation ("Public Partner") (collectively, the "Parties," or individually, a "Party").

WHEREAS as a governmental courtesy, the Washington County Register of Deeds Office provides one access to search available land records and preview image(s) through our search portal, LandShark, to certain Public Partners such as inter-County offices, Assessor and Treasurers offices or their designees of cities, towns, and villages within our County. In exchange for this access, the following terms and conditions must be complied with to assure continued use of this access by any Public Partner:

- An upfront cost of \$200 per year, not to exceed 20 documents per month to be downloaded and printed.
- If more than 20 documents are downloaded and printed in a month, the statutory fee of \$2 for the first page plus \$1 for each additional page would be implemented and invoiced.

It is the responsibility of the Public Partner to provide a secure network, compatible computer and all technical hardware and support necessary to accommodate installation of the associated software program and any ancillary programs required for the functionality of the LandShark program.

Public Partners agree that the LandShark program will be utilized solely for the purpose of viewing recorded documents for legitimate governmental purposes. Providing copies of documents to the public, clients of our public partner or other individual(s) is strictly prohibited as is conducting title searching, lien searching or harvesting of bulk data for any person or entity outside the control of the public partner.

Public Partner agrees to protect data contained in the LandShark program and ensure that only authorized user (employee or third-party designee of Assessor and Treasurer offices of cities, towns, and villages within our County to access such information). It is strictly prohibited to transfer, share, make available, publish, or sell, lease or trade usernames and passwords. The Register of Deeds Office reserves the right to terminate, modify or restrict access to LandShark of any Public Partner in the event of a violation of any terms of the Memorandum of Understanding. Public partners must provide a copy of this MOU to user listed below and the user must agree to abide by its term.

Public Partners will be required to recertify for LandShark access every calendar year. Recertification will require an authorized representative to agree to the terms of this Memorandum of Understanding and provide user information to the Register of Deeds Office such as name, email address and official capacity/position of end user. Once a user is no longer employed by the Public Partner or no longer needs LandShark access, the Register of Deeds Office shall be notified within five business days to terminate password access. Failure to undergo yearly recertification or provide any notice required under this section, will result in suspension of access to LandShark.

Please be advised that the Register of Deeds Office does not attest to the legality or accuracy of any recorded instrument in the LandShark system.

_____ (printed name)

_____ (Municipality title)

Date

Sharon Martin

Washington County Register of Deeds

Date

User Information for _____ Office:
(Municipality)

User	Name	Capacity/Position	Email Address	Phone Number
1				

JACKSON COMMUNITY CENTER



FACILITY RENTAL PACKET

The Jackson Community Center is made available for use by all groups through the generosity of the residents of the Village of Jackson. The Jackson Community Center is a 26,000 square foot building consisting of rooms of varying sizes and capacities. Reasonable rules and guidelines have been established to assure the maximum enjoyment of this facility. Reservations are accepted on a rolling 12-month calendar from the reservation date. and after that, on a first come first served basis. (Special requests made for ongoing long-term rentals may be an exception.)

Building Supervisors and JPR Staff reserve the right to close any event, which poses a threat to the safety of the participants or the facility or violates any laws.



ALL RENTALS ARE ON A FIRST COME, FIRST SERVED BASIS.

Building Supervisors CANNOT pencil reservations into the rental calendar without application and payment.

General Hours of Operation:

Monday - Friday 8:00am - 8:00pm

Saturdays 8:00am - Noon

(The building may be open when classes are in session)

**For additional rental information or to make a reservation please call the Jackson Parks & Recreation Department at (262) 677-9665 x110
parkrec@villageofjacksonwi.gov**

General Room Descriptions

GATHERING HALL

This multipurpose room is large enough to accommodate gatherings and meetings of up to 120 people. This room may be used for dances, receptions, showers, classes, meetings etc... There are 12, 72-inch round tables, which seat 8-10 people. The chairs are padded banquet style chairs. Included is the availability of a full kitchen, which can also be rented with the Games Room.

GENERAL MEETING ROOMS

The Tech Room, Dance Studio, and Conference Room, although they have their intended purposes, are open for meetings and small gatherings.

GAMES ROOM/LOUNGE

This room is designed for casual meeting space. There is a sofa, coffee table and chairs. There is also pool table, ping pong tables, TV, etc. The room can hold approximately 100 people. Due to use by the Jackson Parks & Recreation Department and the Boys & Girls Club, it has limited rental hours.

GYMNASIUM

The gymnasium has one full size basketball and volleyball court. It can also be divided into two smaller basketball or volleyball courts. It's a multipurpose area that can be utilized for many activities.

FOOD SERVICE

A variety of options are available to our renters.

- Food can be prepared at home and brought into the center for rental guests, at no additional charge to the renter. No Sales Permitted.
- All professional caterers must be preapproved and provide proof of certification/insurance.

ALCOHOL POLICY

- Renters are allowed to serve alcohol to their guests, within the confines of the law, without an additional permit as long as the alcohol is provided free of charge to your guests. No sales permitted.
- The Jackson Parks & Recreation Department may be contracted to cater the cash bar of malt beverages for an event or gathering. Please call (262) 677-9665 x111 for details.

Jackson Community Center Rental Fee Table

Priority use is as follows: 1. Jackson Parks & Recreation Programs and Events

2. Contracted Partner Groups Rentals. All other rentals will be on a first-come, first-served basis.

NOTE: Although every effort will be made, rental groups may be bumped to accommodate the above groups.

Building Supervisors CANNOT pencil dates in the calendar. Proof of residency required with a photo I.D. or utility bill.

RESERVATION CANNOT BE HELD WITHOUT FORM AND PAYMENT.

When making your reservation include:

The completed application, a \$100.00 deposit (separate check) and all fees.

	Weekdays	Weekends
	Monday - Thursday 6:30am to 10:00pm Up to Two Hours	Friday Evening - Sunday 8:00am to 11:00pm Up to Four Hours
Jackson Village Residents: <i>*Must have driver's license with a Village address or current utility bill.</i>	Lounge/Games Room after 7:00pm \$80.00 Gymnasium \$50.00 per hour Gathering Hall with Kitchen \$94.00 All Other Rooms \$50.00	Lounge/Games Room \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$125.00 All Other Rooms \$75.00
Non - Resident Users: As of 5/1/2022, Town of Jackson Residents are considered "Non-Resident" users.	Lounge/Games Room after 7:00pm \$120.00 Gymnasium \$75.00 per hour Gathering Hall with Kitchen \$140.00 All Other Rooms \$75.00	Lounge/Games Room \$180.00 Gymnasium \$113.00 per hour Gathering Hall with Kitchen \$190.00 All Other Rooms \$113.00
Jackson Non-Profit Community Organizations: <i>(Eligibility must be approved by Operations Manager)</i>	Jackson Community Organizations will be individually contracted by the JPR, at a \$20.00 per hour rate if the building is already open and staffed. If "CO" groups request non-staffed days/times, full-resident rates apply. "CO" rates are limited to (2) hrs. max. *Community Group discount excludes gymnasium - full rental fees apply.	
Additional Hours & Holidays:	There is a \$25.00 per hour per room fee for each additional hour booked in advance. Be sure to include your setup and cleanup time in your rental time frame. *\$100.00 deposit will be automatically retained for groups coming in before their reserved time and/or staying past reservation time. *On Village Holidays, rentals fees will be doubled, approval based on available staff.	
Concessions/Catering:	All concessions for resale will be administered by the JPR with profit sharing. All outside caterers for non-resale events must be approved by the JPR. (Proof of Insurance & Health Dept. Licensing required) Privately prepared food cannot be sold on or off premises.	
Additional Fees:	Additional fees/paperwork may apply for groups serving alcohol to their guests, requiring the use of Jackson Community Center Equipment or storage of items in our facility. Please inquire.	
Equipment Charge:	Volleyball Nets, Pickleball Nets, Scoreboard, Projector & Laptop - \$50 equipment charge	
Special Contracted Long Term Rental Requests:	All long-term rental and contracted partner group requests will be contracted on a per user basis with JPR approval and reviewed periodically by the JPR, JPR Director, Commission and Village Board.	

12_2023

Please read the following terms and conditions of agreement carefully!

TERMS AND CONDITIONS OF JACKSON COMMUNITY CENTER RENTAL AGREEMENT

The Jackson Parks & Recreation Department reserves the right to change, adjust, or delete any rules or regulations found in this contract. The Department also reserves the right to close down any event, which poses a threat to the safety of the participants or the facility or violates any of the conditions stated and/or contact authorities if needed.

RESPONSIBILITY

1. You are responsible for all accidents or injuries to any person(s) or property resulting from the use of the community center and its facilities and grounds.
2. You are responsible for returning this signed application, ALL FEES and the \$100.00 separate deposit to the Jackson Parks & Recreation Department to ensure that your date(s) are reserved.
3. A building supervisor will open and close the facility at the times stated on the form. Be sure that the times you request include all the time you will need to set up tables and chairs, put up and take down decorations, prepare any food planned, and clean up if you do not wish to lose your security deposit.
4. ***It is your responsibility*** to point out any damage or conditions prior to your event to the Building Supervisor so they can make a note on your permit. All conditions for any cleaning and/or damage must be cleared through the building supervisor before he/she can sign off your clearance to receive your cleaning/damage refund, which will be mailed to you within 30 calendar days after your event.
5. Because this building is used by various community groups, some of the rooms may be off-limits for safety, storage, and program reasons. Please respect signage by other user groups.

Please initial after reading _____

RENTAL CONDITIONS

1. Rental requests and dates are accepted on a **first-come, first-served basis**.
2. **Tables and chairs may not be removed from the building premises.**
3. Smoking is prohibited inside the building. If guests smoke outside, the butts must be picked up or put in proper receptacle.
4. You provide food, beverage service, dishes, silverware, cooking utensils, dishtowels, etc.
5. Applications will not be approved for applicants under the age of 21.
6. Applications cannot be transferred, assigned, or sublet.
7. Animals are not permitted inside the building (except service animals).
8. Parking availability is not guaranteed and, on any occasion, may be limited.
9. Young children must be under direct supervision/control of an adult 18 years of age or older.
10. After the event, you are responsible for following the attached "Rental Cleanup/Security Checklist", which includes but is not limited to:
 - a. The removal of all decorations and all other items brought in.
 - b. Being sure tables and chairs are wiped down and clean.
 - c. The removal of trash from the building and parking area and the placement of all trash in the large dumpster located outside the rental building.
 - d. Sweeping, mopping, vacuuming of floors in all rooms approved for your rental as needed.

Please initial after reading _____

RESERVATIONS, FEES, DEPOSITS & REFUNDS

1. For any rental to be saved, including "CO" rentals, ALL FEES and A **\$100.00 deposit (separate check or cc number on file)** must accompany this application. The \$100.00 deposit is nonrefundable if:
 - a. Any time within 15 calendar days from your reservation the event is cancelled.
 - b. Renters coming in prior to their reservation time and/or staying past reservation time.

- c. This fee will also be used to cover expenses incurred due to unacceptable cleaning and/or damage. You will be billed for any damage not covered by this fee. If damage to the building or its premises exceeds \$100.00, you will be charged the difference so that we may maintain the quality of the building.
2. All Cancellations made prior to the 15 day reservation refund cutoff are subject to a 50% cancellation fee (again, there are NO refunds when cancelled 15 days or less prior to reservation).
3. Applicants must be 21 years of age to reserve this facility. Application may be revoked if the intended facility use is misrepresented.
4. The Jackson Parks & Recreation Department and Community Center representatives are always willing to negotiate terms of this agreement with Jackson Community Organizations, for the interest of all parties involved, within reason.
5. For all **LONG-TERM APPROVED RENTALS**, 60 days' notice must be given by both the Jackson Parks & Recreation Department and the Renter to terminate and/or alter the rental agreement. Each LONG-TERM AGREEMENT shall be reviewed during renewals or annually by the Jackson Parks & Recreation Department.
6. **NONPROFIT COMMUNITY GROUPS**; must provide a copy of the letter showing not for profit/tax exempt status. Full deposits are still required and will be refunded as long as the checklist criteria is approved.

Please initial after reading _____

POLITICAL MEETINGS/PURPOSES OF SOLICITATION AND FUNDRAISING

1. **Political Meetings** - this includes gatherings for the purpose of furthering the candidacy of a person or persons.
 - a. Any political meetings must be a bonafide public information meeting held strictly for the purpose of informing constituents or providing constituents with an opportunity to meet and ask questions of their elected officials or candidates. This must be sponsored by a local organization that is recognized by the state.
 - b. **ALL Political Meetings must be approved by the Village Clerk and be within the rules of the State Elections Board.**
2. **Gatherings for the Purpose of advertising, sales, solicitations, or the display of articles for sale.**
 - a. It is the policy of the Jackson Community Center that renting space for the purpose of advertising, sales, solicitation, or the display of articles for sale is not permitted.
3. **Fundraising Activities**
 - a. Fundraisers are only permitted on behalf of sanctioned groups or on behalf of benevolent, philanthropic, patriotic or charitable organizations.
 - b. Every charitable organization intending to conduct a fundraising activity must complete a rental form including their tax-exempt number/status and provide it to the Jackson Parks & Recreation Department at the time of application.
 - c. All fundraising rentals must have final approval by the Jackson Village Board.
 - d. Only non-profit, public service organizations, with prior approval from the Jackson Parks & Recreation Commission and Jackson Village Board, are permitted to use the facility for sales, raffles, or other fundraising activities. (Must provide a copy of raffle license.) Concession services for these groups are contracted out through the Jackson Parks & Recreation Dept. with profit sharing.

Please initial after reading _____

BASIC RENTAL FEES: Are listed on Page #2 of the Rental Packet.

(General clean up includes take down of decorations, sweeping, mopping, disposal of trash, and the general cleaning of tables and chairs. This does not include the repair of any damages made to the building. The repair for damages will be the full responsibility of the renter. (Initial \$100 will come out of the deposit made at the time of application and the renter will be billed for additional costs. See "Reservation and Fees")

Please initial after reading _____

JACKSON COMMUNITY CENTER RENTAL CLEAN UP/SECURITY CHECK LIST

DATE OF EVENT: _____ / _____ / _____

GROUP: _____

EMAIL: _____

PHONE: (_____) _____

WE, THE UNDERSIGNED, AGREE TO THE FOLLOWING CONDITIONS:

***GOLDEN RULE: LEAVE SPACE BETTER THAN YOU FOUND IT!**

- _____ ADHERED TO RESERVATION TIMES AS LISTED ON AGREEMENT
- _____ FLOORS HAVE BEEN SWEEPED AND WASHED (if needed)
- _____ WALLS HAVE BEEN CLEANED, NO SPLATTERED GREASE
- _____ REFRIGERATORS AND FREEZERS ARE CLEANED INSIDE AND OUT
- _____ STOVES, MICROWAVES, SINKS, COUNTERS AND ALL USED EQUIP. ARE CLEAN
- _____ USED DISHES & UTENSILS ARE WASHED, DRIED AND PUT AWAY
- _____ TABLES & CHAIRS ARE WIPED CLEAN AND UNDAMAGED
- _____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)
- _____ ALL DECORATIONS HAVE BEEN REMOVED (no staples, tacks or use of duct tape allowed)
- _____ FLOORS HAVE BEEN SWEEPED OR VACUMMED
- _____ ALL USED EQUIP. IS PUT AWAY/TURNED OFF AND IN THE CONDITION IT WAS FOUND
- _____ ALL GARBAGE AND RECYCLABLES ARE PICKED UP AND PLACED IN PROPER
RECEPTACLES (dumpsters outside)
- TOILET FACILITIES**
- _____ CLEAN AND ORDERLY
- SMOKING**
- _____ SMOKING IS PROHIBITED INSIDE THE BUILDING
- _____ If guests smoke outside, the butts must be picked up or put in proper receptacles.

RENTERS PLEASE NOTE: PLEASE LIST ANY EQUIPMENT THAT IS NOT FUNCTIONING PROPERLY OR ANY OTHER DAMAGE YOU MAY HAVE NOTICED:

After each rental, the **Building Supervisor on duty** will inspect the area rented and check the above list. If any of the above items are not taken care of by the rental group, the JPR will provide this service. A cost of \$100.00 per hour will be charged to the individual or group that has rented the facility as well as the cost for any excessive damage. The JPR will retain the deposit and bill the group and/or individual who signed for the facility. If the bill is not paid, the group or individual will not be allowed to rent the facility in the future. Please clean up and secure the area properly to save you and the JPR any unnecessary work. Please be respectful of all equipment. Thank you for using The Jackson Community Center and we wish you a very successful event.

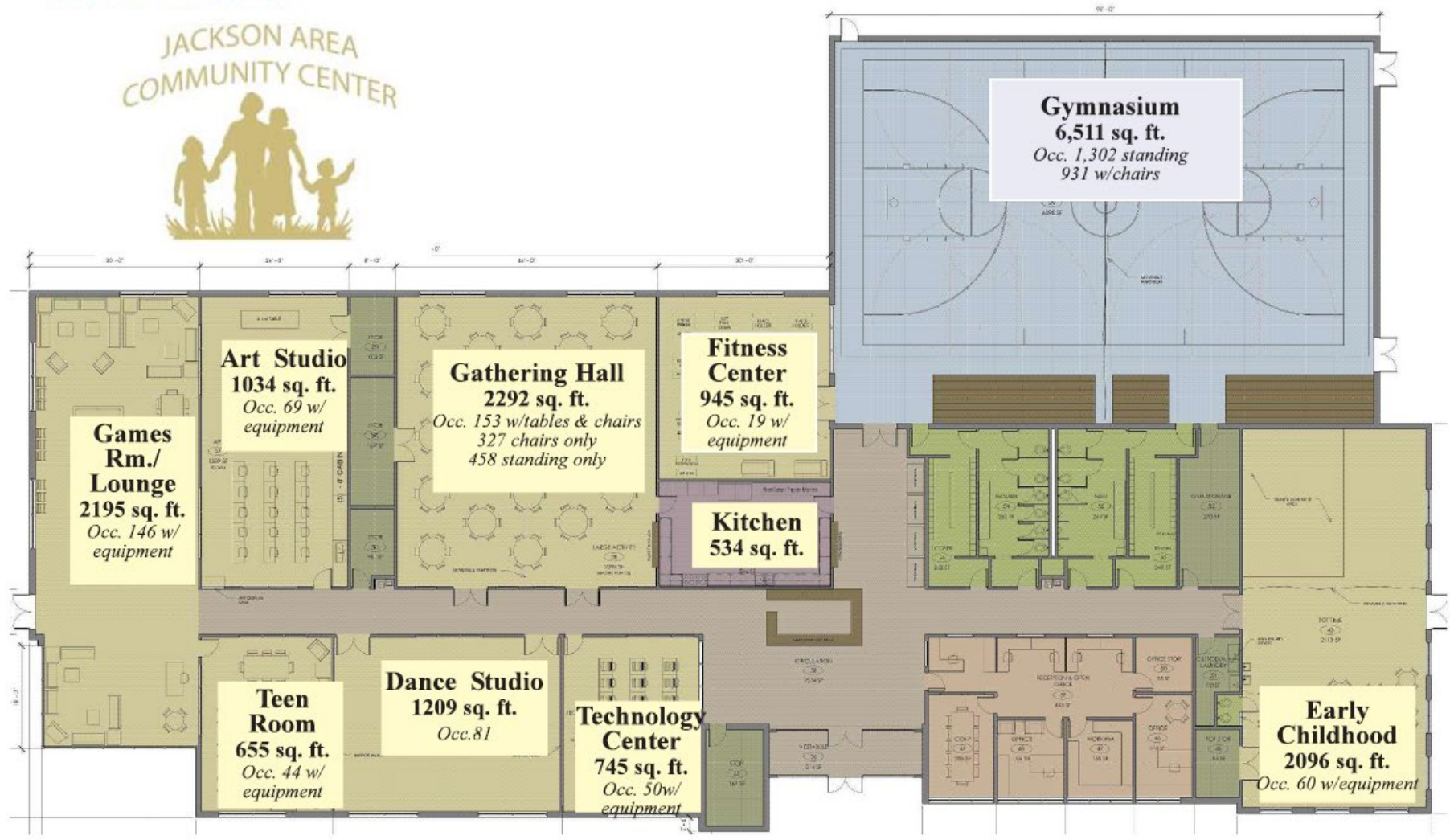
Signature of responsible party: _____ Date: _____ / _____ / _____

Inspected By: (Building Supervisor Signature): _____ Date _____ / _____ / _____
Deposit to be Returned: Y or N

Jackson Community Center

Jackson Parks & Recreation
N165W20330 Hickory Lane
Jackson, WI 53037

JACKSON AREA
COMMUNITY CENTER



Jackson Parks & Recreation Department
Jackson Community Center
N165W20330 Hickory Lane, Jackson, WI 53037
Phone: (262) 677-9665

Date of Reservation: ____/____/____

Rental Agreement

☐ Check Here if this is a **LONG TERM**, annually renewing rental. (Note: Long Term Agreements must be pre-approved and pre-negotiated by the Jackson Parks & Recreation Department).

☐ Check Here if "Additional Insured Certificate" is required.

Name of Applicant (or Organization): _____

Applicant's Address (Street, City, State, Zip): _____

Phone and/or Cell Number: (_____) _____ Email: _____

Event Date: _____

Purpose of Event: _____ Is the Event a Fundraiser? Yes No
*(*Fundraisers require Village Board approval & tickets sold or admission charged is not permitted.)*

* Will any of your guests require special accommodations? Yes No

If yes, please explain: _____

* Will there be decorations? Yes No

* Will Alcoholic Beverages be served? Yes No (*May require Village Board Approval)

(Renters are allowed to serve alcohol to their guests without an additional permit as long as the alcohol is provided free of charge to guests. Alcoholic beverages are not permitted to be sold without the proper permits and licenses. A rental wishing to sell malt beverages may contract with the Jackson Park & Recreation Department to provide that service. (The Jackson Parks & Recreation Dept./Village Board reserves the right to refuse the reservation).)

Estimated Number of Persons to Attend Event: _____

**If the rental is over 150 guests a 2nd Building Supervisor is required at a rate of \$25/hr. additional charge to renter.*

Rental Start Time: _____ Rental End Time: _____

(Be sure to include setup and cleanup time to ensure return of your security deposit)

Please List the Rooms Being Rented & Rate:

Room Name	Number of hours	Room Rate	Total Room Cost
1. _____	X _____	X _____ =	_____
2. _____	X _____	X _____ =	_____
3. _____	X _____	X _____ =	_____

Black table skirts and black or white 120" round table clothes are available to rent at \$5.00 per.

TABLE SKIRTS _____ and/or # TABLE CLOTHS _____ X \$5.00 = _____

Additional Equipment Charge:

☐ Volleyball Nets ☐ Pickleball Nets ☐ Scoreboard ☐ A/V(Screen/Projector/Mic) X \$50.00 = _____

Total Rental Fees with Additional Options (not including \$100.00 deposit): \$ _____

Tell us what you would like, including setup requests. Tables, Chairs, and general layout may be made at the time of reservation. (A diagram to assist in setup needs can be provided upon request.) We may or may not be able to accommodate you, but we want your event to be successful. If we can't help you, we'll try to direct you to someone who can help you.



Taking the lead in Washington County.

MEMO

TO: Board of Public Works

FROM: Brian Kober, Director of Public Works/Engineer

RE: Easement Agreement for Use of Public Right of Way on Mill Road - Sysco Corporation, Inc.

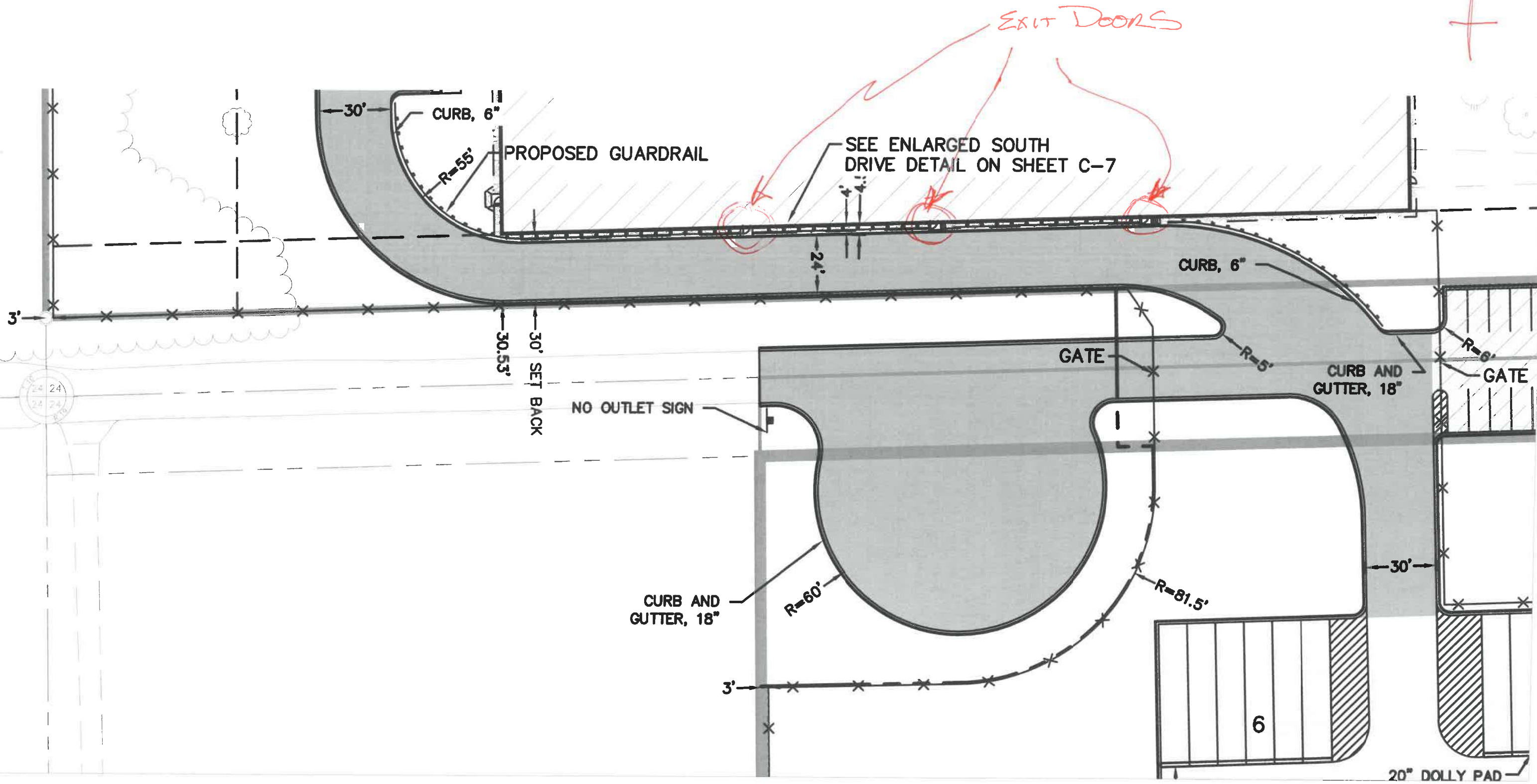
MEETING DATE: November 28, 2023

Sysco Foods is requesting an easement to use the Mill Road right of way for their daily site operation. Per their request, they have stated, "Requesting easement to allow wider truck lane and relocated fence on south side of dry warehouse for enhanced safety of trucking operations. Easement is into the right of way of Mill Road, at the west cul-de-sac. There will be 10 feet clear from roadway placement to relocated fence. Traffic at this location is minimal." The traffic is part of their operations and will be separate from the public traffic on Mill Road.

Additionally, the easement will aid with exiting from the building along the road (see attached plan). The agreement requires Sysco to remove all improvements in the easement, at Sysco's expense, upon the request of the Village. The request is fair as the Village is not requesting a fee for the use of the easement. Sysco is maximizing their property by using the Village's right of way to meet their operational needs.

Approval of the proposed easement is recommended.

If you have any questions, please let me know.
Brian W. Kober, P.E.



	EASEMENT AGREEMENT	
Document Number		
Return Address:	Attorney Matthew Parmentier Dempsey Law Firm, LLP 10 Forest Avenue, Suite 200 Fond du Lac, WI 54936	
Parcel I.D. Number:		
		Recording Area

This Easement Agreement (“Agreement”) is entered into as of the latest date set forth below by and between _____ (“Owner”) and the Village of Jackson (“Village”) and applies to the property described in the attached Exhibit A.

Recitals

- A. The Village is the owner of a public street known as Mill Road, which includes adjacent unimproved right-of-way.
- B. Owner is the owner of a parcel of property that borders Mill Road to the north (“Owner’s Property”).
- C. Owner’s operations on Owner’s Property necessitate ingress and egress of a large volume of trucks on a driveway that is currently immediately adjacent to the setback line off of Mill Road.
- D. Owner wishes to increase the width of the existing driveway. However, increasing the width of the driveway would cause the driveway and its associated fence to encroach into the unimproved portion of Mill Road right-of-way.
- E. Owner has requested that the Village grant it an easement in the location indicated in the attached Exhibit A (the “Easement Area”) to allow for the widening of the driveway and the installation of a new fence.
- F. The Village is willing to grant such an easement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, and for other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

1. Grant of Easement. The Village grants to Owner an access easement over the portion of unimproved Mill Road right-of-way described in the attached Exhibit A for the purpose of Owner's above-described driveway expansion and to provide ingress and egress to and from Owner's Property.
2. Paving of Easement Area. Owner may, at its sole cost, install of pavement and/or curbing within the Easement Area for the purpose of establishing a widened driveway therein. Upon the termination of this Easement for any reason, Owner shall, at its sole cost, restore the Easement Area to the condition it had prior to the execution of this Easement, which shall include the removal of all pavement and/or curbing and the restoration of the site to a dust-free and erosion-free condition.
3. Fencing within Easement Area. Owner may, at its sole cost and after prior approval of the Village as to physical characteristics, install fencing within the Easement Area. The fencing shall be located at least ~~twenty-five~~ **22.75** feet from the centerline of Mill Road and at least ~~15~~ **10.05** feet from edge the paved portion of the public roadway. Upon the termination of this Easement for any reason, Owner shall, at its sole cost, remove the fence and restore the Easement Area to the condition it had prior to the execution of this Easement, which shall include restoration of the site to a dust-free and erosion-free condition.
4. Maintenance of Easement Area. Owner shall, at its sole cost, perform all required maintenance including mowing and repair within the Easement Area, including all maintenance and repair to the driveway and fencing.
5. Indemnification. Owner agrees to defend, indemnify, and hold harmless the Village (including its officers, employees, agents, elected officials, and insurers) from and against any action, claim, suit, liability, loss, or damage of any kind (including reasonable attorneys' fees) by any third party arising out of Owner's use of the Easement under this Agreement.
6. Duration and Binding Effect. The easement granted by this Agreement shall run with the land. This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective heirs, successors, assigns, personal representatives, administrators, and agents. Notwithstanding the foregoing, this Easement may be terminated by the Village at any time upon 180 days' prior written notice.

7. Entire Agreement. This Agreement supersedes all prior agreements between the parties relating to its subject matters.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

OWNER:

Date: _____

By: _____

State of Wisconsin)
) ss
Washington County)

Personally came before me this _____ day of _____, 2023, the above-named _____, to me known to be the person(s) who executed and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____

VILLAGE OF JACKSON

Date: _____

By: _____
Brian Heckendorf, President

State of Wisconsin)
) ss
Washington County)

Personally came before me this _____ day of _____, 2023, the above-named Brian Heckendorf, to me known to be the person who executed and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____

	EASEMENT AGREEMENT	
Document Number		
Return Address:	Attorney Matthew Parmentier Dempsey Law Firm, LLP 10 Forest Avenue, Suite 200 Fond du Lac, WI 54936	
Parcel I.D. Number:		
		Recording Area

This Easement Agreement (“Agreement”) is entered into as of the latest date set forth below by and between _____ (“Owner”) and the Village of Jackson (“Village”) and applies to the property described in the attached Exhibit A.

Recitals

- A. The Village is the owner of a public street known as Mill Road, which includes adjacent unimproved right-of-way.
- B. Owner is the owner of a parcel of property that borders Mill Road to the north (“Owner’s Property”).
- C. Owner’s operations on Owner’s Property necessitate ingress and egress of a large volume of trucks on a driveway that is currently immediately adjacent to the setback line off of Mill Road.
- D. Owner wishes to increase the width of the existing driveway. However, increasing the width of the driveway would cause the driveway and its associated fence to encroach into the unimproved portion of Mill Road right-of-way.
- E. Owner has requested that the Village grant it an easement in the location indicated in the attached Exhibit A (the “Easement Area”) to allow for the widening of the driveway and the installation of a new fence.
- F. The Village is willing to grant such an easement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, and for other good and valuable consideration, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

1. Grant of Easement. The Village grants to Owner an access easement over the portion of unimproved Mill Road right-of-way described in the attached Exhibit A for the purpose of Owner's above-described driveway expansion and to provide ingress and egress to and from Owner's Property.
2. Paving of Easement Area. Owner may, at its sole cost, install of pavement and/or curbing within the Easement Area for the purpose of establishing a widened driveway therein. Upon the termination of this Easement for any reason, Owner shall, at its sole cost, restore the Easement Area to the condition it had prior to the execution of this Easement, which shall include the removal of all pavement and/or curbing and the restoration of the site to a dust-free and erosion-free condition.
3. Fencing within Easement Area. Owner may, at its sole cost and after prior approval of the Village as to physical characteristics, install fencing within the Easement Area. The fencing shall be located at least twenty-five feet from the centerline of Mill Road and at least 15 feet from edge the paved portion of the public roadway. Upon the termination of this Easement for any reason, Owner shall, at its sole cost, remove the fence and restore the Easement Area to the condition it had prior to the execution of this Easement, which shall include restoration of the site to a dust-free and erosion-free condition.
4. Maintenance of Easement Area. Owner shall, at its sole cost, perform all required maintenance including mowing and repair within the Easement Area, including all maintenance and repair to the driveway and fencing.
5. Indemnification. Owner agrees to defend, indemnify, and hold harmless the Village (including its officers, employees, agents, elected officials, and insurers) from and against any action, claim, suit, liability, loss, or damage of any kind (including reasonable attorneys' fees) by any third party arising out of Owner's use of the Easement under this Agreement.
6. Duration and Binding Effect. The easement granted by this Agreement shall run with the land. This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective heirs, successors, assigns, personal representatives, administrators, and agents. Notwithstanding the foregoing, this Easement may be terminated by the Village at any time upon 180 days' prior written notice.

7. Entire Agreement. This Agreement supersedes all prior agreements between the parties relating to its subject matters.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

OWNER:

Date: _____

By: _____

State of Wisconsin)
) ss
Washington County)

Personally came before me this _____ day of _____, 2023, the above-named _____, to me known to be the person(s) who executed and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____

VILLAGE OF JACKSON

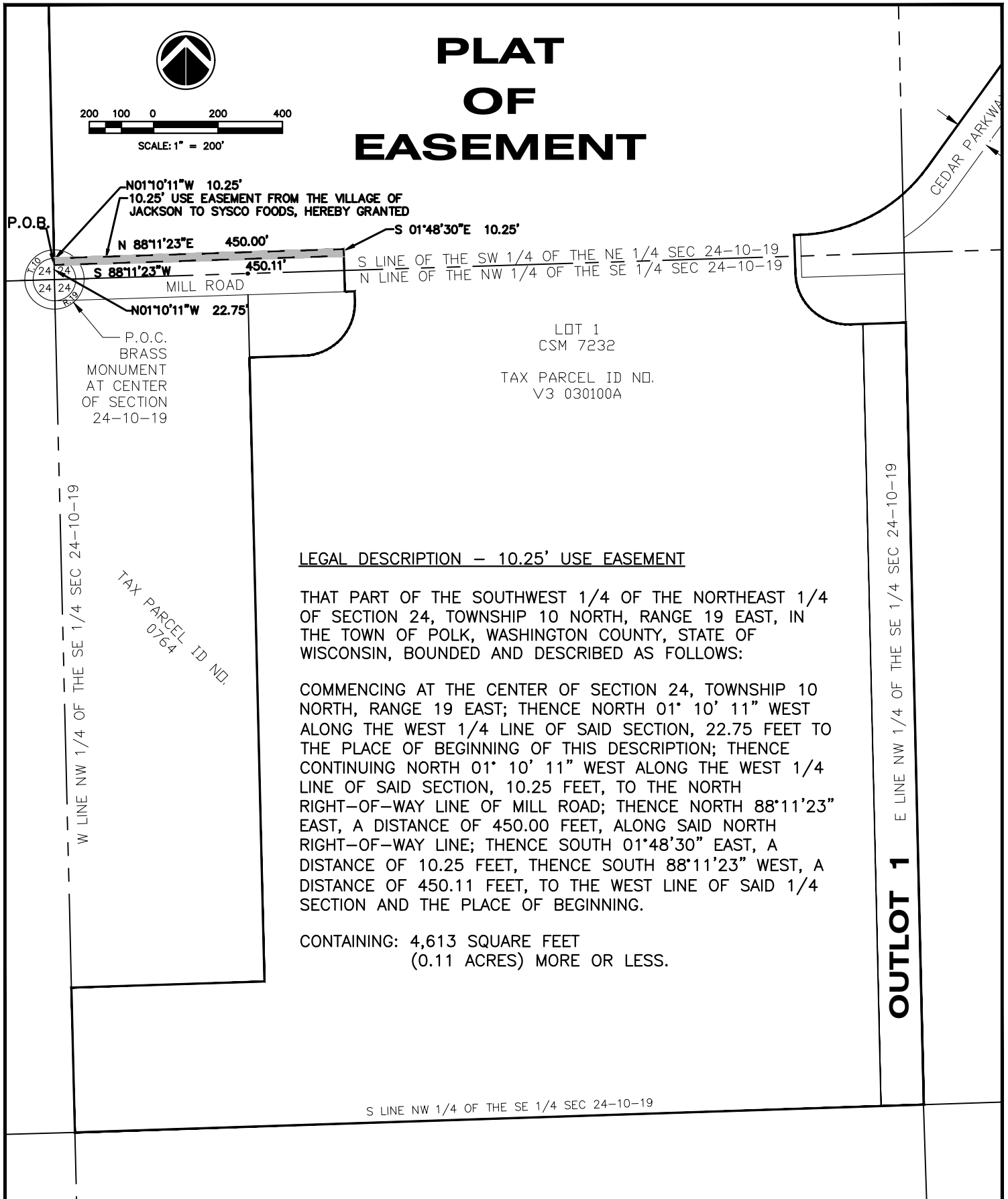
Date: _____

By: _____
Brian Heckendorf, President

State of Wisconsin)
) ss
Washington County)

Personally came before me this _____ day of _____, 2023, the above-named Brian Heckendorf, to me known to be the person who executed and acknowledged the same.

Notary Public, State of Wisconsin
My Commission expires: _____



Sheet 1 of 1	1	Date preliminary	Checked By: TEM	Drawn By: TEM	Field Book No.	COPYRIGHT 2023 ALL RIGHTS RESERVED	21006036 SYSCO EASEMENT-mill	IMEG Project No. 21006036.00	File Name: 21006036.00	SYSCO EXPANSION JACKSON, WISCONSIN	EASEMENT	REVISIONS		
												No.	DESCRIPTION	DATE

IMEG

4850 GRAND AVENUE
GURNEE, IL 60031

PH: 847.336.7100
www.imegcorp.com

Illinois Design Firm Registration #184.007637-0014

PLAT OF EASEMENT

NO1°10'11"W 10.25'

10.25' USE EASEMENT FROM THE VILLAGE OF JACKSON TO SYSCO FOODS, HEREBY GRANTED

P.O.B.

N 88°11'23"E 450.00'

S 01°48'30"E 10.25'

S 88°11'23"W 450.11'

MILL ROAD

NO1°10'11"W 22.75'

S LINE OF THE SW 1/4

N LINE OF THE NW 1/4

P.O.C.
BRASS
MONUMENT
AT CENTER
OF SECTION
24-10-19

LOT 1
CSM 7232

TAX PARCEL ID NO.
V3 030100A

LEGAL DESCRIPTION – 10.25' USE EASEMENT

THAT PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4
OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19 EAST, IN
THE TOWN OF POLK, WASHINGTON COUNTY, STATE OF
WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE CENTER OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19 EAST; THENCE NORTH 01° 10' 11" WEST ALONG THE WEST 1/4 LINE OF SAID SECTION, 22.75 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING NORTH 01° 10' 11" WEST ALONG THE WEST 1/4 LINE OF SAID SECTION, 10.25 FEET, TO THE NORTH RIGHT-OF-WAY LINE OF MILL ROAD; THENCE NORTH 88°11'23" EAST, A DISTANCE OF 450.00 FEET, ALONG SAID NORTH RIGHT-OF-WAY LINE; THENCE SOUTH 01°48'30" EAST, A DISTANCE OF 10.25 FEET, THENCE SOUTH 88°11'23" WEST, A DISTANCE OF 450.11 FEET, TO THE WEST LINE OF SAID 1/4 SECTION AND THE PLACE OF BEGINNING.

CONTAINING: 4,613 SQUARE FEET
(0.11 ACRES) MORE OR LESS.

OUTLOT 1 E LINE NW 1/4 OF THE SE 1/4 SEC 24-10-19

S LINE NW 1/4 OF THE SE 1/4 SEC 24-10-19

Sheet 1 of 1

—

Date: preliminary

Checked By: TEI

Drawn By: TEM

ALL RIGHTS RESERVED

21006036 SYSCO EAS

21006036.00
File Name:

IMEG Project No:

SYSKO EXPANSION

JACKSON, WISCONSIN

EASEMENT

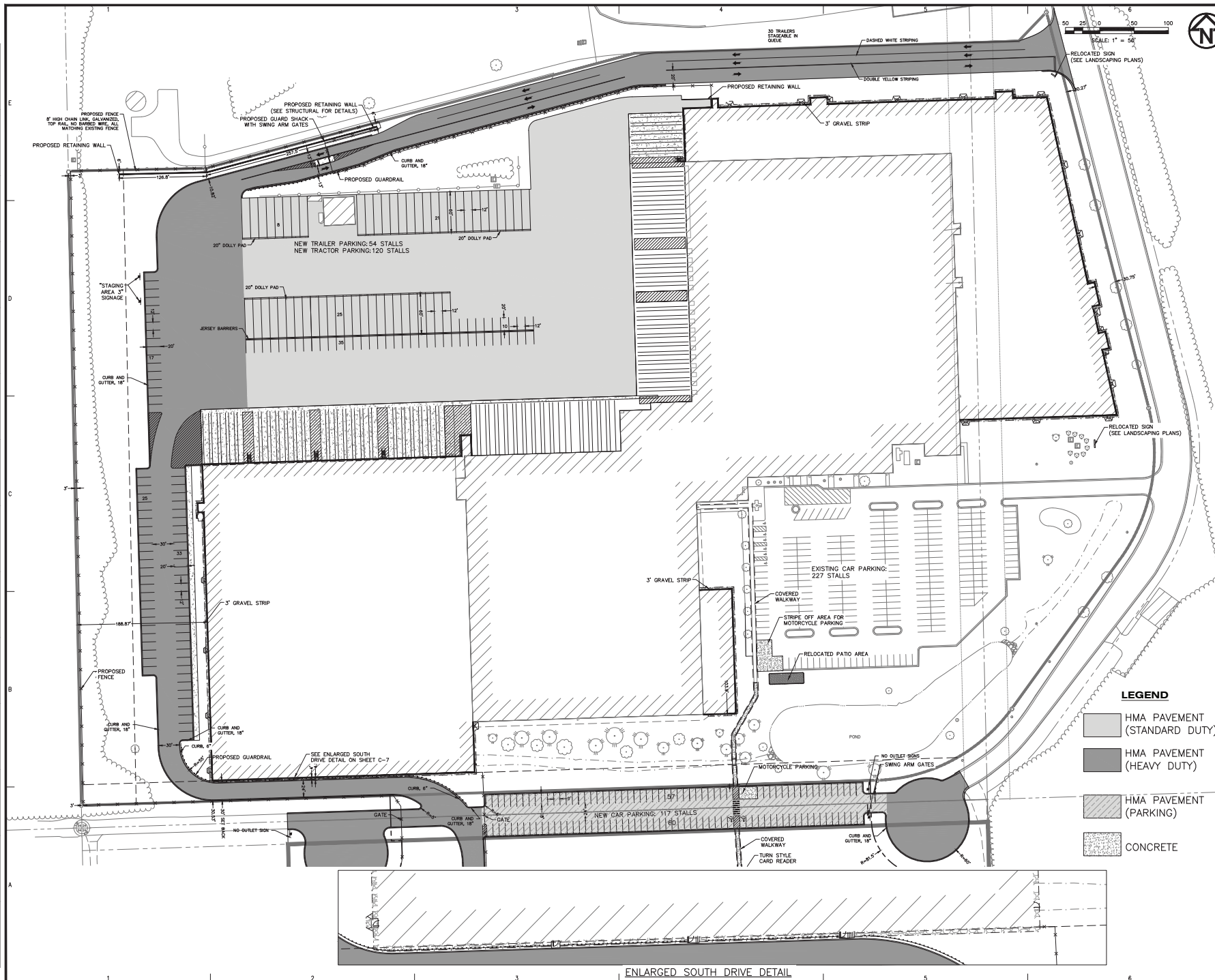


4850 GRAND AVENUE
GURNEE, IL 60031

Illinois Design Firm Registration #184-007637-0014

REVISIONS

[illegible]



CONSULTANTS:



OWNER:

Sysco
FOOD SERVICES
FACILITY
EXPANSION

1 SYSCO DRIVE
JACKSON VILLAGE, WI

NO.	DATE	BY	DESCRIPTION
1	04/20/22	KK	ISSUED FOR REVISIONS
2	09/14/22	KK	ISSUED FOR REVISIONS
3	09/14/22	KK	ISSUED FOR REVISIONS
4	09/29/22	KK	ISSUED FOR REVISIONS
5	09/29/22	KK	ISSUED FOR REVISIONS
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100	09/29/22	KK	ISSUED FOR REVISIONS

PROJECT NO: 103830
CAD DWG FILE: 21006036.00 SYSCO SITE PLAN ALT.0
DRAWN BY: KK
CHECKED BY: HMD
SHEET TITLE:

NORTH SITE PLAN

SHEET NUMBER: C-7
ISSUE: 1

CSM OF LOT 1 AND OUTLOT 1 OF CSM No. 7232 IN THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 24, TOWNSHIP 10, RANGE 19, AND IN THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

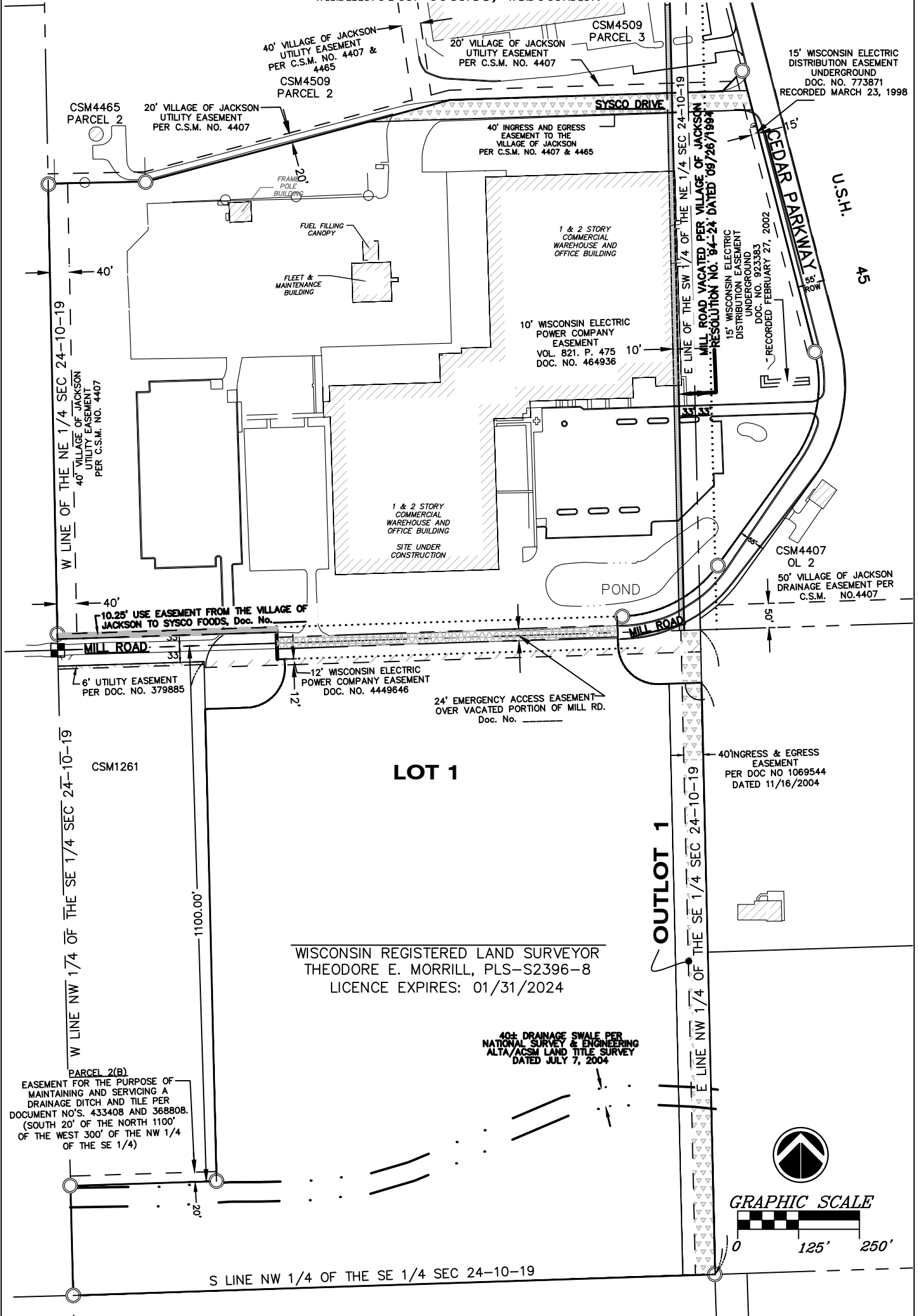


LICENCE EXPIRES: 01/31/2024
THIS INSTRUMENT WAS DRAFTED BY THEODORE E. MORRILL

SHEET 1 OF 5

CERTIFIED SURVEY MAP NO.

CSM OF LOT 1 AND OUTLOT 1 OF CSM No. 7232 IN THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 24, TOWNSHIP 10, RANGE 19, AND IN THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.



EASEMENTS

THIS INSTRUMENT WAS DRAFTED BY THEODORE E. MORRILL PLS No.2396-8

SHEET 2 OF 5

CERTIFIED SURVEY MAP NO. _____

CSM OF LOT 1 AND OUTLOT 1 OF CSM No. 7232 IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, AND IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

SURVEYOR’S CERTIFICATE

STATE OF WISCONSIN)
WASHINGTON COUNTY) ^{SS}

I, Theodore E. Morrill, Registered Land Surveyor, do hereby certify that I have surveyed, divided, and mapped a consolidation of Parcel 1 of Certified Survey Map No. 4407, in the Southwest 1/4 and part of the Southeast 1/4 of the Northeast 1/4 of Section 24, Township 10 North, Range 19, East and Parcel 076400A, in the Northwest 1/4 of the Southeast 1/4 of Section 24, Township 10 North, Range 19, East all in the Village of Jackson, Washington County, Wisconsin, bounded and described as follows:

Commencing at a concrete monument with a brass cap at the Southwest corner of said Northeast 1/4; thence North 01° 10' 11 " West, on and along the west line of said Northeast 1/4, 33.00 feet to the North right-of-way line of Mill Road and the point of beginning; thence continuing North 01° 10' 11" West, on and along West line. 925.00 feet to a point; thence North 88° 50' 10" East, 200.00 feet to a point; thence North 75° 00' 10" East, 648.26 feet to a point; thence North 88° 11' 31" East, and parallel to the South line of said Northeast 1/4, 558.81 feet to a point; thence North 43° 53' 23" East, 58.90 feet to a point on the Westerly Right-of-Way line of Cedar Creek Parkway; thence South 14° 27' 39" East, on and along said Westerly Right-of-Way line, 595.85 feet to a point of curve to the right, said curve having a radius of 264.66 feet, Whose chord bears South 10° 44' 15.5" West, chord length of 225.36 feet, Southerly, on and along said Westerly Right-of-Way line and the arc of said curve, 232.79 feet to a point of tangency; thence South 35° 56' 10" West, on and along said Westerly Right-of-Way line, 268.69 feet to a point of curve to the right, said curve having a radius of 252.43 feet, whose chord bears South 62° 03' 48" West, chord length of 222.32 feet, southwesterly on and along said Westerly Right-of-Way line and the arc of said curve, 230.22 feet to a point of tangency on the existing North Right-of-Way line of Mill Road; thence South 88° 11' 30" West, 9.75 feet, along and upon said North Right-of-Way line to a point; thence South 01° 48' 30" East, 59.99 feet, to a point of curve to the left, said curve having a radius of 81.50 feet, whose chord bears South 03° 55' 20" East, chord length of 6.01 feet, southeasterly on and along arc of said curve, 6.01 feet, to the South Right-of-Way line of Mill St; thence continuing on said curve to the left, said curve having a radius of 81.50 feet, whose chord bears South 48° 55' 20" East, chord length of 110.93 feet, southeasterly on and along arc of said curve, 122.01 feet to a point of tangency; thence North 88° 11' 30" East along said south Right-of-Way line, 87.42 feet, to a point on the East line of said Northwest 1/4 of the Southeast 1/4 thence South 01° 17' 44" East, 1215.04 feet, along and upon said East line, to a point on the South line of said Northwest 1/4 of the Southeast 1/4, thence South 88° 07' 25" West, along and upon said South line of the Northwest 1/4 of the Southeast 1/4, 1,319.17 feet, to a point on the West line of the Northwest 1/4 of the Southeast 1/4 of said Section 24; thence North 01° 22' 29" West, along and upon said West line, 225.04 feet to a point; thence North 88° 11' 23" East, 300 feet to a point; thence North 01° 22' 37" West, 969.67 feet, to a point on the South Right-of-Way line of Mill Rd.; thence North 88° 11' 30" East, along said South Right-of-Way line, 84.85 feet to a point of curve to the left, said curve having a radius of 81.50 feet, whose chord bears North 43° 11' 30" East, chord length of 115.26', northeasterly on and along arc of said curve, 128.02' feet to a point of tangency; thence North 01° 48' 30 " West, 15.83 feet; thence South 88° 11' 30 " West, 15.00 feet; thence North 01° 48' 30" West, 66.00 feet to a point on the North Right-of-Way line of Mill Rd; thence South 88° 11' 30" West, along and upon said North Right-of-Way, 450.00 feet to the point of beginning.

Containing: 2,918,081 Square Feet ±, (66.98 Acres) of land more or less.

That I have made such survey by the direction of Sysco Eastern Wisconsin, LLC

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 Section 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same.

Dated this _____ day _____, 2023.

Wisconsin Registered Land Surveyor
Theodore E. Morrill S-2396

CERTIFIED SURVEY MAP NO. _____

CSM OF LOT 1 AND OUTLOT 1 OF CSM No. 7232 IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, AND IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE

“Sysco Eastern Wisconsin, LLC”, duly organized and existing under and by virtue of the laws of the State of Delaware, as owner, does hereby certify that said entity caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat.

Sysco Eastern Wisconsin, LLC does further certify that the plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: The Village of Jackson.

WITNESS the hand and seal of the undersigned, on behalf of Sysco Eastern Wisconsin, LLC, Delaware limited liability company, this _____, day of July, 2023.

Sysco Eastern Wisconsin, LLC,
a Delaware limited liability company

By: _____
Name: Peter Peluso
Title: Region President – Great Lakes Region

STATE OF ILLINOIS)
COUNTY OF COOK)

This document was signed and sworn to before me on July _____, 2023, by Peter Peluso, as Region President – Great Lakes Region, of Sysco Eastern Wisconsin, LLC, a Delaware limited liability company, on behalf of said entity.

Notary Public, State of Illinois
My Commission Expires _____

CERTIFIED SURVEY MAP NO. _____

CSM OF LOT 1 AND OUTLOT 1 OF CSM No. 7232 IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, AND IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

Village Board Approval Certificate

Resolved, that the CSM to consolidate and dedicate the parcels as shown on said map, in the Village of Jackson, by Sysco Eastern Wisconsin, LLC., a Limited Liability Company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, Owners.
Is hereby approved by the Village Board.

Date _____.

Approved _____
Village President

Clerk's Certificate

STATE OF WISCONSIN)
WASHINGTON COUNTY) SS

I hereby certify that the forgoing is copy of resolution adopted by the Village Board of the Village of Jackson,

APPROVAL WAS GRANTED AND EFFECTIVE ON THE _____ day of _____, 2022.

Dated _____

Clerk _____

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Village of Jackson, WI Public Works Attn: Brian Kober P.E. W194 N16660 Eagle Dr, Jackson, WI 53037	PROJECT: Jackson 2023 WWTF Garage Exp W194 N16658 Eagle Dr. Jackson, WI 53037	APPLICATION NO.: 23155-2 PERIOD TO: 11/15/2023 PROJECT NOS.: 23155	Distribution to: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ☐
FROM CONTRACTOR: Hunzinger Construction Company 21100 Enterprise Ave. Brookfield, WI 53045	VIA ARCHITECT: Town & Country Engineering Attn: Greg Droessler	CONTRACT DATE: 8/8/2023 INVOICE #: 1023058	
CONTRACT FOR: General Contract			

Wiring instructions can only be changed by verbal confirmation from John Hunzinger - President of Hunzinger Construction Company

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$867,000.00
2. Net change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$867,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	\$384,010.09
5. RETAINAGE:	
a. 5.00 % of Completed Work (Columns D + E on Continuation Sheet)	\$19,200.51
b. 0.00 % of Stored Material (Column E.1 on Continuation Sheet)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet)	\$19,200.51
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$364,809.58
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$107,690.10
8. CURRENT PAYMENT DUE	\$257,119.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6)	\$502,190.42

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Hunzinger Construction Company

By: [Signature] Date: 11/13/23

State of: Wisconsin

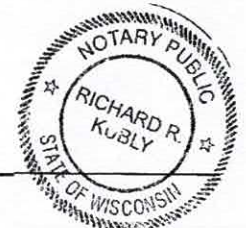
County of: Waukesha

Subscribed and sworn before

me this 13th day of November, 2023

Notary Public: [Signature]

My Commission expires: 3/29/26



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$ 257,119.48

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Town & Country Engineering

By: [Signature] Date: 11/14/23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 23155-2

APPLICATION DATE: 11/13/2023

PERIOD TO: 11/15/2023

ARCHITECT'S PROJECT NO: 23155

A	B	C	C.1	C.2	D	E	E.1	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULE OF VALUES	APPROVED CHANGES TO DATE	REVISED SCHEDULE OF VALUES	PREVIOUS APPLICATIONS	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE (D+E)	% (F/C)	BALANCE TO FINISH (C-F)	RETAINAGE (IF VARIABLE RATE)
1	General Conditions/Requirement	157,068.00	0.00	157,068.00	25,131.00	37,696.20	0.00	62,827.20	40.00	94,240.80	3,141.36
2	Site Demo & Earthwork	48,873.00	0.00	48,873.00	44,216.00	0.00	0.00	44,216.00	90.47	4,657.00	2,210.80
3	Selective Demolition	6,670.00	0.00	6,670.00	5,336.00	1,334.00	0.00	6,670.00	100.00	0.00	333.50
4	Concrete	53,541.00	0.00	53,541.00	13,708.00	34,478.90	0.00	48,186.90	90.00	5,354.10	2,409.35
5	Carpentry	125,801.00	0.00	125,801.00	0.00	124,542.99	0.00	124,542.99	99.00	1,258.01	6,227.15
6	Roofing & sheet Metal	122,323.00	0.00	122,323.00	0.00	50,000.00	0.00	50,000.00	40.88	72,323.00	2,500.00
7	Metal Wall/Ceiling Panel Sys	101,167.00	0.00	101,167.00	0.00	10,000.00	0.00	10,000.00	9.88	91,167.00	500.00
8	OH Doors	32,371.00	0.00	32,371.00	0.00	0.00	0.00	0.00	0.00	32,371.00	0.00
9	Plumbing Systems	23,685.00	0.00	23,685.00	8,000.00	4,000.00	0.00	12,000.00	50.66	11,685.00	600.00
10	HVAC Systems	155,262.00	0.00	155,262.00	500.00	8,600.00	0.00	9,100.00	5.86	146,162.00	455.00
11	Electrical Systems	23,772.00	0.00	23,772.00	0.00	0.00	0.00	0.00	0.00	23,772.00	0.00
12	GC Performance/Payment Bonds	6,361.00	0.00	6,361.00	6,361.00	0.00	0.00	6,361.00	100.00	0.00	318.05
13	GC Insurances	10,106.00	0.00	10,106.00	10,106.00	0.00	0.00	10,106.00	100.00	0.00	505.30
TOTALS		867,000.00	0.00	867,000.00	113,358.00	270,652.09	0.00	384,010.09	44.29	482,989.91	19,200.51



November 17, 2023

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

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

Subject: Project: VOJ 23-01
2023 Utility & Street Improvements
CTH P, Sherman Road & Highland Road
Pay Request #4

Dear Mr. Kober:

Enclosed you will find Pay Request #4 for the 2023 Utility and Street Improvements project in the Village of Jackson. The total amount, due to the contractor, has been reduced by five percent (5%) for retainage but not to exceed maximum retainage. The maximum retainage was met with pay request #2. This is per Article 6.02.A.1 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Total work completed to date	= \$2,089,478.91
Work completed, Pay Request # 4	= \$104,719.39
Total Retainage	= \$54,397.66
Amount due to Contractor, Pay Request #4	= \$104,719.39

If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,

Todd Drew
Project Inspector
Gremmer & Associates, Inc.

Project VOJ 23-01
2023 Utility Street Improvements
CTH P, Sherman Road and Highland Road

Pay Request #4
Vinton Construction - Prime Contractor

Item No.	Description	Unit s	Total	Vinton Construction		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Cumulative Totals		% Complete
				Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
100-01	Removing Asphaltic Surface	SY	1,376	\$9.50	\$13,072.00		\$0.00	765	\$7,267.50	261	\$2,479.50	191.50	\$1,819.25	1218	\$11,566.25	88%
100-02	Removing Curb & Gutter	LF	62	\$10.00	\$620.00		\$0.00	0	\$0.00	21	\$210.00	0.00	\$0.00	21	\$210.00	34%
100-05	Base Aggregate Dense 3/4-Inch	TON	375	\$36.88	\$13,830.00		\$0.00	0	\$0.00	0	\$0.00	58.70	\$2,164.86	59	\$2,164.86	16%
100-06	Base Aggregate Dense 1 1/4-Inch	TON	740	\$19.24	\$14,237.60		\$0.00	555	\$10,678.20	185	\$3,559.40	0.00	\$0.00	740	\$14,237.60	100%
100-07	Asphaltic Surface	TON	325	\$134.00	\$43,550.00		\$0.00	12	\$1,608.00	0	\$0.00	399.80	\$53,573.20	412	\$55,181.20	127%
100-08	Asphaltic Flumes	SY	15	\$55.00	\$825.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-09	Concrete Curb & Gutter 6-Inch Sloped 30-Inch Type J	LF	62	\$77.00	\$4,774.00		\$0.00	0	\$0.00	0	\$0.00	21.00	\$1,617.00	21	\$1,617.00	34%
100-11	Traffic Control	LS	1	\$8,967.00	\$8,967.00		\$0.00	1	\$8,967.00	0	\$0.00	0.00	\$0.00	1	\$8,967.00	100%
100-14	Sawing Asphalt & Concrete	LF	2,361	\$2.50	\$5,902.50		\$0.00	1710	\$4,275.00	1093	\$2,732.50	0.00	\$0.00	2803	\$7,007.50	119%
100-15	Salvaged Topsoil, Seed No. 40, Fertilizer Type B & Erosion Mat Urban Class I Type B	SY	4,150	\$7.04	\$29,216.00		\$0.00	0	\$0.00	0	\$0.00	4842.00	\$34,087.68	4842	\$34,087.68	117%
100-16	Salvaged Topoil, Seed No. 40, Fertilizer Type B & Mulch	SY	1,500	\$6.04	\$9,060.00		\$0.00	0	\$0.00	0	\$0.00	1185.00	\$7,157.40	1185	\$7,157.40	79%
100-19	Culvert Pipe Checks	EACH	6	\$40.00	\$240.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-20	Temporary Ditch Checks	EACH	18	\$27.00	\$486.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-21	Inlet Protection Type B	EACH	1	\$70.00	\$70.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-23	Silt Fence	LF	2,660	\$2.02	\$5,373.20		\$0.00	1686	\$3,405.72	0	\$0.00	0.00	\$0.00	1686	\$3,405.72	63%
100-24	Remove & Replace Driveway Culverts	EACH	3	\$953.00	\$2,859.00		\$0.00	3	\$2,859.00	0	\$0.00	0.00	\$0.00	3	\$2,859.00	100%
100-26	Remove & Replace Tracking Pad	EACH	1	\$3,000.00	\$3,000.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-27	Mobilization	LS	1	\$240,000.00	\$240,000.00		\$0.00	1	\$240,000.00	0	\$0.00	0.00	\$0.00	1	\$240,000.00	100%
100-28	Mobilization Directional Drill	LS	1	\$19,619.00	\$19,619.00		\$0.00	0	\$0.00	1	\$19,619.00	0.00	\$0.00	1	\$19,619.00	100%
	Prep & Pave around Sanitary Manholes	LS	1	\$4,300.00	\$4,300.00		\$0.00					1.00	\$4,300.00	1	\$4,300.00	100%
300-02	Connect to Existing Sanitary Sewer Main	EACH	1	\$2,177.00	\$2,177.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
300-03	Sanitary Manhole 4-FT Diameter With Casting	EACH	5	\$8,797.00	\$43,985.00		\$0.00	4	\$35,188.00	1	\$8,797.00	0.00	\$0.00	5	\$43,985.00	100%
300-05	Sanitary Sewer PVC SDR-35 6-Inch	LF	312	\$219.00	\$68,328.00		\$0.00	105	\$22,995.00	272	\$59,458.50	0.00	\$0.00	377	\$82,453.50	121%
300-06	Sanitary Sewer PVC SDR-35 8-Inch	LF	424	\$389.00	\$164,936.00		\$0.00	401	\$155,989.00	0	\$0.00	0.00	\$0.00	401	\$155,989.00	95%
300-07	Sanitary Sewer PVC SDR-26 8-Inch	LF	1,127	\$326.00	\$367,402.00		\$0.00	900	\$293,400.00	224	\$73,024.00	0.00	\$0.00	1124	\$366,424.00	100%
400-01	Connect to Existing Water Main Pipe	EACH	2	\$4,408.00	\$8,816.00		\$0.00	0	\$0.00	1	\$4,408.00	0.00	\$0.00	1	\$4,408.00	50%
400-02	Water Main Steel Casing 24-Inch	LF	90	\$0.00	\$0.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	#DIV/0!
400-03	Water Main PVC DR-18 6-Inch	LF	77.0	\$102.00	\$7,854.00		\$0.00	0	\$0.00	96	\$9,792.00	0.00	\$0.00	96	\$9,792.00	125%
400-04	Water Main PVC DR-18 12-Inch	LF	3,368	\$171.00	\$575,928.00		\$0.00	0	\$0.00	253	\$43,263.00	0.00	\$0.00	253	\$43,263.00	8%
400-04B	Water Main HDPE DR-11 Directional Drill	LF	3,100	\$169.90	\$526,690.00		\$0.00	0	\$0.00	3181	\$540,451.90	0.00	\$0.00	3181	\$540,451.90	103%
400-05	Water Gate Valve 6-Inch	EACH	2	\$1,929.00	\$3,858.00		\$0.00	0	\$0.00	3	\$5,787.00	0.00	\$0.00	3	\$5,787.00	150%
400-06	Water Gate Valve 12-Inch	EACH	8	\$4,877.00	\$39,016.00		\$0.00	0	\$0.00	8	\$39,016.00	0.00	\$0.00	8	\$39,016.00	100%
400-07	Water Tee 12x6-Inch	EACH	2	\$866.00	\$1,732.00		\$0.00	0	\$0.00	3	\$2,598.00	0.00	\$0.00	3	\$2,598.00	150%
400-08	Water Tee 12x12-Inch	EACH	1	\$1,485.00	\$1,485.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
400-09	Water 11.25 Deg Bend 12-Inch	EACH	2	\$769.00	\$1,538.00		\$0.00	0	\$0.00	1	\$769.00	0.00	\$0.00	1	\$769.00	50%
400-10	Water 22.5 Deg Bend 12-Inch	EACH	1	\$790.00	\$790.00		\$0.00	0	\$0.00	1	\$790.00	0.00	\$0.00	1	\$790.00	100%
400-11	Water 45 Deg Bend 12-Inch	EACH	12	\$861.00	\$10,332.00		\$0.00	0	\$0.00	6	\$5,166.00	0.00	\$0.00	6	\$5,166.00	50%
400-12	Water Sleeve 12-Inch	EACH	1	\$762.00	\$762.00		\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00	0	\$0.00	0%
400-13	Water Plug 12-Inch	EACH	1	\$342.00	\$342.00		\$0.00	0	\$0.00	1	\$342.00	0.00	\$0.00	1	\$342.00	100%
400-14	Water Hydrant	EACH	2	\$5,895.00	\$11,790.00		\$0.00	0	\$0.00	3	\$17,685.00	0.00	\$0.00	3	\$17,685.00	150%
400-15	Water Manhole 5-FT Diameter with Casting	EACH	1	\$7,685.00	\$7,685.00		\$0.00	0	\$0.00	1	\$7,685.00	0.00	\$0.00	1	\$7,685.00	100%
CTH P TOTAL					\$2,265,447.30		\$0.00		\$786,632.42		\$847,632.80		\$104,719.39		\$1,738,984.61	77%

Project VOJ 23-01
2023 Utility Street Improvements
CTH P, Sherman Road and Highland Road

100-01	Removing Asphaltic Surface	SY	111	\$9.50	\$1,054.50	229	\$2,177.40		\$0.00		\$0.00		\$0.00	229	\$2,177.40	206%
100-02	Removing Curb & Gutter	LF	23	\$10.00	\$230.00	21	\$206.00		\$0.00		\$0.00		\$0.00	21	\$206.00	90%
100-05	Base Aggregate Dense 3/4-Inch	TON	25	\$56.88	\$1,422.00	19	\$1,104.61		\$0.00		\$0.00		\$0.00	19	\$1,104.61	78%
100-06	Base Aggregate Dense 1 1/4-Inch	TON	65	\$19.24	\$1,250.60	90	\$1,731.60		\$0.00		\$0.00		\$0.00	90	\$1,731.60	138%
100-07	Asphaltic Surface	TON	32	\$265.00	\$8,480.00	84	\$22,207.00		\$0.00		\$0.00		\$0.00	84	\$22,207.00	262%
100-10	Concrete Curb & Gutter 30-Inch Type D	LF	23	\$109.00	\$2,507.00	21	\$2,245.40		\$0.00		\$0.00		\$0.00	21	\$2,245.40	90%
100-11	Traffic Control	LS	1	\$4,155.00	\$4,155.00	1	\$4,155.00		\$0.00		\$0.00		\$0.00	1	\$4,155.00	100%
100-14	Sawing Asphalt & Concrete	LF	218	\$2.50	\$545.00	580	\$1,450.00		\$0.00		\$0.00		\$0.00	580	\$1,450.00	266%
100-17	Mat Urban Class I Type B	SY	350	\$8.50	\$2,975.00	866	\$7,361.00		\$0.00		\$0.00		\$0.00	866	\$7,361.00	247%
100-19	Culvert Pipe Checks	EACH	1	\$40.00	\$40.00	0	\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
100-20	Temporary Ditch Checks	EACH	3	\$27.00	\$81.00	3	\$81.00		\$0.00		\$0.00		\$0.00	3	\$81.00	100%
100-23	Silt Fence	LF	243	\$3.00	\$729.00	255	\$765.00		\$0.00		\$0.00		\$0.00	255	\$765.00	105%
100-25	Remove, Salvage & Reinstall Riprap	LS	1	\$1,500.00	\$1,500.00	1	\$1,500.00		\$0.00		\$0.00		\$0.00	1	\$1,500.00	100%
100-27	Mobilization	EACH	1	\$20,000.00	\$20,000.00	1	\$20,000.00		\$0.00		\$0.00		\$0.00	1	\$20,000.00	100%
300-01	Connect to Existing Sanitary Sewer Manhole	EACH	1	\$2,177.00	\$2,177.00	1	\$2,177.00		\$0.00		\$0.00		\$0.00	1	\$2,177.00	100%
300-03	Sanitary Manhole 4-FT Diameter With Casting	EACH	1	\$9,050.00	\$9,050.00	1	\$9,050.00		\$0.00		\$0.00		\$0.00	1	\$9,050.00	100%
300-05	Sanitary Sewer PVC SDR-35 6-Inch	LF	54	\$280.00	\$15,120.00	54	\$15,120.00		\$0.00		\$0.00		\$0.00	54	\$15,120.00	100%
300-06	Sanitary Sewer PVC SDR-35 8-Inch	LF	400	\$388.00	\$155,200.00	383	\$148,604.00		\$0.00		\$0.00		\$0.00	383	\$148,604.00	96%
SHERMAN ROAD TOTAL					\$226,516.10		\$239,935.01		\$0.00		\$0.00		\$0.00		\$239,935.01	106%
100-01	Removing Asphaltic Surface	SY	515	\$4.60	\$2,369.00		\$0.00	474	\$2,180.40	0.00	\$0.00	0.00	\$0.00	474	\$2,180.40	92%
100-02	Removing Curb & Gutter	LF	42	\$10.00	\$420.00		\$0.00	54	\$536.00	0.00	\$0.00	0.00	\$0.00	54	\$536.00	128%
100-03	Removing Concrete Sidewalk & Driveway	SY	65	\$9.00	\$585.00		\$0.00	77	\$695.70	0.00	\$0.00	0.00	\$0.00	77	\$695.70	119%
100-04	Excavation Common	CY	313	\$30.70	\$9,609.10		\$0.00	313	\$9,609.10	0.00	\$0.00	0.00	\$0.00	313	\$9,609.10	100%
100-05	Base Aggregate Dense 3/4-Inch	TON	45	\$34.34	\$1,545.30		\$0.00	41	\$1,417.21	0.00	\$0.00	0.00	\$0.00	41	\$1,417.21	92%
100-06	Base Aggregate Dense 1 1/4-Inch	TON	445	\$19.25	\$8,566.25		\$0.00	282	\$5,420.03	0.00	\$0.00	0.00	\$0.00	282	\$5,420.03	63%
100-07	Asphaltic Surface	TON	150	\$115.00	\$17,250.00		\$0.00	173	\$19,877.75	0.00	\$0.00	0.00	\$0.00	173	\$19,877.75	115%
100-08	Asphaltic Flumes	SY	15	\$55.00	\$825.00		\$0.00	5	\$291.50	0.00	\$0.00	0.00	\$0.00	5	\$291.50	35%
100-10	Concrete Curb & Gutter 30-Inch Type D	LF	453.0	\$30.00	\$13,590.00		\$0.00	464	\$13,920.00	0.00	\$0.00	0.00	\$0.00	464	\$13,920.00	102%
100-11	Traffic Control	LS	1	\$3,268.00	\$3,268.00		\$0.00	1	\$3,268.00	0.00	\$0.00	0.00	\$0.00	1	\$3,268.00	100%
100-12	Concrete Sidewalk 4-Inch	SF	1,396	\$8.75	\$12,215.00		\$0.00	1400	\$12,250.00	0.00	\$0.00	0.00	\$0.00	1400	\$12,250.00	100%
100-13	Concrete Driveway 6-Inch	SY	115	\$89.00	\$10,235.00		\$0.00	136	\$12,059.50	0.00	\$0.00	0.00	\$0.00	136	\$12,059.50	118%
100-14	Sawing Asphalt & Concrete	LF	537	\$2.50	\$1,342.50		\$0.00	591	\$1,477.50	0.00	\$0.00	0.00	\$0.00	591	\$1,477.50	110%
100-18	Topsoil, Seed No. 40, Fertilizer Type B & Mulch	SY	665	\$8.20	\$5,453.00		\$0.00	0	\$0.00	568.00	\$4,657.60	0.00	\$0.00	568	\$4,657.60	85%
100-20	Temporary Ditch Checks	EACH	1	\$40.00	\$40.00		\$0.00	0	\$0.00	0.00	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-22	Inlet Protection Type C	EACH	2	\$70.00	\$140.00		\$0.00	0	\$0.00	0.00	\$0.00	0.00	\$0.00	0	\$0.00	0%
100-27	Mobilization	EACH	1	\$20,000.00	\$20,000.00		\$0.00	1	\$20,000.00	0.00	\$0.00	0.00	\$0.00	1	\$20,000.00	100%
300-04	Adjusting Sanitary Sewer Manhole Casting	EACH	1	\$650.00	\$650.00		\$0.00	0	\$0.00	1.00	\$650.00	0.00	\$0.00	1	\$650.00	100%
400-16	Adjusting Hydrant	EACH	1	\$1,425.00	\$1,425.00		\$0.00	0	\$0.00	1.00	\$1,425.00	0.00	\$0.00	1	\$1,425.00	100%
400-17	Adjusting Water Curb Box	EACH	2	\$412.00	\$824.00		\$0.00	0	\$0.00	2.00	\$824.00	0.00	\$0.00	2	\$824.00	100%
HIGHLAND ROAD TOTAL					\$110,352.15		\$0.00		\$103,002.69		\$7,556.60		\$0.00		\$110,559.29	100%
TOTAL					\$2,602,315.55		\$239,935.01		\$889,635.11		\$855,189.40		\$104,719.39		\$2,089,478.91	80.29%

Vinton original bid #

\$2,175,906.55

Difference / Increase of

\$426,409.00

Work completed, previous estimate

\$855,189.40

Work completed, this estimate

\$104,719.39

Total work completed

\$2,089,478.91

\$42,400.91

Retainage, this estimate

\$0.00

Total retainage, previous estimates

\$54,397.66

Total retainage

\$54,397.66

Amount due to contractor, this estimate

\$104,719.39

Max retainage to hold =
Based off original bid price

\$11,996.75 Retainage Est #1

\$44,481.76 Retainage Est #2

\$0.00 Retainage Est #3

\$0.00 Retainage Est #4

\$54,397.66

Contractor's Application for Payment No.

4

Application Period: 9/20/23 - 11/19/23		Application Date: 11/20/2023
To (Owner): Village of Jackson	From (Contractor): Vinton Construction Company	Via (Engineer): Jeff Spaeth
Project: 2023 Utility & Street Improvements	Contract: 2023 Utility & Street Improvements	Gremmer & Associates
Owner's Contract No.:	Contractor's Project No.: 23073	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 2,175,906.55
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ -103,691.00
I	\$546,309.00	\$654,300.00	3. Current Contract Price (Line 1 ± 2).....	\$ 2,072,215.55
Extra	\$4,300.00		4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F total on Progress Estimates).....	\$ 2,089,478.91
			5. RETAINAGE:	
			a. 2.5% X \$2,175,906.55 Work Completed.....	\$ 54,397.66
			b. X Stored Material.....	\$
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 54,397.66
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 2,035,081.25
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 1,930,361.86
			8. AMOUNT DUE THIS APPLICATION.....	\$ 104,719.39
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 37,134.30
TOTALS	\$550,609.00	\$654,300.00		
NET CHANGE BY CHANGE ORDERS	-\$103,691.00			

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 11-20-2023

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Unit Cost Breakdown

Project: Jackson 2023 Utility Street Improvements

Page 1 of 3

Contractor: Vinton Construction Company

Application Date: 11/20/23

VCC Job# 23073

Payment Application #: 4

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed				Total Completed/Stored		Scheduled Vs.	Percent Complete
		Quantity	UOM	Unit Price	Amount	Previous Request		This Request		To Date		Actual	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
CTH P													
100	100-01 Removing Asphaltic Surface	1,376	SY	\$ 9.50	\$ 13,072.00	1,026.00	\$ 9,747.00	191.50	\$ 1,819.25	1,217.50	\$ 11,566.25	\$ 1,505.75	88.5%
101	100-02 Removing Curb & Gutter	62	LF	\$ 10.00	\$ 620.00	21.00	\$ 210.00	-	\$ -	21.00	\$ 210.00	\$ 410.00	33.9%
102	100-05 Base Aggregate Dense 3/4-Inch	375	TON	\$ 36.88	\$ 13,830.00	-	\$ -	58.70	\$ 2,164.86	58.70	\$ 2,164.86	\$ 11,665.14	15.7%
103	100-06 Base Aggregate Dense 1 1/4-Inch	740	TON	\$ 19.24	\$ 14,237.60	740.00	\$ 14,237.60	-	\$ -	740.00	\$ 14,237.60	\$ -	100.0%
104	100-07 Asphaltic Surface	325	TON	\$ 134.00	\$ 43,550.00	12.00	\$ 1,608.00	399.80	\$ 53,573.20	411.80	\$ 55,181.20	\$ (11,631.20)	126.7%
105	100-08 Asphaltic Flumes	15	SY	\$ 55.00	\$ 825.00	-	\$ -	-	\$ -	-	\$ -	\$ 825.00	0.0%
106	100-09 Concrete Curb & Gutter 6-Inch	62	LF	\$ 77.00	\$ 4,774.00	-	\$ -	21.00	\$ 1,617.00	21.00	\$ 1,617.00	\$ 3,157.00	33.9%
107	100-11 Traffic Control	1	LS	\$ 8,967.00	\$ 8,967.00	1.00	\$ 8,967.00	-	\$ -	1.00	\$ 8,967.00	\$ -	100.0%
108	100-14 Sawing Asphalt & Concrete	2,361	LF	\$ 2.50	\$ 5,902.50	2,803.00	\$ 7,007.50	-	\$ -	2,803.00	\$ 7,007.50	\$ (1,105.00)	118.7%
109	100-15 Salvaged Topsoil, Seed No. 40,	4,150	SY	\$ 7.04	\$ 29,216.00	-	\$ -	4,842.00	\$ 34,087.68	4,842.00	\$ 34,087.68	\$ (4,871.68)	116.7%
110	100-16 Salvaged Topoil, Seed No. 40,	1,500	SY	\$ 6.04	\$ 9,060.00	-	\$ -	1,185.00	\$ 7,157.40	1,185.00	\$ 7,157.40	\$ 1,902.60	79.0%
111	100-19 Culvert Pipe Checks	6	EA	\$ 40.00	\$ 240.00	-	\$ -	-	\$ -	-	\$ -	\$ 240.00	0.0%
112	100-20 Temporary Ditch Checks	18	EA	\$ 27.00	\$ 486.00	-	\$ -	-	\$ -	-	\$ -	\$ 486.00	0.0%
113	100-21 Inlet Protection Type B	1	EA	\$ 70.00	\$ 70.00	-	\$ -	-	\$ -	-	\$ -	\$ 70.00	0.0%
114	100-23 Silt Fence	2,660	LF	\$ 2.02	\$ 5,373.20	1,686.00	\$ 3,405.72	-	\$ -	1,686.00	\$ 3,405.72	\$ 1,967.48	63.4%
115	100-24 Remove & Replace Driveway	3	EA	\$ 953.00	\$ 2,859.00	3.00	\$ 2,859.00	-	\$ -	3.00	\$ 2,859.00	\$ -	100.0%
116	100-26 Remove & Replace Tracking Pad	1	EA	\$ 3,000.00	\$ 3,000.00	-	\$ -	-	\$ -	-	\$ -	\$ 3,000.00	0.0%
117	100-27 Mobilization	1	EA	\$ 240,000.00	\$ 240,000.00	1.00	\$ 240,000.00	-	\$ -	1.00	\$ 240,000.00	\$ -	100.0%
118	300-02 Connect to Existing Sanitary Sewer	1	EA	\$ 2,177.00	\$ 2,177.00	-	\$ -	-	\$ -	-	\$ -	\$ 2,177.00	0.0%
119	300-03 Sanitary Manhole 4-FT Diameter	5	EA	\$ 8,797.00	\$ 43,985.00	5.00	\$ 43,985.00	-	\$ -	5.00	\$ 43,985.00	\$ -	100.0%
120	300-05 Sanitary Sewer PVC SDR-35 6-	312	LF	\$ 219.00	\$ 68,328.00	376.50	\$ 82,453.50	-	\$ -	376.50	\$ 82,453.50	\$ (14,125.50)	120.7%
121	300-06 Sanitary Sewer PVC SDR-35 8-	424	LF	\$ 389.00	\$ 164,936.00	401.00	\$ 155,989.00	-	\$ -	401.00	\$ 155,989.00	\$ 8,947.00	94.6%
122	300-07 Sanitary Sewer PVC SDR-26 8-	1,127	LF	\$ 326.00	\$ 367,402.00	1,124.00	\$ 366,424.00	-	\$ -	1,124.00	\$ 366,424.00	\$ 978.00	99.7%
123	400-01 Connect to Existing Water Main	2	EA	\$ 4,408.00	\$ 8,816.00	1.00	\$ 4,408.00	-	\$ -	1.00	\$ 4,408.00	\$ 4,408.00	50.0%
124	400-02 Water Main Steel Casing 24-Inch	-	LF	\$ 1,380.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!
125	400-03 Water Main PVC DR-18 6-Inch	77	LF	\$ 102.00	\$ 7,854.00	96.00	\$ 9,792.00	-	\$ -	96.00	\$ 9,792.00	\$ (1,938.00)	124.7%
126	400-04 Water Main PVC DR-18 12-Inch	268	LF	\$ 171.00	\$ 45,828.00	253.00	\$ 43,263.00	-	\$ -	253.00	\$ 43,263.00	\$ 2,565.00	94.4%
127	400-05 Water Gate Valve 6-Inch	2	EA	\$ 1,929.00	\$ 3,858.00	3.00	\$ 5,787.00	-	\$ -	3.00	\$ 5,787.00	\$ (1,929.00)	150.0%
128	400-06 Water Gate Valve 12-Inch	8	EA	\$ 4,877.00	\$ 39,016.00	8.00	\$ 39,016.00	-	\$ -	8.00	\$ 39,016.00	\$ -	100.0%
129	400-07 Water Tee 12x6-Inch	2	EA	\$ 866.00	\$ 1,732.00	3.00	\$ 2,598.00	-	\$ -	3.00	\$ 2,598.00	\$ (866.00)	150.0%
130	400-08 Water Tee 12x12-Inch	1	EA	\$ 1,485.00	\$ 1,485.00	-	\$ -	-	\$ -	-	\$ -	\$ 1,485.00	0.0%
131	400-09 Water 11.25 Deg Bend 12-Inch	2	EA	\$ 769.00	\$ 1,538.00	1.00	\$ 769.00	-	\$ -	1.00	\$ 769.00	\$ 769.00	50.0%
132	400-10 Water 22.5 Deg Bend 12-Inch	1	EA	\$ 790.00	\$ 790.00	1.00	\$ 790.00	-	\$ -	1.00	\$ 790.00	\$ -	100.0%
133	400-11 Water 45 Deg Bend 12-Inch	12	EA	\$ 861.00	\$ 10,332.00	6.00	\$ 5,166.00	-	\$ -	6.00	\$ 5,166.00	\$ 5,166.00	50.0%

Unit Cost Breakdown

Project: Jackson 2023 Utility Street Improvements

Page 2 of 3

Contractor: Vinton Construction Company

Application Date: 11/20/23

VCC Job# 23073

Payment Application #: 4

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed				Total Completed/Stored		Scheduled Vs.	Percent Complete
		Quantity	UOM	Unit Price	Amount	Previous Request		This Request		To Date		Actual	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
134	400-12 Water Sleeve 12-Inch	1	EA	\$ 762.00	\$ 762.00	-	\$ -	-	\$ -	-	\$ -	\$ 762.00	0.0%
135	400-13 Water Plug 12-Inch	1	EA	\$ 342.00	\$ 342.00	1.00	\$ 342.00	-	\$ -	1.00	\$ 342.00	\$ -	100.0%
136	400-14 Water Hydrant	2	EA	\$ 5,895.00	\$ 11,790.00	3.00	\$ 17,685.00	-	\$ -	3.00	\$ 17,685.00	\$ (5,895.00)	150.0%
137	400-15 Water Manhole 5-FT Diameter with	1	EA	\$ 7,685.00	\$ 7,685.00	1.00	\$ 7,685.00	-	\$ -	1.00	\$ 7,685.00	\$ -	100.0%
Sherman Road													
200	100-01 Removing Asphaltic Surface	111	SY	\$ 9.50	\$ 1,054.50	229.20	\$ 2,177.40	-	\$ -	229.20	\$ 2,177.40	\$ (1,122.90)	206.5%
201	100-02 Removing Curb & Gutter	23	LF	\$ 10.00	\$ 230.00	20.60	\$ 206.00	-	\$ -	20.60	\$ 206.00	\$ 24.00	89.6%
202	100-05 Base Aggregate Dense 3/4-Inch	25	TON	\$ 56.88	\$ 1,422.00	19.42	\$ 1,104.61	-	\$ -	19.42	\$ 1,104.61	\$ 317.39	77.7%
203	100-06 Base Aggregate Dense 1 1/4-Inch	65	TON	\$ 19.24	\$ 1,250.60	90.00	\$ 1,731.60	-	\$ -	90.00	\$ 1,731.60	\$ (481.00)	138.5%
204	100-07 Asphaltic Surface	32	TON	\$ 265.00	\$ 8,480.00	83.80	\$ 22,207.00	-	\$ -	83.80	\$ 22,207.00	\$ (13,727.00)	261.9%
205	100-10 Concrete Curb & Gutter 30-Inch	23	LF	\$ 109.00	\$ 2,507.00	20.60	\$ 2,245.40	-	\$ -	20.60	\$ 2,245.40	\$ 261.60	89.6%
206	100-11 Traffic Control	1	LS	\$ 4,155.00	\$ 4,155.00	1.00	\$ 4,155.00	-	\$ -	1.00	\$ 4,155.00	\$ -	100.0%
207	100-14 Sawing Asphalt & Concrete	218	LF	\$ 2.50	\$ 545.00	580.00	\$ 1,450.00	-	\$ -	580.00	\$ 1,450.00	\$ (905.00)	266.1%
208	100-17 Topsoil, Seed No. 40, Fertilizer	350	SY	\$ 8.50	\$ 2,975.00	866.00	\$ 7,361.00	-	\$ -	866.00	\$ 7,361.00	\$ (4,386.00)	247.4%
209	100-19 Culvert Pipe Checks	1	EA	\$ 40.00	\$ 40.00	-	\$ -	-	\$ -	-	\$ -	\$ 40.00	0.0%
210	100-20 Temporary Ditch Checks	3	EA	\$ 27.00	\$ 81.00	3.00	\$ 81.00	-	\$ -	3.00	\$ 81.00	\$ -	100.0%
211	100-23 Silt Fence	243	LF	\$ 3.00	\$ 729.00	255.00	\$ 765.00	-	\$ -	255.00	\$ 765.00	\$ (36.00)	104.9%
212	100-25 Remove, Salvage & Reinstall Riprap	1	LS	\$ 1,500.00	\$ 1,500.00	1.00	\$ 1,500.00	-	\$ -	1.00	\$ 1,500.00	\$ -	100.0%
213	100-27 Mobilization	1	EA	\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00	-	\$ -	1.00	\$ 20,000.00	\$ -	100.0%
214	300-01 Connect to Existing Sanitary Sewer	1	EA	\$ 2,177.00	\$ 2,177.00	1.00	\$ 2,177.00	-	\$ -	1.00	\$ 2,177.00	\$ -	100.0%
215	300-03 Sanitary Manhole 4-FT Diameter	1	EA	\$ 9,050.00	\$ 9,050.00	1.00	\$ 9,050.00	-	\$ -	1.00	\$ 9,050.00	\$ -	100.0%
216	300-05 Sanitary Sewer PVC SDR-35 6-	54	LF	\$ 280.00	\$ 15,120.00	54.00	\$ 15,120.00	-	\$ -	54.00	\$ 15,120.00	\$ -	100.0%
217	300-06 Sanitary Sewer PVC SDR-35 8-	400	LF	\$ 388.00	\$ 155,200.00	383.00	\$ 148,604.00	-	\$ -	383.00	\$ 148,604.00	\$ 6,596.00	95.8%
Highland Road													
300	100-01 Removing Asphaltic Surface	515	SY	\$ 4.60	\$ 2,369.00	474.00	\$ 2,180.40	-	\$ -	474.00	\$ 2,180.40	\$ 188.60	92.0%
301	100-02 Removing Curb & Gutter	42	LF	\$ 10.00	\$ 420.00	53.60	\$ 536.00	-	\$ -	53.60	\$ 536.00	\$ (116.00)	127.6%
302	100-03 Removing Concrete Sidewalk &	65	SY	\$ 9.00	\$ 585.00	77.30	\$ 695.70	-	\$ -	77.30	\$ 695.70	\$ (110.70)	118.9%
303	100-04 Excavation Common	313	CY	\$ 30.70	\$ 9,609.10	313.00	\$ 9,609.10	-	\$ -	313.00	\$ 9,609.10	\$ -	100.0%
304	100-05 Base Aggregate Dense 3/4-Inch	45	TON	\$ 34.34	\$ 1,545.30	41.27	\$ 1,417.21	-	\$ -	41.27	\$ 1,417.21	\$ 128.09	91.7%
305	100-06 Base Aggregate Dense 1 1/4-Inch	445	TON	\$ 19.25	\$ 8,566.25	281.56	\$ 5,420.03	-	\$ -	281.56	\$ 5,420.03	\$ 3,146.22	63.3%
306	100-07 Asphaltic Surface	150	TON	\$ 115.00	\$ 17,250.00	172.85	\$ 19,877.75	-	\$ -	172.85	\$ 19,877.75	\$ (2,627.75)	115.2%
307	100-08 Asphaltic Flumes	15	SY	\$ 55.00	\$ 825.00	5.30	\$ 291.50	-	\$ -	5.30	\$ 291.50	\$ 533.50	35.3%
308	100-10 Concrete Curb & Gutter 30-Inch	453	LF	\$ 30.00	\$ 13,590.00	464.00	\$ 13,920.00	-	\$ -	464.00	\$ 13,920.00	\$ (330.00)	102.4%
309	100-11 Traffic Control	1	LS	\$ 3,268.00	\$ 3,268.00	1.00	\$ 3,268.00	-	\$ -	1.00	\$ 3,268.00	\$ -	100.0%

Unit Cost Breakdown

Project: Jackson 2023 Utility Street Improvements

Page 3 of 3

Contractor: Vinton Construction Company

Application Date: 11/20/23

VCC Job# 23073

Payment Application #: 4

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed				Total Completed/Stored		Scheduled Vs.	Percent Complete
		Quantity	UOM	Unit Price	Amount	Previous Request		This Request		To Date		Actual	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
310	100-12 Concrete Sidewalk 4-Inch	1,396	SF	\$ 8.75	\$ 12,215.00	1,400.00	\$ 12,250.00	-	\$ -	1,400.00	\$ 12,250.00	\$ (35.00)	100.3%
311	100-13 Concrete Driveway 6-Inch	115	SY	\$ 89.00	\$ 10,235.00	135.50	\$ 12,059.50	-	\$ -	135.50	\$ 12,059.50	\$ (1,824.50)	117.8%
312	100-14 Sawing Asphalt & Concrete	537	LF	\$ 2.50	\$ 1,342.50	591.00	\$ 1,477.50	-	\$ -	591.00	\$ 1,477.50	\$ (135.00)	110.1%
313	100-18 Topsoil, Seed No. 40, Fertilizer	665	SY	\$ 8.20	\$ 5,453.00	568.00	\$ 4,657.60	-	\$ -	568.00	\$ 4,657.60	\$ 795.40	85.4%
314	100-20 Temporary Ditch Checks	1	EA	\$ 40.00	\$ 40.00	-	\$ -	-	\$ -	-	\$ -	\$ 40.00	0.0%
315	100-22 Inlet Protection Type C	2	EA	\$ 70.00	\$ 140.00	-	\$ -	-	\$ -	-	\$ -	\$ 140.00	0.0%
316	100-27 Mobilization	1	EA	\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00	-	\$ -	1.00	\$ 20,000.00	\$ -	100.0%
317	300-04 Adjusting Sanitary Sewer Manhole	1	EA	\$ 650.00	\$ 650.00	1.00	\$ 650.00	-	\$ -	1.00	\$ 650.00	\$ -	100.0%
318	400-16 Adjusting Hydrant	1	EA	\$ 1,425.00	\$ 1,425.00	1.00	\$ 1,425.00	-	\$ -	1.00	\$ 1,425.00	\$ -	100.0%
319	400-17 Adjusting Water Curb Box	2	EA	\$ 412.00	\$ 824.00	2.00	\$ 824.00	-	\$ -	2.00	\$ 824.00	\$ -	100.0%
Change Orders													
900	CO1 100-28 Mobilization Directional Drill	1	LS	\$ 19,619.00	\$ 19,619.00	1.00	\$ 19,619.00	-	\$ -	1.00	\$ 19,619.00	\$ -	100.0%
901	CO1 400-04B WM DPE DR-11 Directional Drill	3,100	LF	\$ 169.90	\$ 526,690.00	3,181.00	\$ 540,451.90	-	\$ -	3,181.00	\$ 540,451.90	\$ (13,761.90)	102.6%
902	EXTRA Pre & Pave Around Sanitary Manholes	1.00	LS.	\$ 4,300.00	\$ 4,300.00	\$ -	\$ -	\$ 1.00	\$ 4,300.00	\$ 1.00	\$ 4,300.00	\$ -	100.0%
	Total:				\$ 2,072,215.55		\$ 1,984,759.52		\$104,719.39		\$ 2,089,478.91	\$ (17,263.36)	
	Less: 5% Retainage						\$ 54,397.66		\$ -		\$ 54,397.66		
	Total:						\$ 1,930,361.86		\$104,719.39		\$ 2,035,081.25		
	Amount Previously Paid						\$ 1,930,361.86		\$ -		\$ 1,930,361.86		
	Amount DueThis Request								\$104,719.39		\$ 104,719.39		



November 16, 2023

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

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

Subject: Project: VOJ 22-01
STH 60 Utility Upgrades
CTH P – Ridgeway Drive
Pay Request #7

Dear Mr. Kober:

Enclosed you will find Pay Request #7 for the STH 60 Utility Upgrades project in the Village of Jackson. This pay request is to reduce the amount of retainage for the remainder of the warranty.

Total work completed to date	= \$2,754,528.10
Total Retainage	= \$67,835.84
Reduced Retainage	= \$10,000.00
Amount due to Contractor, Pay Request #7	= \$57,835.84

If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,

Todd Drew
Project Inspector
Gremmer & Associates, Inc.

Contractor's Application for Payment No. 7

	Application Date: 11/16/2023	Application Period: 8/23/23 - 11/16/23
To (Owner): Village of Jackson	From (Contractor): ADVANCE CONSTRUCTION, INC.	Via (Engineer): Gremmer & Associates, Inc.
Contact:	Contact: Paul Kultgen	Contact: Todd Drew
Project: STH 60 Utility Upgrades	Address: 241 Woodale Avenue Green Bay, WI 54313	Address: 93 S. Pioneer Rd, Fond du Lac, WI 54935
Owner's Project No.:	Contractor's Project No.:	Engineer's Project No.:

Change Order Summary

Approved Change Orders				
Number	Additions	Deductions (Enter as Positive Number)		
			1. ORIGINAL CONTRACT PRICE	\$ 2,713,433.75
			2. Net change by Change Orders	\$
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2)	\$ 2,713,433.75
			4. TOTAL COMPLETED & STORED TO DATE	
			(Column L Total on Progress Estimates)	\$ 2,754,528.10
			5. RETAINAGE:	
			a. 5% X \$1,356,716.88 Work Completed	\$ 10,000.00
			b. 5% x _____ Stored Materials	\$
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .	\$ 10,000.00
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 7)	\$ 2,686,692.26
			8. LESS PREVIOUS PAYMENTS (Line 6 from Prior Application)	\$ 2,686,692.26
			9. AMOUNT DUE THIS APPLICATION	57,835.84
TOTALS				
NET CHANGE BY CHANGE ORDERS				

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge:

(1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;

(2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner per Article 15 of the General Conditions; and

(3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: *Paul Kultgen*

Date:	11.16.23
-------	----------

	\$	\$57,835.84
Payment of:		(Line 8 or other - attach explanation of the other amount)

Recommended by: (Thomas J. Holtan, Town DPW/ENG) (Date) _____

Payment of: \$ _____ (Line 8 or other - attach explanation of the other amount)

Approved by: (Daniel W. Hein, Town Chair) (Date) _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023				
Application Period: 8/23/23 - 11/16/23												
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Value of Stored Materials(\$)	Estimated Quantity Installed	Value of Work Installed (\$)
100-01	Removing curb	LF	6	7.00	42.00							
100-02	Removing Curb & Gutter	LF	960	5.00	4,800.00	289.40	\$1,447.00				289.40	\$1,447.00
100-03	Removing Concrete Sidewalk and Driveways	SY	1205	5.00	6,025.00	469.57	\$2,347.85				469.57	\$2,347.85
100-04	Base Aggregate Dense 1 1/4-inch	TON	1875	15.80	29,625.00	1,218.60	\$19,253.88				1,218.60	\$19,253.88
100-05	Base Aggregate Open-Graded	TON	1130	23.00	25,990.00	590.77	\$13,587.71				590.77	\$13,587.71
100-06	Concrete Driveway 6-inch	SY	505	75.65	38,203.25	289.01	\$21,863.61				289.01	\$21,863.61
100-07	Concrete Driveway 8-inch	SY	80	77.00	6,160.00							
100-08	Drilled Tie Bars	EA	525	9.00	4,725.00	326.00	\$2,934.00				326.00	\$2,934.00
100-09	HMA Pavement 3 MT 58-28 S	TON	1110	275.00	305,250.00	1,043.22	\$286,885.50				1,043.22	\$286,885.50
100-10	HMA Pavement 4 MT 58-28 S	TON	67	510.00	34,170.00	76.89	\$39,213.90				76.89	\$39,213.90
100-11	Asphaltic Surface	TON	17	510.00	8,670.00							
100-12	Asphaltic Surface Driveways and Field Entrances	TON	50	510.00	25,500.00	72.33	\$36,888.30				72.33	\$36,888.30
100-13	Concrete Cur Type D	LF	6	48.00	288.00							
100-14	Concrete Curb & Gutter 30-inch Type D	LF	960	42.75	41,040.00	289.00	\$12,354.75				289.00	\$12,354.75
100-15	Concrete Sidewalk 5-inch	SF	5520	8.00	44,160.00	1,690.55	\$13,524.40				1,690.55	\$13,524.40
100-16	Concrete Steps	SF	30	55.00	1,650.00							

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023				
Application Period: 8/23/23 - 11/16/23												
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Value of Stored Materials(\$)	Estimated Quantity Installed	Value of Work Installed (\$)
100-17	Pipe Underdrain Wrppped 4-inch	LF	200	55.00	11,000.00	100.00	\$5,500.00				100.00	\$5,500.00
100-18	Moblization	EA	1	35,000.00	35,000.00	1.00	\$35,000.00				1.00	\$35,000.00
100-19	Lawn Restoration	SY	900	10.00	9,000.00	1,322.64	\$13,226.40				1,322.64	\$13,226.40
100-20	Inlet Protection Type C	EA	35	55.00	1,925.00	42.00	\$2,310.00				42.00	\$2,310.00
100-21	Geotextile Type SAS	SY	945	2.50	2,362.50	95.66	\$239.15				95.66	\$239.15
100-22	Marking Line Pain 4-inch	LF	6405	1.35	8,646.75	6,514.00	\$8,793.90				6,514.00	\$8,793.90
100-23	Marking Line Pain 8-inch	LF	225	2.55	573.75	195.00	\$497.25				195.00	\$497.25
100-24	arking Arrow Paint	EA	5	95.00	475.00	5.00	\$475.00				5.00	\$475.00
100-25	Marking Word Paint	EA	1	125.00	125.00	1.00	\$125.00				1.00	\$125.00
100-26	Marking Railroad Crossing Paint	EA	2	450.00	900.00	2.00	\$900.00				2.00	\$900.00
100-27	Marking Stop Line Paint 18-inch	LF	45	5.85	263.25	67.00	\$391.95				67.00	\$391.95
100-28	Marking Diagonal Paint 6-inch	LF	6	2.25	13.50	20.00	\$45.00				20.00	\$45.00
100-29	Marking Crosswalk Paint Transverse Line 6-inch	LF	205	2.25	461.25	549.00	\$1,235.25				549.00	\$1,235.25
100-30	Marking Crosswalk Paint Block Style 24-inch	LF	25	7.75	193.75	30.00	\$232.50				30.00	\$232.50
100-31	Conduit Loop Detector	LF	224	16.50	3,696.00	224.00	\$3,696.00				224.00	\$3,696.00
100-32	Loop Detector Wire	LF	800	2.35	1,880.00	800.00	\$1,880.00				800.00	\$1,880.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023				
Application Period: 8/23/23 - 11/16/23												
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Value of Stored Materials(\$)	Estimated Quantity Installed	Value of Work Installed (\$)
100-33	Sawing Asphalt	LF	8,760	2.00	17,520.00	7,194.50	\$14,389.00				7,194.50	\$14,389.00
100-34	Sawing Concrete	LF	2625	3.00	7,875.00	682.10	\$2,046.30				682.10	\$2,046.30
100-35	Remove and Replace Retaining Wall	LS	1	8,990.00	8,990.00							
100-36	Traffic Control and Detour	LS	1	25,000.00	25,000.00	1.00	\$25,000.00				1.00	\$25,000.00
100-37	Excavating, Hauling, and Disposal of Contaminated Soil	TON	990	45.00	44,550.00							
200-01	Remove and Replace Sanitary Manhole Casting and Adjustment Rings	EA	27	4,500.00	121,500.00	27.00	\$121,500.00				27.00	\$121,500.00
200-02	Connect to Existing Sanitary Sewer Manhole	EA	1	2,000.00	2,000.00							
200-03	Connect to Existing Sanitary Sewer Main	EA	3	2,000.00	6,000.00	4.00	\$8,000.00				4.00	\$8,000.00
200-04	Sanitary Sewer PVC 10-inch, Granular Backfill	LF	232	200.00	46,400.00	271.00	\$54,200.00				271.00	\$54,200.00
200-05	Sanitary Sewer PVC 8-inch, Slurry Backfill	LF	1,099	243.00	267,057.00	1,071.00	\$260,253.00				1,071.00	\$260,253.00
200-06	Sanitary Sewer PVC 10-inch, Slurry Backfill	LF	39	300.00	11,700.00	61.00	\$18,300.00				61.00	\$18,300.00
200-07	Sanitary Sewer PVC 12-inch, Slurry Backfill	LF	1402	325.00	455,650.00	1,337.00	\$434,525.00				1,337.00	\$434,525.00
200-07	Sanitary Sewer Lateral 6-inch, Granular Backfill	LF	615	145.00	89,175.00	263.50	\$38,207.50				263.50	\$38,207.50
200-08	Sanitary Sewer Lateral 6-inch, Slurry Backfill	LF	310	197.00	61,070.00	584.50	\$115,146.50				584.50	\$115,146.50
200-09	Sanitary Manholes 4-Ft Diameter with Casting	EA	10	6,500.00	65,000.00	9.00	\$58,500.00				9.00	\$58,500.00
200-10	Sanitary Outside Deep Manholes 4-FT Diameter with Casting	EA	2	9,518.00	19,036.00	2.00	\$19,036.00				2.00	\$19,036.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023				
Application Period: 8/23/23 - 11/16/23												
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)		Estimated Quantity Installed	Value of Work Installed (\$)
200-11	Abandon Sanitary Sewer - Jackson Drive	LS	1	1,500.00	1,500.00	1.00	\$1,500.00				1.00	\$1,500.00
200-12	Sanitary Sewer Lateral Pipe Bursting	LF	3000	139.00	417,000.00	4,196.00	\$583,244.00				4,196.00	\$583,244.00
200-13	Funish and install 36" cleanout manhole with casting	LS	1	3,645.00	3,645.00	1.00	\$3,645.00				1.00	\$3,645.00
200-14	Repair Existing Storm Laterals not shown on plan	EA	6	448.00	2,688.00	14.00	\$6,272.00				14.00	\$6,272.00
300-01	Removing Hydrant	EA	2	1,100.00	2,200.00	2.00	\$2,200.00				2.00	\$2,200.00
300-02	Connect to Existing Water Valve	EA	2	2,500.00	5,000.00	1.00	\$2,500.00				1.00	\$2,500.00
300-03	Connect to Existing Water Main Pipe	EA	3	3,850.00	11,550.00	2.00	\$7,700.00				2.00	\$7,700.00
300-04	Remove and Replace Water Serice Curb Box	EA	100	2,800.00	280,000.00	85.00	\$238,000.00				85.00	\$238,000.00
300-05	Water Main PVC 6-inch, Slurry Backfill	LF	45	315.00	14,175.00	13.00	\$4,095.00				13.00	\$4,095.00
300-06	Water Main PVC 12-inch, Slurry Backfill	LF	12	550.00	6,600.00							
300-07	Water Service Pipe 1 1/4-inch, Granular Backfill	LF	168	150.00	25,200.00	108.00	\$16,200.00				108.00	\$16,200.00
300-08	Water Service Pipe 1 1/4-inch, Slurry Backfill	LF	88	200.00	17,600.00	155.00	\$31,000.00				155.00	\$31,000.00
300-09	Water Service Saddle, Corporation Stop, Curb Stop, Curb Box and Couplings 1 1/4-inch	EA	7	1,400.00	9,800.00	6.00	\$8,400.00				6.00	\$8,400.00
300-10	Water Gate Valve 12-inch	EA	1	5,200.00	5,200.00							
300-11	Water 45 Degree Bend 6-inch	EA	1	500.00	500.00	1.00	\$500.00				1.00	\$500.00
300-12	Water 90 Degree Bend 6-inch	EA	3	530.00	1,590.00	1.00	\$530.00				1.00	\$530.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023				
Application Period: 8/23/23 - 11/16/23												
A	B	C	D	E	F	G	H	I	J	K	L	M
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date	
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)		Estimated Quantity Installed	Value of Work Installed (\$)
300-13	Hydrant	EA	2	9,000.00	18,000.00	2.00	\$18,000.00				2.00	\$18,000.00
300-14	Temporary Blow off 2-inch	EA	1	506.00	506.00	1.00	\$506.00				1.00	\$506.00
300-15	Connect to Existing Water Main lpe with 12-inch Gate Valve	EA	1	4,480.00	4,480.00	1.00	\$4,480.00				1.00	\$4,480.00
300-16	Water Main DI 12-incch with flurocarbon Gaskets, Granular Backfill	LF	247	291.00	71,877.00	247.00	\$71,877.00				247.00	\$71,877.00
300-17	Water 22.5 Degree Bend 12-inch	EA	4	1,004.00	4,016.00	2.00	\$2,008.00				2.00	\$2,008.00
300-18	Water Cap 12-inch	EA	2	2,216.00	4,432.00							
300-19	HDD Water service connect to main, new curb box	EA	1	4,750.00	4,750.00	1.00	\$4,750.00				1.00	\$4,750.00
300-20	Furnish and Install 1" Curb Stop - If existing one does not fuction while replacing Curb Box	EA	6	750.00	4,500.00							
300-21	Temporary water service on Jackson Drive	LS	1	8,000.00	8,000.00	1.00	\$8,000.00				1.00	\$8,000.00
300-22	Extra wrk involved with repairing the 12" water main near sanitary manhole #1	LS	1	7,939.00	7,939.00	1.00	\$7,939.00				1.00	\$7,939.00
300-23	Abarndon water service corporation stops not in service	LS	1	16,537.50	16,537.50	1.00	\$16,537.50				1.00	\$16,537.50
400-01	WM Repair on Jackson	LS	1	6,514.00	6,514.00	1.00	\$6,514.00				1.00	\$6,514.00
400-02	49 Loads of Gravel hauled to DF project	TON	1078	8.00	8,624.00	1,078.00	\$8,624.00				1,078.00	\$8,624.00
400-03	Dumpsters lined and filled with contaminated	EA	7	450.00	3,150.00	7.00	\$3,150.00				7.00	\$3,150.00
400-04	Sanitry MH 10.1 turned over to VOJ	LS	1	2,405.00	2,405.00	1.00	\$2,405.00				1.00	\$2,405.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

7

For (Project): ST 60								Application Date: 11/16/2023					
Application Period: 8/23/23 - 11/16/23													
A	B	C	D	E	F	G	H	I	J	K	L	M	
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Stored Material	Total Work Completed to Date		
						Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Value of Stored Materials(\$)	Estimated Quantity Installed	Value of Work Installed (\$)	
TOTAL BID ITEMS						\$2,871,315.50		\$2,754,528.10					\$2,754,528.10



November 20, 2023

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

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

Subject: Project: VOJ 23-02
STH 60 – Street Lighting
Industrial Drive – Ridgeway Drive
Pay Request #1

Dear Mr. Kober:

Enclosed you will find Pay Request #1 for the STH 60 – Street Lighting project in the Village of Jackson. The total amount, due to the contractor, has been reduced by five percent (5%) for retainage but not to exceed maximum retainage. This is per Article 6.02.A.1 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Work completed, Pay Request # 1	= \$118,750.93
Retainage, Pay Request #1 (5%)	= \$5,937.55
Amount due to Contractor, Pay Request #3	= \$112,813.38

If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,

Blake Furlano

Blake Furlano
Project Inspector
Gremmer & Associates, Inc.

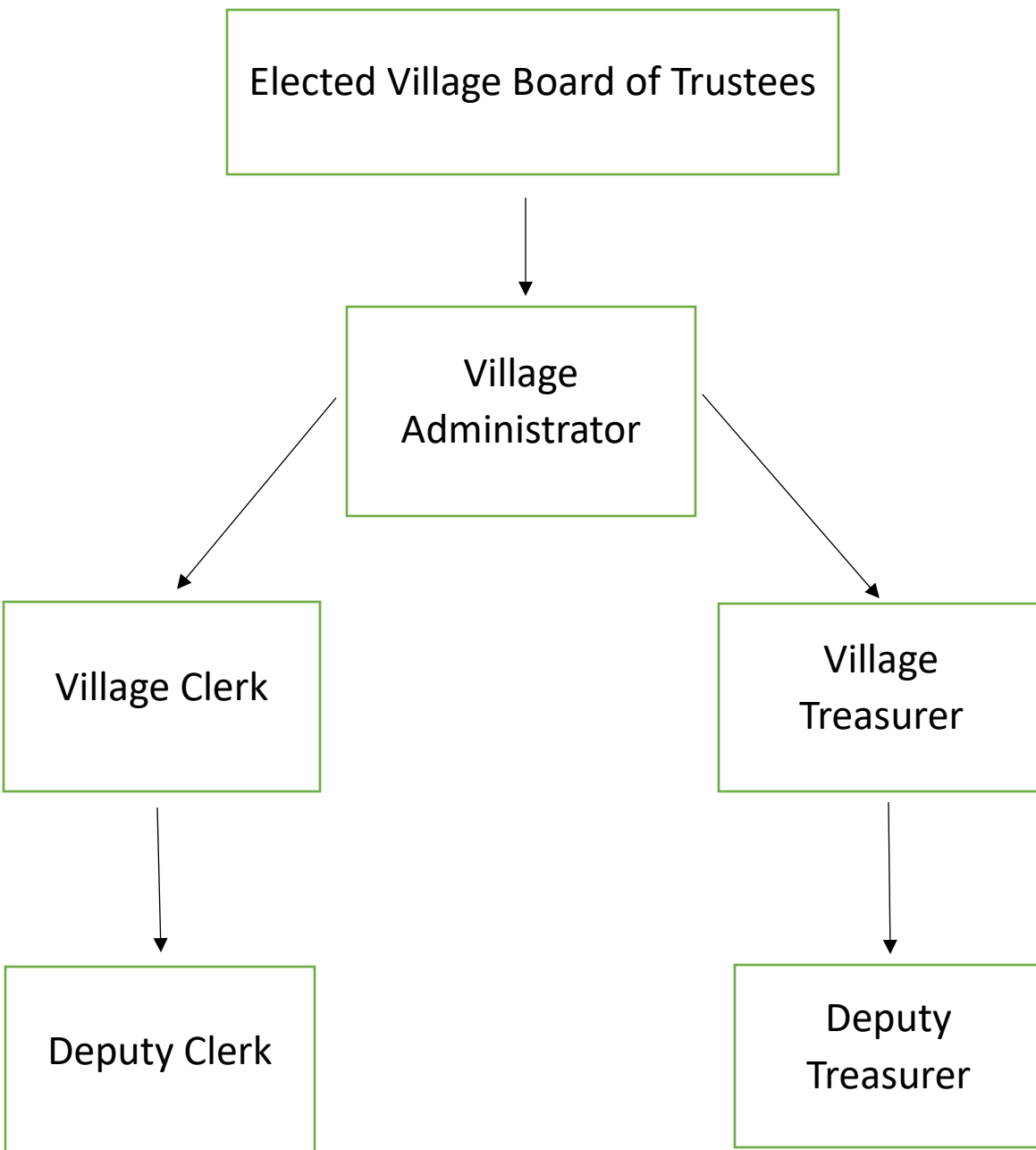
Project VOJ 23-02
STH 60 - Street Lighting
Industrial Drive - Ridgeway Drive

Pay Request #1
Wil-Surge - Prime Contractor

				Wil-Surge		Pay Request #1		Pay Request #2		Pay Request #3		Pay Request #4		Pay Request #5		Pay Request #6		Cumulative Totals		% Complete
Item No.	Description	Unit s	Total	Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
619.1000	Mobilization	EACH	1	\$15,428.00	\$15,428.00	1.0	\$15,428.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$15,428.00	100%
628.7015	Inlet Protection Type C	EACH	25	\$89.00	\$2,225.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
643.5000	Traffic Control	LS	1	\$16,871.00	\$16,871.00	1.0	\$16,871.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1	\$16,871.00	100%
653.0164	Pull Boxes Non-Conductive 24x42-Inch	EACH	17	\$987.00	\$16,779.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
654.0105	Concrete Bases Type 5	EACH	36	\$891.00	\$32,076.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
655.0610	Electrical Wire Lighting 12 AWG	LF	7,629	\$0.92	\$7,018.68	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
655.0620	Electrical Wire Lighting 8 AWG	LF	20,342	\$1.68	\$34,174.56	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
655.0625	Electrical Wire Lighting 6 AWG	LF	30,513	\$1.81	\$55,228.53	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
671.0212	Conduit HDPE Directional Bore 1-Duct 2-Inch	LF	10,835	\$13.79	\$149,414.65	5267.0	\$72,631.93		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	5267	\$72,631.93	49%
SPV.0060.01	Install Village Furnished Lighting Unit	EACH	36	\$832.00	\$29,952.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
SPV.0060.02	Install Village Furnished Meter Breaker Pedestal	EACH	2	\$6,910.00	\$13,820.00	2.0	\$13,820.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	2	\$13,820.00	100%
SPV.0180.01	Concrete Restoration	SY	3.3	\$348.00	\$1,148.40	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
SPV.0180.02	Asphalt Restoration	SY	5	\$808.00	\$4,040.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
CO #1	Concrete Replacement (Replaces Item SPV.0180.01)	SF	700	\$13.00	\$9,100.00	0.0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0.00	0%
CTH P TOTAL				\$387,275.82			\$118,750.93		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$118,750.93	31%
TOTAL					\$387,275.82		\$118,750.93		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$118,750.93	30.66%

Vinton original bid #		Work completed, previous estimate	\$0.00		
	\$378,175.82	Work completed, this estimate	\$118,750.93	\$5,937.55	Retainage Est #1
Difference / Increase of		Total work completed	\$118,750.93	\$0.00	Retainage Est #2
	\$7,951.60	Retainage, this estimate	\$5,937.55	\$0.00	Retainage Est #3
		Total retainage, previous estimates	\$0.00		
		Total retainage	\$5,937.55		
		Amount due to contractor, this estimate	\$112,813.38	Max retainage to hold = Based off original bid price	\$9,454.40

Village of Jackson Administrative Office Restructure



VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Deputy Clerk
DEPARTMENT:	Administration
IMMEDIATE SUPERVISOR:	Village Clerk
CLASSIFICATION:	Full-Time, Department Assistant

GENERAL POSITION DESCRIPTION:

The Deputy Clerk is primarily a clerical position responsible for providing support and assisting the Village Clerk in the statutory requirements. This position requires a high level of integrity, problem solving skills, verbal and written communication skill, and an excellent commitment to public service. This position is responsible for ensuring that the public is provided with prompt and accurate information pertaining to the services by the Village and to make sure members of the public are served during regular office hours of 8:00AM – 4:30PM, Monday through Friday. Work is normally carried out with independence, subject only to general instruction and standard operating procedures. Computer skills are essential and should include knowledge of the Microsoft Office Suite (particularly Excel and Word) as well as various social media platforms.

LICENSE/CERTIFICATION REQUIREMENTS:

Wisconsin Certified Municipal Clerk (WCMC) designation is desired; however, if not certified the ability to obtain certification will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern governmental principles and practices, with a familiarity of navigating and adhering to local ordinance and State statute. Working knowledge of bank reconciliation, journal entry prep and posting, property tax collection and balancing, bank deposits, payroll, accounts payable, accounts receivable, and data processing functions. Ability to use computer-based applications for word processing and database management. Familiarity with Workhorse software, Ascent software, and Civic Systems platforms is beneficial, and highly desired, but not required. Proficiency in Microsoft Office applications and various social media platforms.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED with specialized course work in general office practices, such as typing, filing, accounting, and bookkeeping. Minimum of two (2) years of related experience, or any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities to perform the job, with a preference on prior municipal government experience.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Front reception counter services, including:

- Answering the telephone and managing walk-in requests.
- Handling/processing payments.
- Distributing mail.
- Serving as a Notary Public.

- Maintaining the Village message board and website.
- Assisting with maintaining Village social media announcements.
- Compilation and creation of the quarterly newsletter.
- Ordering and managing office supplies.

Assisting the Village Clerk with regular statutory duties and to fulfill all duties of the Village Clerk in their absence, including:

- Assisting in the preparation and posting of agendas, packet, and minutes as needed.
- Assistance during public meetings as requested.
- Assistance with administration of elections as requested.
- Working in the WisVote election database while maintaining confidentiality.
- Preparation, coordination, and maintenance of licenses and permits issued.
- Records maintenance and management.

Assisting the Administrative Staff of the Village of Jackson with clerical and backup duties, including:

- Processing credit card payments.
- Back up for preparation of bank deposits.
- Scanning and mailing correspondence, with occasional preparation of form letters.
- Documentation preparation for the annual audit, as needed.
- Public meeting room preparation including room scheduling, set up, and clean up.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours, including evening hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Deputy Treasurer
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Treasurer/HR Assistant
CLASSIFICATION: Part-Time, Department Assistant

GENERAL POSITION DESCRIPTION:

The Deputy Treasurer is primarily a clerical position responsible for providing statutory support and assisting the Treasurer in administering and maintaining the Village's finances. Duties include but are not limited to assisting the Village Treasurer with accounting functions, payroll functions, human resources tasks, and customer services support via phone and in-person inquiries. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles. Computer skills are essential and should include knowledge of Microsoft Office (particularly Excel and Word).

LICENSE/CERTIFICATION REQUIREMENTS:

Certified Municipal Treasurer of Wisconsin (CMTW) designation is desired; however, if not certified the ability to obtain certification will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern governmental accounting theory, principles, and practices. Working knowledge of bank reconciliation, journal entry prep and posting, property tax collection and balancing, bank deposits, payroll, accounts payable, accounts receivable, and data processing functions. Ability to use computer-based applications for word processing and financial and database management. Ability to use Workhorse for accounting functions and ClearGov budget preparation and management software.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED. Additional courses in bookkeeping and accounting are preferred as is banking experience and/or municipal experience or any equivalent combination of experience and training.

SPECIFIC POSITION RESPONSIBILITIES

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Assisting the Treasurer with general accounting functions of the Village of Jackson:

- Assist in cash receipting functions. Collect and receive monies from the public, financial institutions, and various Village Departments.
- Prepare daily bank deposits
- Process accounts payable.
- Process accounts receivable.
- Assist with the preparation of monthly financial reports (bank reconciliation, manual checks & receipts, journal entries, etc.)

- Assist with reconciliation, maintenance, and correspondence associated with special assessment rolls.
- Assist with the preparation and reconciliation of the annual tax roll.
- Assist with annual property tax collection and batch reconciliation.
- Prepare and compile necessary information for the annual Village audit.

Assisting the Treasurer with payroll functions of the Village of Jackson:

- Serve as primary back-up to the Treasurer in performing Village payroll duties including bi-weekly, monthly, and semi-annual payroll.
- Assist with payment of Federal and State payroll taxes.
- Assist with payment of payroll deductions to various entities.
- Assist with the monthly preparation and payment for Health Insurance, ICI (income continuation insurance), and WRS (Wisconsin retirement system).
- Assist with the quarterly preparation and payment of required financial reports such as IRS form 941, State unemployment, and Sales & Use tax.

Assisting the Treasurer with Human Resources tasks for all Departments of the Village of Jackson:

- Assist with the management of the Employee Appreciation Program.
- Ensure employee enrollment is completed for benefits and payroll purposes prior to start of work.
- Assist with FMLA files and cases.
- Assist with the maintenance of -all personnel files, excluding represented personnel files.
- Primary back-up for preparation and distribution of 1099's and W-2 annual forms.
- Serve as back-up for implementation of employee benefits (retirement, health & life insurance, income continuation insurance, dental, vision, deferred comp, etc.)

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

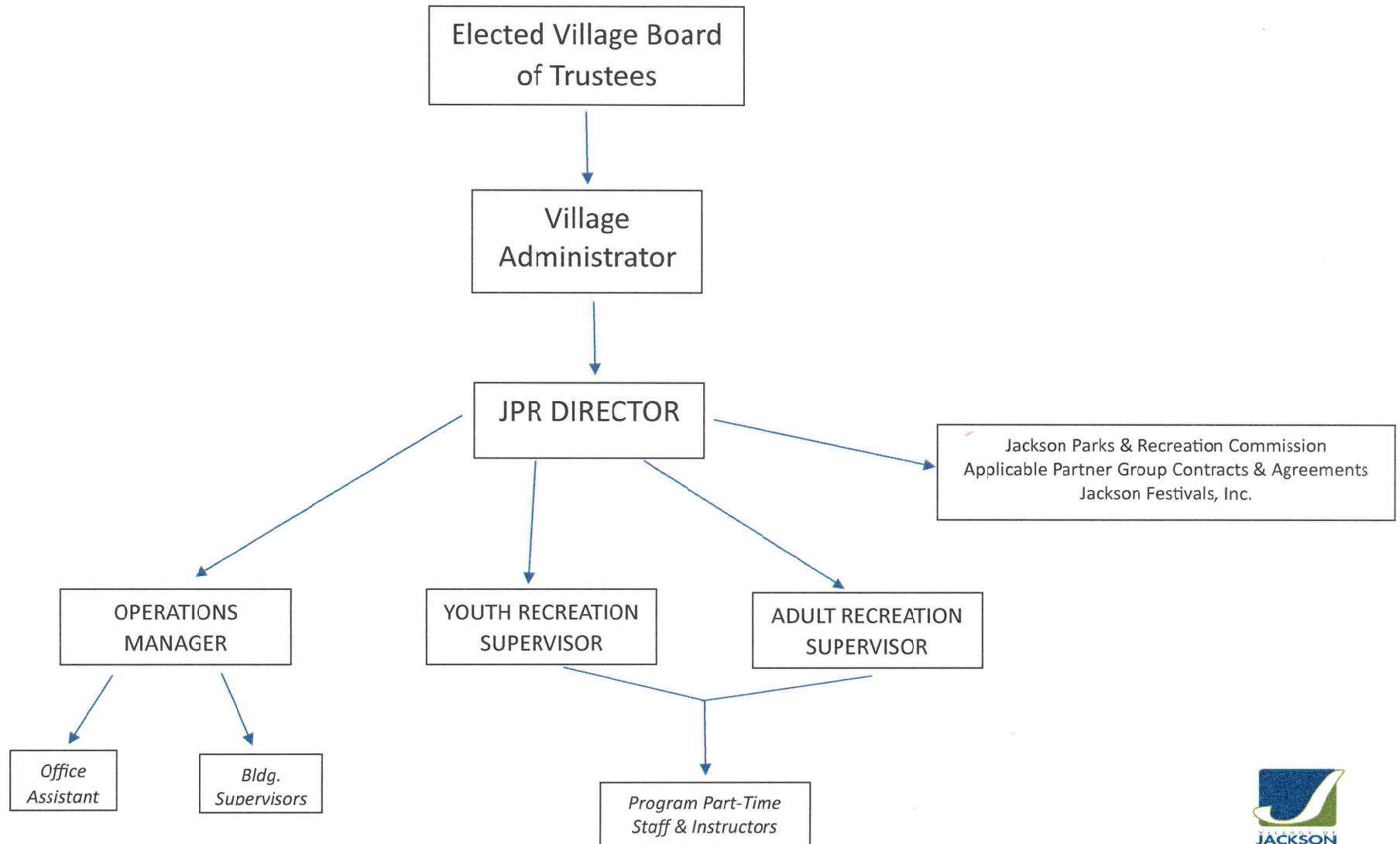
Supervisor's Signature

Date

Employee's Signature

Date

JPR Staffing and Restructure 2024



Village of Jackson Parks & Recreation
DIRECTOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Plans, organizes, coordinates, and implements recreation programs and events for the Jackson Community; oversees day to day operations of the Jackson Community Center, assists in the acquisition, development, and improvement of existing parkland areas; performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development, and supervision of the recreation programs at various locations throughout the Jackson Community, including the need and scope of future recreation programs and events. The work also entails assisting in the general planning, administration, and the implementation of park projects, as well as ongoing park maintenance, inspections, acquisition, and development. Performs the duties of the Site Director for the 4K program through the West Bend School District held at the JCC.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Village Administrator. This is a Full Time Salaried position, for purposes of benefits and payroll. Exercises direct supervision over Recreation Supervisors, Operations Manager, 4K Teachers, and Aids.

DUTIES OF POSITION:

- Oversees the Recreation Supervisors in the coordination of year-round recreation programs for all age groups and interest levels.
- Responsible for the coordination and implementation of department special events along with the Recreation Supervisors and Operations Manager.
- Serves on the Jackson Festivals, Inc. Board of Directors, as the Park & Recreation Department charter member representative.
- Interprets the scope and need for park and recreation programs and events through the Program Service Analysis prepared bi-annually by the Recreation Supervisor.
- Works with the Operations Manager on all print, web, and social media advertising.
- Responsible for staff manuals, procedure manuals, emergency procedure manual and playground safety logs.
- Oversees the day-to-day operation of the Jackson Community Center.
- Oversees the Operations Managers collection of and accounting for revenues from park & recreation programs, events, leagues, concessions, and facility rentals.
- Acquires grants and sponsorships in coordination with the Operations Manager and Recreation Supervisors.
- Responsible for coding and submitting all department payables to the Village Treasurer.
- Responds to citizen's requests and complaints concerning park and recreation programs and facilities.
- Recruits, hires, and evaluates the full and part time 4K staff.
- Responsible for the day-to-day operation of the West Bend School District 4K program held at the JCC.
- Prepares and is responsible for the annual operating budget including General Fund and Capital Projects.
- Responsible for tracking and maintaining the JPR annual budget and preparing quarterly financial reports for the Village Board.
- Prepares and is responsible for Village wide budget requests presented for approval by the Village Tourism Commission for the promotional use of hotel/motel room tax.
- Works cooperatively with the Public Works Director and DPW for Parks, Buildings & Grounds Foreman and staff in the utilization, preparation, and maintenance of park and recreation facilities, including playgrounds.
- Responsible for administrative financial functions including billing, payroll, ordering of equipment and supplies for the Jackson Community Center, programming, and special events.
- Evaluates and recommends maintenance and improvement for the Jackson Community Center and existing park areas through the Village Financial/Capital Improvement Plan (i.e.: athletic fields, play areas, tennis courts, shelters, etc...).
- Works with the Village Administrator in the acquisition and development of new park sites and facilities in the Village.

- Sets the agenda and provides support materials for the Jackson Parks & Recreation Commission meetings.
- Attends Village and Community meetings as required/requested.
- Coordinates the development, updating and implementation of the Parks & Open Space Plan, which is mandated through the Wisconsin Department of Natural Resources.
- Serves as Liaison to the Friends of the Jackson Parks & Recreation group by providing leadership and direction.
- Develops departmental policies and procedures pertaining to park and recreation programs, events, services, and facilities.
- Responsible for insuring and renewing all state/county/village licenses: entertainment, beverage, restaurant, bingo, and raffle.
- Maintains a friendly and cooperative relationship with the Village, neighboring municipalities, community organizations and the public.
- Prepares and informs the public regarding the rules, regulations and fees governing the use of park and recreation facilities.
- Prepares the meetings of the Parks & Recreation Commission, attends, and reports back to the Village Board.
- Attends conferences, workshops, and meetings to further educate, increase professional development and maintain certifications.
- Performs other duties as a Village Department Head and as directed by the Village Administrator.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreation activities and events; thorough knowledge of the principles and methods of playground planning and program development; good knowledge of park planning and development; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreation philosophies to Village officials, public and private groups and agencies, and the general public; ability to develop and maintain an effective relationships with community organizations; ability to plan and supervise the work of others; ability to secure sound professional expertise in regard to park planning methods and principles; ability to keep records and prepare reports; ability to communicate effectively both orally and in writing; to use good judgment, being computer literate and the capability to work with various computer programs such as: RecDesk, Microsoft Office and Adobe InDesign etc, and the ability to handle stressful situations.

DESIRED EXPERIENCE AND TRAINING:

Considerable experience in coordinating and supervising recreation activities, preferably in a community setting; some experience in park planning and development; bachelor's degree in Recreation Administration, or related fields; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP
Reviewed by: JPRC 12/5/2023 and VB
revised 11/14/23

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Village of Jackson Parks & Recreation
OPERATIONS MANAGER JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, building supply ordering, bookkeeping to include daily deposits, administers JCC facility/park reservations and online marketing/social media. Hires, trains, supervises, schedules, and evaluates building supervisors, office assistants, custodians, and front desk volunteers. Serves as the liaison for long-term renters of the Community Center including, but not limited to the Washington County Boys & Girls Club, Washington County Aging and Disability Resource Center, Kettlebrook Church and the West Bend School District.

DISTINGUISHING FEATURES OF THE POSITION:

The position is an administrative staff position with front-line requirements. The Operations Manager is responsible for the coordination and scheduling of the Jackson Community Center and Village Parks. Responsible for all department marketing, guide preparation and social media. Acts as department treasurer, balances all receivables, and submits to Village Treasurer and completes reports to the Director.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Director. This is a Full Time Salaried position, for the purpose of benefits and payroll. Exercises supervision over the Office Assistant, Building Supervisors, Custodians, and Front Desk Volunteers.

EXAMPLES OF DUTIES:

- Coordinate the office and custodial/maintenance operations for the Jackson Community Center.
- Maintains safety records and logs for cleaning chemicals and procedures as required.
- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Develops and maintains office forms, files, and procedures for the department.
- Responsible for the layout and printing of bi-annual Activity Guide and all event marketing.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Works with the Director and Recreation Supervisors in acquiring grants and sponsorships.
- Coordinates all Community Center and Village Parks facility/park usage schedules for programming, rentals, and special events.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Works with Adult Recreation Supervisor for Fitness Center operations, memberships, reports, check-ins, renewals, 3rd party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts and Facebook page, while maintaining tourism budget.
- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks & Recreation events.
- Coordinates content of the bi-annual Activity Guides with the Recreation Supervisor and Director.
- Maintains a positive, helpful and cohesive partnership between the Parks & Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Serves as treasurer including receipting various payments, posting monies to appropriate accounts and balancing deposits for the Village Treasurer.
- Works with the Village Treasurer in preparing weekly batch deposits for the Village accounting system.
- Responsible for the scheduling of the JCC and Community Parks.
- Works cooperatively with the Public Works Department in the coordination of park rentals and usage.

- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Supervises, trains and schedules front desk staff including Office Manager and Building Supervisors.
- Acts as “substitute” for front desk staff when applicable and necessary.
- Attends conferences, workshops, and meetings to further educate and maintain certifications.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs (RecDesk); copy machine; fax machine. Basic knowledge of facility maintenance; HVAC, plumbing and electric how it pertains to light fixtures and equipment, paint and general building maintenance and cleaning. The ability to handle stressful situations.

DESIRED EXPERIENCE AND TRAINING:

A minimum of 3 years experience in office practices such as accounting, scheduling, bookkeeping, Microsoft Office/Google Docs and social media. Comfort working in a fast paced, multi-tasking environment. Bachelor or associate degree in Business Administration or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

POSITION DETAILS:

The details of employment will be specified in the individual employment Agreement.

Submitted by: Kelly Valentino, CPRP –Parks & Recreation Director

Reviewed by: JRPC 12/5/2023 and VB

Revised 11/14/23

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

YOUTH RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and events for youth of all ages and abilities, as well as Seniors. Hires, trains, supervises, and evaluates youth recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Adult RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of youth recreational programs and events at various locations throughout the community. Introduces & orientates staff to programs, equipment, and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and event information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Works closely with the Adult Recreation Supervisor to maintain an accurate inventory of concession supplies. Serves as the JPR Licensed Food Handler and complies with all safety requirements for safe food handling per the Washington County Health Department licensing. Responsible for overseeing the Community Senior Card Club, and all Senior programming. Works closely with the Washington Co. Aging & Disability Resource Center and assists the Director with the annual ADRC Grant for Senior programs. Assists the Director in interpreting the recreational needs of the community. Responsible for the establishing and maintaining a "Volunteer Program" for all department needs.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various youth recreation program staff, coordinators, instructors, volunteers, and officials that work within the specific program areas. The Youth Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Salaried position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth & Senior programs & activities.
- Assists in the coordination of special events along with Adult Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge youth programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Recruits, hires, trains, and evaluates youth staff, instructors, officials/umpires, and volunteers.
- Responsible for all youth & Senior program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Evaluates all youth & Senior programs, including equipment and facility needs, and makes related program policy recommendations to the Director.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for youth & Senior recreation programs for the Jackson Community Center and Parks.
- Works closely with the public works department to ensure day-to-day field/court prep for youth leagues and programs.
- Responsible for the coordination of the JPR Volunteer Program for all department programs and events.
- Works with the Adult Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the youth recreation programs and events.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to programs, and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all youth & Senior programs and events utilizing the Program Service Analysis spreadsheet.
- Responsible for preparing the quarterly reports and documentation required for the ADRC funding grant for Senior programs.
- Prepares promotional materials and advertising plans for all youth & Senior programs and events.
- Performs janitorial/custodial tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops, and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervise and evaluate year round activities for all ages; needs to organize, market and run top quality leagues for youth, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc... Ability to handle stressful situations.

DESIRED EXPERIENCE AND TRAINING:

A minimum of 3 years' experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP
Reviewed by: JPRC 12/5/2023 and VB
Revised 11/14/2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

ADULT RECREATION SUPERVISOR JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Responsible for the planning, coordination and supervision of the year-round recreational programs and leagues for adults of all ages and abilities. Hires, trains, supervises, and evaluates adult recreational staff, instructors, umpires/officials, and volunteers. Also, works with the Director, Operations Manager, Youth RS and other staff on programs and events when necessary and performs related work as required.

DISTINGUISHING FEATURES OF THE POSITION:

The work entails the general planning, development and supervision of adult recreational programs and leagues at various locations throughout the community. Introduces & orientates staff to programs, equipment and facilities, as well as other staff. Also, trains personnel and is responsible for ongoing staff communication. Maintains activities/events calendar and submits program and league information to the Operations Manager and Parks & Recreation Director as needed for advertising. Conducts an in-depth Program Service Analysis bi-annually. Schedules instructors, program staff, umpires/officials, and volunteers responsible for the coordination, staffing and running all programs and leagues. Maintains an accurate inventory of program supplies. Responsible for revenue and expenses, book keeping and deposits for adult programs and leagues. Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.

SUPERVISION RECEIVED & EXERCISED:

Exercises supervision over the various adult recreation program staff, coordinators, instructors, volunteers, and umpires/officials that work within the specific program areas. The Adult Recreation Supervisor works under the general supervision of the Parks & Recreation Director. This position is a Full Time Salaried position, for purposes of benefits and payroll.

DUTIES OF POSITION:

- Completes the accurate bi-annual Program Service Analysis for the purpose of evaluation, planning, investing/divesting in the year-round youth recreation programs & activities for adult programs and leagues.
- Assists in the coordination of special events along with Youth Recreation Supervisor, Operations Manager and Director, including Department/Village Events, Action in Jackson, and multiple Friends of Jackson Parks & Recreation events.
- Enthusiastically finds new and cutting-edge adult programs to generate revenue for the department.
- Maintains proper logs, records, evaluations, and financial spreadsheets for programs, leagues, and concessions.
- Responsible for ordering, inventory and staffing park concession stands. Works with Youth Recreation Supervisor to ensure "Safe Food Handling" compliance.
- Recruits, hires, trains, and evaluates adult program staff, instructors, officials/umpires, and volunteers.
- Responsible for all adult program work agreements and payroll/independent contractor forms, complying with all Village procedures.
- Schedules and coordinates with the Operations Manager, the use of facilities utilized for adult recreation programs for the Jackson Community Center and Parks.
- Works closely with the Public Works Department to ensure day-to-day field/court prep for adult leagues and programs.
- Responsible for the day-to-day operation of the Jackson Community Center Fitness Center, insurance agreements, renewals, recruitment, and financials.
- Works with the Youth Recreation Supervisor and Operations Manager to recruit, train, and supervise volunteers assigned to the adult recreation programs and leagues.
- Assists the Director in preparing and maintaining the Parks & Recreation Department budget as it pertains to their programs and makes recommendations to the Director on fees and charges.

- Submits financial reports on revenues and expenditures for all adult programs and events utilizing the Program Service Analysis spreadsheet.
- Assists the Director in evaluating existing adult programs and determining the need and scope of future recreation programs through the Program Service Analysis.
- Prepares promotional materials and advertising plans for all adult programs and events.
- Performs janitorial/custodian tasks as needed at the Jackson Community and/or Parks.
- Responds to citizen requests and complaints concerning recreational activities, in a positive and customer service friendly manner.
- Maintains a friendly and cooperative relationship with the Village, community organizations and the public.
- Acts as a “substitute” for instructors and staff when applicable and necessary.
- Attends various meetings as required with the recreation programs, as requested by the Parks & Recreation Director.
- Attends conferences, workshops and meetings to further educate and maintain certification.
- Performs other duties as directed by the Parks & Recreation Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of philosophies, practices and principles of public recreation in order to develop, coordinate, implement, supervises and evaluates year round activities for all ages; needs to organize, market and run top quality leagues for adults, ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance; ability to prepare and maintain a program budget; knowledge of facilities and equipment necessary in public recreation programs in order to determine needs, make recommendations to the Director and ensure proper maintenance; ability to develop and maintain an effective relationship with the public; ability to communicate both verbally and in writing. Computer literate and capability to work with various computer programs such as Microsoft Office and various desktop publishing programs to create flyers etc... Ability to handle stressful situations.

DESIRED EXPERIENCE AND TRAINING:

A minimum of 3 years experience in coordinating and supervising recreation activities, preferably in a community setting; Bachelor or associate degree in Recreation Administration, or related field; National Certification through NRPA (National Recreation & Park Association) as a Certified Park & Recreation Professional is desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment has moderate noise level.

Submitted by: Kelly Valentino, CPRP
Reviewed by: JPRC 12/65/2023 and VB
Revised 11/14/2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.

Village of Jackson Parks & Recreation Department
OFFICE ASSISTANT JOB DESCRIPTION 2023

GENERAL STATEMENT OF DUTIES:

Performs clerical, secretarial, financial, and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.

DISTINGUISHING FEATURES OF THE POSITION:

This is a front-line staff position, which is the first impression for our patrons. It requires a very upbeat, energetic individual that is capable of problem solving and answering multiple questions in a positive and helpful manner. The work area for this position is the central hub/command central of the Jackson Community Center.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Parks & Recreation Operations Manager. The position is a Permanent Part-Time Hourly position, for the purpose of benefits and payroll. No direct supervision of others is exercised in this position.

EXAMPLES OF DUTIES:

- Utilizes office forms, files, and procedures as defined by the Operations Manager.
- Assist with administrative tasks involving facility usage/rentals, and program information.
- Answers central telephone system and transfers calls as necessary.
- Assists with marketing including, but not limited to print and web ads, email blasts and approved social media.
- Assists with departmental special events.
- Maintains a positive, helpful, and supportive attitude toward the public and other staff.
- Receives the public and responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons. Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Responsible for receipting various payments and completing program and rental registrations.
- Performs janitorial/custodial tasks as needed at the Jackson Community Center.
- Responsible for room setups for meetings and programs, which may include setting up tables, chairs and required AV equipment.
- Operates office machines as required, such as; stamps, and distribute incoming mail, process outgoing mail; process program and class registration; prepare and distribute news releases, flyers, brochures, notices, newsletters, etc.; assist with scheduling and room set up; duplicate and distribute materials; assist public with use of department facilities; provide backup to related positions; compose, type, and edit correspondence, reports, memoranda, and other materials requiring judgement as to content, accuracy, and completeness.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office Programs, Google Docs, RecDesk- registration and facility registration programs; copy machine; fax machine. The ability to handle stressful situations.

DESIRED EXPERIENCE AND TRAINING:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping. A minimum of 3 years' experience working in a fast paced, multi-tasking environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those, which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, or crouch; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment changes due to the programs and activities scheduled, it can be very loud and chaotic at times and at other times very quiet.

POSITION DETAILS:

The details of employment will be specified in the individual employment contract.

Submitted by: Kelly Valentino, CPRP
Reviewed by: JPRC 12/5/2023 and VB
Revised 11/14/2023

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility but should not be considered an all-inclusive listing of work requirements.