



VILLAGE OF JACKSON VILLAGE BOARD MEETING AGENDA

Tuesday, April 9, 2024 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. Public Hearings
 - a. Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning
 - b. Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group
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 March 12, 2024
 - b. Resolution #24-03 - Proclaiming Arbor Day in the Village of Jackson
 - c. Resolution #24-04 - Approving the Results of the April 2, 2024 Spring Election in the Village of Jackson
 - d. Resolution #24-05 - Accepting Funds from the Washington County Municipal Radio Grant Program
 - e. Resolution #24-06 - Tax Incremental District #4 Affordable Housing Extension
 - f. Massage Technician and Establishment Renewal Licenses - Good Karma Massage Therapy LLC, W194 N16727 Eagle Drive, Suite F, Patricia Salvack - Owner and Technician
6. Budget and Finance Committee
 - a. 2024 Wastewater Treatment Plant Project - Clean Water Fund Loan Dispersment Request #1, in the Amount of \$323,933.23
 - b. Pay Request #6 - Oaks of Jackson - D.F. Tomasini, in the Amount of \$32,341.03
 - c. Pay Request #5 - 2023 Utility & Street Improvements - Vinton Construction, in the Amount of \$44,397.66
 - d. Pay Request #8, Final - STH 60 Utility Upgrades - Advanced Construction, in the Amount of \$10,000.00

- e. Removal Cost for STH 60/Main Street Streetlights - We-Energies, in the Amount of \$51,904.44
 - f. Request for Letter of Credit Reduction #2 - Maple Fields Phase 1
 - g. Review of Proposals for Village Banking Services
 - h. Review of Proposals for Village IT Services
7. Plan Commission
- a. Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning
 - b. Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group
8. Parks & Recreation Commission
- a. Rental Approval Required - Washington County Democratic Party Annual Picnic - September 14, 2024
9. Personnel Committee
- a. Review and Discussion of Chapters I, II, and III of the Village of Jackson Employee Handbook Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies
 - b. Review and Discussion of Professional Services Agreement with Washington County for Shared Planner Services
10. West Bend School District
11. Washington County Board Report
12. Greater Jackson Business Alliance
13. Mid-Moraine Municipal Association Report
14. Notice of Claim - Kendra Majesky - N173W20230 Crestview Drive
15. Closed Session Pursuant to Wis. Stats. §19.85(1)(g), "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."
- The closed session is for the following purposes:
- a. Notice of Claim - Kendra Majesky - N173W20230 Crestview Drive
16. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session
17. 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.



Taking the lead in Washington County.

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 21, 2024
Agenda Item: # 3
To: Plan Commission
From: Collin Johnson, Director of Inspections/Zoning
Subject: Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning

Background and Analysis:

Staff are proposing an amendment to the current R-6 Two-Family Residential Zoning Code to accommodate a current development trend commonly referred to as twin-home construction. Twin homes differ from traditional side-by-side duplexes in that each unit is effectively a separate dwelling on a separate property/lot. This also differs from a traditional two-family condominium in which ownership of portions of the building and property are shared.

Under the current R-6 zoning code, one-family, two-family, and condominium platted developments are permitted. We currently allow for twin-home development by way of a Planned Unit Development. Amending the code to better reference the overall, allowable development to Mixed Residential, rather than Two-Family Residential, and by allowing for twin-homes to be constructed, at the developers' option, permits such construction by zoning right and, in turn, creates a more diversified housing stock.

Comprehensive Plan & Zoning Impacts:

The proposed zoning language is consistent with the prescribed residential uses outlined in the Village Comprehensive Plan and standard residential zoning designation.

Site Plan:

Not applicable.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision.

Signage:

Not applicable.

Additional Staff Comments:

None.

Notice Requirements:

1. Posting on the agenda
2. Class II Notice of Public Hearing

Potential Action:

Motion to recommend the Village Board approve Ordinance #24-03 to repeal and recreate Municipal Code Section



Taking the lead in Washington County.

48-142.

Attachments:

1. Ordinance 24-03 Amending Chapter 48 Zoning Code Regarding R-6 Zoning
2. R-6 Code (Redline Version)

ORDINANCE #24-03

**TO AMEND SECTION 48-142 RELATING TO THE R-6 TWO-FAMILY
RESIDENTIAL ZONING DISTRICT IN CHAPTER 48 OF THE MUNICIPAL CODE**

WHEREAS, the Village Board for the Village of Jackson adopted zoning regulations for the Village of Jackson and has amended such regulations from time to time; and

WHEREAS, the zoning regulations, as amended, are codified as Chapter 48 of the Village of Jackson municipal code, which is titled "Zoning;" and

WHEREAS, the Village of Jackson Plan Commission prepared a draft ordinance setting forth various revisions to requirements for the R-6 One and Two-Family Residential District and recommended approval of the same at their meeting on March 21, 2024; and

WHEREAS, the Village Board conducted a public hearing on April 9, 2024; and

WHEREAS, the Village Board having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such zoning amendments on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the zoning amendments will not violate the spirit or intent of the Zoning Code for the Village of Jackson, will not be contrary to the public health, safety or general welfare of the Village of Jackson, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhoods within the Village and will be consistent with the Village of Jackson Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. Amend Section 48-142 to read as revised below.

48-142. R-6 Mixed Residential District.

(a) Generally. The R-6 Mixed Residential District is intended to provide for one and two-family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.

(b) Permitted uses. Two-family dwellings, a complex of two or more two-family dwellings on a lot, twin-home dwellings, and single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool, and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Except for twin-home lots, all lots shall be a minimum of 6,000 square feet in area for each dwelling unit and shall not be less than 85 feet in width at the setback line. Twin-home lots shall be a minimum of 4,500 square feet in area for each dwelling unit and shall not be less than 40 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial streets. There shall be a side yard on each side of all buildings not less than 15 feet in width and a rear yard of not less than 25 feet. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.

Section 2. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 3. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 4. The Village Clerk and Village Administrator are authorized and directed to make all changes within the Village of Jackson Code of Ordinances necessary to reflect this Ordinance.

Introduced by:_____

Seconded by:_____

Vote: _____aye _____nay

Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

Anastasia Gonstead, Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

Village Official

Date

Sec. 48-142. R-6 ~~Two-Family-Mixed~~ Residential District.

(a) Generally. The R-6 ~~Two-Family-Mixed~~ Residential District is intended to provide for two-family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.

(b) Permitted uses. A two-family dwelling on a lot, a complex of two or more two-family dwellings on a lot, twin homes, and single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of ~~1,500-2,000~~ square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Except for twin home lots, all lots shall be a minimum of 6,000 square feet in area for each dwelling unit and shall not be less than 85 feet in width at the setback line. Twin home lots shall be a minimum of 4,500 square feet in area for each dwelling unit and shall not be less than 4 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial streets. There shall be a side yard on each side of all buildings not less than 15 feet in width and a rear yard of not less than 25 feet. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.



Taking the lead in Washington County.

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 21, 2024

Agenda Item: # 6

To: Plan Commission

From: Collin Johnson, Director of Inspections/Zoning

Subject: Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group

Background and Analysis:

The proposed development will consist of a 74,000 square foot industrial building and will house a marketing business consisting of sales, strategy, and creative services along with warehousing and fulfillment operations. The site is located on Caymus Court, east of County Trunk P in the industrial park.

The proposed building will be constructed with pre-cast concrete panels and include a decorative paint scheme at the main entrance and building perimeter. It also includes four loading docks and two overhead doors. There are eight parking stalls planned for the east side of the building, fifteen general parking stalls, including two ADA stalls along the west side of the building, with room for 66 additional future parking stalls.

The parcel is served by municipal sewer and water utilities, as well as a regional stormwater retention pond. An access drive is also provided along the east side of the building for fire department access.

The building will be provided with a complete fire sprinkler system that is monitored by a third party.

Comprehensive Plan & Zoning Impacts:

The parcel is classified as "Industrial" under the Village Comprehensive Plan and zoned Planned Unit Development.

Site Plan:

See attached location map.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision following a public hearing.

Signage:

Not applicable.

Additional Staff Comments:

Building Inspection/Zoning

Traditionally, development of this parcel would require a Planned Unit Development Ordinance. However, since the proposed development as well as those existing are consistent in overall design and construction, it is the opinion of staff that a more simplified zoning approach for the entire area would be more appropriate. This could include designating the entire development area as either M-1 Limited Manufacturing District or the creation of an Industrial Zoning District, by way of the zoning code update process currently underway.



Taking the lead in Washington County.

Public Works/Engineering

1. A sampling manhole shall be provided in the sanitary lateral.
2. Recommend a variety of trees beyond solely sugar maples.

Notice Requirements:

1. Posting on the agenda.
2. Notification of all contiguous property owners.
3. Class II Legal Notice

Potential Action:

Motion to recommend the Village Board approve the Conditional Use Permit for N171 W21875 Caymus Court. If approved, it shall be subject to the following conditions:

1. 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.

Attachments:

1. PC Application
2. Letter of Intent
3. Location Map
4. Certified Survey Map
5. Construction Drawings

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☒ INDUSTRIAL ☐ RESIDENTIAL ☐ OTHER _____

☒ **CONDITIONAL USE**

☒ New
☐ Amendment
☐ Special Use
(For existing Cond. Use ONLY)

☐ **PLANNED UNIT DEVELOPMENT**

☐ New
☐ Amendment
☐ Special Use
(For existing PUD ONLY)

☐ **CERTIFIED SURVEY MAP**

☐ **CONCEPT PLAN**
☐ **COMP. PLAN AMENDMENT**
☐ **OTHER** _____

Property Address: N171W21875 CAYMUS CT Unit: N/A Jackson, WI

Parcel #: 008700W Lot Size: 5.87 ACRES sq. ft. Building Area: 74,000 sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other _____ Floodplain: Y / N

APPLICANT INFORMATION

Name(s): Dan Konczal - Groth Design Group

Mailing Address: N58 W6181 Columbia Road, Cedarburg State WI Zip 53012

Office: (262) 377-8001 Cell: () Fax: ()

Email: dkonczal@gdg-architects.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: Caymus Court Jackson, LLC

D/B/A: N/A FEIN #: 99 1363453

Mailing Address: N173 W21010 Northwest Passage, Jackson State WI Zip 53037

Office: (262) 677-9933 Cell: () Fax: (262) 677-9934

Email: JBlise@design2construct.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): D2C/GC Jackson, LLC

Address: N173 W21010 Northwest Passage State WI Zip 53037

Office: (262) 677-9933 Cell: () Fax: (262) 677-9934

Email: JBlise@design2construct.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Groth Design Group

Primary Contact: Dan Konczal

Address: N58 W6181 Columbia Road, Cedarburg State WI Zip 53012

Office: (262) 377-8001 Cell: () Fax: ()

Email: dkonczal@gdg-architects.com

Please provide as much detailed information as possible. (Add additional pages if needed.)

Briefly explain what you are requesting to be reviewed and/or approved: _____

SITE, BUILDING AND USE FOR A NEW DEVELOPMENT

Provide a brief overview of proposed use(s) of entire property and/or lease space: _____

RETAIL MARKETING SERVICES

Hours of Operation: MONDAY - FRIDAY, 7:00 AM - 5:00 PM

Provide a brief overview of proposed daily on-site operations: _____

SALES, STRATEGY AND CREATIVE SERVICES ALONG WITH WAREHOUSING AND FULFILLMENT OPERATIONS.

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: _____

NONE

Describe all businesses, properties and other entities located adjacent to the proposed use: _____

NORTH - LIKE INDUSTRIAL BUSINESS, EAST - LIKE INDUSTRIAL BUSINESS, SOUTH - MULTI-TENANT HOUSING, WEST - HWY P AND AGRICULTURAL LANDS

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: _____

THIS WILL BE A NEW 74,000 SF INDUSTRIAL BUILDING. REQUISITE SITE DEVELOPMENT OF PAVING, LOADING, FIRE DEPARTMENT ACCESS DRIVE, STORMWATER.

Describe any proposed grading, and/or stormwater management plan: _____

PLEASE REFER TO SUBMITTED GRADING PLAN

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

PLEASE REFER TO SUBMITTED LANDSCAPE PLAN

Describe any proposed on-site security measures including site lighting: _____

PROVIDED 4 POLE LIGHTS IN PARKING LOTS, 3 LIGHT BOLLARDS AND WALL PACKS - PLEASE REFER TO THE SUBMITTED SITE PHOTOMETRIC DRAWING. NO OTHER SECURITY MEASURES ON SITE.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____

BUILDING WILL BE PROTECTED WITH AN ESFR SPRINKLER SYSTEM

Describe the projected traffic circulation and impacts: TRAFFIC WILL ENTER THE PROPERTY OFF CAYMUS CT. THIS IS AN ESTABLISHED THOROUGHFARE FOR INDUSTRIAL TRAFFIC AND SHOULD NOT SEE ANY DISRUPTION FROM THIS NEW USE. APPROX. 2 TRUCK DELIVERIES AND OR SHIPMENTS PER DAY.

List all setbacks from rights-of-way and property lines and height limitations: 40' FRONT YARD, 20' SIDE AND 40' REAR YARD. PROPOSED BUILDING WILL BE 34'-0" TALL

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: NONE

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
☒ No ☐ Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: BUILDING SIGN USING CHANNEL LETTERS WITH ILLUMINATION - NOT DESIGNED AT THIS POINT

If construction is proposed, describe proposed exterior building materials (type, color, etc.): PRIMARY BUILDING MATERIALS WILL BE PRECAST CONCRETE - PAINTED, PREFINISHED METAL WALL PANELS, PREFINISHED METAL CANOPIES, AND ALUMINUM STOREFRONT GLAZING SYSTEMS AND ENTRANCES. SEE RENDERING LOCATED ON TITLE SHEET OF DRAWING SUBMITTAL

Describe any site-specific features/constraints, etc.: NONE

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: PARKING IS PROPOSED TO PROVIDE FOR EMPLOYEES AND VISITORS.

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NO SPECIFIC SCREENING FROM ADJACENT PROPERTIES IS PROPOSED

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: ALL REFUSE AND RECYCLING ARE STORED INSIDE

Projected Sewer/Wastewater Usage: TBD gal/year

Projected Water Usage: TBD gal/year

NOTE: NOT CERTAIN OF SEWER OR WATER USE. WILL HAVE 25-30 TOTAL TEAM MEMBERS WITH THE ONLY WATER USE BEING RESTROOM, DISHWASHER AND KITCHEN SINK

ACKNOWLEDGEMENT & SIGNATURES

I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.

You MUST sign and date this Application!

Applicant Name (Print): Dan Konczal
Applicant Signature: 
Co-Applicant Name (Print): _____
CO-Applicant Signature: _____
Date of Application: 02.29.2024

SUBMIT TO: **Village of Jackson – Building Inspection Dept.**
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: **Payment is required at the time of submittal.**
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning **application submittal, zoning, or technical questions.**
Phone: (262) 677-9696 x810
Email: collin.johnson@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

In-House Approval (O-T-C): Date: _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 2-29-24

Amount: \$ 175.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 8161

Received By: cmf

VILLAGE OF JACKSON

N168W19851 MAIN ST

JACKSON, WI 53037

Receipt Nbr: 282422

Date: 3/08/2024

Check

RECEIVED
FROM

GROTH DESIGN GROUP

\$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	175.00
	CON PLAN BUILDING ADD	

TOTAL RECEIVED	175.00
----------------	--------

Receipt Memo: PC APPLICATION RYTEK COND USE/CK#8161

February 29, 2024

Development Department
Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037



RE: Hwy P Spec Building

Introduction:

Included with this project narrative you will find the graphical information regarding the proposed business development located on the vacant lot on Caymus Court in the industrial park. The proposed development will be a relocation of an existing business currently located in the village of Saukville Business Park. The new development will include a new free-standing 74,000 square foot single story industrial building and the requisite site development needed to support the new building.

Existing Site:

The existing site is approximately 5.865 acres and is currently vacant. The site frontage is like use business to the north, like use business to the east, Hwy P and agriculture lands to the west and multi-tenant housing to the south. Vehicular access to the site will be off of Caymus Court.

Plan of Operation:

The intended owner provides retail marketing services.

The office and warehouse hours are Monday – Friday, 8:00 am – 5:00 pm.

Proposed Building / Site:

The total proposed building is approximately 74,000 square feet. The site design provides 42 total parking spaces (including 2 accessible spaces) located along the western boundary of the site. A fire department access road is provided along the east side of the building. Site access will remain off Caymus Court.

The building will be constructed using a combination of painted precast concrete, prefinished metal wall panels, prefinished metal canopy element and aluminum storefront glazing systems and entrances.

Signage is not part of this submittal. Signage will be submitted under a separate cover when the design is fully developed.

HVAC units are intended to be located on the roof.

Please refer to the enclosed civil engineering for stormwater design.

Please refer to the enclosed landscape plan for intended site plantings.

Our site lighting design includes lighting levels for the parking lots that provide an adequate level of light utilizing a combination of single light poles and lighted bollards. The light bollards are located along the northwest façade of the building. There are also full cut off wall packs on all four sides off the building.

We do not believe this new development will negatively impact or be a nuisance to the surrounding neighborhood. This is a relocation of a long-standing established use and is consistent with the nature of the surrounding neighborhood. The traffic patterns in the neighborhood are already established and will not be negatively impacted by the new development.

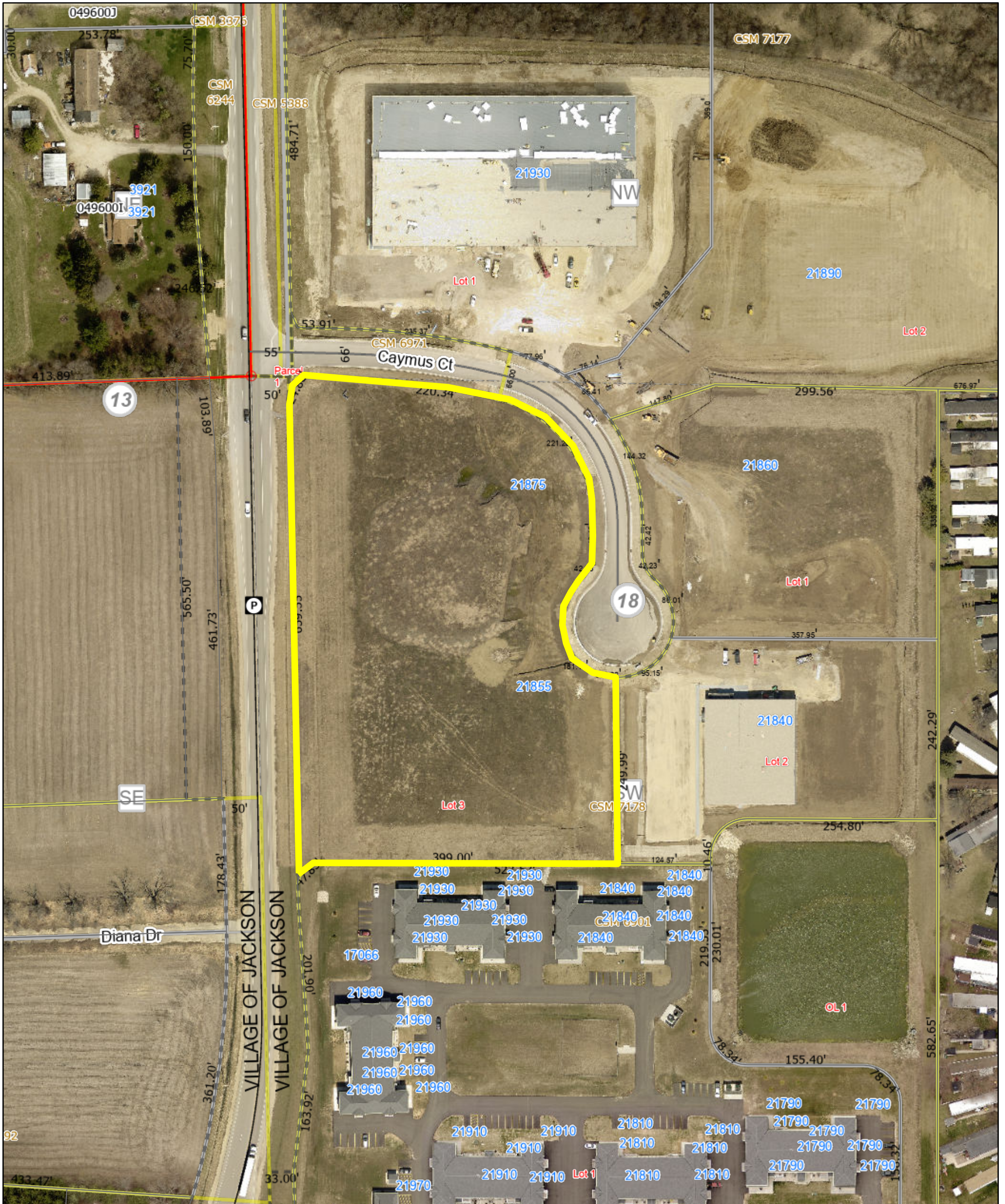
If you have any questions or concerns regarding this proposed development, please feel free to contact our office.

Sincerely,
Dan Konczal

A handwritten signature in blue ink, appearing to read 'D. Konczal', with a stylized, overlapping flourish at the end.

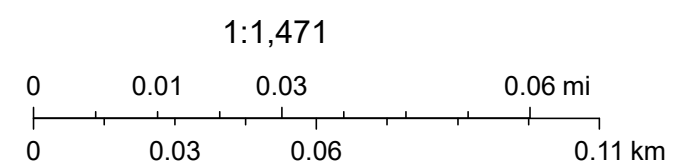
Groth Design Group

N171 W21875 Caymus Court



3/8/2024, 9:55:03 AM

- | | | |
|--|--|--|
| Override 1 | Parcel Taxkey & Acreage | Right-of-Way |
| Current Parcel | PLSS Boundary | Municipality |
| Road Centerline STH, CTH | PLSS Section | Local Road Labels |
| County Highway | PLSS Quarter | Local Road |
| Address Point | Lot | Named Private Drive |
| Lot Number | Plat | ⊕ PLSS Monument |
| Certified Survey Number | Certified Survey Map | |



PLAN COMMISSION SUBMITTAL

PLAN	T8D	T8D	T8D	T8D	T8D	T8D	No.
X							T1.0
X							A2.0
X							A2.1
X							A4.0
X							C1.0
X							C1.0
X							C1.0
X							C1.0
X							C2.0
X							C2.0
X							C2.0
X							C2.0
X							L100

X									L100
---	--	--	--	--	--	--	--	--	------

Sheet Name
TITLE SHEET

FLOOR PLAN - OVERALL
FLOOR PLAN - ENLARGED
BUILDING ELEVATIONS

EXISTING CONDITIONS PLAN
PROPOSED SITE PLAN
EROSION CONTROL PLAN
GRADING PLAN
UTILITY PLAN
LIGHTING PLAN
CONSTRUCTION SPECIFICATIONS AND NOTES
SITE DETAILS
EROSION CONTROL DETAILS
UTILITY DETAILS

OVERALL LANDSCAPE PLAN

"X" INDICATES ISSUED FOR REVIEW/CONSTRUCTION
"O" INDICATES ISSUED FOR REFERENCE ONLY



PROJECT TEAM	SEAL
ARCHITECT GROTH Design Group N58 W6181 Columbia Road Cedarburg, WI 53012 www.gdg-architects.com PH (262) 377-8001 FX (262) 377-8003	
CIVIL: PARISH SURVEY & ENGINEERING 122 WISCONSIN STREET WEST BEND, WI 53095	
STRUCTURAL: CORE4 ENGINEERING 12308 NORTH CORPORATE PKWY SUITE 450 MEQUON, WI 53092	
MECHANICAL: DESIGN BUILD - TBD	
PLUMBING: DESIGN BUILD - TBD	
ELECTRICAL: DESIGN BUILD - TBD	

PROJECT _____

**D2C
PROPOSAL
23-00164**

CAYMUS COURT
JACKSON, WI
53037

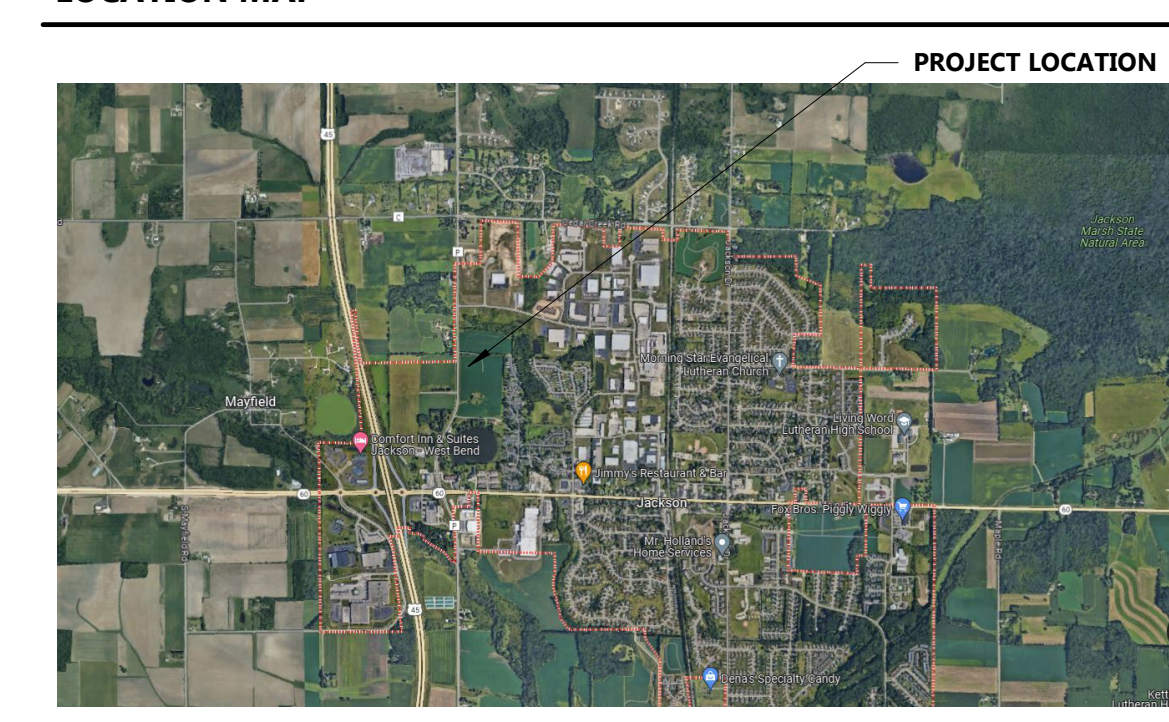


D2C

PROPOSAL 23-00164

**CAYMUS COURT
JACKSON, WI 53037**

LOCATION MAP



PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date
02.29.2024

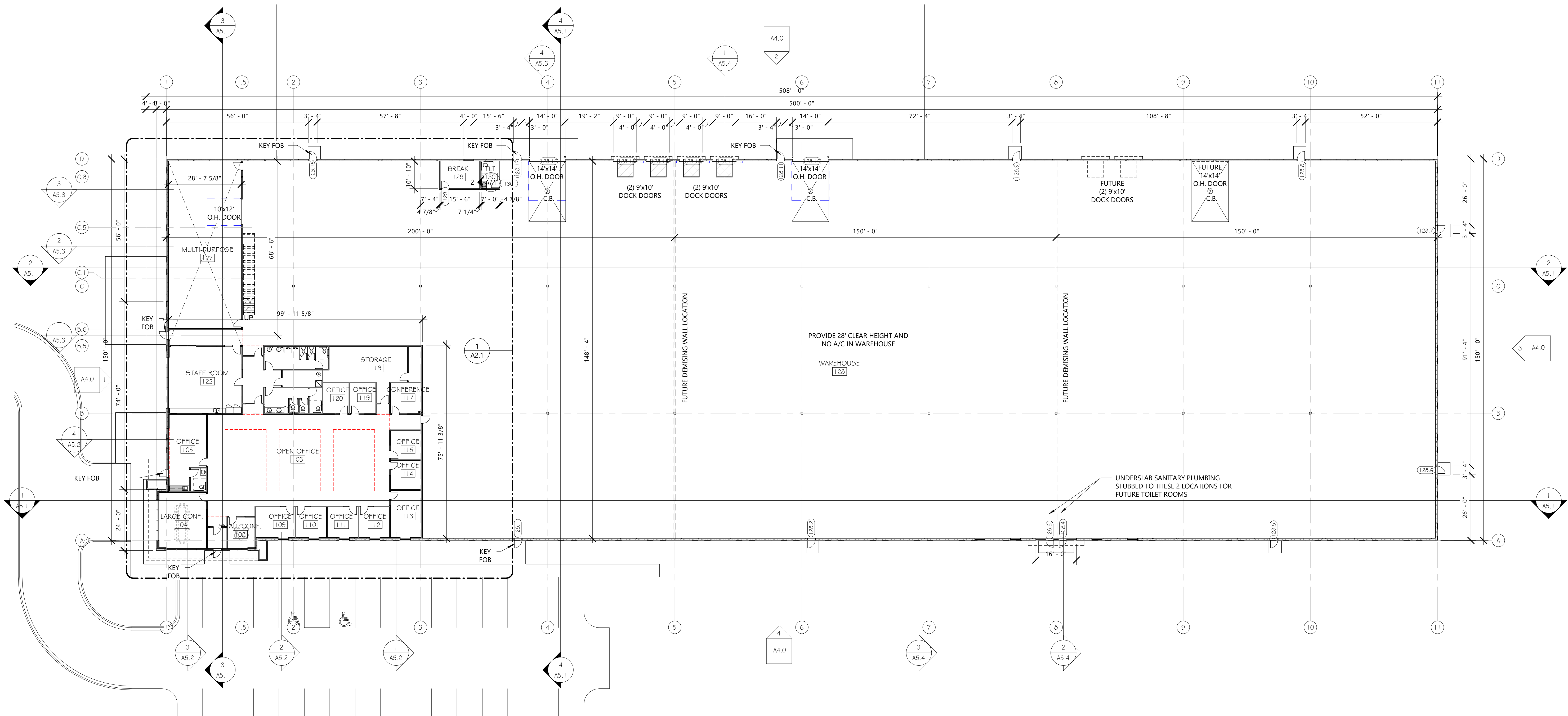
Project No.
24.003

SHEET TITLE

TITLE SHEET

T1.0

PLAN COMMISSION SUBMITTAL



1 OVERALL FLOOR PLAN
A2.0 1" = 20'-0"

TOTAL BUILDING: 75,265 SF

FLOOR PLAN GENERAL NOTES:

- A. SEE WALL SCHEDULE FOR WALL ASSEMBLY INFORMATION. NOTE: SEE SECTIONS AND ELEVATIONS FOR CHANGES IN MATERIALS/WALL TYPES/ACCENT-ELEMENTS THAT MAY NOT BE INDICATED AT PLAN CUT.
- B. SEE FOR TYPICAL DIMENSIONS OF DOOR OPENING FROM ADJACENT WALL.
- C. PROVIDE BLOCKING AT ALL MILLWORK AND WALL HUNG ELEMENTS IN WALLS. CONTRACTOR TO COORDINATE W/ OWNER REPRESENTATIVE FOR FINAL LOCATIONS OF OWNER-FURNISHED EQUIPMENT. SEE DETAIL. ALL WOOD BLOCKING TO BE FIRE-RETARDANT TREATED WOOD IN BUILDINGS OF NONCOMBUSTIBLE CONSTRUCTION (IBC TYPE I & II) AND IN RATED WALLS IN BUILDINGS OF COMBUSTIBLE CONSTRUCTION (IBC TYPE III, IV, & V).
- D. PROVIDE CORNER GUARDS AS SHOWN GRAPHICALLY. SEE FINISH PLAN FOR COLORS & TYPES. ALL OUTSIDE CORNERS NOT SHOWN RECEIVING CORNER GUARDS ARE TO BE VERIFIED WITH ARCHITECT DURING BIDDING.
- E. ALL INTERIOR PLAN DIMENSIONS ARE TO FACE OF INTERIOR FINISH OF WALL, U.N.O.
- F. ALL EXTERIOR DIMENSIONS ARE PER DETAIL, U.N.O.
- G. ALL VERTICAL DIMENSIONS TO BE ABOVE FINISH FLOOR (A.F.F.) U.N.O.
- H. ALL DOORS USED IN CONJUNCTION WITH EXITS SHALL BE ARRANGED TO READILY OPEN WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE FROM THE SIDE OF EGRESS.
- I. A THERMAL BREAK IN THE CONCRETE FLOOR SLAB IS REQUIRED AT ALL EXTERIOR DOOR LOCATIONS. SEE DOOR DETAILS FOR MORE INFORMATION.
- J. ALL PARTITION PENETRATIONS SHALL BE FIELD VERIFIED, BRACED, AND SEALED TO MEET REQUIRED RATINGS. UTILIZE UL-APPROVED METHODS.
- K. PROVIDE PROPER PREPARATION TO ALL SURFACES TO RECEIVE NEW FINISHES.
- L. ALL ROOMS TO RECEIVE ROOM AND NUMBER SIGNAGE ADJACENT TO DOOR. COORDINATE BLOCKING REQUIREMENTS WITH SIGN VENDOR.
- M. WHERE FLOOR DRAINS ARE REQUIRED (SEE PLUMBING) PITCH CONCRETE SLAB TO DRAINS 1/8" PER FOOT, TYP, UNLESS NOTED OTHERWISE.
- N. ALL GYPSUM BOARD INTERIOR SURFACES TO RECEIVE A LEVEL 4 FINISH AND PRIME COAT FOR FUTURE PAINTING APPLICATION.
- O. ALL PARTITIONS TO BE TYPE P1 AND EXTEND TO THE UNDERSIDE OF FLOOR/ROOF DECK ABOVE UNLESS NOTED OTHERWISE.

FLOOR PLAN - SYMBOL KEY

- EXISTING WALL TO REMAIN
- REMOVED WALL
- NEW WALL
- WALL TYPE TAG. SEE WALL TYPES SHEET FOR ADDITIONAL INFORMATION
- DOOR TAG
- MILLWORK. SEE INTERIOR ELEVATIONS AND DETAILS
- FE-# FIRE EXTINGUISHERS
 - FE-1 - RECESSED CABINET
 - FE-2 - SEMI-RECESSED CABINET
 - FE-3 - SURFACE MOUNTED CABINET
 - FE-4 - SURFACE MOUNTED EXTINGUISHER ONLY
- PP PUSH PAD DOOR ACTUATOR
- TS TOUCHLESS SENSOR DOOR ACTUATOR
- CR CARD READER
- CJ CONTROL JOINT
- EXISTING DOOR TO REMAIN
- REMOVED DOOR
- NEW DOOR
- WINDOW TAG

KEYED FLOOR PLAN NOTES	
TAG #	DESCRIPTION



GROTH
Design
Group

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037

PH. (262) 677-9933
FX. (262) 677-9934

info@design2construct.com

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

02.29.2024

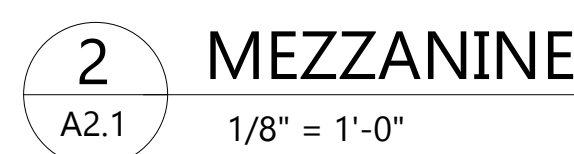
Project No.

24.003

SHEET TITLE

FLOOR PLAN - OVERALL

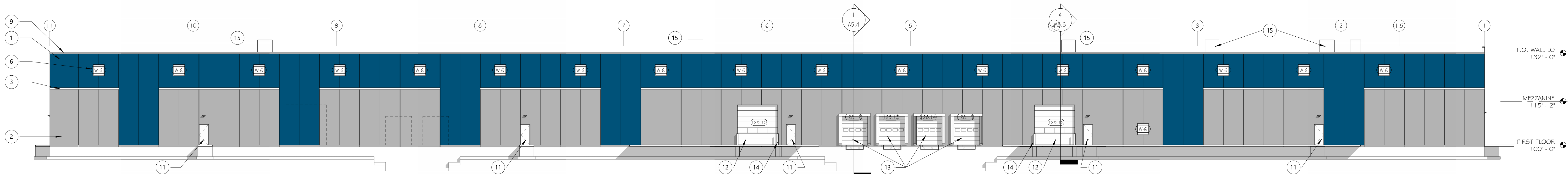
A2.0



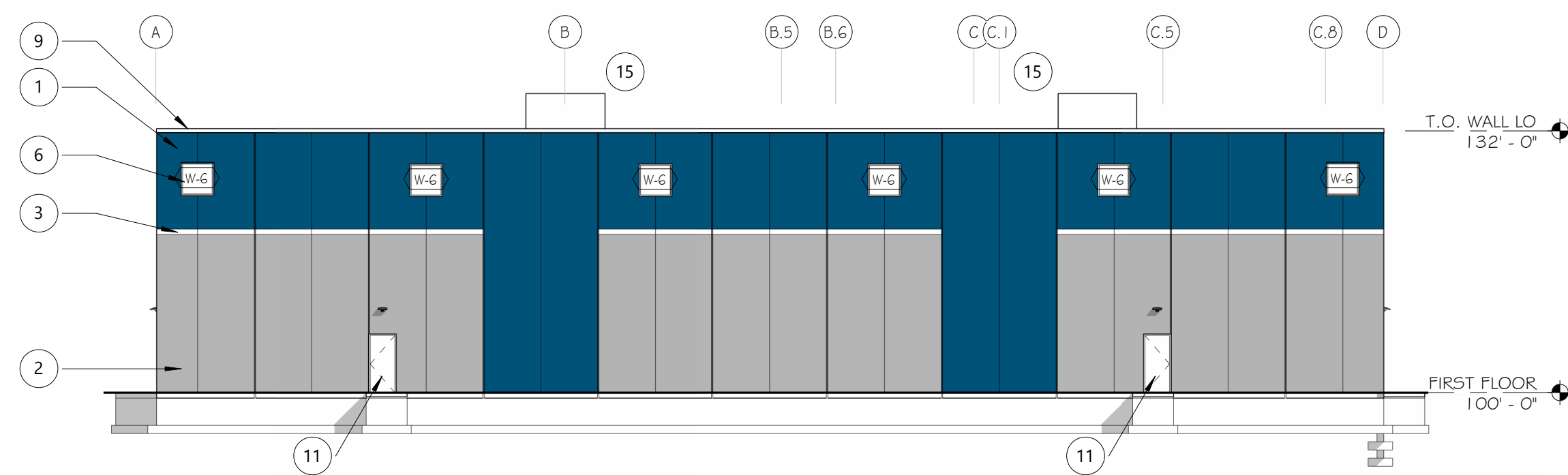
THE



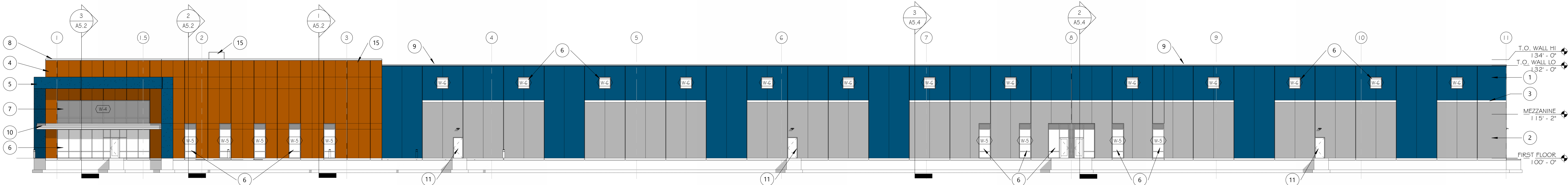
1 NORTH ELEVATION
A4.0 1/16" = 1'-0"



2 EAST ELEVATION OVERALL
A4.0 1/16" = 1'-0"



3 SOUTH ELEVATION
A4.0 1/16" = 1'-0"



4 WEST ELEVATION
A4.0 1/16" = 1'-0"

KEYED EXTERIOR ELEVATIONS	
TAG #	DESCRIPTION
1	INSULATED PRECAST CONCRETE PANEL, COLOR 'A'
2	INSULATED PRECAST CONCRETE PANEL, COLOR 'B'
3	INSULATED PRECAST CONCRETE PANEL, COLOR 'C'
4	INSULATED PRECAST CONCRETE PANEL, COLOR 'D'
5	PREFINISHED METAL WALL PANEL - COLOR 'A'
6	CLEAR ANODIZED, THERMALLY BROKEN ALUMINUM STOREFRONT SYSTEM WITH TINTED LOW-E GLAZING
7	CLEAR ANODIZED, THERMALLY BROKEN ALUMINUM STOREFRONT SYSTEM WITH LOW-E SPANDREL PANEL GLAZING
8	PREFINISHED METAL COPING
9	PREFINISHED METAL GRAVEL STOP
10	CANOPY WITH PREFINISHED METAL GRAVEL STOP AND FASCIA
11	INSULATED HOLLOW METAL DOOR AND FRAME WITH EMERGENCY EGRESS LIGHT, PAINTED TO MATCH ADJACENT PRECAST PANELS
12	14' X 14' PREFINISHED STEEL INSULATED OVERHEAD DOOR
13	9' X 10' PREFINISHED STEEL INSULATED OVERHEAD DOCK DOOR WITH DOCK SEAL, LEVELER AND BUMPERS
14	6" CONCRETE FILLED PIPE BOLLARD WITH YELLOW POLYCARBONATE COVER
15	APPROXIMATE LIZE AND LOCATION OF RTU



GROTH
Design
Group

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037
PH. (262) 677-9933
FX. (262) 677-9934
info@design2construct.com

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

02/29/2024

Project No.:

24.003

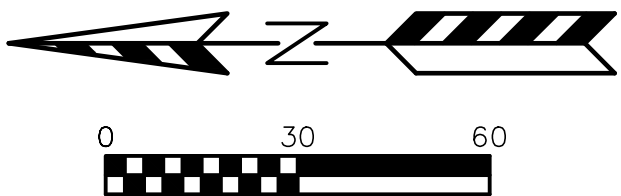
SHEET TITLE

BUILDING ELEVATIONS

A4.0

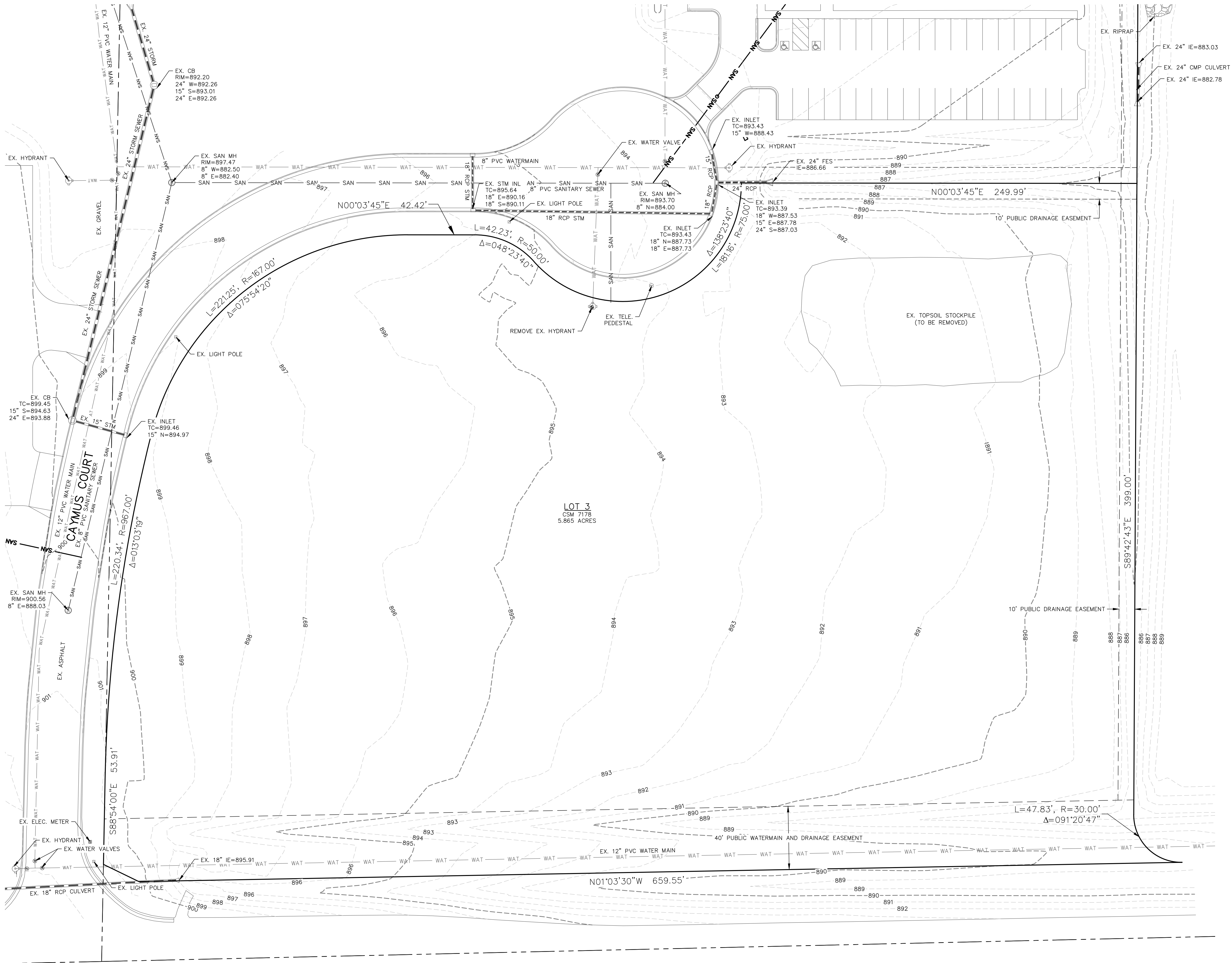
© Groth Design Group, Inc.

CIVIL SHEET INDEX:	
SHEET	SHEET TITLE
C1.01	EXISTING CONDITIONS PLAN
C1.02	PROPOSED SITE PLAN
C1.03	EROSION CONTROL PLAN
C1.04	GRADING PLAN
C1.05	UTILITY PLAN
C1.06	LIGHTING PLAN
C2.01	CONSTRUCTION SPECIFICATIONS AND NOTES
C2.02	SITE DETAILS
C2.03	EROSION CONTROL DETAILS
C2.04	UTILITY DETAILS

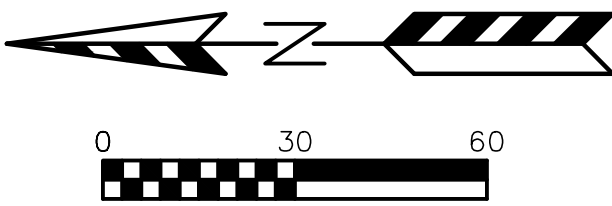
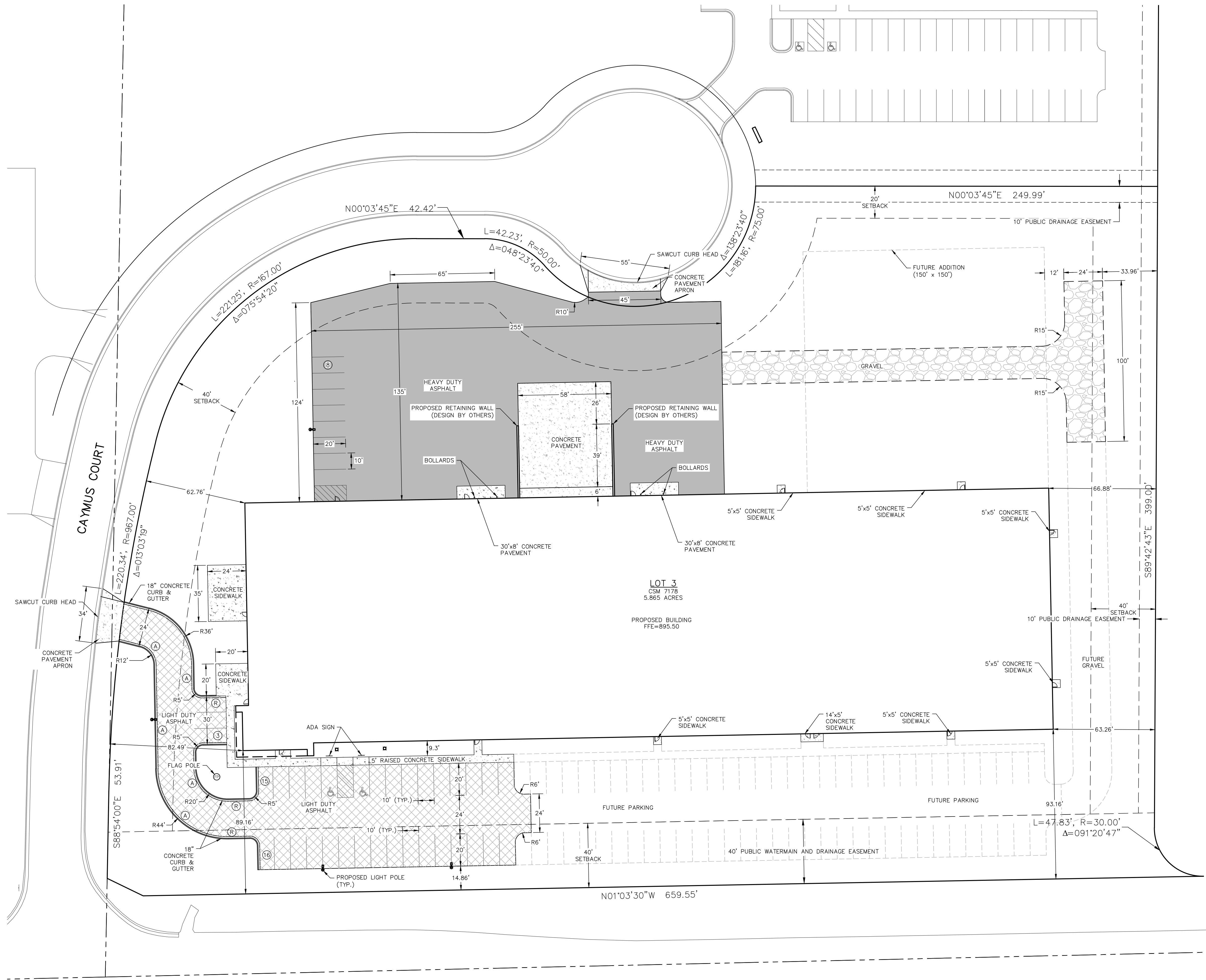


LEGEND:

- 896 — EXISTING MINOR CONTOUR.
- 895 — EXISTING MAJOR CONTOUR.
- OH — OVERHEAD ELECTRIC LINE.
- BE — BURIED ELECTRIC LINE.
- BT — BURIED TELEPHONE LINE.
- FO — FIBER OPTIC LINE.
- GA — GAS LINE.
- SAN — SANITARY SEWER MAIN OR LATERAL.
- WAT — WATER MAIN OR SERVICE.
- SS — STORM SEWER LINE.
- EM — ELECTRIC METER.
- GM — GAS METER.
- GV — GAS VALVE.
- EH — FIRE HYDRANT.
- PP — POWER POLE.
- SM — SANITARY SEWER MANHOLE.
- ST — STORM SEWER MANHOLE.
- SI — STORM SEWER INLET.
- TP — TELEPHONE PEDESTAL.
- TR — TRANSFORMER.
- WV — WATER VALVE.



CTH P



LEGEND:

- Ⓟ - PARKING STALLS IN A ROW
- Ⓡ - REJECT CURB
- Ⓐ - ACCEPT CURB

SITE INFORMATION BLOCK

Site Address	LOT 3 - CSM 7178
Site acreage (total)	5.865 ACRES
Existing Impervious Area	0.0 ACRES
Area of Disturbance	4.5 ACRES
Current Zoning	PUD
Setbacks Building	
Front	40'
Side	20'
Rear	40'
Number of Parking stalls provided:	42
Surface Coverage Total:	
Impervious	132,809 SQ FT (3.05 Acres)
Pervious	122,671 SQ FT (2.82 Acres)
Total	255,480 SQ FT (5.87 Acres)
Impervious Percentage	52.0%

SITE PLAN NOTES:

- DIMENSIONS ARE TO FACE OF CURB AND FACE OF BUILDING UNLESS OTHERWISE NOTED.
- WHERE CURB ENDS AT CONNECTIONS SMOOTHLY TRANSITION FROM FULL CURB HEIGHT TO ZERO CURB HEIGHT WITHIN A 3' LENGTH.
- ALL STRIPING AND SIGNAGE SHALL COMPLY WITH THE WISCONSIN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.

PAVING LEGEND

	HEAVY DUTY ASPHALT 8" CRUSHED AGGREGATE BASE COURSE 2 1/4" ASPHALTIC BINDER 3 MT 58-28 S 1 3/4" ASPHALTIC SURFACE 4 MT 58-28 S
	LIGHT DUTY ASPHALT 6" CRUSHED AGGREGATE BASE COURSE 1 3/4" ASPHALTIC BINDER 4 LT 58-28 S 1 1/4" ASPHALTIC SURFACE 5 LT 58-28 S
	CONCRETE SIDEWALK 6" CRUSHED AGGREGATE BASE COURSE 4" CONCRETE
	CONCRETE PAVEMENT 6" CRUSHED AGGREGATE BASE COURSE 7" CONCRETE

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

02/29/2024

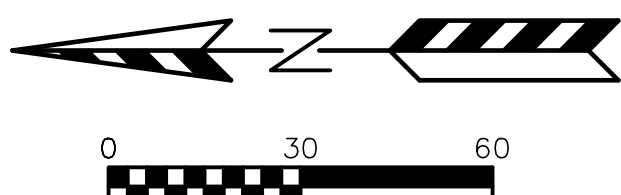
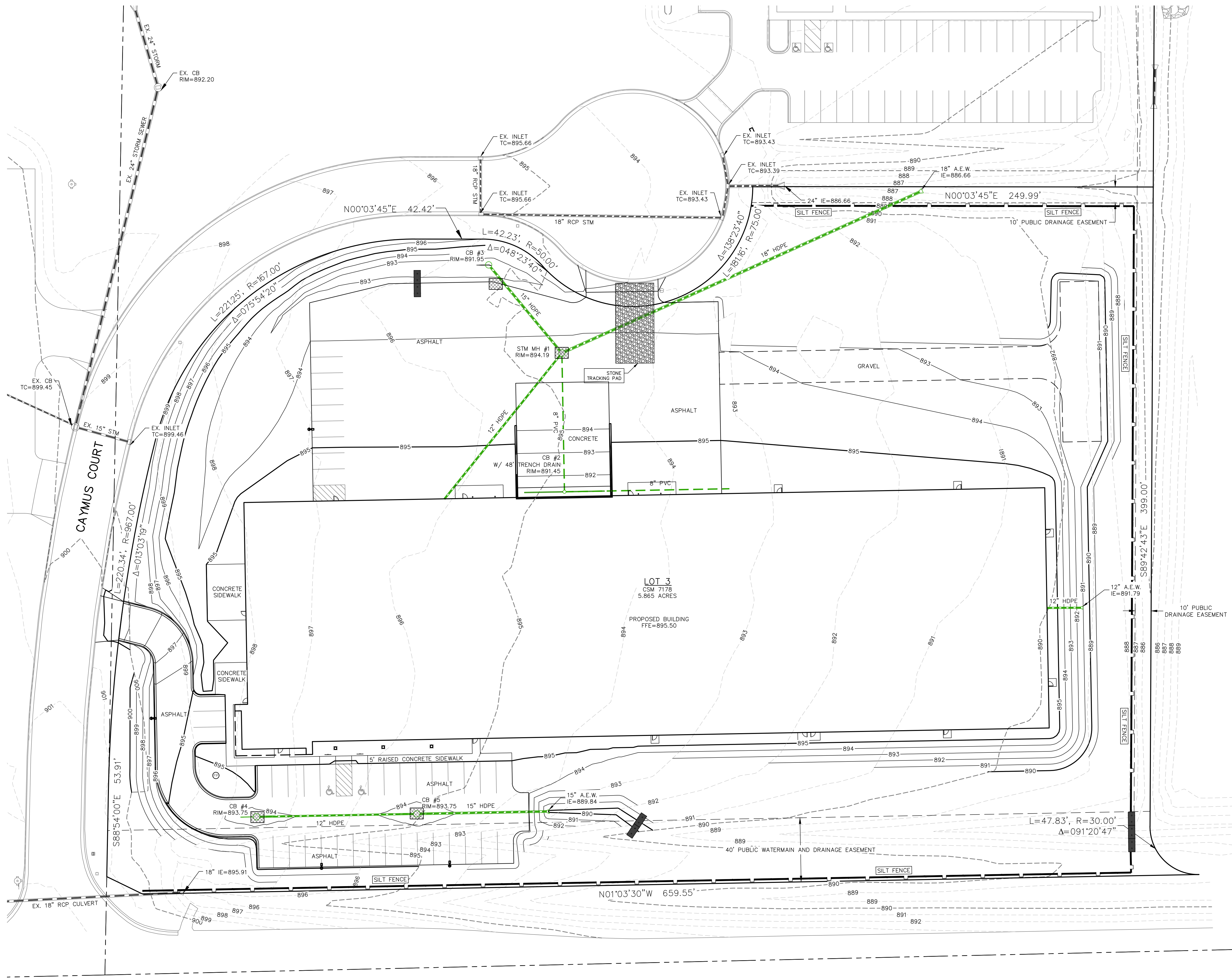
Project No.:

24.003

SHEET TITLE

EROSION CONTROL PLAN

C1.03



LEGEND:

- 936 --- EXISTING MINOR CONTOUR.
- 935 --- EXISTING MAJOR CONTOUR.
- 936 --- PROPOSED MINOR CONTOUR.
- 935 --- PROPOSED MAJOR CONTOUR.
- PROPOSED STORM SEWER.
- EXISTING STORM SEWER.
- INSTALL WSDOT TYPE D INLET PROTECTION.
- INSTALL SILT FENCE.
- INSTALL DITCH CHECK.
- DRAINAGE ARROW.

STAGES OF CONSTRUCTION TIME SCHEDULE:

APRIL 15, 2023

1. INSTALL SITE SILT FENCE, INLET PROTECTION AND TEMPORARY CONSTRUCTION ENTRANCES AS SHOWN ON PLANS. ANY ADDITIONAL CONSTRUCTION ENTRANCES IF APPROVED BY THE TOWN OF BROOKLYN SHALL HAVE A TRACKING PAD.

APRIL 16, 2021 - SEPTEMBER 1, 2023

2. STRIP TOPSOIL WITHIN THE LIMITS OF THE WET DETENTION PONDS AND CONSTRUCT A TEMPORARY STOCKPILE. TO BE SEEDING AND SILT FENCE PLACED AROUND THE PERIMETER.
3. CONSTRUCT BOTH WET DETENTION PONDS. ALL GRADING SHALL DIRECT ALL RUN-OFF TO THE WET DETENTION PONDS THROUGHOUT THE CONSTRUCTION PROCESS.
4. STRIP REMAINING TOPSOIL WITHIN GRADING LIMITS AND CONSTRUCT TEMPORARY STOCKPILE LOCATION ACCORDING TO "SPECIFICATIONS FOR GRADING & EROSION CONTROL" ON "CONSTRUCTION NOTES PAGE".
5. BEGIN PROPOSED SITE GRADING - RESEED SECTIONS OF PROJECT THROUGHOUT THE GRADING PROCESS TO MINIMIZE RUN-OFF.
6. START CONSTRUCTION OF UTILITIES: WATER SERVICE, SANITARY SEWER AND STORM SEWER.
7. CONSTRUCT BUILDING PADS AND BUILDINGS.
8. CONTINUE SITE GRADING.
9. INSTALL BASE COURSES, PROPOSED PAVEMENTS
10. INSTALL LANDSCAPING.
11. APPLY FINAL STABILIZATION TO ENTIRE SITE.

SEPTEMBER 2 - 15, 2023

ALL PERMANENT SEEDING SHALL BE COMPLETED BY SEPTEMBER 15. ALL TEMPORARY SEEDING SHALL BE COMPLETED BY OCTOBER 15 (REFER TO DNR STANDARD 1059.)

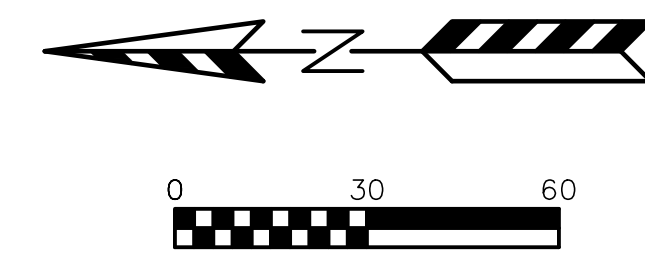
STABILIZATION FOR ALL EXPOSED SOIL AFTER OCTOBER 15 SHALL CONSIST OF ANIONIC POLYACRYLAMIDE (PAM) IN ADDITION TO TEMPORARY SEEDING IN AREAS WITHOUT EROSION CONTROL MAT. PLACE PAM IN ACCORDANCE WITH MNR TECHNICAL STANDARD 1050. AFTER OCTOBER 15 ALL SLOPES 4:1 OR STEEPER THAT ARE NOT PERMANENTLY VEGETATED SHALL HAVE EROSION MAT INSTALLED IN PREPARATION OF WINTER CONDITIONS.

SPREAD SALVAGED OR IMPORTED TOPSOIL IN PROPOSED LANDSCAPE AREAS AND RESTORE.

CONTRACTOR MAY MODIFY SEQUENCING AS NEEDED TO COMPLETE CONSTRUCTION IF EROSION CONTROLS ARE MAINTAINED IN ACCORDANCE WITH THE CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS SET FORTH IN FEDERAL, STATE & LOCAL PERMITS. NOTIFY TOWN OF BROOKLYN PRIOR TO CHANGE.

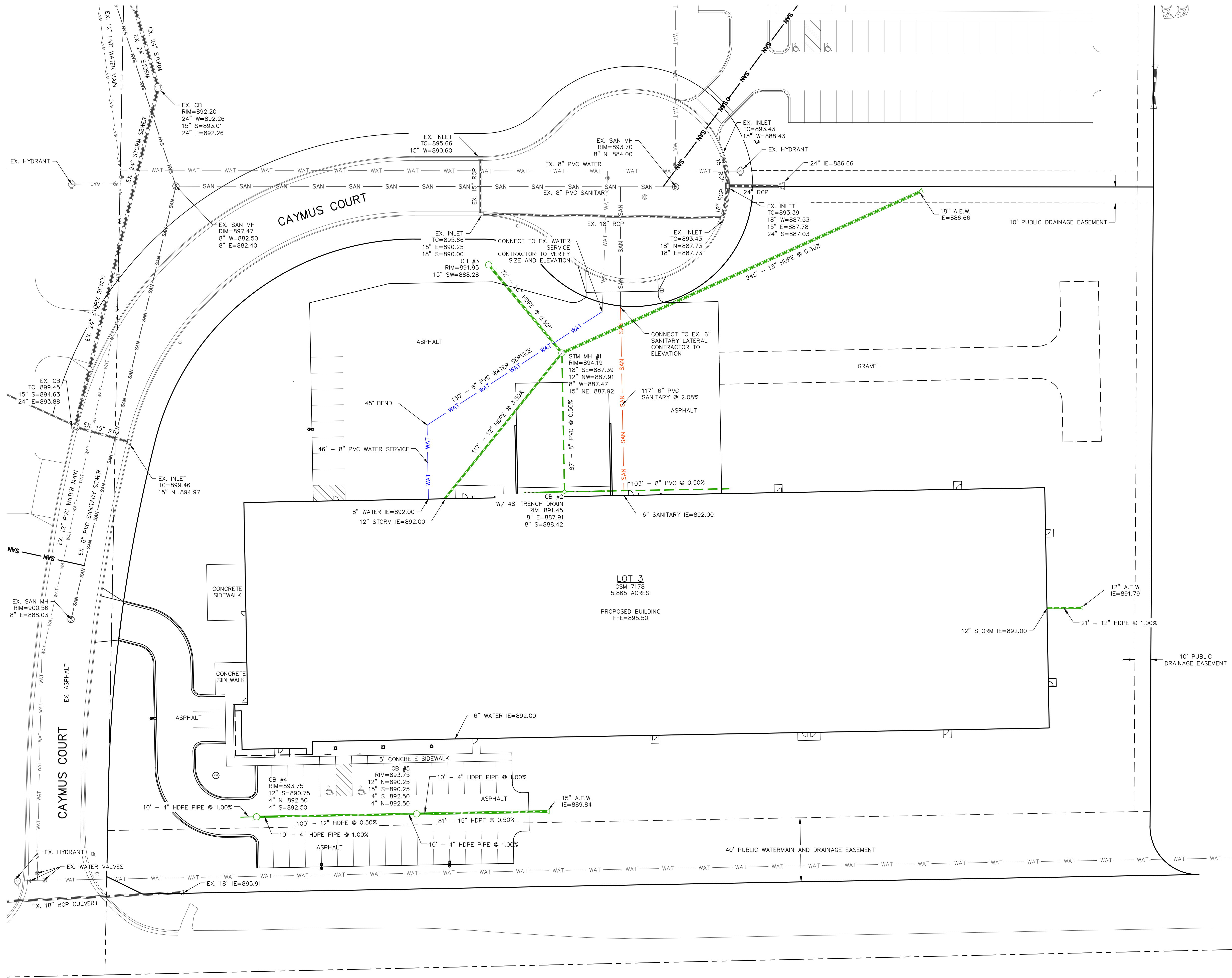
AS CONDITIONS WARRANT DURING CONSTRUCTION ADDITIONAL BMPs SHALL BE INSTALLED TO REDUCE THE MIGRATION OF SEDIMENT THE THE MAXIMUM EXTENT PRACTICABLE.

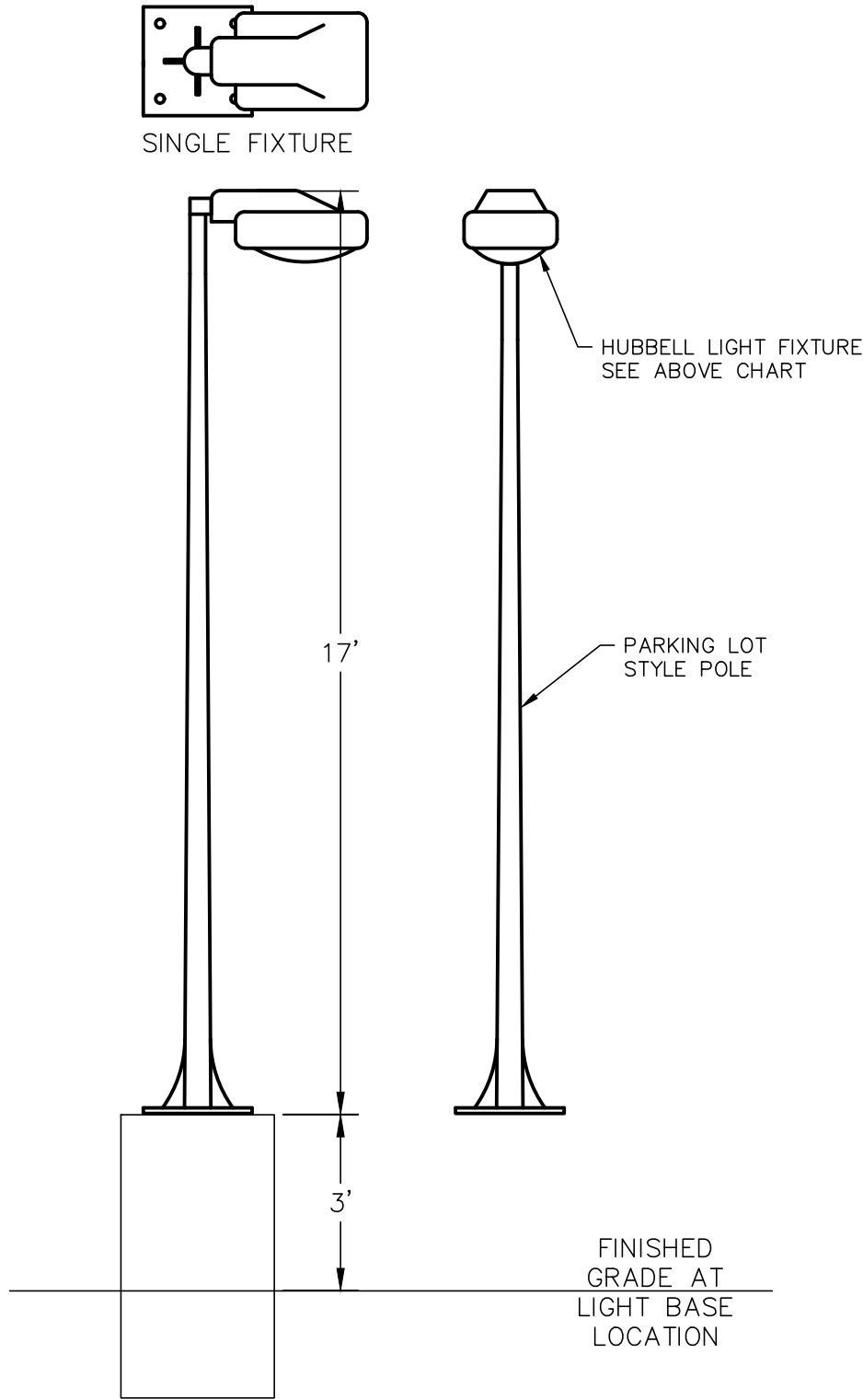
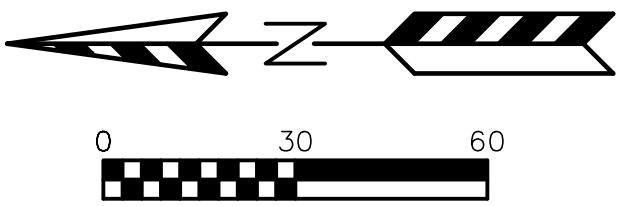
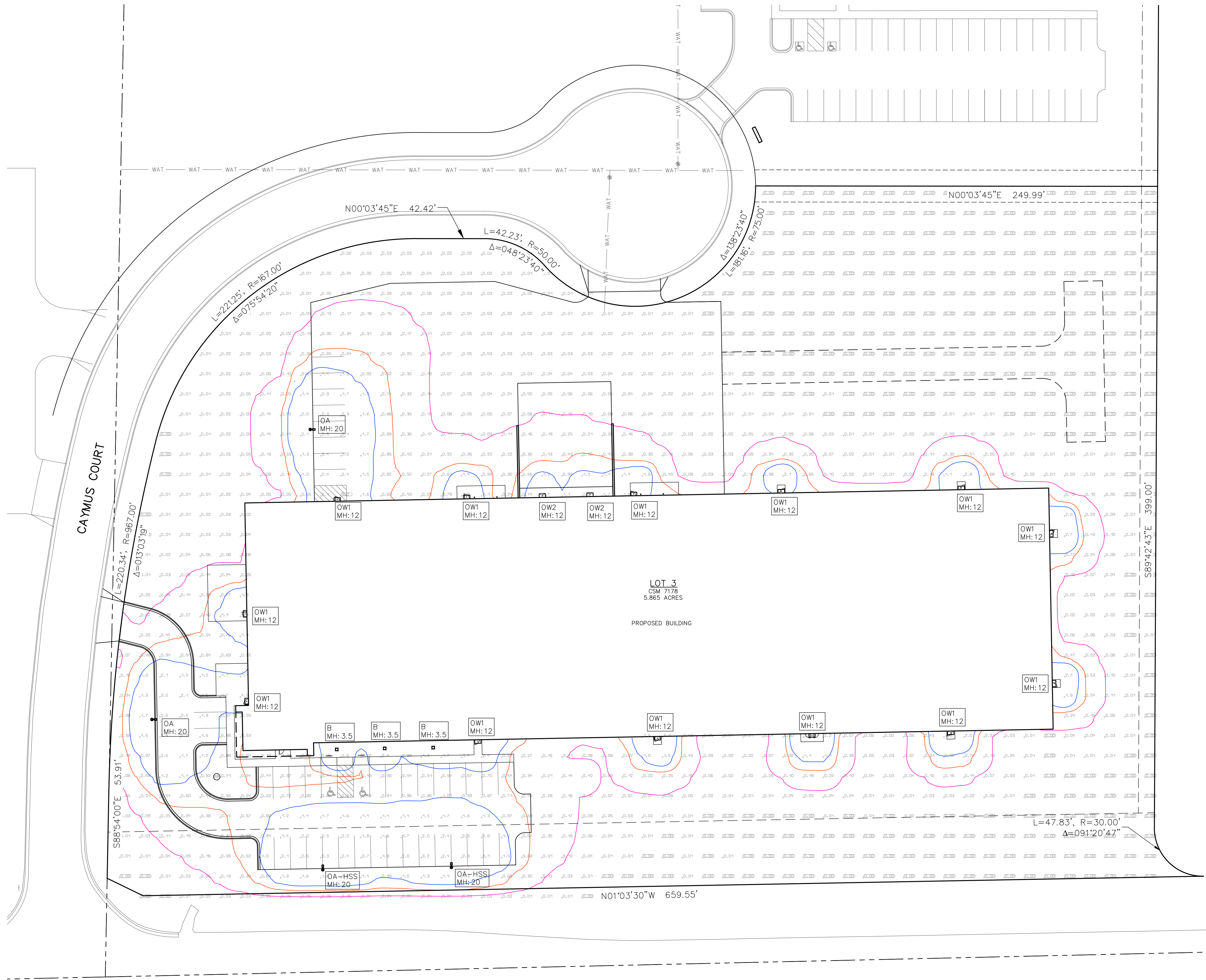
REMOVE ALL TEMPORARY EROSION CONTROL MEASURES AFTER SITE IS STABILIZED AND STABILIZE AND AREAS DISTURBED BY REMOVAL OF BMPs.



LEGEND:

- 936 — — EXISTING MINOR CONTOUR.
- 935 — — EXISTING MAJOR CONTOUR.
- 936 — — PROPOSED MINOR CONTOUR.
- 935 — — PROPOSED MAJOR CONTOUR.
- EX 934.23 — — EXISTING SLOPE ELEVATION.
- 934.23 — — PROPOSED CURB FLANGE ELEVATION.
- TC 934.23 — — PROPOSED TOP OF CURB ELEVATION.
- SW 934.23 — — PROPOSED SIDEWALK ELEVATION.
- EP 934.23 — — PROPOSED EDGE OF PAVEMENT ELEVATION.
- EXP 934.23 — — PROPOSED BUILDING EXPOSURE ELEVATION.
- FFE 934.23 — — PROPOSED BUILDING FIRST FLOOR ELEVATION
- — — — PROPOSED STORM SEWER.
- — — EXISTING STORM SEWER.





POLE A DETAIL
PARKING LOT LIGHTING DETAIL

LUMINAIRE SCHEDULE								
Symbol	Qty	Label	Manufacturer	Description	Arrangement	Lum. Lumens	Lum. Watts	LLF
	2	OA	COOPER LIGHTING SOLUTIONS - LUMARK	PRV-C25-UNV-T4	SINGLE	13,140	96	0.900
	2	OA-HSS	COOPER LIGHTING SOLUTIONS - LUMARK	PRV-C25-UNV-T4-HSS	SINGLE	11,930	96	0.900
	13	OW1	COOPER LIGHTING SOLUTIONS - LUMARK	AXCS1A	SINGLE	1,806	13.5	0.900
	2	OW2	COOPER LIGHTING SOLUTIONS - LUMARK	AXCS2ARL-GRF	SINGLE	2,716	21	0.900
	3	B	COOPER LIGHTING SOLUTIONS - TGS	ABB-B2-LED-D1-A	SINGLE	835	23	0.900

- NOTES:
- 1) STANDARD REFLECTANCE OF 80/50/20 UNLESS NOTED OTHERWISE
 - 2) NOT A CONSTRUCTION DOCUMENT, FOR DESIGN PURPOSES ONLY
 - 3) STANDARD INDOOR CALC. POINTS @ 30' A.F.F. UNLESS NOTED OTHERWISE
 - 4) STANDARD OUTDOOR CALC. POINTS @ GRADE UNLESS NOTED OTHERWISE
 - 5) PSE ASSUMES NO RESPONSIBILITY FOR INSTALLED LIGHT LEVELS DUE TO FIELD CONDITIONS, ETC.

CALCULATION SUMMARY							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE	Illuminance	Fc	0.32	5.0	0.00	N.A.	N.A.



N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037
PH. (262) 677-9933
FX. (262) 677-9934
info@design2construct.com

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date: 02/29/2024
Project No: 24.003

SHEET TITLE

CONSTRUCTION
SPECIFICATIONS
AND NOTES

GENERAL SPECIFICATIONS FOR CONSTRUCTION ACTIVITIES:

1. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO THE WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, THE STANDARD SPECIFICATIONS FOR SEWER & WATER IN WISCONSIN, AND WISCONSIN ADMINISTRATIVE CODE, SPS 360.362-363, AND THE LOCAL ORDINANCES AND SPECIFICATIONS.
2. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.
3. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY-EIGHT (48) HOURS PRIOR TO THE START OF CONSTRUCTION.
4. THE MUNICIPALITY SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF THE PUBLIC PORTIONS OF THE WORK. THE OWNER SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF ALL PRIVATE PORTIONS OF THE WORK.
5. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC, FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.
6. SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
7. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGERS HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS INTENTIONS, AND TO REQUEST FIELD STAMPING OF EXISTING UTILITIES.
8. SALT FENCE AND OTHER EROSION CONTROL FACILITIES MUST BE INSTALLED PRIOR TO CONSTRUCTION OR ANY OTHER LAND DISTURBING ACTIVITY. FOLLOW THE SEQUENCE OF CONSTRUCTION ON THE EROSION CONTROL PLAN FOR MORE DETAILS. INSPECTIONS SHALL BE MADE WEEKLY OR AFTER EVERY RAINFALL OF 0.5" OR MORE. REPAIRS SHALL BE MADE IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL EROSION CONTROL FACILITIES ONCE THE THREAT OF EROSION HAS PASSED WITH THE APPROVAL OF THE GOVERNING AGENCY.
9. ANY ADJACENT PROPERTIES OR ROAD RIGHT-OF-WAYS WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR.
10. TRASH AND DEBRIS SHALL NOT BE ALLOWED TO ACCUMULATE ON THIS SITE AND THE SITE SHALL BE CLEAN UPON COMPLETION OF WORK.
11. THE OWNER SHALL HAVE THE RIGHT TO HAVE ALL MATERIALS USED IN CONSTRUCTION TESTED FOR COMPLIANCE WITH THESE SPECIFICATIONS.

SPECIFICATIONS FOR GRADING & EROSION CONTROL:

1. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR THE COMPUTATIONS OF ALL GRADING AND FOR ACTUAL LAND BALANCE, INCLUDING UTILITY TRENCH SPOIL. THE CONTRACTOR SHALL IMPORT OR EXPORT MATERIAL AS NECESSARY TO COMPLETE THE PROJECT. CONTRACTOR SHALL NOTIFY OWNER OF THE NEED TO IMPORT OR HAUL OFF SOIL. ON-SITE LOCATIONS SUITABLE FOR BORROW OR FILL MAY BE PRESENT. COORDINATE WITH OWNER.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER.
3. SITE SHALL BE CLEARED TO THE LIMITS SHOWN ON THE PLANS. REMOVE VEGETATION FROM THE SITE. BURNING IS NOT PERMITTED. PROTECT TREES AND OTHER FEATURES FROM DAMAGE WITH FENCING.
4. THE GEOTECHNICAL ENGINEER IS RESPONSIBLE FOR VERIFYING COMPACTION AND FILL PLACEMENT IN THE FIELD. THE GEOTECHNICAL ENGINEER MAY SUPERCEDE THESE SPECIFICATIONS IF THERE IS GOOD CAUSE TO DO SO. AN EXPLANATION MUST BE SUBMITTED TO THE ENGINEER IN WRITING BEFORE ANY DEVIATIONS ARE MADE.
5. IF NO GEOTECHNICAL RECOMMENDATION IS AVAILABLE, THEN THE FOLLOWING SPECIFICATIONS SHALL APPLY. ALL FILL SHALL BE CONSIDERED STRUCTURAL FILL AND SHALL BE PLACED IN ACCORDANCE WITH THE FOLLOWING: THE COMPACTED FILL SUBGRADE SHALL CONSIST OF AND SHALL BE UNDERLAIN BY SUITABLE BEARING MATERIALS, FREE OF ALL ORGANIC, FROZEN OR OTHER DELETERIOUS MATERIAL AND INSPECTED AND APPROVED BY THE RESIDENT GEOTECHNICAL ENGINEER. PREPARATION OF THE SUBGRADE, AFTER STRIPPING, SHALL CONSIST OF PROOF-ROLLING TO DETECT UNSTABLE AREAS THAT MIGHT BE UNDERCUT, AND COMPACTING THE SCARIFIED SURFACE TO THE SAME MINIMUM DENSITY INDICATED BELOW. THE COMPACTED FILL MATERIALS SHALL BE FREE OF ANY DELETERIOUS, ORGANIC OR FROZEN MATTER AND SHALL HAVE A MAXIMUM LIQUID LIMIT (ASTM-D-423) AND PLASTICITY INDEX (ASTM D-424) IF 30 AND 10 RESPECTIVELY, UNLESS SPECIFICALLY TESTED AND FOUND TO HAVE LOW EXPANSIVE PROPERTIES AND APPROVED BY AN EXPERIENCED SOILS ENGINEER. THE TOP TWELVE (12") INCHES OF COMPACTED FILL SHOULD HAVE A MAXIMUM THREE (3") INCH PARTICLE DIAMETER AND ALL UNDERLYING COMPACTED FILL A MAXIMUM SIX (6") INCH PARTICLE DIAMETER. UNLESS SPECIFICALLY APPROVED BY AN EXPERIENCED SOILS ENGINEER, ALL FILL MATERIAL MUST BE TESTED AND APPROVED UNDER THE DIRECTION AND SUPERVISION OF AN EXPERIENCED SOILS ENGINEER PRIOR TO PLACEMENT. IF THE FILL IS TO PROVIDE NON-FROST SUSCEPTIBLE CHARACTERISTICS, IT MUST BE CLASSIFIED AS A CLEAN OW, GP, SW, OR SP PER UNITED SOIL CLASSIFICATION SYSTEM (ASTM D-2487). FOR STRUCTURAL FILL, THE DENSITY OF THE STRUCTURAL COMPACTED FILL AND SCARIFIED SUBGRADE AND GRADES SHALL NOT BE LESS THAN 95 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D-698) WITH THE EXCEPTION TO THE TOP 12 INCHES OF PAVEMENT SUBGRADE WHICH SHALL A MINIMUM IN-SITU DENSITY OF 100 PERCENT OF THE MAXIMUM DRY DENSITY, OR 5 PERCENT HIGHER THAN UNDERLYING FILL MATERIALS. THE MOISTURE CONTENT OF COHESIVE SOIL SHALL NOT VARY BY MORE THAN -1 TO +3 PERCENT AND GRANULAR SOIL ±3 PERCENT OF OPTIMUM WHEN PLACED AND COMPACTED OR RECOMPACTED, UNLESS SPECIFICALLY APPROVED BY THE SOILS ENGINEER TAKING INTO CONSIDERATION THE TYPE OF MATERIALS AND COMPACTION EQUIPMENT BEING USED. THE COMPACTION EQUIPMENT SHOULD CONSIST OF SUITABLE MECHANICAL EQUIPMENT SPECIFICALLY DESIGNED FOR SOIL COMPACTION. BULLDOZERS OR SIMILAR TRACKED VEHICLES ARE TYPICALLY NOT SUITABLE FOR COMPACTION. MATERIAL THAT IS TOO WET TO PERMIT PROPER COMPACTION MAY BE SPREAD ON THE FILL AND PERMITTED TO DRY. DISKING/HARROWING OR PULVERIZING MAY BE NECESSARY TO REDUCE THE MOISTURE CONTENT TO A SATISFACTORY VALUE, AFTER WHICH IT SHALL BE COMPACTED. THE FINISHED SUBGRADE AREAS OF THE SITE SHALL BE COMPACTED TO 100 PERCENT OF THE STANDARD PROCTOR (ASTM D-398) MAXIMUM DENSITY.
6. NO FILL SHALL BE PLACED ON A WET OR SOFT SUBGRADE. THE SUBGRADE SHALL BE PROOF-ROLLED AND INSPECTED BY THE GEOTECHNICAL ENGINEER BEFORE ANY MATERIAL IS PLACED.
7. SUBGRADE TOLERANCES ARE +/- 1" FOR LANDSCAPE AREAS AND +/- 3" FOR ALL PAVEMENT AND BUILDING AREAS.
8. TOPSOIL SHALL BE FREE OF DELETERIOUS MATERIALS, ROOTS, OLD VEGETATION, ROCKS OVER 2" DIAMETER AND SHALL NOT BE EXCESSIVELY CLAYEY IN NATURE. NO CLUMPS LARGER THAN 4" ARE ACCEPTABLE. TOPSOIL MAY BE AMENDED AS NEEDED WITH SAND OR COMPOST TO BE LOOSE WHEN SPREAD.
9. THE CONTRACTOR SHALL MAINTAIN SITE DRAINAGE THROUGHOUT CONSTRUCTION. THIS MAY INCLUDE THE EXCAVATION OF TEMPORARY DITCHED OR PUMPING TO ALLEVIATE WATER PONDING. ANY DEWATERING SHALL NOT GO DIRECTLY TO STREAMS, CREEKS, WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS WITHOUT BEING TREATED FIRST. A DIRT BAG OR OTHER DEWATERING TREATMENT DEVICE MAY BE USED TO CAPTURE SEDIMENT FROM THE PUMPED WATER.
10. THE STONE TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACK OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.
11. SOIL STOCKPILES SHALL BE LOCATED A MINIMUM OF 75 FEET FROM LAKES, STREAMS, WETLANDS, DITCHES, DRAINAGE WAYS, CURBS AND GUTTERS OR OTHER STORMWATER CONVEYANCE SYSTEM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. MEASURES SHALL BE TAKEN TO MINIMIZE EROSION AND RUNOFF FROM ANY SOIL STOCKPILES THAT WILL LIKELY REMAIN FOR MORE THAN FIVE WORKING DAYS. ANY STOCKPILE THAT REMAINS FOR MORE THAN 30 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING.
12. EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
13. CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1.
14. EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
15. ALL DISTURBED SLOPES OF 4:1 OR GREATER AND DRAINAGE SWALES SHALL BE STABILIZED WITH CURLEX EROSION CONTROL FABRIC (INSTALL PER MANUFACTURER'S SPECIFICATIONS).

SPECIFICATIONS FOR PRIVATE UTILITIES:

1. EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES. IF ANY EXISTING UTILITIES ARE NOT AS SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY FOR POSSIBLE REDESIGN. CONTRACTOR SHALL CALL "DIGGERS HOTLINE" PRIOR TO ANY CONSTRUCTION.
2. ALL CONNECTIONS TO EXISTING PIPES AND MANHOLES SHALL BE CORED CONNECTIONS. CONNECTIONS TO WATER MAIN SHALL BE WET TAPPED WITH A STAINLESS STEEL TAPPING SLEEVE.
3. BUILDING LATERALS SHALL BE CONSTRUCTED IN ACCORDANCE WITH LOCAL AND STATE PLUMBING CODES AND IN ACCORDANCE WITH STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION WISCONSIN, LATEST EDITION. PROPOSED SANITARY SEWER AND INTERNALLY CONNECTED STORM SEWER SHOWN IN THIS PLAN SHALL TERMINATE AT A POINT FIVE (5) FEET FROM THE EXTERIOR BUILDING WALL. THE EXACT LOCATION OF ALL DOWN-SPROUT CONNECTIONS SHALL BE PER THE ARCHITECTURAL PLANS.
4. CONTRACTOR SHALL NOT SHUT OFF WATER OR PLUG SANITARY SEWER IN MUNICIPAL LINES WITHOUT PRIOR APPROVAL.
5. MATERIALS FOR STORM SEWER SHALL BE AS FOLLOWS: STORM SEWER PIPE 48" OR LESS SHALL BE HIGH DENSITY POLYETHYLENE (HDPE) CORRUGATED PIPE WITH AN INTEGRALLY FORMED SMOOTH WATERWAY SUCH AS AASHTO N-12. FOR PIPE 10" OR LESS IN DIAMETER, PVC, ASTM D-3034, SDR-26, MAY ALSO BE USED. WHERE SPECIFICALLY REQUIRED, REINFORCED CONCRETE PIPE (RCP), ASTM C-76, CLASS III OR HIGHER, MAY BE USED. TRENCH SECTION SHALL BE CLASS "B" FOR PVC AND HDPE, AND CLASS "C" FOR CONCRETE. (PER STANDARD SPECIFICATIONS). MANHOLES, INLETS AND CATCH BASINS SHALL BE PRE CAST REINFORCED CONCRETE, ASTM C-478. CASTINGS SHALL BE HEAVY DUTY CAST IRON. AREA DRAINS SHALL BE ADSBYKOPLAST OR EQUIVALENT AND SHALL BE A MINIMUM OF 24" IN DIAMETER. CONNECTIONS TO EXISTING PIPES SHALL BE MADE WITH INSERT A WYE OR EQUIVALENT. LAST (3) THREE JOINTS SHALL BE RESTRAINED WITH RODS. PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M-294, TYPE S.
6. MATERIALS FOR SANITARY SEWER SHALL BE AS FOLLOWS: SANITARY SEWER SHALL BE PVC, ASTM D-3034, SDR-35 WITH RUBBER GASKETED JOINTS, CONFORMING TO ASTM D-3212. TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTIONS SHALL BE MADE WITH A INSERT A WYE OR EQUIVALENT. A MINIMUM OF 6' OF COVER IS REQUIRED FOR ALL SANITARY SEWER.
7. MATERIALS FOR WATER SERVICES AND PRIVATE HYDRANTS SHALL BE AS FOLLOWS: WATER SERVICES SHALL BE PVC, HDPE, OR DI AS ALLOWED BY MUNICIPAL CODE. PVC SHALL BE AWWA C-900. DI SHALL BE AWWA C151, CLASS 52 (OR AS REQUIRED BY LOCAL CODE). TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTION SHALL BE MADE WITH A WET TAP, CORPORATE STOP AND VALVE BOX PER MUNICIPAL STANDARDS. A MINIMUM OF 6' COVER IS REQUIRED FOR ALL WATER MAIN. HYDRANTS SHALL BE WATEROUS PACER WB-67. VALVES SHALL BE NON RISING STEM, RESILIENT SEATED GATE VALVES COMPLYING WITH AWWA C509 WITH A THREE PIECE CAST IRON VALVE BOX. INSTALL THRUST BLOCKS AT ALL BENDS AND TEES. DISINFECT ALL NEW LINES AND OBTAIN SITE WATER SAMPLE PRIOR TO USE.
8. EXTREME CAUTION MUST BE FOLLOWED REGARDING THE COMPACTION OF ALL UTILITY TRENCHES. MECHANICALLY COMPACTED GRANULAR BACKFILL IS REQUIRED UNDER & WITHIN 5 FEET OF ALL PAVEMENT INCLUDING SIDEWALKS. FLOODING OF BACKFILL MATERIAL IS NOT ALLOWED.
9. TRACER WIRE (NO.8 SINGLE STRAND COPPER) AND WARNING TAPE SHALL BE INSTALLED ON ALL UTILITIES IN ACCORDANCE WITH THE LOCAL AND STATE CODES. TRACER WIRE SHALL TERMINATE IN A VALVECO TERMINAL BOX AT EACH END IN ACCORDANCE WITH 182.0715(2R) OF STATE STATUTES.
10. MANDREL TESTING ON SANITARY LINES AND PRESSURE TESTING ON WATER MAIN MAY BE REQUIRED BY THE OWNER OR MUNICIPALITY.
11. UPON COMPLETION OF FINAL PAVING OPERATIONS, THE UTILITY CONTRACTOR SHALL ADJUST ALL MANHOLE AND INLET RIMS AND VALVE BOXES TO FINISHED GRADE.
12. ALL UTILITY CONSTRUCTION SHALL BE DONE IN COMPLIANCE WITH THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN (LATEST EDITION AND ADDENDUM) AND ALL STATE AND LOCAL CODES. IT IS THE CONTRACTORS RESPONSIBILITY TO DETERMINE WHICH SPECIFICATIONS APPLY, AND TO COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE LOCAL AND STATE AUTHORITIES.
13. ALL SANITARY SEWER, STORM SEWER AND WATER MAIN CONSTRUCTION SHALL BE IN COMPLIANCE WITH THE VILLAGE OF JACKSON AND WISCONSIN DSPS STANDARDS.
14. THE LENGTHS OF ALL UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM THE PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD DURING CONSTRUCTION.
15. MAINTAIN AN 8 FOOT MINIMUM HORIZONTAL SEPARATION DISTANCE BETWEEN PUBLIC SANITARY SEWER, WATER MAIN AND STORM SEWER. PROVIDE 18" MINIMUM VERTICAL SEPARATION WHERE SEWER CROSSES OVER WATER MAIN AND PROVIDE 6" MINIMUM VERTICAL SEPARATION WHERE WATER MAIN CROSSES OVER SEWER.
16. ANY UTILITIES WHICH ARE DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
17. THE CONTRACTOR SHALL CONTACT THE VILLAGE OF JACKSON PRIOR TO CONNECTING TO THE WATER MAIN.
18. GENERAL CONTRACTOR SHALL COORDINATE WITH LOCAL GAS TELEPHONE, AND ELECTRICAL UTILITIES FOR EXACT LOCATION SIZE AND DEPTH OF NEW SERVICE.
19. ALL WORK WITHIN THE VILLAGE RIGHT-OF-WAY REQUIRES A PERMIT FROM THE VILLAGE OF JACKSON PUBLIC WORKS DEPARTMENT.

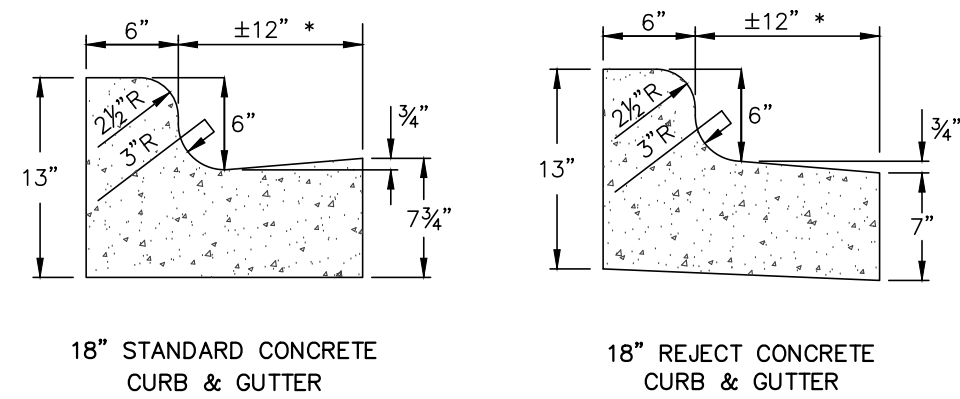
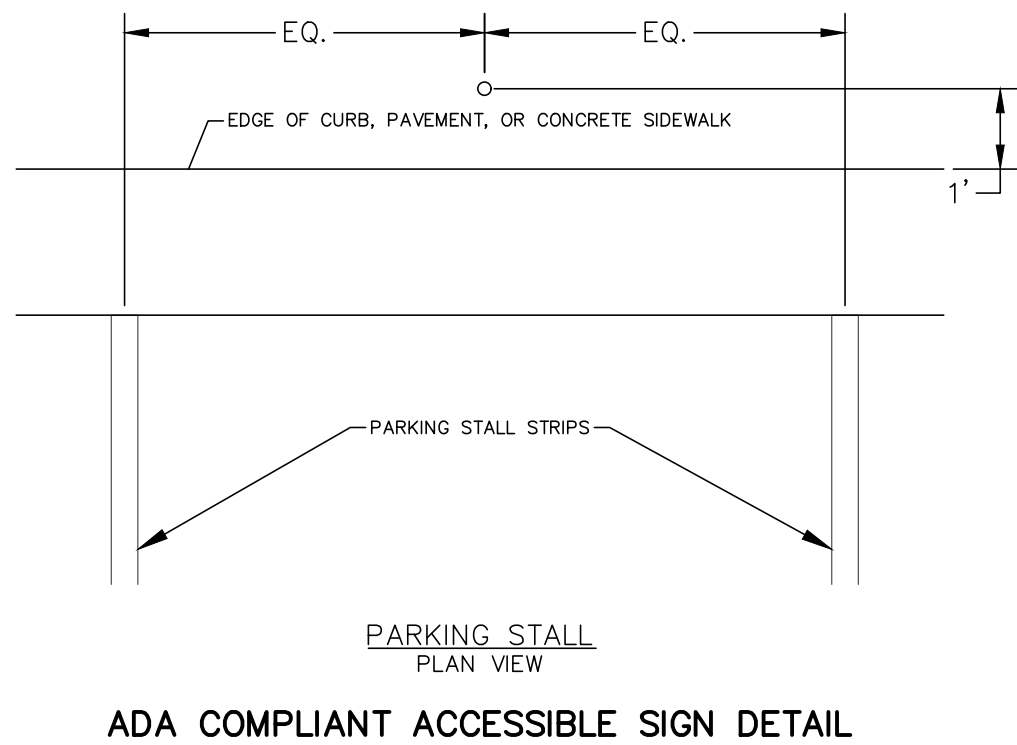
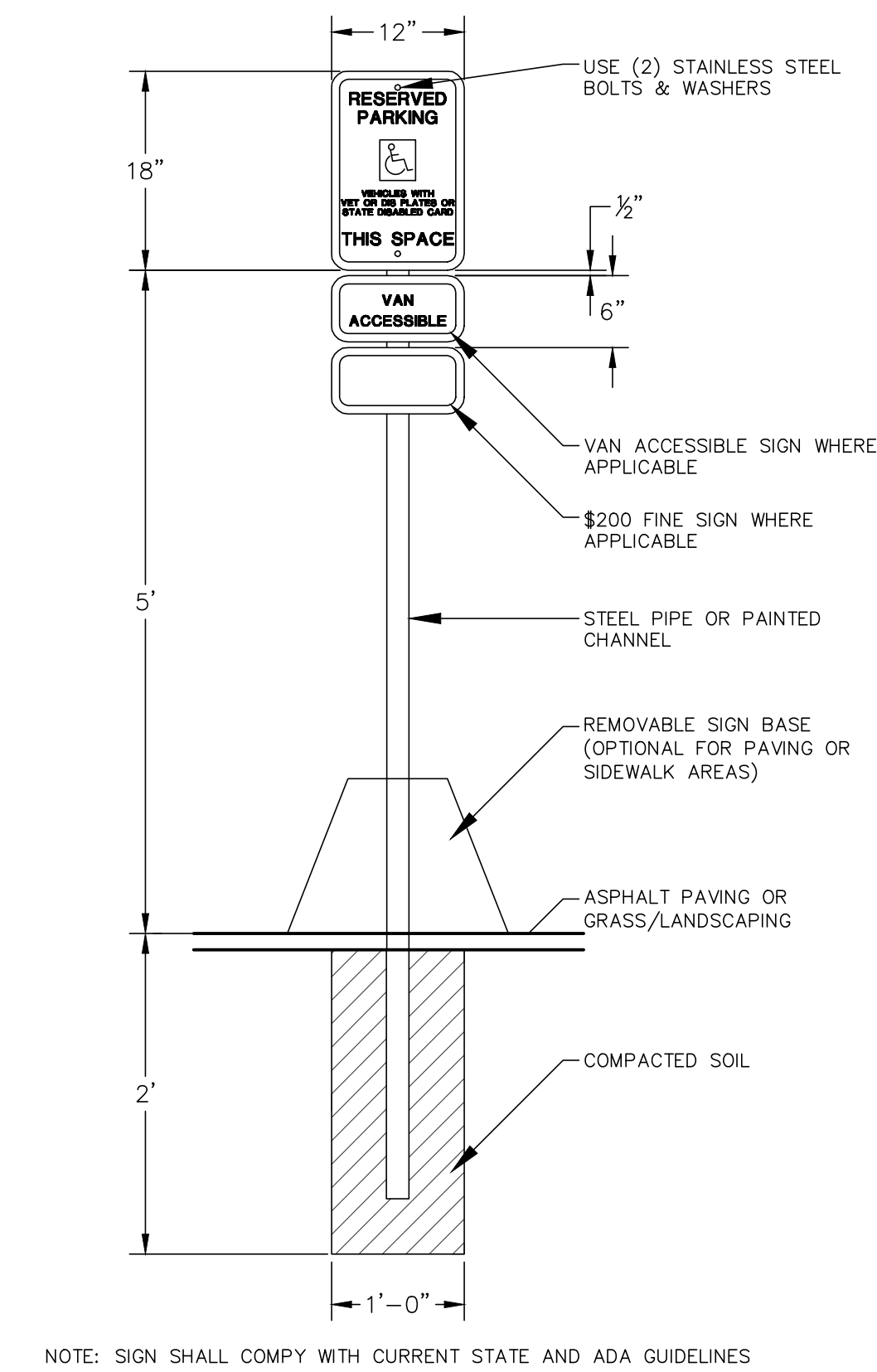
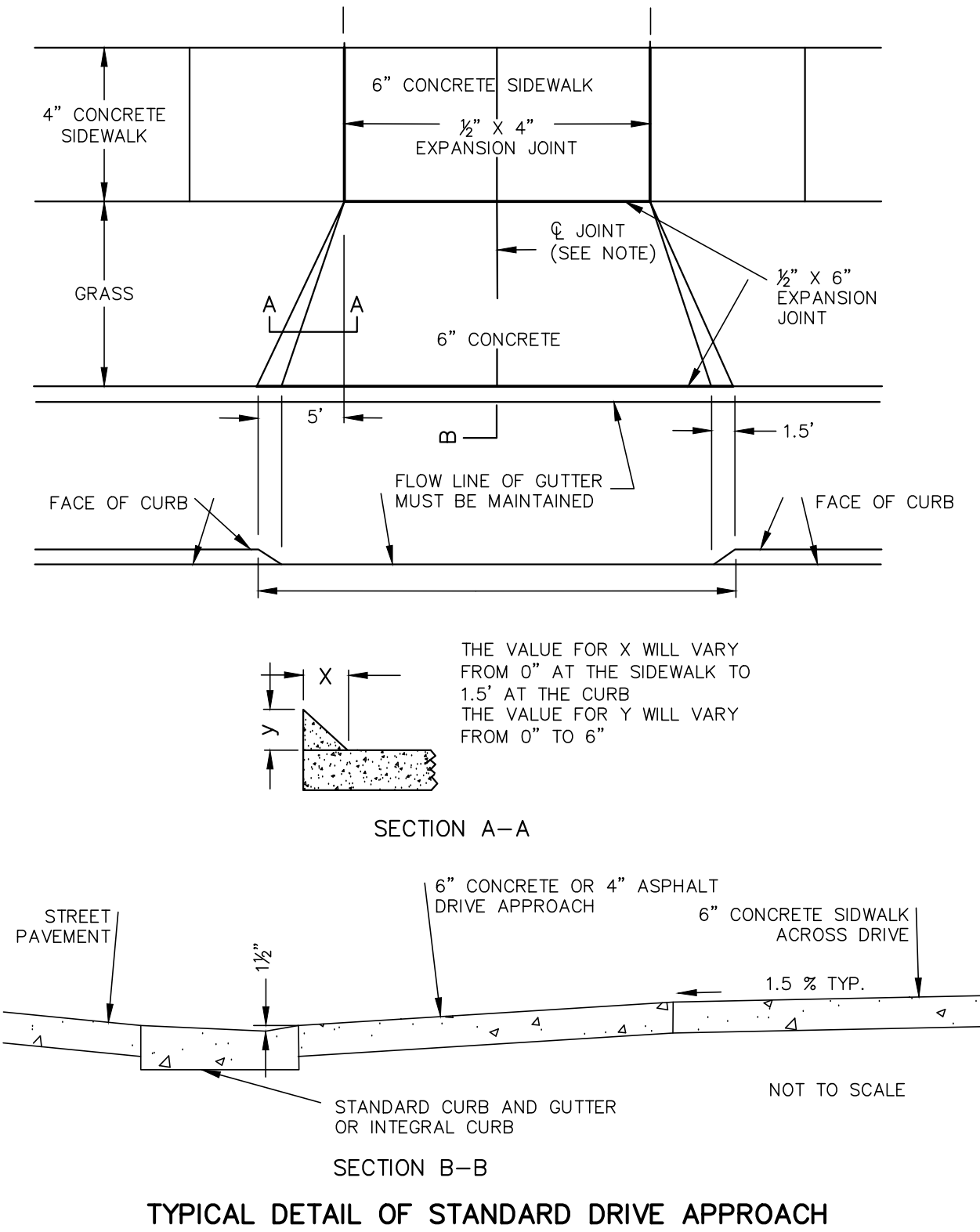
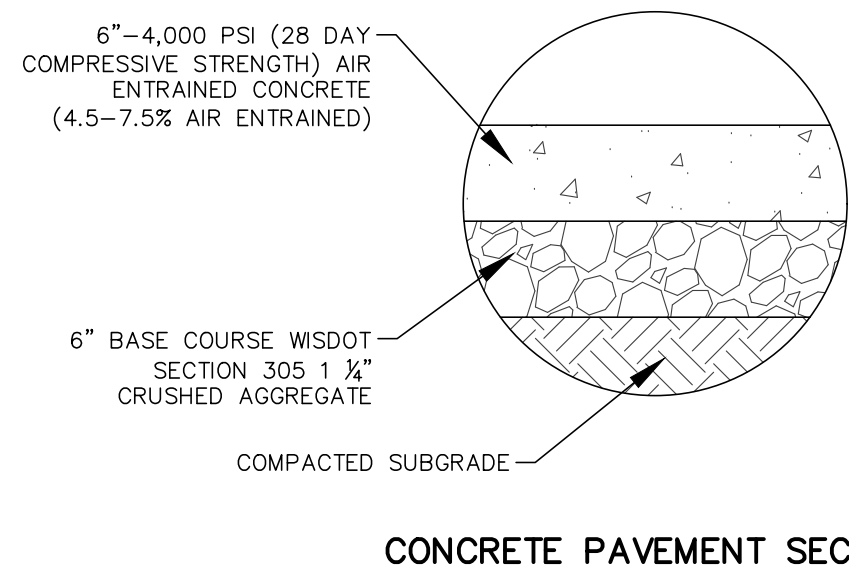
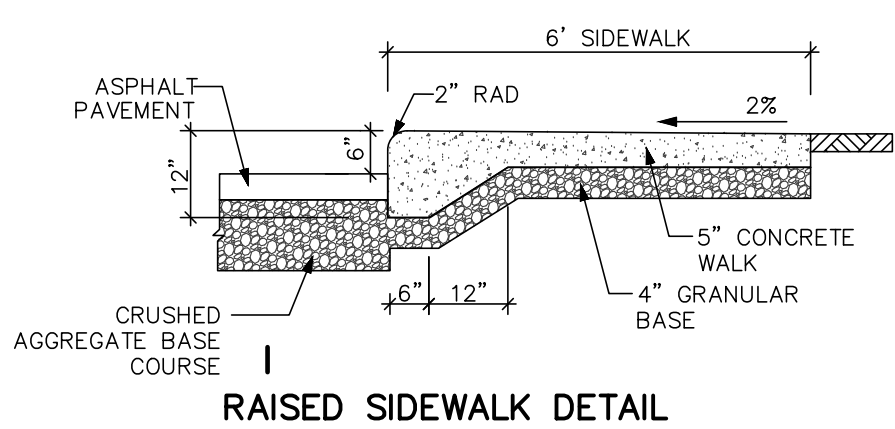
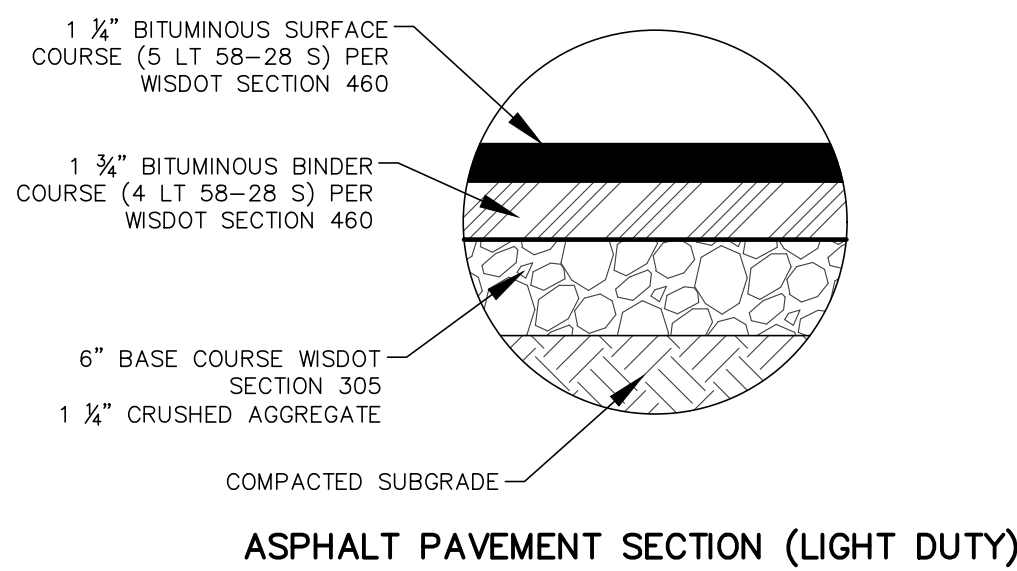
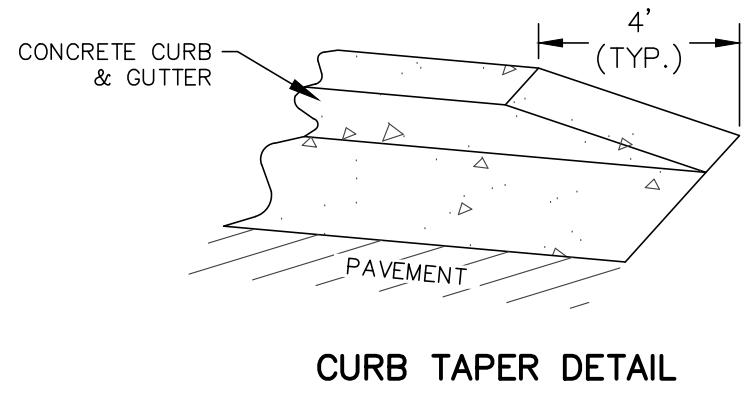
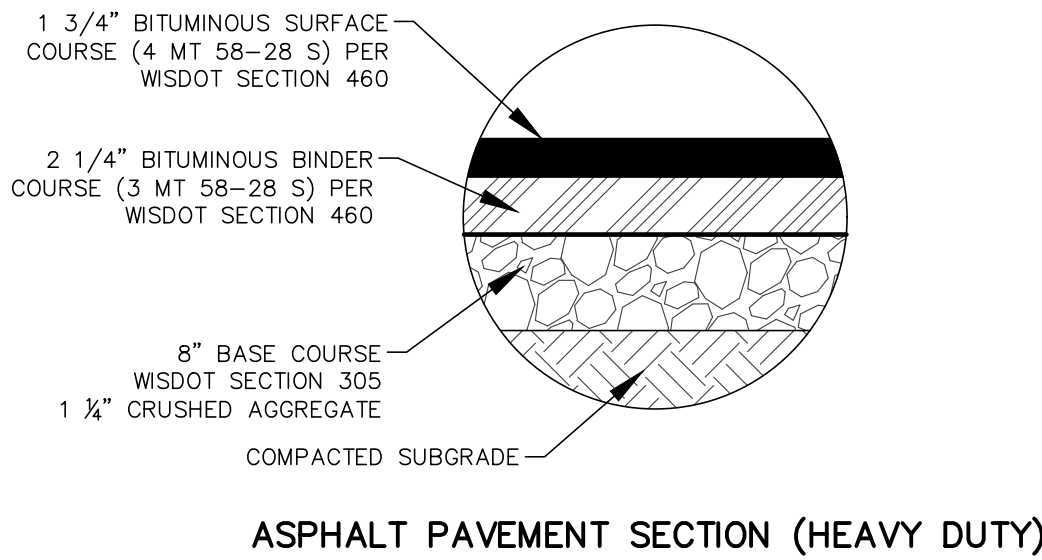
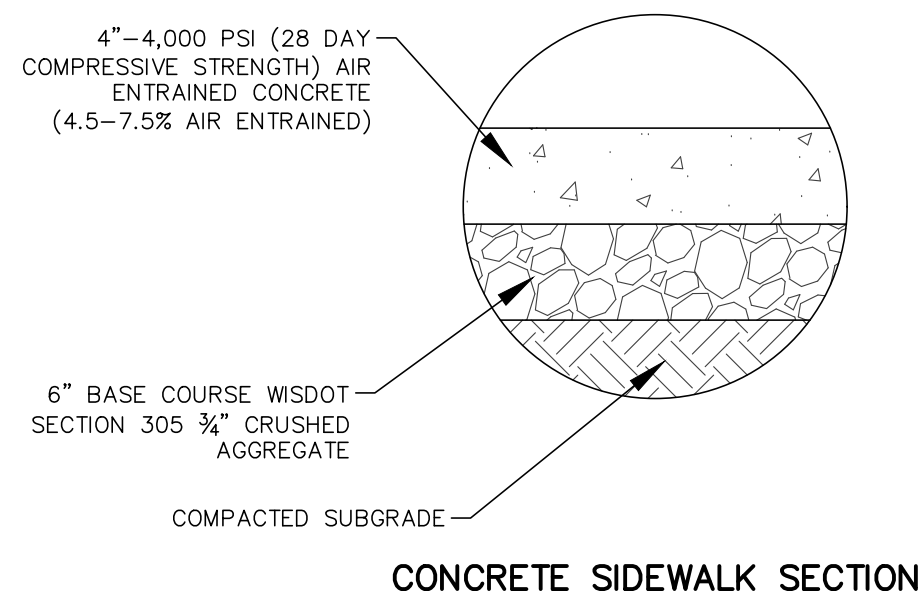
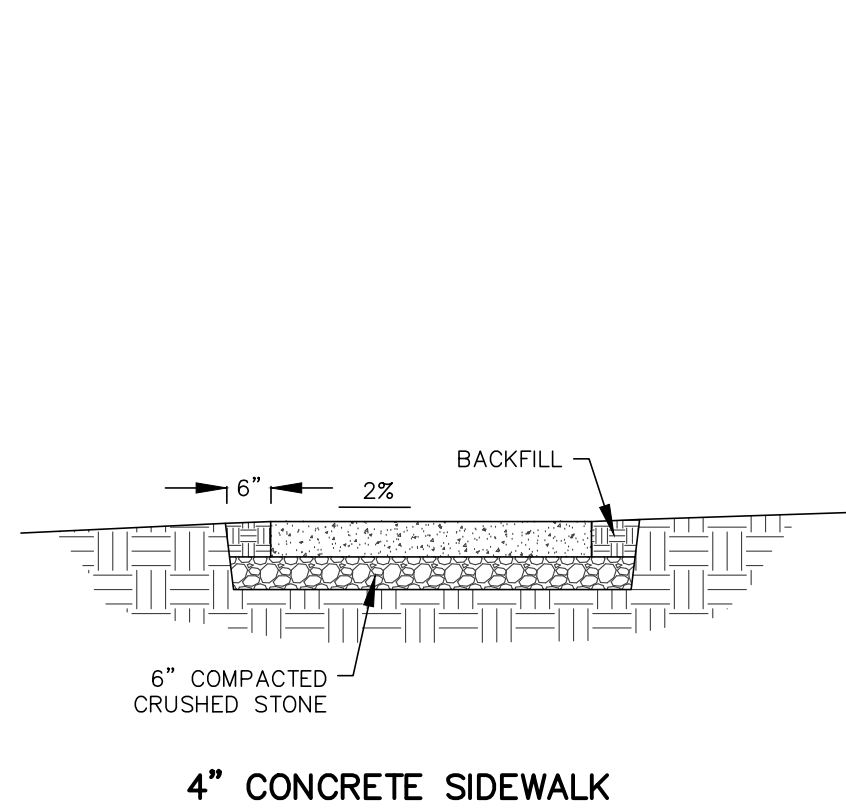
SPECIFICATIONS FOR PAVING:

1. AGGREGATES USED IN THE CRUSHED STONE BASE SHALL CONFORM TO THE GRADATION REQUIREMENTS SECTIONS 301.2 AND 305.2.2 OF THE STANDARD SPECIFICATIONS. THICKNESS SHALL BE PER THE DETAIL ON THE PLANS. BASE SHALL BE 1-1/4" INCH DIAMETER LIMESTONE TRAFFIC BOND AGGREGATE BASE COURSE UNLESS NOTED OTHERWISE. SUBSTITUTION AND/OR RECYCLED MATERIALS MAY BE ALLOWED WITH APPROVAL FROM THE OWNER.
2. SUBGRADE SHALL BE PROOFROLLED AND APPROVED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT OF STONE BASE. EXCAVATE UNSUITABLE AREAS AND REPLACE WITH BREAKER RUN STONE AND RECOMPACT. REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL SPECIFICATIONS.
3. EXISTING PAVEMENT SHALL BE SAWCUT IN NEAT STRAIGHT LINES TO FULL DEPTH AT ANY POINT WHERE EXISTING PAVEMENT IS REMOVED. CURB AND WALK SHALL BE REMOVED TO THE NEAREST JOINT. REMOVED PAVEMENT SHALL BE REPLACED WITH THE SAME SECTION AS EXISTING. MUNICIPAL STANDARDS MAY REQUIRE ADDITIONAL WORK.
4. ASPHALT FOR PARKING AREAS AND THE PRIVATE ROAD SHALL BE PER THE DETAILS MATERIALS AND PLACEMENT SHALL CONFORM TO THE DOT STANDARD SPECIFICATIONS, SECTION 450 AND 460. LT 98-28 S IS REQUIRED UNLESS NOTED OTHERWISE A COMMERCIAL GRADE MIX MAY BE SUBSTITUTED ONLY WITH APPROVAL FROM THE OWNER.
5. TACK COAT SHALL BE IN ACCORDANCE WITH THE SUBSECTION 455.2.5 OF THE STANDARD SPECIFICATIONS. THE RATE OF APPLICATION SHALL BE 0.05 GAL/SY.
6. CONCRETE FOR CURB, DRIVEWAYS, WALKS, AND NON-FLOOR SLABS SHALL CONFORM TO SECTION 415 OF THE STANDARD SPECIFICATIONS, GRADE A, ASTM C-94, 6 BAG MIX WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI. JOINTING SHALL BE PER SECTION 415.3.7 OF THE STANDARD SPECIFICATIONS WITH CONSTRUCTION JOINTS HAVING A MAXIMUM SPACING OF 10'. EXPANSION JOINTS SHALL BE PROVIDED EVERY 50'. CONCRETE SHALL BE FINISHED PER SECTION 415.3.8 WITH A MEDIUM BROOM TEXTURE. A CURING MEMBRANE IN CONFORMANCE WITH SECTION 415.3.12 IS REQUIRED.
7. PAVEMENT MARKINGS SHALL BE PAINT IN ACCORDANCE WITH WISCONSIN DOT SECTION 646 OF THE STANDARD SPECIFICATIONS AND WITH LOCAL CODES. THE FOLLOWING ITEMS SHALL BE PAINTED WITH COLORS NOTED BELOW:

PARKING STALLS: WHITE
PEDESTRIAN CROSSWALKS: WHITE
LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN OPPOSITE DIRECTIONS: YELLOW
LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN SAME DIRECTIONS: WHITE
ADA SYMBOLS: WHITE

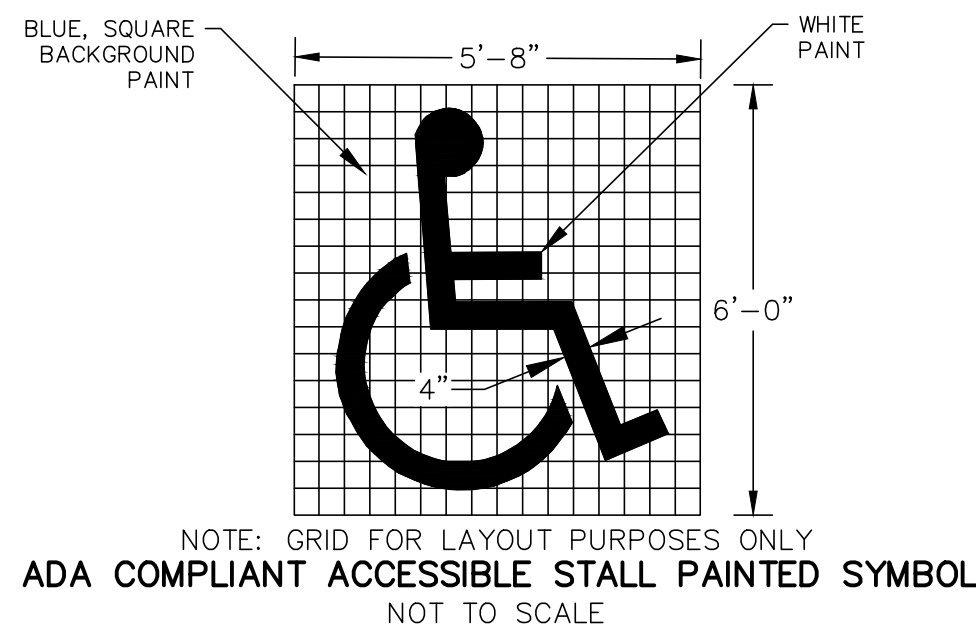
RESTORATION NOTES:

1. ALL DISTURBED AREAS, EXCEPT STREET PAVEMENT AND SIDEWALK AREAS, SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, FERTILIZER, SEED AND MULCH. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. LAWN AREAS WITH SLOPES GREATER THAN 4:1 SHALL BE SEEDD WITH OLD'S "NOMOM" MIX OR EQUAL. ALL OTHER DISTURBED AREAS SHALL BE SEEDD WITH MADISON PARKS MIX OR EQUAL. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS.
2. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX. SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 16%; PHOSPHORIC ACID, NOT LESS THAN 6%; POTASH, NOT LESS THAN 6%.
3. ALL FINISH GRADED AREAS SHALL BE SEEDD AND MULCHED BY SEPTEMBER 15TH. IF THE SITE DOES NOT HAVE FINISH GRADED AREAS COMPLETED BY OCTOBER 15TH, ALL DISTURBED AREAS SHALL BE RESTORED WITH TEMPORARY SEEDING (COVER CROP). AREAS NEEDING PROTECTION DURING PERIODS WHEN PERMANENT SEEDING IS NOT APPLIED SHALL BE SEEDD WITH ANNUAL SPECIES FOR TEMPORARY PROTECTION. SEE TABLE 1 OF THE WISCONSIN DNR CONSERVATION PRACTICE STANDARD 1059 FOR SEEDING RATES OF COMMONLY USED SPECIES. THE RESIDUE FROM THIS CROP MAY EITHER BE INCORPORATED INTO THE SOIL DURING SEEDBED PREPARATION AT THE NEXT PERMANENT SEEDING PERIOD OR LEFT ON THE SOIL SURFACE AND THE PLANTING MADE AS A NO-TILL SEEDING.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR A SATISFACTORY STAND OF GRASS ON ALL SEEDD AREAS FOR ONE YEAR AFTER THE PROJECT'S FINAL ACCEPTANCE.

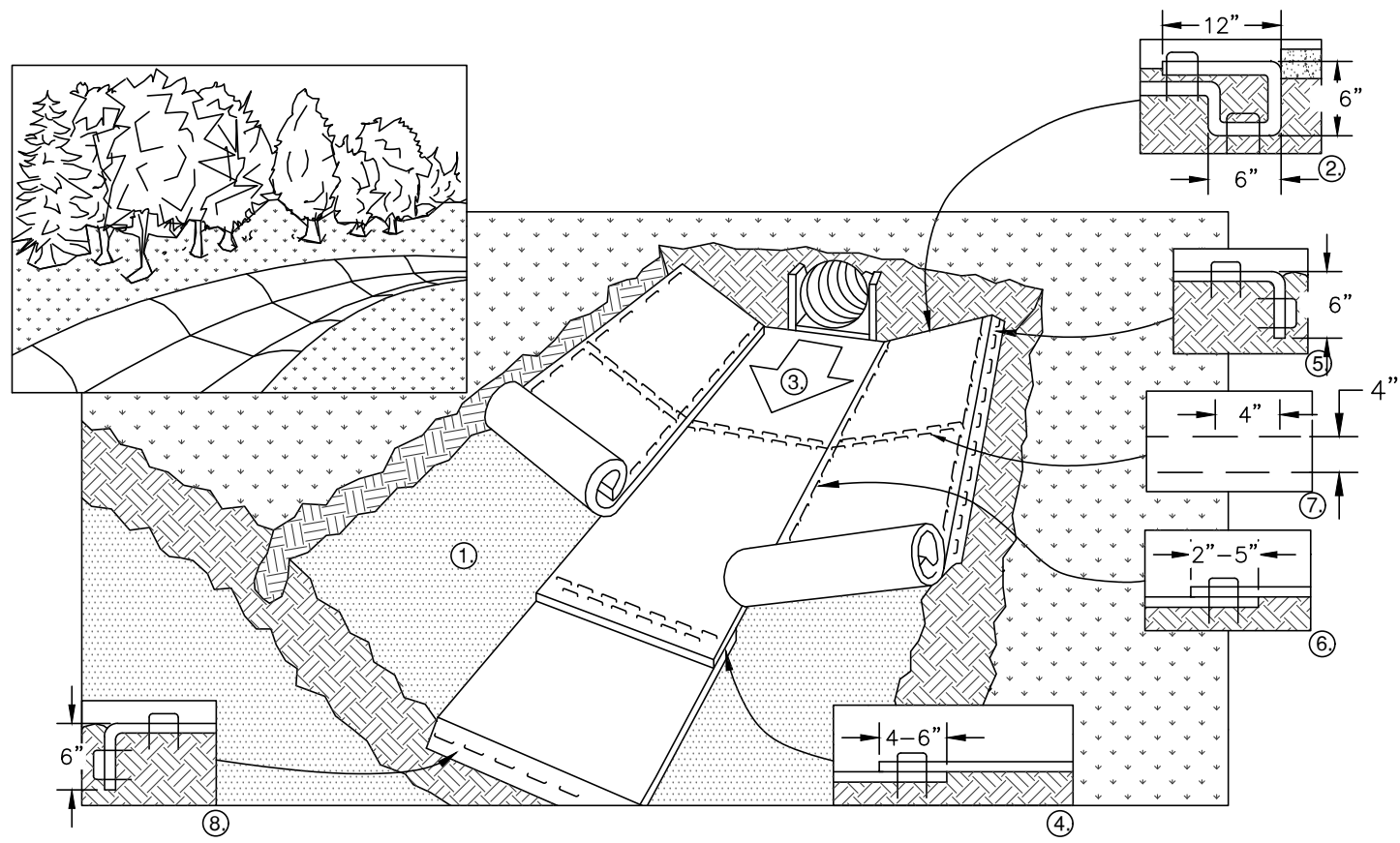


- GENERAL NOTES:
- LATERAL CONTRACTION JOINTS SHALL BE PLACED AT INTERVALS OF NOT MORE THAN 12' NOR LESS THAN 6' IN LENGTH. THE JOINTS SHALL BE A MINIMUM OF 3" IN DEPTH. EXPANSION JOINTS SHALL BE PLACED TRANSVERSELY AT RADIUS POINTS ON CURVES OF RADIUS 200' OR LESS, AND AT ANGLE POINTS, OR AS DIRECTED BY THE ENGINEER. THE EXPANSION JOINT SHALL BE A ONE PIECE ASPHALTIC MATERIAL HAVING THE SAME DIMENSIONS AS CURB & GUTTER AT THAT STATION AND BE 1/2" THICK. IN ALL CASES, CONCRETE CURB & GUTTER SHALL BE PLACED ON THOROUGHLY COMPACTED CRUSHED STONE.
 - CURB APRON ±12" TO FIT STANDARD CURB MACHINE

18" CURB AND GUTTER DETAILS



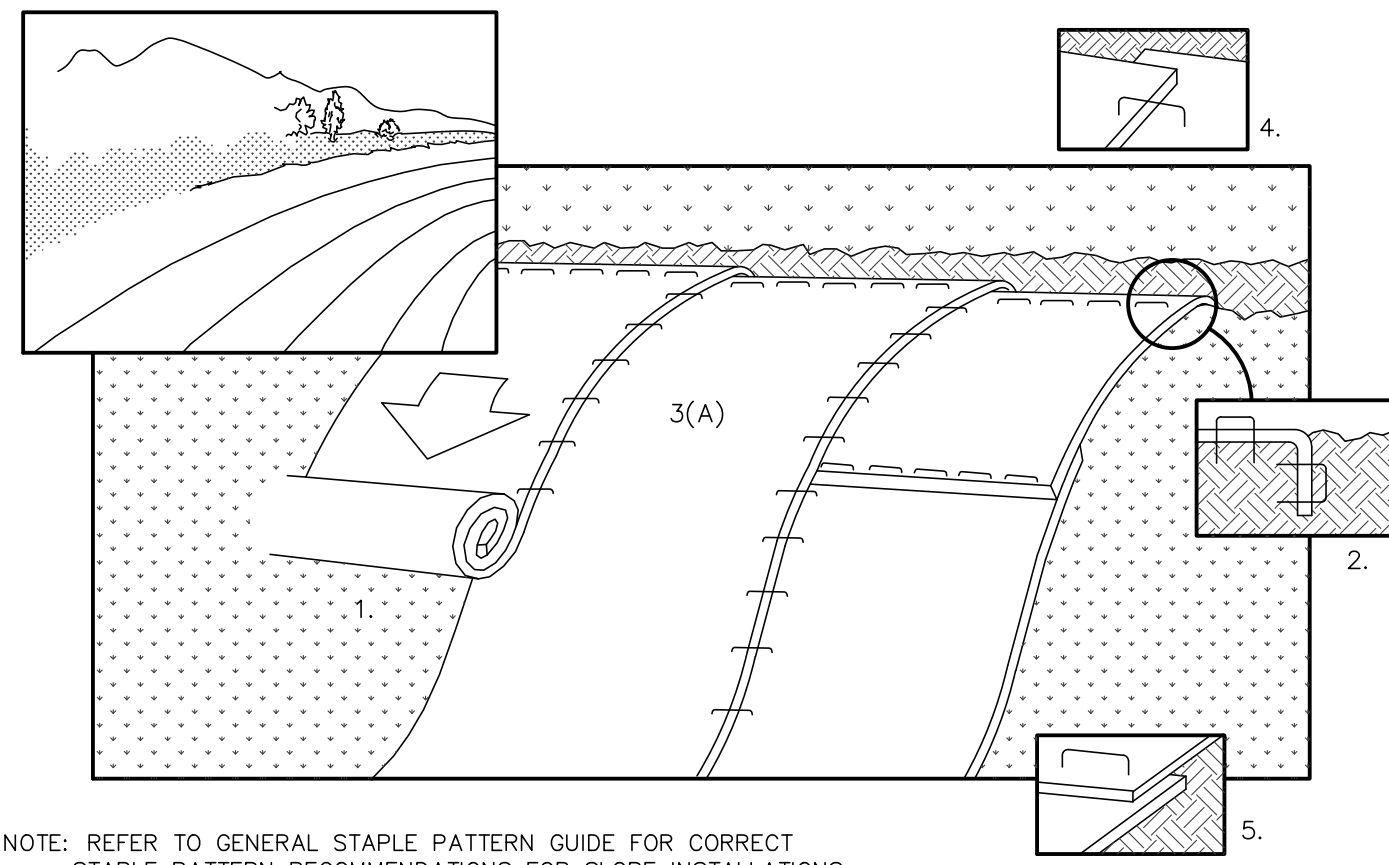
MAXIMUM PERIOD OF BARE SOIL FOR SLOPES > 20%		
SLOPE AREA DRAINS TO SEDIMENT BASIN OR SEDIMENT TRAP?	MAXIMUM PERIOD OF BARE SOIL EXPOSURE (CALENDAR DAYS)	
	LAND DISTURBANCE BETWEEN SEPTEMBER 15TH AND MAY 1ST	LAND DISTURBANCE BETWEEN MAY 2ND AND SEPTEMBER 15TH
YES	90	90
NO	60	30



1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
2. BEGIN AT THE TOP OF THE CHANNEL BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
3. ROLL CENTER BLANKET IN DIRECTION OF WATER FLOW IN BOTTOM OF CHANNEL. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.
4. PLACE CONSECUTIVE BLANKETS END OVER END (SHINGLE STYLE) WITH A 4-6" OVERLAP. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER TO SECURE BLANKETS.
5. FULL LENGTH EDGE OF BLANKETS AT TOP OF SIDE SLOPE MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
6. ADJACENT BLANKETS MUST BE OVERLAPPED APPROXIMATELY 4" AND STAPLED.
7. A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER OVER ENTIRE WIDTH OF THE CHANNEL.
8. THE TERMINAL END OF THE BLANKETS MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

NOTE: ALL STAPLES MUST BE 6" OR GREATER IN LENGTH

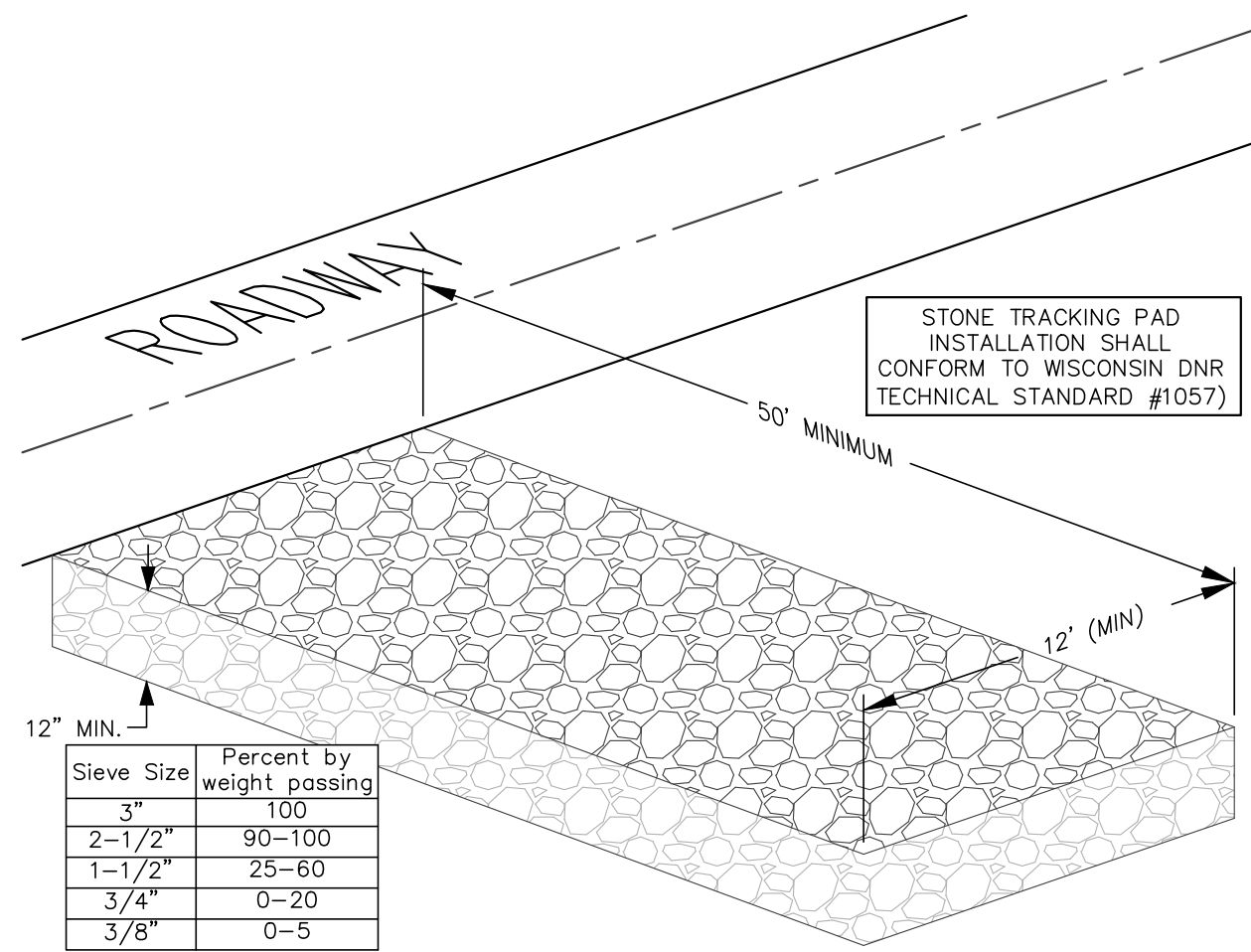
EROSION CONTROL MAT – CHANNEL INSTALLATION



NOTE: REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

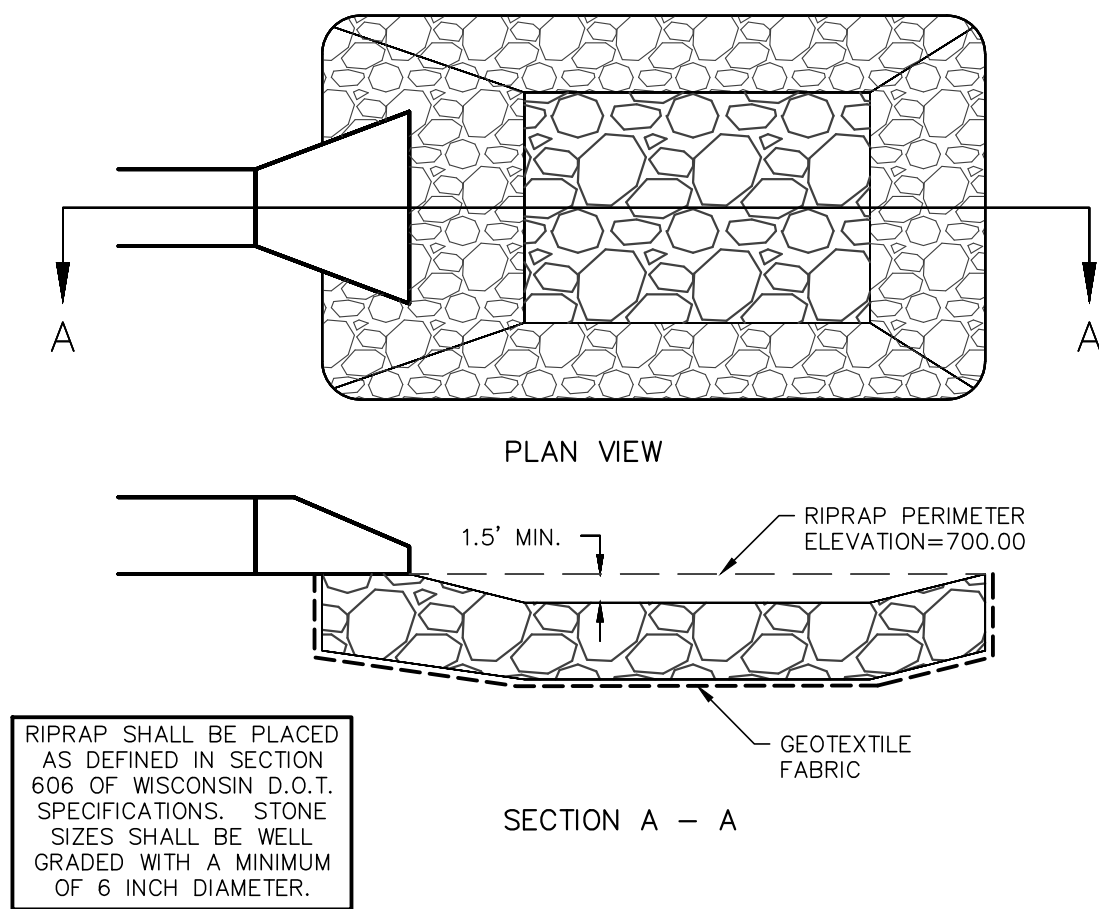
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

EROSION CONTROL MAT – SLOPE INSTALLATION

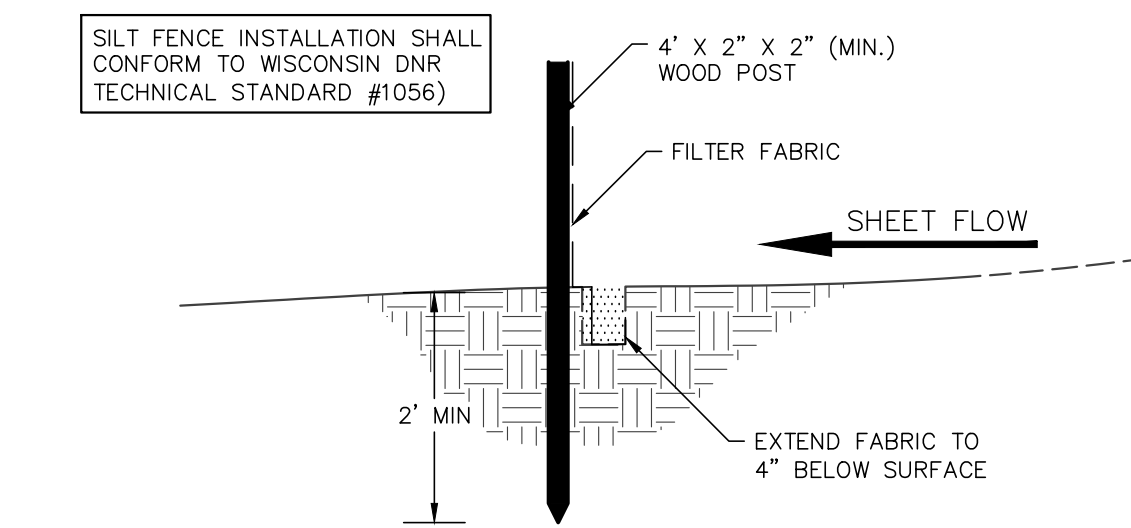


STONE TRACKING PAD DETAIL

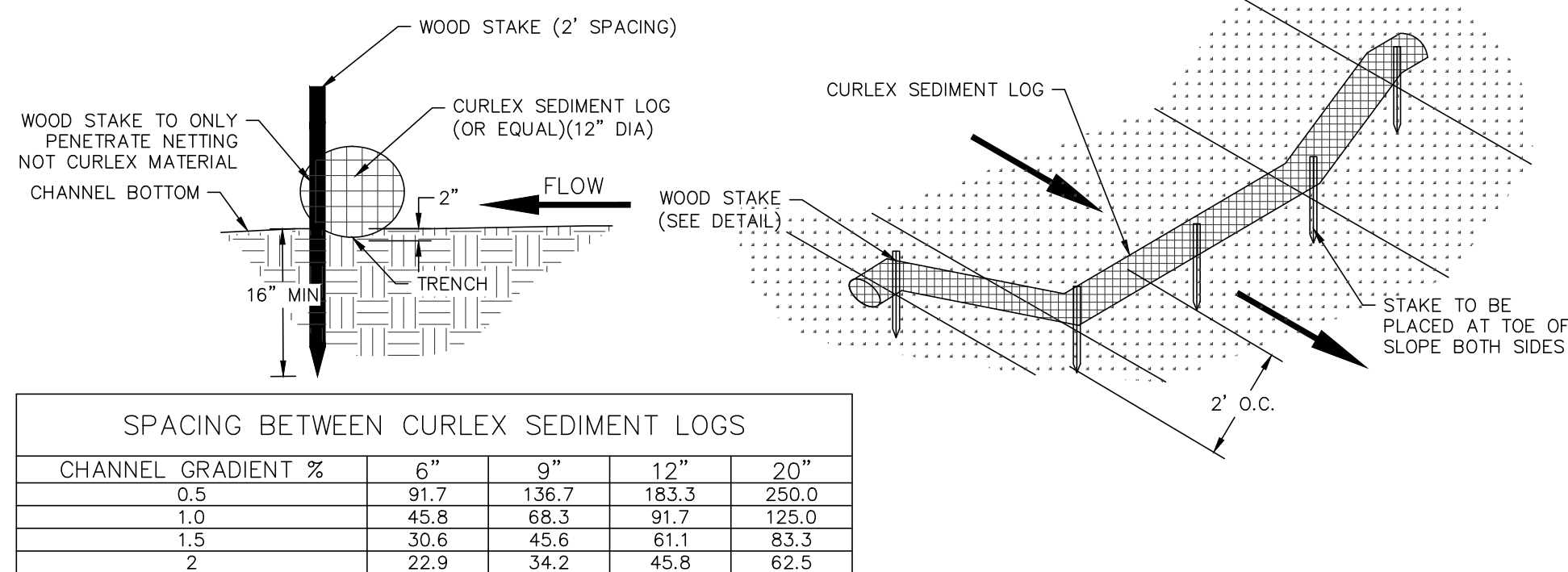
Sieve Size	Percent by weight passing
3"	100
2-1/2"	90-100
1-1/2"	25-50
3/4"	0-20
3/8"	0-5



RIPRAP/STILLING BASIN DETAIL

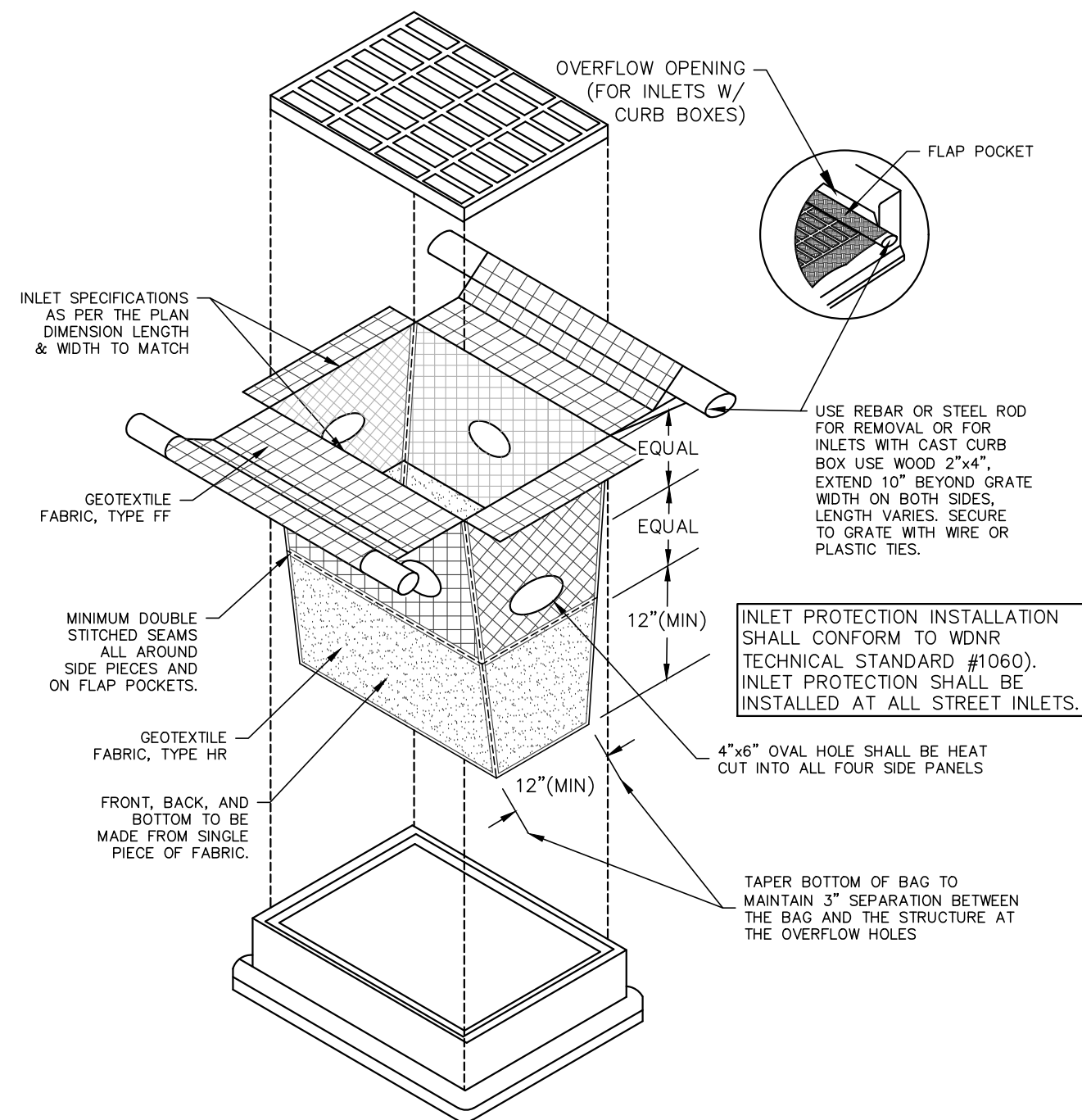


SILT FENCE CONSTRUCTION (SHEET FLOW)



SEDIMENT LOG DETAIL

SPACING BETWEEN CURLEX SEDIMENT LOGS				
CHANNEL GRADIENT %	6"	9"	12"	20"
0.5	91.7	136.7	183.3	250.0
1.0	45.8	68.3	91.7	125.0
1.5	30.6	45.6	61.1	83.3
2	22.9	34.2	45.8	62.5



TYPE D-HR INLET PROTECTION DETAIL

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

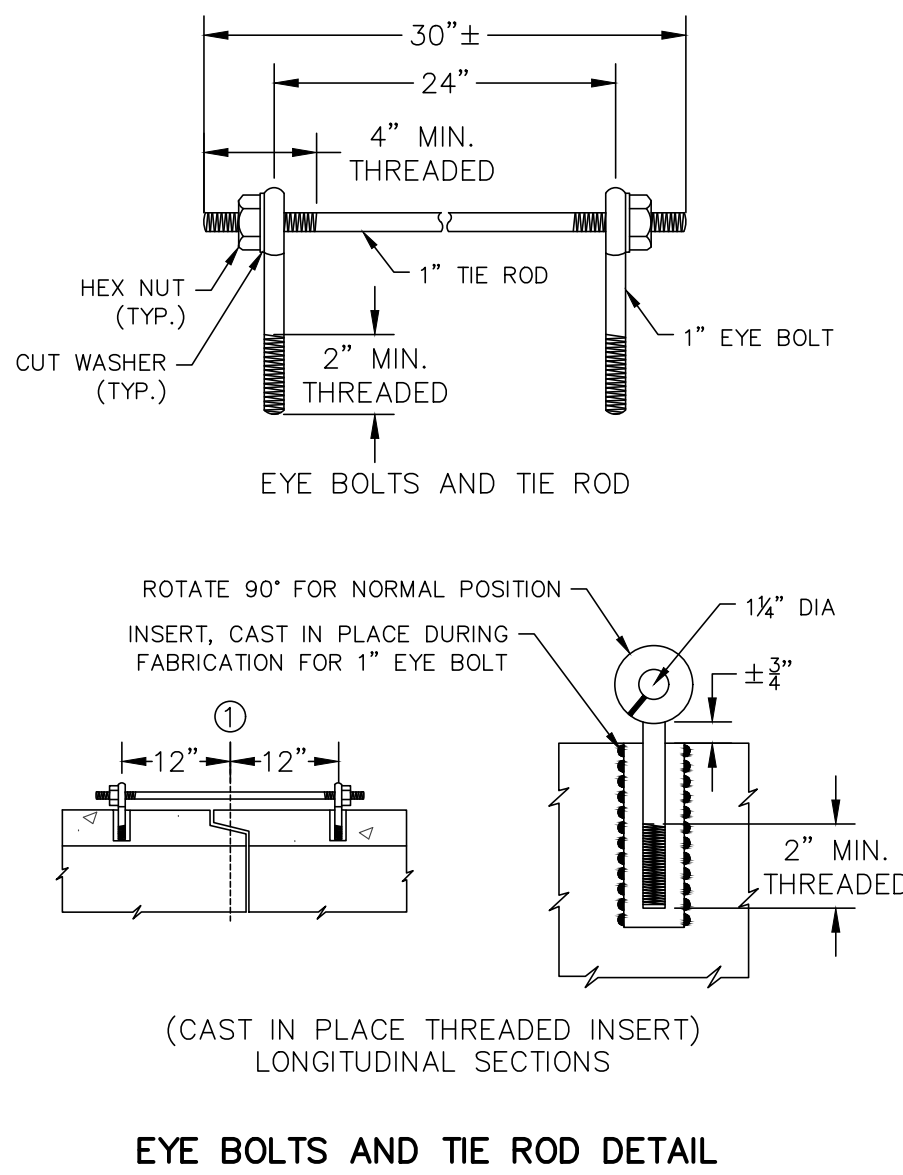
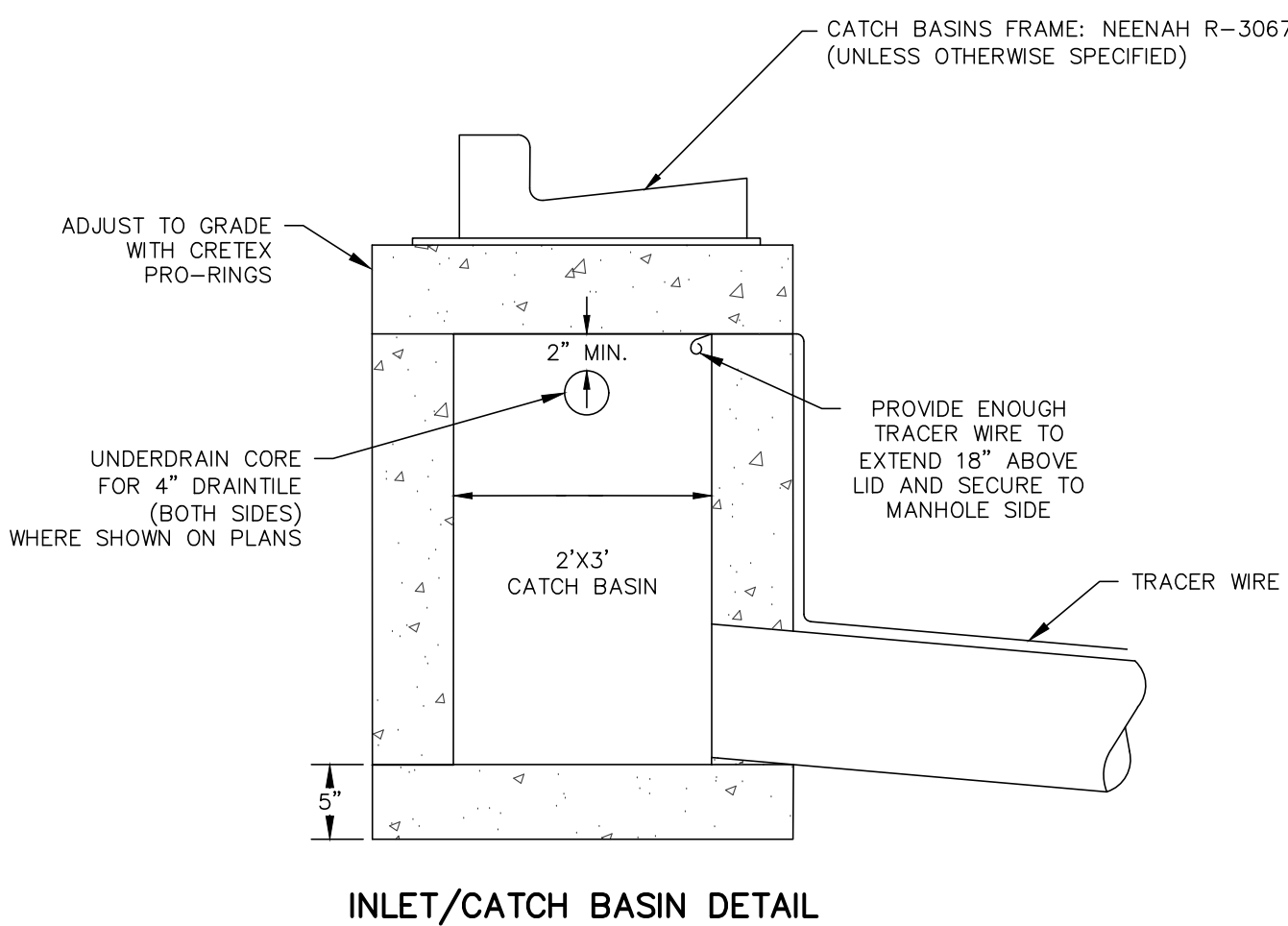
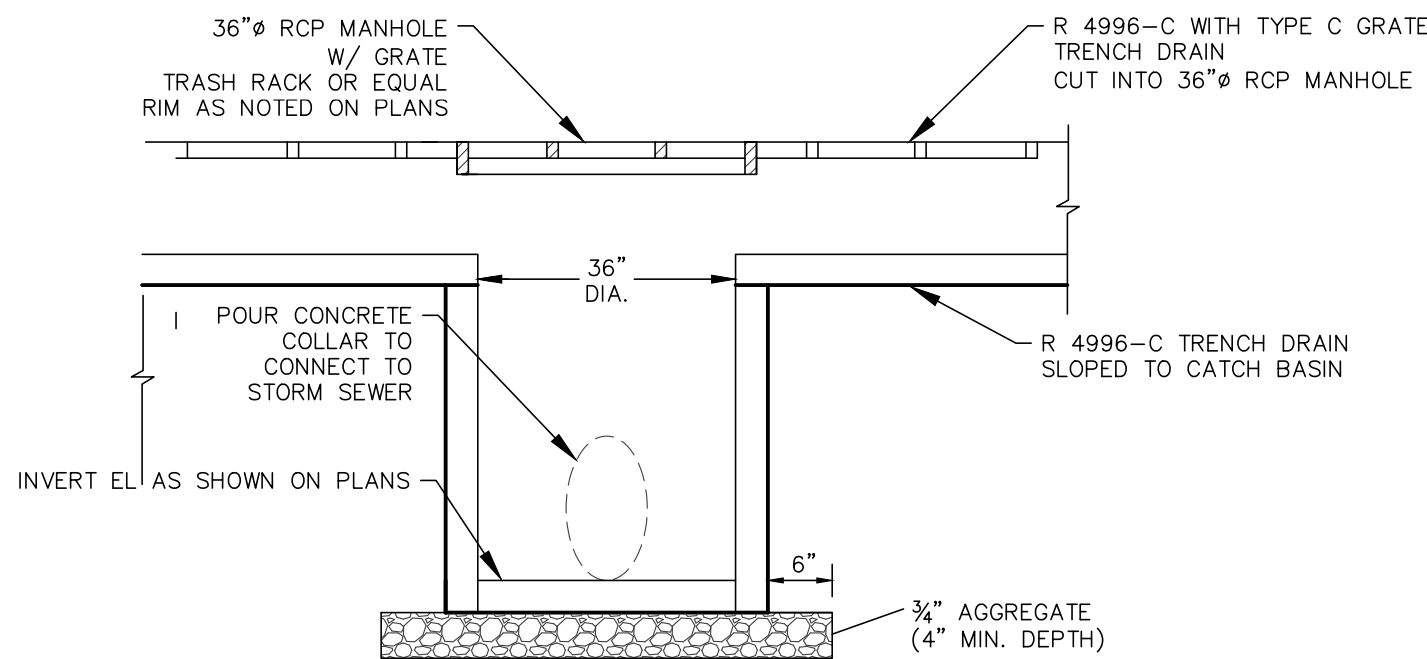
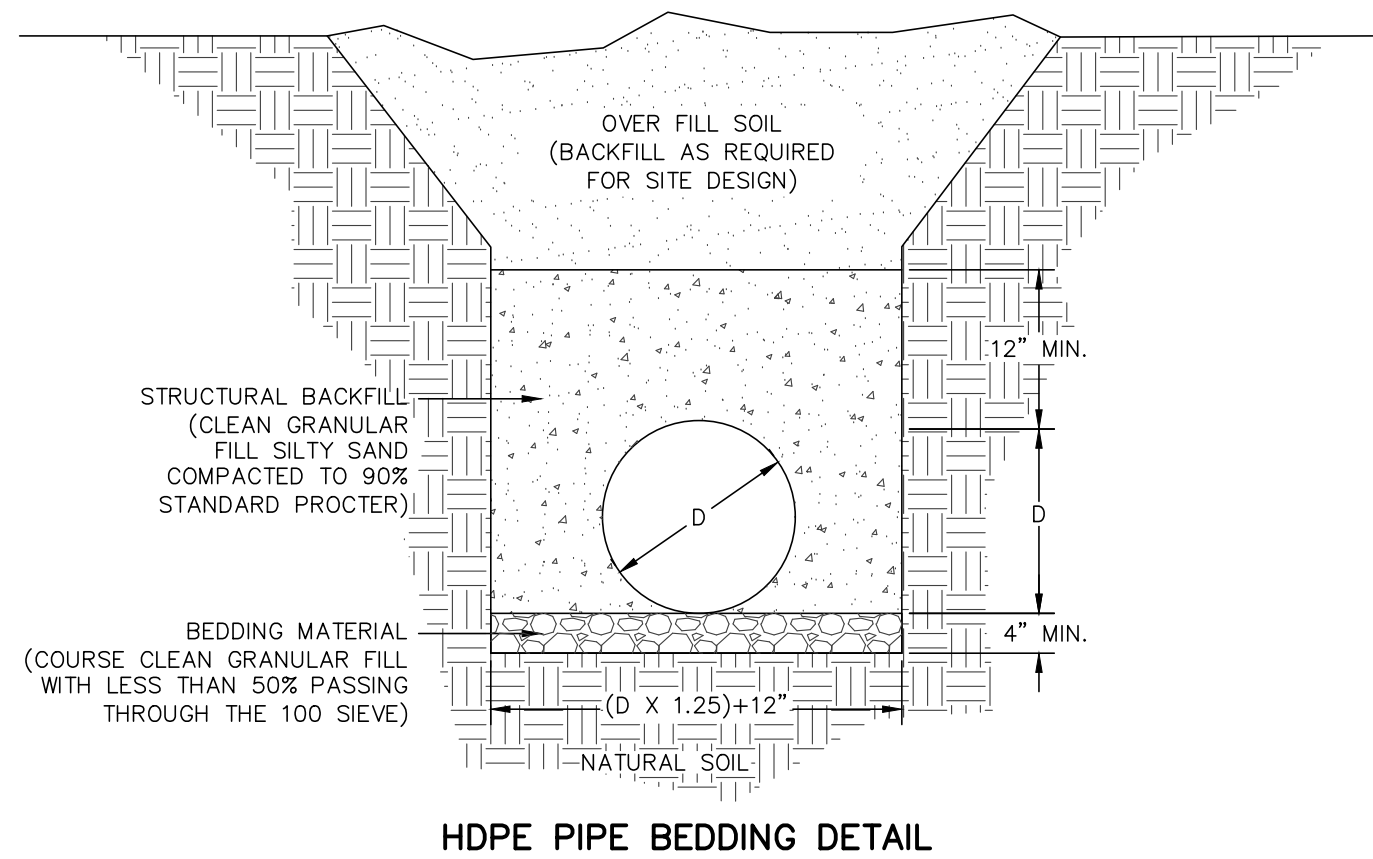
These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:
02/29/2024
Project No.
24.003

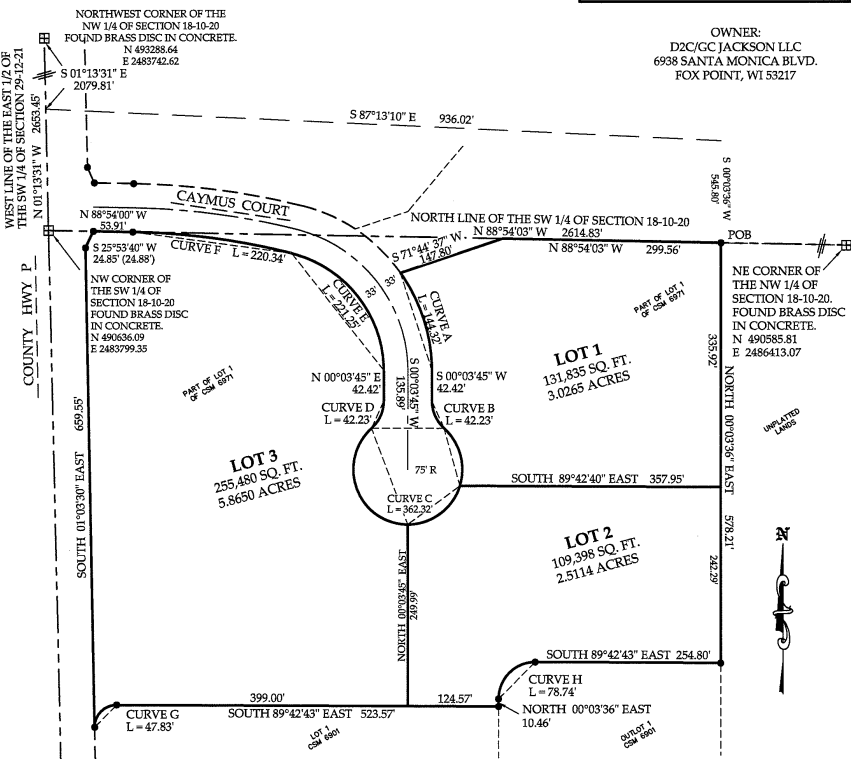
SHEET TITLE

UTILITY DETAILS



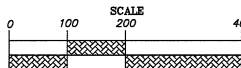
CERTIFIED SURVEY MAP

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.



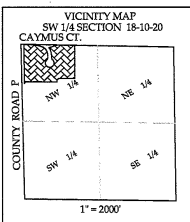
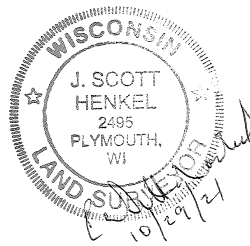
CURVE	LOT	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH	DELTA	TANGENT IN	TANGENT OUT
A	LOT 1	144.32'	233.00'	S 17°40'54" E	142.02'	35°29'17"	S 35°25'34" E	S 00°03'45" W
B	LOT 1	42.23'	50.00'	S 24°08'04" E	40.99'	48°23'39"	S 00°03'45" W	S 48°19'54" E
C	R/W	362.32'	75.00'	N 89°56'15" W	99.60'	276°47'19"	S 48°19'54" E	N 48°27'25" E
	LOT 1	86.01'	75.00'	S 15°28'47" E	81.37'	65°42'13"	S 48°19'54" E	S 17°22'19" W
	LOT 2	95.15'	75.00'	S 53°43'02" W	88.50'	72°41'26"	S 17°22'19" W	N 89°56'15" W
	LOT 3	181.16'	75.00'	N 20°44'25" W	140.22'	138°23'40"	N 89°56'15" W	N 48°27'25" E
D	LOT 3	42.23'	50.00'	N 24°15'35" E	40.99'	48°23'39"	N 48°27'25" E	N 00°03'36" E
E	LOT 3	221.25'	167.00'	N 37°53'38" W	205.42'	75°54'27"	N 00°03'36" E	N 75°50'42" W
F	LOT 3	220.34'	967.00'	N 82°22'21" W	219.86'	13°03'18"	N 75°50'42" W	N 88°54'00" W
G	LOT 3	47.83'	30.00'	N 44°36'54" E	42.92'	91°20'47"	N 01°03'30" W	S 89°42'43" E
H	LOT 2	78.74'	50.00'	N 45°10'26" E	70.85'	90°13'41"	N 00°03'36" E	S 89°42'43" E

BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, (NAD27). THE WEST LINE OF NW 1/4 OF SECTION 18-10-20 BEARS NORTH 01°13'31" WEST.



QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # DE-130-21 Date: 9/07/21

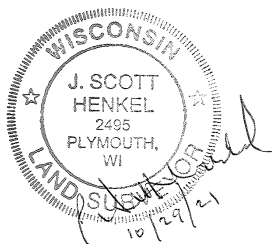
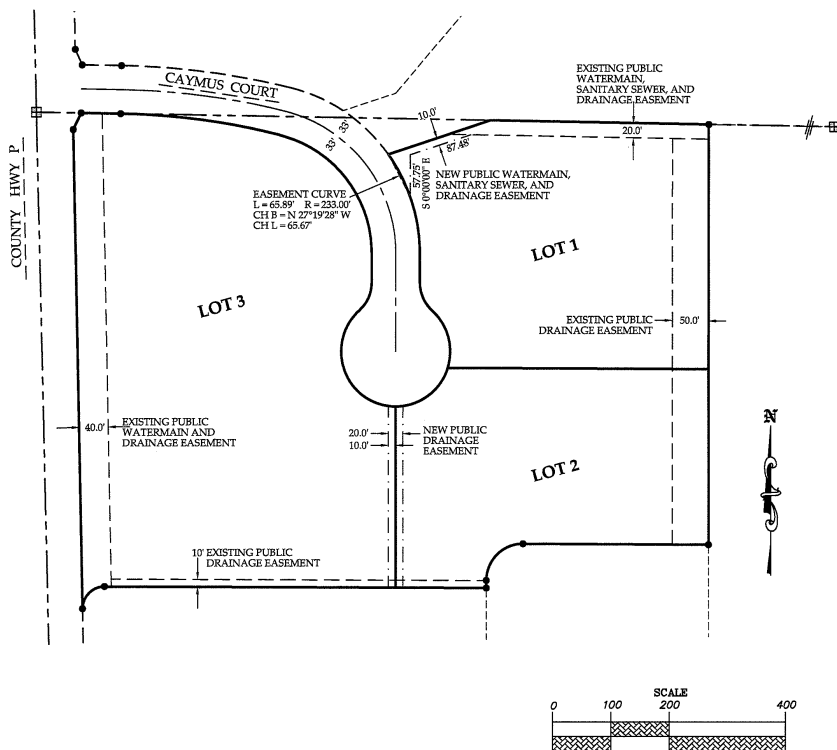


SURVEYED BY JOSEPH W. DAVID
MAPPED BY J. SCOTT HENKEL, PLS

REVISED 10/8/21

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.



QUAM ENGINEERING, LLC
 122 WISCONSIN ST., WEST BEND, WI, 53095
 262-346-7800 www.quamengineering.com
 PROJECT # DE-130-21 Date: 9/07/21

SURVEYED BY JOSEPH W. DAVID
 MAPPED BY J. SCOTT HENKEL, PLS

REVISED 10/8/21

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

SURVEYOR'S CERTIFICATE

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNER, D2C/GC JACKSON LLC:

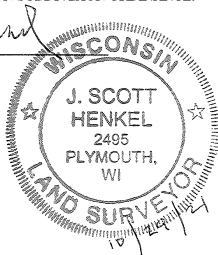
PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT NO. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 18;
 THENCE SOUTH 01°13'31" EAST, 2079.81 FEET, ALONG THE WEST LINE OF SAID NORTHWEST 1/4;
 THENCE SOUTH 87°13'10" EAST, 936.02 FEET, ALONG THE NORTH LINE OF SAID LOT 1 AND THE WESTERLY EXTENSION THEREOF;
 THENCE SOUTH 00°03'36" WEST, 545.08 FEET, TO THE POINT OF BEGINNING OF THIS DESCRIPTION;
 THENCE NORTH 88°54'03" WEST, 299.56 FEET, ALONG THE NORTH LINE OF SAID SOUTHWEST 1/4;
 THENCE SOUTH 71°44'37" WEST, 147.80 FEET, TO THE EAST RIGHT-OF-WAY LINE OF CAYMUS COURT;
 THENCE ALONG SAID EAST BEING THE ARC OF A CURVE BEARING TO THE RIGHT 144.32 FEET, WITH A RADIUS OF 233.00 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 17°40'54" EAST, 142.02 FEET;
 THENCE ALONG SAID EAST LINE SOUTH 00°03'45" WEST, 42.42 FEET;
 THENCE ALONG SAID EAST LINE BEING THE ARC OF A CURVE BEARING TO THE LEFT 42.23 FEET, WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 24°08'04" EAST, 40.99 FEET;
 THENCE ALONG SAID EAST LINE BEING THE ARC OF A CURVE BEARING TO THE RIGHT 362.32 FEET, WITH A RADIUS OF 75.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 89°56'15" WEST, 99.60 FEET;
 THENCE ALONG THE WEST RIGHT OF WAY LINE OF CAYMUS COURT BEING THE ARC OF A CURVE BEARING TO THE LEFT 42.23 FEET; WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 24°15'35" EAST, 40.99 FEET;
 THENCE ALONG SAID WEST LINE NORTH 00°03'45" EAST, 42.42 FEET;
 THENCE ALONG SAID WEST LINE BEING THE ARC OF A CURVE BEARING TO THE LEFT 221.25 FEET, WITH A RADIUS OF 167.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 37°53'28" WEST, 205.42 FEET;
 THENCE ALONG THE SOUTH RIGHT-OF-WAY LINE OF CAYMUS COURT BEING THE ARC OF A CURVE BEARING TO THE LEFT 220.34 FEET, WITH A RADIUS OF 967.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 82°22'21" WEST, 219.86 FEET;
 THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE NORTH 88°54'00" WEST, 53.91 FEET;
 THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE SOUTH 25°53'40" WEST, 24.85 FEET, TO THE EAST RIGHT-OF-WAY LINE OF COUNTY HIGHWAY P;
 THENCE ALONG SAID EAST RIGHT-OF-WAY LINE SOUTH 01°03'30" EAST, 659.55 FEET;
 THENCE ALONG THE ARC OF A CURVE BEARING TO THE RIGHT 47.83 FEET, WITH A RADIUS OF 30.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 44°36'54" EAST, 42.92 FEET;
 THENCE SOUTH 89°42'43" EAST, 523.57 FEET;
 THENCE NORTH 00°03'36" EAST, 10.46 FEET;
 THENCE ALONG THE ARC OF A CURVE BEARING TO THE RIGHT 78.74 FEET, WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 45°10'26" EAST, 70.85 FEET;
 THENCE SOUTH 89°42'43" EAST, 254.80 FEET;
 THENCE NORTH 00°03'36" EAST, 578.21 FEET, TO THE POINT OF BEGINNING.

CONTAINING 496,713 SQUARE FEET // 11.4030 ACRES, MORE OR LESS,

I FURTHER CERTIFY THAT THE MAP PREPARED IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES AS SHOWN AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AND THE VILLAGE OF JACKSON SUBDIVISION ORDINANCE.

J. SCOTT HENKEL, PLS 2495



QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND, WI, 53095
 262-346-7800 www.quamengineering.com
 PROJECT # DE-130-21 Date: 9/07/21

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

OWNER'S CERTIFICATE

AS OWNER, D2C/GC JACKSON LLC, I HEREBY CERTIFY THAT I CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED HEREON. I ALSO CERTIFY THAT THIS MAP IS IN ACCORDANCE WITH WISCONSIN STATUTES 236, THE VILLAGE OF JACKSON LAND DIVISION ORDINANCE.

JAMES G. BLISE

STATE OF WISCONSIN

Washington COUNTY

:SS

PERSONALLY CAME BEFORE ME THIS 1st DAY OF November, 2021, James G. Blise TO ME KNOWN AS THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED SAME.

NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION EXPIRES: 6/5/2022

CONSENT OF CORPORATE MORTGAGEE

HORICON BANK, EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF EXISTING LOT 1 OF CERTIFIED SURVEY MAP 6971 DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, AND MAPPING OF THE LAND ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF D2C/GC LLC

IN WITNESS WHEREOF, THE SAID **HORICON BANK** HAS CAUSED THESE PRESENTS TO BE SIGNED BY

MICHAEL FLEISCHMAN ITS SVP AT WEST BEND, WISCONSIN,

THIS 1st DAY OF NOVEMBER, 2021.

IN THE PRESENCE OF:

HORICON BANK

BY: [Signature]

VILLAGE OF JACKSON PLAN COMMISSION APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE OF JACKSON PLAN COMMISSION ON THIS 30th DAY OF

September, 2021.

Michael Schwab
MICHAEL SCHWAB, CHAIRMAN

Jilline Dobratz
JILLINE DOBRATZ, SECRETARY

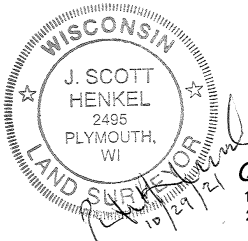
VILLAGE OF JACKSON VILLAGE BOARD APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED, AND ACCEPTED BY THE VILLAGE OF JACKSON VILLAGE BOARD ON THIS

12th DAY OF October, 2021.

Michael Schwab
MICHAEL SCHWAB, VILLAGE PRESIDENT

Jilline Dobratz
JILLINE DOBRATZ, VILLAGE CLERK



QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # DE-130-21 Date: 9/07/21

MINUTES
VILLAGE BOARD MEETING
Tuesday, March 12, 2024 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. Olson, Tr. Kruepke, and Tr. Matter.

Members Excused: Tr. Wells

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Director of Inspections & Zoning 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. 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.)

None.

4. Consent Agenda

a. Approval of Minutes for the Village Board Meeting of February 13, 2024

The motion to approve the item of the consent agenda was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

5. Ordinance #24-02 - An Ordinance Creating Sec. 2-190 of the Municipal Code of the Village of Jackson Codifying a Community Development Authority

A motion to approve Ordinance #24-02 was made by Tr. Matter and seconded by Tr. Kruepke.

Discussion: Tr. Engelhardt asked for clarification on the powers of the Community Development Authority. Administrator Keller provided an overview.

Votes: 6 ayes, 0 nays. Motion carried.

A motion to suspend the rules for a second reading of Ordinance #24-02 was made by Pres. Heckendorf and seconded by Tr. Olson. A roll vote was taken:

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

Vote: 6 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #24-02 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

6. Budget and Finance Committee

a. EMS Letter of Appeal - Terri Curtis

Pres. Heckendorf explained this agenda item came from Budget & Finance with the recommendation not to modify the EMS bill and to allow a payment plan if needed.

The motion to not modify the EMS bill for Mr. Curtis, but allow a payment plan if needed, was made by Tr. Olson and seconded by Tr. Kruepke.

Discussion: Tr. Emmrich asked for clarification on the time and location of the EMS call. Fire Chief Swaney provided the information.

Vote: 6 ayes, 0 nays. Motion carried.

b. 2024 Wastewater Treatment Plant Project - Construction Services with Town & Country Engineering, in the Amount of \$331,000.00

The motion to approve the construction services with Town & Country Engineering, for the 2024 Wastewater Treatment Plant Project, not to exceed \$331,000.00 was made by Tr. Matter and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

c. Change Order #4 - Jackson Wastewater Treatment Facility Storage Garage - Hunzinger Construction

The motion to approve Change Order #4, for the Jackson Wastewater Treatment Facility Storage Garage, with Hunzinger Construction was made by Tr. Matter and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

- d. Pay Request #5, Final - Jackson Wastewater Treatment Facility Storage Garage - Hunzinger Construction, in the Amount of \$76,989.91

The motion to approve Pay Request #5, final, for the Jackson Wastewater Treatment Facility Storage Garage, to Hunzinger Construction, in the amount of \$76,989.91 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

- e. Pay Request #4 - STH 60 Street Lighting Project - Wil-Surge, in the Amount of \$13,123.68

The motion to approve Pay Request #4, for the State Hwy 60 Street Lighting Project, to Wil-Surge, in the amount of \$13,123.68 was made by Tr. Matter and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

7. Plan Commission

- a. Final Plat and Development Agreement - Maple Fields Subdivision, Addition No. 1 - Neuman Developments, Inc.

The motion to approve the final plat and development agreement for Maple Fields Subdivision, Addition No. 1, with Neuman Developments, Inc. was made by Tr. Olson and seconded by Tr. Emmrich.

Discussion: Tr. Engelhardt asked for clarification regarding the subdivision noted in the documents. Admin Keller provided the in-house process to correct the matter.

Vote: 6 ayes, 0 nays. Motion carried.

- b. Final Plat - Morning Meadows Subdivision, Addition No. 2 - Home Path Financial, LP

The motion to approve the final plat for Morning Meadows Subdivision, Addition No. 2, with Home Path Financial, LP was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

8. Board of Public Works

- a. 2024 License Agreement for Farming Public Land in TID #7

The motion to approve the 2024 licensing agreement for farming public land in TID #7 was made by Tr. Emmrich and seconded by Tr. Olson.

Discussion: Tr Engelhardt inquired if Mr. Loduah was aware that any damage to the lot, in particular the shared driveway, he would be liable for the cost of repair. Director Kober confirmed. He went on to explain that this is a cost-saving opportunity by the Village not having to maintain upkeep until the property would be sold.

Vote: 6 ayes, 0 nays. Motion carried.

b. Electric Easement - We-Energies - Outlot 2, Oaks of Jackson

The motion to approve the electric easement with WE Energies, for Outlot 2 in the Oaks of Jackson was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

9. Personnel Committee

a. Review and Discussion of Jackson Police Department Lieutenant Promotional Process

Pres. Heckendorf explained this item came from the Personnel Committee with the recommendation to approve with the terms indicated in the packet. He further explained this item was discussed in open session at the Personnel Committee.

The motion to approve the 2024 Lieutenant job posting and future offer of employment to the successor lieutenant to include deviating from the Employee Handbook leave policy language and allowing up to 100% sick leave contribution from the Village upon retirement, not to exceed 1,020 hours conditioned upon the following: 1) The offer will be reduced to 960 hours should the selected candidate not have accrued more than that amount upon the date the offer is made, and, 2) The offer may be amended should the most current CBA of WPPA JPD reduce the retirement/sick leave benefit language prior to the successor lieutenant's retirement date, if applicable, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

10. West Bend School District

Tr. Wells was not present, but she mailed a report to Pres. Heckendorf. The report included that the Superintendent's sessions were informative and worth their time, according to those in attendance. Topics included improvements to Jackson Elementary and efficiencies were a hot topic. There will be more listening sessions coming up on April 16th and 24th.

11. Washington County Board Report

Pres. Heckendorf reported, providing an overview of the information received from County Supervisor Schwab. This included descriptions of upcoming Resolutions 70, 71, and 72.

12. Greater Jackson Business Alliance

Tr. Matter reported there will be a meeting next week, where Administrator Keller and Director Kober will be speaking.

13. Mid-Moraine Municipal Association Report

Tr. Olson reported on the last meeting, where next generation housing was the topic, noting that Jackson was a focus. The March meeting will be on the 13th, where County Executive

Josh Schoemann will be discussing shared revenue. There will be a dinner meeting on March 27th, in Cedarburg, and the topic will be end of session legislative updates.

14. Closed Session Pursuant to Wis. Stats. §19.85(1)(e), "deliberating or negotiating the purchase 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. Discussing the 2024 Jackson Police Department Lieutenant Promotional Process; and
2. To Discuss Development Agreements, Protective Covenant, and Shared Access and Maintenance Agreement for Property Publicly Owned in TID 7; and
3. To Approve the Sale of Property Village Owned in TID 7; and
4. To Discuss the Purchase of Land.

The motion to proceed into closed session, pursuant to Wis. Stats. §19.85(1)(e), for the enumerated items (sans item #1) 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. Olson: Aye

Tr. Kruepke: Aye

Tr. Matter: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 7:49 PM. Those present for the entirety of the closed session consisted of the body, Administrator Keller, and a representative of the EDWC.

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 in open session at 8:30 PM.

The motion to approve the amended Developer's Agreement with Harbor Homes was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to approve the Development Agreement, Protective Covenant, and Shared Access Maintenance Agreement for the Village Square Development, pursuant to the terms in the Offer to Purchase from Glacier Hills Credit Union was made by Tr. Olson and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to approve a resolution conveying Village-owned land, identified as parcel V3-053600I, to Glacier Hills Credit Union was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

The motion to authorize the Village Administrator and Village Attorney to purchase parcel V3-008200E with a closing date of April 26, 2024 was made by Tr. Olson and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

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 8:30 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

RESOLUTION #24-03

RESOLUTION PROCLAIMING ARBOR DAY IN THE VILLAGE OF JACKSON

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, the Village of Jackson has been recognized as a Tree City USA by the National Arbor Day Foundation, and desires to continue its tree planting practice; and

WHEREAS, trees in our Village can increase property values, enhance the economic vitality of our business areas, and beautify our community; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, the planting of trees can also offer an opportunity to memorialize individuals who have passed;

NOW, THEREFORE, BE IT RESOLVED, I, Brian Heckendorf, President of the Village of Jackson, Washington County, Wisconsin, do hereby proclaim Friday, April 26, 2024, as Arbor Day in the Village of Jackson.

BE IT FURTHER RESOLVED, staff is directed to plant a tree in Jackson Park in the Village of Jackson. I also urge all citizens to plant trees to gladden the hearts and promote the wellbeing of present and future generations.

Introduced by: _____

Seconded by: _____

Vote: ____ Ayes ____ Nays

Passed and Approved: _____

Village Board Appointed Chairperson

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

RESOLUTION #24-04

RESOLUTION APPROVING THE RESULTS OF THE APRIL 2, 2024 SPRING ELECTION IN THE VILLAGE OF JACKSON

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, the 2024 Spring and Presidential Preference Election was held in the Village of Jackson on April 2, 2024; and

WHEREAS, three at-large trustee seats were up for election within the Village of Jackson at the April 2, 2024 election; and

WHEREAS, the candidates on the ballot for the at-large trustee seats received the following number of votes: Traci Wells received 978 votes, Don Olson received 875 votes, and John Kruepke received 941 votes; and

WHEREAS, the total number of write-in votes received was 30, undervotes was 2,200, and there were no overvotes; and

NOW, THEREFORE, BE IT RESOLVED, the aforementioned is a true and correct statement of the result of the Spring Election held in and for the Village of Jackson, Washington County, Wisconsin.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____Nays

Passed and Approved: _____

Village Board Appointed Chairperson

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

RESOLUTION #24-05

ACCEPTING FUNDS FROM THE WASHINGTON COUNTY MUNICIPAL RADIO GRANT PROGRAM

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, Washington County has allocated a pool of dollars to create a grant program to assist partner Police, Fire, and Emergency Medical Services (EMS) agencies in the County with funding new radios when the need arises for additional radios in their inventory; and

WHEREAS, the Village of Jackson has reviewed the terms and conditions of the grant program, and agrees to abide by them; and

WHEREAS, the Jackson Police Department has requested funds for one single-head radio; and

WHEREAS, the Public Safety Committee of the Washington County Board has considered and approved the request, and has awarded \$7,300.00 for this purpose; and

NOW, THEREFORE, BE IT RESOLVED, by the Village of Jackson Board of Trustees that the Village does hereby accept the grant award in accordance with the Washington County Municipal Radio Grant Program.

BE IT FURTHER RESOLVED, that a representative of the Village of Jackson shall initiate the purchase and provide copies of this signed resolution and applicable receipts to Washington County prior to issuance of the grant funds.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____Nays

Passed and Approved: _____

Village Board Appointed Chairperson

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date



Washington County Municipal Public Safety Radio Grant Program

Purpose and Description:

The purpose of the program is to assist our partner police and Emergency Medical Services (EMS)/fire agencies in the County with funding new radios when the need arises for an additional radio in their inventory. The motivation for creating this is to make sure funding for radios is not an impediment to public safety enhancement decisions, and to continue the County's work towards formalizing a mechanism for funding the radio system into perpetuity.

In 2023, the County allocated \$500,000 to create a pool of dollars committed to funding this grant program. The funding is not ongoing, meaning once it is fully spent, it will require action of a future Board to continue the funding.

Eligibility:

Any Washington County municipal entity increasing public safety (police, fire, EMS) staffing or vehicles is eligible to apply for the grant. The purpose of the program is to fund additional radios, not to replace existing radios. It is also not intended to significantly increase the ratio of radios held by a roster of volunteer or part-time departments (ex. to give everyone a radio). Private (contracted) public safety entities should work through the governing body of the municipality to purchase the radios.

The County has created standard radio packages, based on past county practice, current agency use, and input from industry professionals. The appendix lists the current standard model. Due to the frequency of pricing changes, the County will maintain a list of pricing available upon request.

Applicants/recipients are also encouraged to purchase radios from the L3 Harris state contract under contract number: 505ENT-O22-SAFETYCOMM-00, more specifically: 505ENT-O22-SAFETYCOMM-05 or an L3 Harris authorized dealer that offers state bid pricing to receive a discount. With the discount, the grant is designed to fund 100% of the costs of purchasing the radio at the standard level (excluding installation and programming costs). Agencies wishing to upgrade their radio or purchase radios with additional features, maintenance agreements, extended warranties or accessories may do so, but at their own additional expense.

Process:

- Agencies seeking grant funds should submit a written (or email) request with the following information:
 - Municipal agency making the request.
 - Description of the operational change necessitating the purchase.
 - Receipt, quote, or invoice describing the type and model information of the radio(s) to be purchased.

- Requests should be submitted to:

Washington County Budget Policy & Analytics Department
 Grants@washcowisco.gov
 432 E. Washington Street
 West Bend, WI 53095

- Staff will review the request, identify the equivalent standard model and grant value, and provide the materials, with a recommendation to the Public Safety Committee.
 - Generally, the grant value is calculated at 100% of the discounted cost of the standard model (listed below).

Radio Standard Models & Grant Value	
Model	Grant Award
Law Multi Band Mobile-Single Head	\$7,300
Law Multi Band Mobile-Dual Head	\$8,900
Law Multiband Portable	\$5,800
Fire Multi Band Mobile-Single Head	\$6,900
Fire Multi Band Mobile-Dual Head	\$8,400
Fire Dualband Portable	\$5,700

- The Public Safety Committee will review the request (with recommendations from staff) and act at its next regularly scheduled meeting.
- Staff will communicate the decision and dollar amount to the requestor and send a model resolution for passage.
- The governing body of each entity should approve a resolution to accept the grant.
- Once approved, agencies should make the radio purchase (if they have not already done so) and provide a copy of the receipt and the signed grant approval to the same contact used for submission of the application.
- The County will send payment to the entity for the approved amount.

Appendix: Radio Model Standards

Law - Multiband Mobile - 7/800 +VHF (single head)		Fire Multi Band Mobile - 7/800 + VHF (single head)	
		Part Number	Description
XZ-MPM1M	MOBILE, XL-200M, MULTIBAND, LTE, NA	XZ-MPM1M	MOBILE, XL-200M, MULTIBAND, LTE, NA
XZ-PL4J	FEATURE, VHF BAND	XZ-PL4J	FEATURE, VHF BAND
XZ-PL4L	FEATURE, 700/800 MHZ BAND	XZ-PL4L	FEATURE, 700/800 MHZ BAND
	ANTENNA and BASE, Included w/install cost		ANTENNA and BASE, Included w/install cost
XZ-PKGPT	FEATURE PACKAGE, P25 TRUNKING	XZ-PKGPT	FEATURE PACKAGE, P25 TRUNKING
XZ-PL4F	FEATURE, PHASE 2 TDMA	XZ-PL4F	FEATURE, PHASE 2 TDMA
XL-PKG8F	FEATURE, 256-AES, 64-DES ENCRYPTION	XZ-PL4U	FEATURE, XL200M SINGLE-KEY DES ENCRYPTION
XZ-PL4U	FEATURE, XL200M SINGLE-KEY DES ENCRYPTION	XZ-PL9E	FEATURE, XL200M SINGLE-KEY AES ENCRYPTION
XZ-PL9E	FEATURE, XL200M SINGLE-KEY AES ENCRYPTION	XZ-PL8Y	FEATURE, ENCRYPTION LITE
XZ-PL8Y	FEATURE, ENCRYPTION LITE	XZ-MC6A	MIC, XL, STAND MOBILE
XZ-CP6A	CONTROL UNIT, XL-CH	XZ-LS6A	EXTERNAL SPEAKER
XZ-MC6A	MIC, XL, STAND MOBILE	XZ-CA6Z	CABLE, XL-MOBILE, SPEAKER ACCY, 20 FEET
XZ-LS6A	EXTERNAL SPEAKER	XZ-MA4A	KIT, MOUNTING XL-MOBILE UNIVERSAL
XZ-MA4A	KIT, MOUNTING XL-MOBILE UNIVERSAL	XZ-CP6A	CONTROL UNIT, XL-CH
Law Multi Band Mobile - 7/800 + VHF Dual Head		Fire Multi Band Mobile - 7/800 + VHF Dual Head	
Part Number	Description	Part Number	Description
XZ-MPM1M	MOBILE, XL-200M, MULTIBAND, LTE, NA	XZ-MPM1M	MOBILE, XL-200M, MULTIBAND, LTE, NA
XZ-PL4J	FEATURE, VHF BAND	XZ-PL4J	FEATURE, VHF BAND
XZ-PL4L	FEATURE, 700/800 MHZ BAND	XZ-PL4L	FEATURE, 700/800 MHZ BAND
	ANTENNA and BASE, Included w/install cost		ANTENNA and BASE, Included w/install cost
XZ-PKGPT	FEATURE PACKAGE, P25 TRUNKING	XZ-PKGPT	FEATURE PACKAGE, P25 TRUNKING
XZ-PL4F	FEATURE, PHASE 2 TDMA	XZ-PL4F	FEATURE, PHASE 2 TDMA
XL-PKG8F	FEATURE, 256-AES, 64-DES ENCRYPTION	XZ-PL4U	FEATURE, XL200M SINGLE-KEY DES ENCRYPTION
XZ-PL4U	FEATURE, XL200M SINGLE-KEY DES ENCRYPTION	XZ-PL9E	FEATURE, XL200M SINGLE-KEY AES ENCRYPTION
XZ-PL8Y	FEATURE, ENCRYPTION LITE	XZ-PL8Y	FEATURE, ENCRYPTION LITE
XZ-MC6A	MIC, XL, STAND MOBILE	XZ-MC6A	MIC, XL, STAND MOBILE
XZ-LS6A	EXTERNAL SPEAKER	XZ-LS6A	EXTERNAL SPEAKER
XZ-MC6A	MIC, XL, STAND MOBILE	XZ-MC6A	MIC, XL, STAND MOBILE
XZ-LS6A	EXTERNAL SPEAKER	XZ-LS6A	EXTERNAL SPEAKER
XZ-CA6Z	CABLE, XL-MOBILE, SPEAKER ACCY, 20 FEET	XZ-CA6Z	CABLE, XL-MOBILE, SPEAKER ACCY, 20 FEET
XZ-MA4A	KIT, MOUNTING XL-MOBILE UNIVERSAL	XZ-MA4A	KIT, MOUNTING XL-MOBILE UNIVERSAL
XZ-CP6A	CONTROL UNIT, XL-CH	XZ-CP6A	CONTROL UNIT, XL-CH
XZ-CP6A	CONTROL UNIT, XL-CH	XZ-CP6A	CONTROL UNIT, XL-CH
XZ-CA6D	CABLE, POWER, XL-CH	XZ-CA6D	CABLE, POWER, XL-CH
XZ-MA4C	BRACKET, MOUNTING, XL CONTROL HEAD	XZ-MA4C	BRACKET, MOUNTING, XL CONTROL HEAD
XZ-CA6B	CABLE, XL-MOBILE, ETHERNET, 9M	XZ-CA6B	CABLE, XL-MOBILE, ETHERNET, 9M
Law - Multiband Portable - 7/800 +VHF		Fire Dualband Portable 7/800, VHF, Non-Intrinsic Safe	
XL-PFM2M	PORTABLE, XL-200P, FKP, BLK, NRB, NA	XL-PFM2M	PORTABLE, XL-200P, FKP, BLK, NRB, NA
XL-PKG8F	FEATURE PACKAGE, VHF, 7/800	XL-PKG8F	FEATURE PACKAGE V, 7/800
XL-NC5Z	ANTENNA, FLEX, HELICAL, 136-870 MHZ	XL-PA3V	BATTERY, LI-ION, 3100 MAH
XL-PKGPT	FEATURE PACKAGE, P25 TRUNKING	XL-PA3V	BATTERY, LI-ION, 3100 MAH
XL-PL4F	FEATURE, P25 PHASE 2 TDMA	XL-NC5Z	ANTENNA, FLEX, HELICAL, 136-870 MHZ
XL-PKG8F	FEATURE, 256-AES, 64-DES ENCRYPTION	XL-PKGMR	OPTION, IMMERSIBLE RADIO OPERATION
XL-PL9E	FEATURE, SINGLE-KEY AES ENCRYPTION	XL-PKGPT	FEATURE PACKAGE, P25 TRUNKING
XZ-PL8Y	FEATURE, ENCRYPTION LITE	XL-PL4F	FEATURE, P25 PHASE 2 TDMA
XL-PA3V	BATTERY, LI-ION, 3100 MAH	XL-PL4U	FEATURE, SINGLE-KEY DES ENCRYPTION
XL-PA3V	BATTERY, LI-ION, 3100 MAH	XL-PL9E	FEATURE, SINGLE-KEY AES ENCRYPTION
XL-CH6A	CHARGER, DESKTOP, 1-BAY, LI-BAT, XL-200P	XZ-PL8Y	FEATURE, ENCRYPTION LITE
XL-AE4B	SPEAKER MIC, EMERGENCY BUTTON	XL-CH6A	CHARGER, DESKTOP, 1-BAY, LI-BAT, XL-200P
XL-HC4P	KIT, CASE, LEATHER, W/DPOST, PREM, LTE	XL-HC4R	CASE, LEATHER, PREMIUM, SHOULDER STRAP, LTE
		14035-1948-30	KIT, GLOVE FRIENDLY KNOBS
		XL-AE2W	SPEAKER MIC, 500F, XL-200P

RESOLUTION #24-06

TAX INCREMENTAL DISTRICT #4 AFFORDABLE HOUSING EXTENSION

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, the Village of Jackson created TID 4 on September 28, 1995, and successfully completed implementation of the project plan and sufficient increment was collected or will be collected in 2024 from the 2023 tax roll to pay off its aggregate project costs; and

WHEREAS, state law requires termination of a TID after all project costs have been paid, state law (Wis. Stats. §66.1105(6)(g)), does allow for extension of a TID up to one year, using the last year of tax increment to improve the Village's housing stock; and

WHEREAS, at least 75 percent of the final increment must benefit affordable housing with the remaining portion used to improve housing stock; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Jackson hereby extends the life of TID 4 for 12 months from the date of this resolution to use the final year's increment collected in 2025 from the 2024 tax roll to benefit affordable housing; and

BE IT FURTHER RESOLVED, the Village of Jackson shall use the final increment to improve housing quality and affordability by providing funds to the Next Generation Housing Initiative in Tax Incremental District #7. This will provide housing as defined on Washington County's website wherein housing is provided at no more than 30% of the household's gross monthly income; and

BE IT FURTHER RESOLVED, the Village of Jackson shall adopt a termination resolution by April 1, 2025; and

BE IT FURTHER RESOLVED, the Village of Jackson's Clerk shall notify the Wisconsin Department of Revenue by providing a copy of this resolution.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____ Nays

Passed and Approved: _____

Village Board Appointed Chairperson

Attest: _____
Anastasia Gonstead - Village Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date



Village of Jackson, WI TID #4 Termination Plan

April 9, 2024 Village Board Meeting

Why are we here?

- TID 4 coming up on maximum life (09/28/2025)
 - ✓ Will pay off all project costs in 2024 (liability to CP Fund and annual administrative expenses)
- As discussed in 2023 FMP TID 4 could use the Affordable Housing Extension to “lock-in” its last year of increment for Affordable Housing and TID 7 eligible to receive the funds
 - ✓ Cash flow on next slide

Village of Jackson, Wisconsin

Tax Increment District #4

Cash Flow Projection

Year	Revenues				Expenditures						Balances					Year
				Total Sources of Funds	Existing Debt Obligations		Advance Repayment	AH Extension Transfer	Legal & Admin.	Total Uses of Funds						
	Tax Increments	Exempt Computer Aid	Personal Property Aid		Principal	Interest					Annual	Prior Period Adjustment	Cumulative Fund Balance	Cash	Advance Outstanding	
2022	867,460	5,088	19,823	892,371	17,844				1,650	19,494	872,877	(2,165,886)	(1,293,009)	1,340,047	2,165,886	2022
2023	831,554	5,088	19,823	856,465					1,788	1,788	854,677	(199,729)	(170,891)	1,994,995	2,165,886	2023
2024	762,116	5,088		767,203			2,165,886		15,000	2,180,886	(1,413,683)		581,312	581,312	0	2024
2025	762,116	5,088		767,203				762,116	15,000	777,116	(9,912)		571,400			2025
Total	6,475,096	40,581	86,294	7,249,727	869,821	43,959	2,165,886		64,163	4,098,467						Total

Notes:

The negative 2022 ending Cumulative Balance is comprised of the Contributions from Capital Projects Fund.

A 3 year extension under Wisconsin 2015 Act 258 was granted 9/13/22.

Projected TID Closure

Conclusions

- These funds are eligible for TID 7 project costs and will help TID 7 cash flow

Village Action if desired: Motion to approve resolution _____ Tax Incremental District (TID) #4 Affordable Housing Extension

Questions?

State of Wisconsin
 Department of Natural Resources
 Bureau of Community Financial Assistance
 101 S. Webster St., PO Box 7921
 Madison WI 53707-7921
 FAX (608) 267-0496
DNRCFELDisbursements@wisconsin.gov

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22) Page 1 of 5

☒ Clean Water Fund Program ☐ Safe Drinking Water Loan Program

Notice: This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality Village of Jackson	2. Project Number 4266-04	3. Request Number 1	4. Type of Request ☒ Partial ☐ Final
---------------------------------------	------------------------------	------------------------	--

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering	323,933.23		
Land or Easement Acquisition			
Engineering / Construction Management			
Construction / Equipment			
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	323,933.23		

Municipal Certification

I certify: (The following boxes must be marked before this request will be processed.)

- ☒ The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
- ☒ I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
- ☒ The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
- ☒ The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
- ☒ All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Date Signed _____

Signature of Municipal Representative _____

Title Village President _____

Telephone Number (262) 423-7282 _____

DO NOT WRITE BELOW THIS LINE - DNR USE ONLY

Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			

Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

PAYMENT CYCLES

Request for Disbursement forms received by the DNR by the Friday before the first Wednesday of the month are disbursed on the second Wednesday of the month. Forms received by the Friday before the third Wednesday of the month are disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Federal Holidays.

Form 8700-215 (R 12/22)

Page 3 of 5

Payment Request Worksheet

[illegible]

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 4 of 5

See instructions on last page 5.
Invoices must be attached for all costs.

Payment Request Worksheet

☒ Clean Water Fund Program ☐ Safe Drinking Water Loan Program				Municipality Village of Jackson								6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds	
				Project Number 4266-04				Request Number 1					
				5. Budget Categories (Requesting EIF funds for incurred eligible costs.)									
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG
(SUB) TOTAL			323,933.23			323,933.23							

*Change orders must be approved by the Construction Management Engineer prior to disbursement.

Instructions

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

1. Date of Invoice

2. Payee--Enter name listed on invoice of contractor, consultant, or vendor. Indicate municipality name for all work associated with force account for labor or equipment.

3. Invoice Number

4. Total Invoice Amount--This amount is auto-summed and calculated from what is entered in the Budget Categories (column 5) and the Other Funding Sources (column 6).

5. Budget Categories--The amount of eligible costs being claimed in column 4 must be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

Force Account--Force Account is the work a municipality performs using its own employees and/or equipment. Documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

Interim Financing--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

Preliminary Design/Engineering--Enter contract costs for preliminary design/engineering services.

Land/Easements--Enter all amounts associated with the acquisition of land and easements for this project.

Engineering/Construction Mgt.--Enter contract costs associated with engineering/construction management for this project.

Construction/Equipment--Enter costs associated with the contracted construction and equipment costs. Costs not included in a construction or equipment contract should be entered on the Miscellaneous line.

Miscellaneous Costs--Enter costs that are outside the scope of the engineering, construction and equipment contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc. Construction-related items require prior review and approval by the regional Construction Management Engineer (CME) before seeking reimbursement. The municipality must provide the CME with a copy of the vendor's invoice, procurement method used and applicable bidding and contracting documentation. Once the CME has determined eligibility and given approval, the municipality may request reimbursement.

Closing Costs--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

6. Other Funding Sources--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

For more information, visit <https://dnr.wi.gov/Aid/documents/EIF/Guide/pay.html>

Send the Request for Disbursement form, along with supporting invoices by one of these methods:

Email: DNRCFELDisbursements@Wisconsin.gov

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2
Dept of Natural Resources
PO Box 7921
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2
Dept of Natural Resources
101 S. Webster Street
Madison WI 53703

Municipality Name: Village of Jackson
 CWFP Project No.: 4266 04
 Project Name: Upgrade WWTF - Phase 1

Supporting Information for CWFP
 Financial Assistance Application

Project Budget Sheet					
Budget Line Items	A Description/Contract Number	B Total Project Costs	C Ineligible Costs*	D Eligible Costs Paid By Other Funding Sources**	E CWFP Costs Requested
1. Force Account Work					
a.		\$ -			\$ -
b.		\$ -			\$ -
c.		\$ -			\$ -
#1 Total		\$ -	\$ -	\$ -	\$ -
2. Interim Financing					
a. Net Interest Expense		\$ -			\$ -
b. Legal/Bond Counsel		\$ -			\$ -
c. Financial Advisor		\$ -			\$ -
#2 Total		\$ -	\$ -	\$ -	\$ -
3. Planning and Design Contracts					
a. Design and Bidding	T&C T.O. #5	\$ 405,000			\$ 405,000
b.		\$ -			\$ -
c.		\$ -			\$ -
#3 Total		\$ 405,000	\$ -	\$ -	\$ 405,000
4. Land or Easement Acquisition					
a. Purchase Price		\$ -			\$ -
b. Other		\$ -			\$ -
#4 Total		\$ -	\$ -	\$ -	\$ -
5. Construction Management/Engineering					
a. Construction Admin	T&C T.O. #6	\$ 201,000			\$ 201,000
b. Construction Observation	T&C T.O. #6	\$ 130,000			\$ 130,000
c.		\$ -			\$ -
d.		\$ -			\$ -
e.		\$ -			\$ -
#5 Total		\$ 331,000	\$ -	\$ -	\$ 331,000
6. Construction/Equipment					
a. Construction	J.H. Hassinger, Inc	\$ 4,715,248			\$ 4,715,248
b.		\$ -			\$ -
c.		\$ -			\$ -
d.		\$ -			\$ -
d.		\$ -			\$ -
#6 Total		\$ 4,715,248	\$ -	\$ -	\$ 4,715,248
7. Contingencies/Change Orders (10% for Projects Not Bid)	#7 Total	5%			
		\$ 235,762	\$ -	\$ -	\$ 235,762
8. Miscellaneous Costs					
a. Administrative Expenses					\$ -
b. Removal/Relocation of Utilities					\$ -
c. Land & Easements, Legal/Appraisal Costs					\$ -
d. Other - Geotechnical Investigation					\$ -
e. Other - Wetland Delineation					\$ -
f. Other - Archeological Investigation					\$ -
Other - Legal Fees (other than					
land/easement)					\$ -
h. Other - Fees and Permits					\$ -
i. Other					\$ -
#8 Total		\$ -	\$ -	\$ -	\$ -
9. SDWLP Closing Costs					
a. Bond Counsel		\$ 23,000			\$ 23,000
b. Financial Advisor		\$ -			\$ -
#9 Total		\$ 23,000	\$ -	\$ -	\$ 23,000
10. Total Project Costs	TOTAL	\$ 5,710,010	\$ -	\$ -	\$ 5,710,010

Notes:

Task order for design through bidding

Task order for construction admin and resident engineer
 Task order for construction admin and resident engineer

7.0% of Total Construction Costs

Notice of Award 2/6/24

Estimate

Project Bid - 5% Contingency

Include miscellaneous/admin costs if expected

Assumed bond counsel cost based on recent Q&B estimates -
 Under \$3M = \$13,000
 \$3-5M = \$16,750
 \$5-10M = \$21,500

Clean Water Fund Program

DRAFT Certification Worksheet

Date of Analysis
Municipality Name

2/20/2024
Village of Jackson

Financial Review Notes as of 02/20/2024

1. Net revenue appears **sufficient** for this debt service on this project.
2. The Village of Jackson provided a reimbursement resolution for this project.
3. The Village of Jackson has one outstanding sewer revenue bond. The pledge for the new bonds will be water and sewer system revenue. New bonds will be senior-parity and tax-exempt.
4. In FAA definitions, Parity Obligations means the Municipality's \$5,250,000 Water and Sewer System Revenue Bonds, Series 2023B, dated June 13, 2023; and any other obligations issued on a parity with the Municipal Obligations pursuant to the restrictive provisions of Section 11 of the Municipal Obligation Resolution.
5. The Village of Jackson states that no customer generates more than five percent of system revenue.

Project Manager	Jimenez
DOA Contact	Amy Johnson
Primary Project Number	4266-04
Additional Project	n/a
Additional Project	n/a
Substantial Completion Date	6/30/2025
Muni Meeting Date	
Project was on funding list for State Fiscal Year	2024

Proposed Loan Amount	\$ 6,021,000
Principal Forgiveness	
Disadvantaged Status	Not disadvantaged
Assumed Interest Rate	2.145%
Number of Loan Principal Payments	19

Only Complete Equalized Value GO Table if the New Loan Is a GO

2023 Equalized Value	\$ -
2022 General Obligation Debt Outstanding w/o New Loan	\$ -
Share of New Loan that Is General Obligation	0%
General Obligation Debt Outstanding w/ New Loan	\$ -
General Obligation Debt Divided by Equalized Value	0.0%

DOA Capital Finance Office

This analysis is only as of the date indicated. This worksheet will be updated and may change as DOA reviews finances, ability to pay, etc.

Village of Jackson - DEBT COVERAGE CALCULATION

Water and Sewer Revenue

2/20/2024

DRAFT

	Sitzberger 2020	Sitzberger 2021	Lucida 2022
<u>Sewer System Revenues</u>			
Sales of sewer	\$ 1,877,763	\$ 1,866,881	\$ 1,881,312
Other operating revenue-sewer	15,377	3,197	3,467
Sales of Water	1,343,231	1,351,629	1,344,128
Other operating revenue-water	13,681	44,760	49,129
interest income-sewer	15,024	1,951	58,598
interest income-water	733	104	2,831
reserved	-	-	-
reserved	-	-	-
Total Gross Earnings	3,265,809	3,268,522	3,339,465
<u>Sewer System Expenses</u>			
Operation & maintenance-sewer	1,175,464	1,103,644	1,416,224
Operation & maintenance-water	1,010,573	719,986	738,147
reserved	-	-	-
reserved	-	-	-
reserved	-	-	-
reserved	-	-	-
reserved	-	-	-
Total Current Expenses	2,186,037	1,823,630	2,154,371
Net Revenues	\$ 1,079,772	\$ 1,444,892	\$ 1,185,094

	2043 Max Debt Servic Prin & Int	Required Debt Cover
<u>Sewer Revenue Debt Issues</u>		
\$5,250,000, CM, Series 2023B	530,400	125%
\$6,021,000, CWF 4266-04, Series 2024	385,184	125%
Reserved	0	
Max Annual Debt Service	915,584	

Net Revenues / Max Annual Debt Service = \$ 1,185,094 / \$ 915,584 = 129% debt coverage ratio
 Net Revenues must be at least \$1,144,480 (915,584 x 125%) to meet Debt Coverage Test

Net Revenues Excess or (Sho

ANNUAL DEBT SERVICE SCHEDULE

Maximum Debt Service is Shaded

2/20/2024

DRAFT

		CM Water and Sewer Revenue \$5,250,000 Closed Series 2023B Dated 6/13/2023	CWF 4266-04 Water and Sewer Revenue \$6,021,000 Footnote 1 Series 2024 Dated 6/19/2024	Annual Debt Service Total	
1	2024	507,550	47,355	554,905	
2	2025	494,050	129,150	623,200	
3	2026	480,550	386,396	866,946	
4	2027	467,050	386,336	853,386	
5	2028	453,550	386,275	839,825	
6	2029	430,300	386,213	816,513	
7	2030	417,300	386,149	803,449	
8	2031	404,300	386,084	790,384	
9	2032	391,300	386,017	777,317	
10	2033	379,600	385,949	765,549	
11	2034	369,200	385,880	755,080	
12	2035	358,800	385,809	744,609	
13	2036	348,400	385,737	734,137	
14	2037	338,000	385,663	723,663	
15	2038	327,600	385,587	713,187	
16	2039	317,200	385,510	702,710	
17	2040	306,800	385,431	692,231	
18	2041	296,400	385,351	681,751	
19	2042	286,000	385,268	671,268	
20	2043	530,400	385,184	915,584	MAX Annual
21	2044	-	385,098	385,098	
22	2045	-	-	-	
23	2046	-	-	-	
24	2047	-	-	-	
25	2048	-	-	-	
26	2049	-	-	-	
27	2050	-	-	-	
28	2051	-	-	-	
29	2052	-	-	-	
30	2053	-	-	-	
31	2054	-	-	-	
32	2055	-	-	-	
33	2056	-	-	-	
34	2057	-	-	-	
35	2058	-	-	-	
36	2059	-	-	-	
37	2060	-	-	-	
38	2061	-	-	-	
39	2062	-	-	-	
40	2063	-	-	-	
41	2064	-	-	-	
Total		7,904,350	7,506,442	15,410,792	TRUE Check with Amort

¹ New Loan at 2.145%, 19 principal payments, closing 6/19/2024, 1st principal 5/1/2026

Village of Jackson, Wisconsin**Exhibit B**

Project 4266-04 Clean Water Fund Program

Loan Closing Date:

June 19, 2024

Payment Date	Principal Payment	Interest Rate	Interest Payment	Principal & Interest	Bond Year Debt Service	Calendar Year Debt Service
1-Nov-24	0.00	2.145%	47,355.17	47,355.17	0.00	47,355.17
1-May-25	0.00	2.145%	64,575.23	64,575.23	111,930.40	0.00
1-Nov-25	0.00	2.145%	64,575.23	64,575.23	0.00	129,150.46
1-May-26	260,034.36	2.145%	64,575.23	324,609.59	389,184.82	0.00
1-Nov-26	0.00	2.145%	61,786.36	61,786.36	0.00	386,395.95
1-May-27	265,612.10	2.145%	61,786.36	327,398.46	389,184.82	0.00
1-Nov-27	0.00	2.145%	58,937.67	58,937.67	0.00	386,336.13
1-May-28	271,309.48	2.145%	58,937.67	330,247.15	389,184.82	0.00
1-Nov-28	0.00	2.145%	56,027.87	56,027.87	0.00	386,275.02
1-May-29	277,129.07	2.145%	56,027.87	333,156.94	389,184.81	0.00
1-Nov-29	0.00	2.145%	53,055.66	53,055.66	0.00	386,212.60
1-May-30	283,073.48	2.145%	53,055.66	336,129.14	389,184.80	0.00
1-Nov-30	0.00	2.145%	50,019.70	50,019.70	0.00	386,148.84
1-May-31	289,145.41	2.145%	50,019.70	339,165.11	389,184.81	0.00
1-Nov-31	0.00	2.145%	46,918.62	46,918.62	0.00	386,083.73
1-May-32	295,347.58	2.145%	46,918.62	342,266.20	389,184.82	0.00
1-Nov-32	0.00	2.145%	43,751.01	43,751.01	0.00	386,017.21
1-May-33	301,682.79	2.145%	43,751.01	345,433.80	389,184.81	0.00
1-Nov-33	0.00	2.145%	40,515.46	40,515.46	0.00	385,949.26
1-May-34	308,153.88	2.145%	40,515.46	348,669.34	389,184.80	0.00
1-Nov-34	0.00	2.145%	37,210.51	37,210.51	0.00	385,879.85
1-May-35	314,763.78	2.145%	37,210.51	351,974.29	389,184.80	0.00
1-Nov-35	0.00	2.145%	33,834.67	33,834.67	0.00	385,808.96
1-May-36	321,515.47	2.145%	33,834.67	355,350.14	389,184.81	0.00
1-Nov-36	0.00	2.145%	30,386.42	30,386.42	0.00	385,736.56
1-May-37	328,411.97	2.145%	30,386.42	358,798.39	389,184.81	0.00
1-Nov-37	0.00	2.145%	26,864.20	26,864.20	0.00	385,662.59
1-May-38	335,456.41	2.145%	26,864.20	362,320.61	389,184.81	0.00
1-Nov-38	0.00	2.145%	23,266.43	23,266.43	0.00	385,587.04
1-May-39	342,651.95	2.145%	23,266.43	365,918.38	389,184.81	0.00
1-Nov-39	0.00	2.145%	19,591.49	19,591.49	0.00	385,509.87
1-May-40	350,001.83	2.145%	19,591.49	369,593.32	389,184.81	0.00
1-Nov-40	0.00	2.145%	15,837.72	15,837.72	0.00	385,431.04
1-May-41	357,509.37	2.145%	15,837.72	373,347.09	389,184.81	0.00
1-Nov-41	0.00	2.145%	12,003.43	12,003.43	0.00	385,350.52
1-May-42	365,177.95	2.145%	12,003.43	377,181.38	389,184.81	0.00
1-Nov-42	0.00	2.145%	8,086.90	8,086.90	0.00	385,268.28
1-May-43	373,011.02	2.145%	8,086.90	381,097.92	389,184.82	0.00
1-Nov-43	0.00	2.145%	4,086.35	4,086.35	0.00	385,184.27
Totals	6,021,000.00		1,485,441.80	7,506,441.80	7,506,441.80	7,506,441.80

Net Interest Rate 2.1450%
Bond Years 69,251.3683
Average Life 11.5016

The above schedule assumes full disbursement of the loan on the loan closing date.

20-Feb-24 Wisconsin Department of Administration

Loan Payment Schedule Comments

Please review the preceding loan payment schedule. It shows the dates of your first interest and principal payments. The preceding loan payment schedule assumes you draw all the loan funds on the loan closing date. Borrowers often draw loan funds over time. Interest only accrues on the funds disbursed and only after the date of each disbursement.

You can view your payment schedule based on disbursements to date at <http://eif.doa.wi.gov/>. Select Loan Payment Schedule on the lower half of the page. You can also request loan payment information from doaeif@wisconsin.gov.

You can generate additional reports at <http://eif.doa.wi.gov/>.

<u>Available Report</u>	<u>Information Provided</u>
Auditor Verification Report	Information commonly requested by municipal auditors. Available for completed calendar years.
Loan Account History	Loan disbursements, principal payments, and loan balance.
Loan Payment Schedule	Future principal and interest payments for disbursements.
Payment History	Past principal and interest payments.
Disbursement History	Past loan and grant disbursements.

Use the Output to Excel button at the bottom of the page to create your report in Microsoft Excel. Find details on generating reports at <http://eif.doa.wi.gov/siteDescr.htm>.

The Environmental Improvement Fund sends invoices semi-annually. You will receive an invoice approximately 45 days prior to the due date. If you have multiple loans, we will send a single invoice showing the payment amount for each loan.

May 1: principal and interest payments due
November 1: interest payments due

For more information about your payment schedule, please email doaeif@wisconsin.gov. The first available staff will respond to your inquiry.



Building a Better World
for All of Us®

March 21, 2024

RE: Village of Jackson
The Oaks of Jackson
Application for Payment No. 6
SEH No. JACKV 170026 73.00

Brian Kober, P.E.
Director of Public Works & Village Engineer
Village of Jackson
W194N16660 Eagle Drive
Jackson, WI 53037

Dear Brian:

In accordance with Article 15 of the General Conditions of the contract for The Oaks of Jackson Project, we submit our Pay Application No. 6 pay recommendation for processing by the Village.

Per the enclosed spreadsheet, D.F. Tomasini Contractors, Inc. has earned \$7,455.54 through the sixth work period ending March 20, 2024. Major work performed during this period included:

- Respreading of topsoil, seed, and fertilizer
- Landscape restoration
- Haul away of excess topsoil (credit)

We recommend that the Village make a payment to D.F. Tomasini Contractors, Inc. for the work as described above. The Village should not retain any additional contractor earnings and release \$24,885.49 of the total retained earnings, leaving a total amount of \$24,000.00. Accordingly, we recommend the Village make a payment in the amount of \$32,341.03.

Following your review of the above, please advise if there are any questions.

Sincerely,

Robert W. Malzahn, P.E.
Project Engineer

Enclosure: Pay Application No. 6
DFT Application for Payment No. 6

c: Mike Court, SEH
Jake Baneck, D.F. Tomasini Contractors, Inc.



Application for Payment No. 6

Contractor DF Tomasini Inc.
N70W25176 Indian Grass Lane
Sussex, WI 53089

Contract For The Oaks of Jackson

Owner Village of Jackson

Project No. JACKV 170026

Contract Date April 18, 2023

Contract Amount \$1,955,419.53

For Period Ending March 20, 2024

Item No.	Item	Unit	Unit Price	CONTRACT		THIS PAYMENT		WORK TO DATE		BALANCE TO FINISH	PERCENT COMPLETE
				Quantity	Amount	Quantity	Amount	Quantity	Amount		
SECTION 100 EROSION CONTROL AND SITE GRADING ITEMS											
100-01	Mobilization	LS	\$ 30,350.00	1.00	\$ 30,350.00	0.00	\$ -	1.00	\$ 30,350.00	\$ -	100.00%
100-02	Clearing and Grubbing	AC	\$ 13,755.00	3.00	\$ 41,265.00	0.00	\$ -	3.00	\$ 41,265.00	\$ -	100.00%
100-03	Tree Protection Fence	LF	\$ 3.99	600.00	\$ 2,394.00	0.00	\$ -	0.00	\$ -	\$ 2,394.00	0.00%
100-04	Silt Fence	LF	\$ 1.77	2,400.00	\$ 4,248.00	0.00	\$ -	1,624.00	\$ 2,874.48	\$ 1,373.52	67.67%
100-05	Sediment Logs	EA	\$ 126.25	120.00	\$ 15,150.00	0.00	\$ -	0.00	\$ -	\$ 15,150.00	0.00%
100-06	Tracking Pad	EA	\$ 4,337.00	1.00	\$ 4,337.00	0.00	\$ -	1.00	\$ 4,337.00	\$ -	100.00%
100-07	Inlet Protection Type A	EA	\$ 253.00	4.00	\$ 1,012.00	0.00	\$ -	0.00	\$ -	\$ 1,012.00	0.00%
100-08	Inlet Protection Type C	EA	\$ 65.65	17.00	\$ 1,116.05	0.00	\$ -	10.00	\$ 656.50	\$ 459.55	58.82%
100-09	Inlet Protection Type D	EA	\$ 126.25	9.00	\$ 1,136.25	0.00	\$ -	0.00	\$ -	\$ 1,136.25	0.00%
100-10	Strip and Stockpile Topsoil	LS	\$ 43,831.00	1.00	\$ 43,831.00	0.00	\$ -	1.00	\$ 43,831.00	\$ -	100.00%
100-11	Site Grading	LS	\$ 134,086.00	1.00	\$ 134,086.00	0.00	\$ -	1.00	\$ 134,086.00	\$ -	100.00%
100-12	Basin Construction	LS	\$ 3,651.00	2.00	\$ 7,302.00	0.00	\$ -	2.00	\$ 7,302.00	\$ -	100.00%
100-13	Respread Topsoil, Seed, and Fertilizer	SY	\$ 0.71	60,000.00	\$ 42,600.00	15,000.00	\$ 10,650.00	60,000.00	\$ 42,600.00	\$ -	100.00%
100-14	Erosion Mat Class I Type A	SY	\$ 1.57	8,000.00	\$ 12,560.00	1,610.00	\$ 2,527.70	9,010.00	\$ 14,145.70	\$ (1,585.70)	112.63%
100-15	Erosion Mat Class II Type B	SY	\$ 3.13	2,600.00	\$ 8,138.00	0.00	\$ -	360.00	\$ 1,126.80	\$ 7,011.20	13.85%
100-16	Erosion Mat Class III Type B	SY	\$ 15.66	200.00	\$ 3,132.00	184.00	\$ 2,881.44	208.88	\$ 3,271.06	\$ (139.06)	104.44%
100-17	Straw Mulch	SY	\$ 0.35	55,000.00	\$ 19,250.00	26,024.00	\$ 9,108.40	26,024.00	\$ 9,108.40	\$ 10,141.60	47.32%
	Subtotal:				\$ 371,907.30		\$ 25,167.54		\$ 334,953.94	\$ 36,953.36	90.06%
SECTION 200 ROADWAY ITEMS											
200-01	Base Repair	CY	\$ 50.00	250.00	\$ 12,500.00	0.00	\$ -	0.00	\$ -	\$ 12,500.00	0.00%
200-02	Prepare Foundation for HMA Paving	LS	\$ 15,529.76	1.00	\$ 15,529.76	0.00	\$ -	1.00	\$ 15,529.76	\$ -	100.00%
200-03	Base Aggregate Dense 3/4"	TN	\$ 15.57	1,600.00	\$ 24,912.00	0.00	\$ -	1,214.93	\$ 18,916.46	\$ 5,995.54	75.93%
200-04	Base Aggregate Dense 1-1/4"	TN	\$ 15.57	6,300.00	\$ 98,091.00	0.00	\$ -	4,856.62	\$ 75,617.57	\$ 22,473.43	77.09%
200-05	HMA Pavement 4 LT 58-28 S (3")	SY	\$ 13.94	8,100.00	\$ 112,914.00	0.00	\$ -	8,131.00	\$ 113,346.14	\$ (432.14)	100.38%
200-06	Concrete Curb & Gutter 30" Vertical Face	LF	\$ 19.19	5,100.00	\$ 97,869.00	0.00	\$ -	5,163.00	\$ 99,077.97	\$ (1,208.97)	101.24%
200-07	Concrete Sidewalk 4-Inch	SF	\$ 4.51	25,900.00	\$ 116,809.00	0.00	\$ -	27,519.00	\$ 124,110.69	\$ (7,301.69)	106.25%
200-08	Concrete Sidewalk 6-Inch	SF	\$ 8.49	650.00	\$ 5,518.50	0.00	\$ -	724.00	\$ 6,146.76	\$ (628.26)	111.38%
200-09	Curb Ramp Detectable Warning Field (Yellow)	SF	\$ 40.40	150.00	\$ 6,060.00	0.00	\$ -	150.00	\$ 6,060.00	\$ -	100.00%
200-10	Geotextile Type SR	SY	\$ 3.04	400.00	\$ 1,216.00	0.00	\$ -	0.00	\$ -	\$ 1,216.00	0.00%
200-11	Geogrid Type SR	SY	\$ 3.04	400.00	\$ 1,216.00	0.00	\$ -	0.00	\$ -	\$ 1,216.00	0.00%
	Subtotal:				\$ 492,635.26		\$ -		\$ 458,805.35	\$ 33,829.91	93.13%
SECTION 300 SANITARY SEWER ITEMS											
300-01	Connection to Existing Utility	EA	\$ 2,059.14	1.00	\$ 2,059.14	0.00	\$ -	1.00	\$ 2,059.14	\$ -	100.00%
300-02	6-Inch PVC SDR-35 Sanitary Lateral w/ Granular Backfill	LF	\$ 80.42	1,675.00	\$ 134,703.50	0.00	\$ -	1,520.50	\$ 122,278.61	\$ 12,424.89	90.78%

Item No.	Item	Unit	Unit Price	CONTRACT		THIS PAYMENT		WORK TO DATE		BALANCE TO FINISH	PERCENT COMPLETE
				Quantity	Amount	Quantity	Amount	Quantity	Amount		
300-03	8-Inch PVC SDR-35 Sanitary Sewer Main w/ Granular Backfill	LF	\$ 77.92	2,300.00	\$ 179,216.00	0.00	\$ -	2,297.00	\$ 178,982.24	\$ 233.76	99.87%
300-04	Sanitary Manhole 4-FT Diameter	EA	\$ 3,492.55	13.00	\$ 45,403.15	0.00	\$ -	13.00	\$ 45,403.15	\$ -	100.00%
300-05	Sanitary Manhole Internal Chimney Seal	EA	\$ 400.00	13.00	\$ 5,200.00	0.00	\$ -	13.00	\$ 5,200.00	\$ -	100.00%
	Subtotal:				\$ 366,581.79		\$ -		\$ 353,923.14	\$ 12,658.65	96.55%
SECTION 400 STORM SEWER ITEMS											
400-01	Connection to Existing Utility	EA	\$ 2,362.14	2.00	\$ 4,724.28	0.00	\$ -	2.00	\$ 4,724.28	\$ -	100.00%
400-02	Storm Sewer RCP Class V 12-Inch	LF	\$ 59.21	400.00	\$ 23,684.00	0.00	\$ -	375.00	\$ 22,203.75	\$ 1,480.25	93.75%
400-03	Storm Sewer RCP Class IV 15-Inch	LF	\$ 63.92	940.00	\$ 60,084.80	0.00	\$ -	929.00	\$ 59,381.68	\$ 703.12	98.83%
400-04	Storm Sewer RCP Class III 18-Inch	LF	\$ 66.95	650.00	\$ 43,517.50	0.00	\$ -	639.00	\$ 42,781.05	\$ 736.45	98.31%
400-05	Storm Sewer RCP Class III 24-Inch	LF	\$ 90.99	155.00	\$ 14,103.45	0.00	\$ -	138.50	\$ 12,602.12	\$ 1,501.33	89.35%
400-06	Storm Sewer RCP Class III 27-Inch	LF	\$ 104.98	75.00	\$ 7,873.50	0.00	\$ -	74.00	\$ 7,768.52	\$ 104.98	98.67%
400-07	Storm Sewer HDPE 12-Inch	LF	\$ 39.94	550.00	\$ 21,967.00	0.00	\$ -	544.00	\$ 21,727.36	\$ 239.64	98.91%
400-08	Storm Sewer HDPE 15-Inch	LF	\$ 48.22	111.00	\$ 5,352.42	0.00	\$ -	111.00	\$ 5,352.42	\$ -	100.00%
400-09	Storm Reinforced Concrete Endwall 12-Inch	EA	\$ 876.00	2.00	\$ 1,752.00	0.00	\$ -	2.00	\$ 1,752.00	\$ -	100.00%
400-10	Storm Reinforced Concrete Endwall 18-Inch	EA	\$ 968.00	1.00	\$ 968.00	0.00	\$ -	2.00	\$ 1,936.00	\$ (968.00)	200.00%
400-11	Storm Reinforced Concrete Endwall 27-Inch	EA	\$ 1,456.00	1.00	\$ 1,456.00	0.00	\$ -	1.00	\$ 1,456.00	\$ -	100.00%
400-12	Storm PVC SDR-35 Pipe 6-Inch (Sump System)	LF	\$ 31.78	1,275.00	\$ 40,519.50	0.00	\$ -	1,438.00	\$ 45,699.64	\$ (5,180.14)	112.78%
400-13	Storm PVC SDR-35 6-Inch Clean-Out	EA	\$ 697.35	4.00	\$ 2,789.40	0.00	\$ -	4.00	\$ 2,789.40	\$ -	100.00%
400-14	Storm Catch Basin 3-FT Diameter	EA	\$ 2,091.16	4.00	\$ 8,364.64	0.00	\$ -	4.00	\$ 8,364.64	\$ -	100.00%
400-15	Storm Inlet Manhole 4-FT Diameter	EA	\$ 2,775.24	8.00	\$ 22,201.92	0.00	\$ -	8.00	\$ 22,201.92	\$ -	100.00%
400-16	Storm Inlet Manhole 5-FT Diameter	EA	\$ 3,584.22	3.00	\$ 10,752.66	0.00	\$ -	3.00	\$ 10,752.66	\$ -	100.00%
400-17	Storm Manhole 4-FT Diameter (Doghouse)	EA	\$ 2,778.30	1.00	\$ 2,778.30	0.00	\$ -	1.00	\$ 2,778.30	\$ -	100.00%
400-18	Storm Inlet 2x3-FT	EA	\$ 2,233.99	17.00	\$ 37,977.83	0.00	\$ -	17.00	\$ 37,977.83	\$ -	100.00%
400-19	Storm Outlet Structure 4-FT Diameter	EA	\$ 4,127.33	1.00	\$ 4,127.33	0.00	\$ -	1.00	\$ 4,127.33	\$ -	100.00%
400-20	Storm Outlet Structure 5-FT Diameter	EA	\$ 6,229.82	1.00	\$ 6,229.82	0.00	\$ -	1.00	\$ 6,229.82	\$ -	100.00%
	Subtotal:				\$ 321,224.35		\$ -		\$ 322,606.72	\$ (1,382.37)	100.43%
SECTION 500 WATER MAIN ITEMS											
500-01	Connection to Existing Utility	EA	\$ 4,320.28	2.00	\$ 8,640.56	0.00	\$ -	2.00	\$ 8,640.56	\$ -	100.00%
500-02	8-Inch PVC C-900 Water Main w/ Granular Backfill	LF	\$ 74.19	2,600.00	\$ 192,894.00	0.00	\$ -	2,626.00	\$ 194,822.94	\$ (1,928.94)	101.00%
500-03	6-Inch PVC C-900 Water Hydrant Lead w/ Granular Backfill	LF	\$ 148.95	100.00	\$ 14,895.00	0.00	\$ -	91.00	\$ 13,554.45	\$ 1,340.55	91.00%
500-04	8-Inch Gate Valve and Box	EA	\$ 2,382.61	7.00	\$ 16,678.27	0.00	\$ -	7.00	\$ 16,678.27	\$ -	100.00%
500-05	Hydrant Assembly w/ Granular Backfill	EA	\$ 6,653.11	6.00	\$ 39,918.66	0.00	\$ -	6.00	\$ 39,918.66	\$ -	100.00%
500-06	Existing Hydrant Relocation	EA	\$ 2,359.54	2.00	\$ 4,719.08	0.00	\$ -	2.00	\$ 4,719.08	\$ -	100.00%
500-07	1-1/4-Inch HDPE SDR-9 Water Service	LF	\$ 47.35	1,875.00	\$ 88,781.25	0.00	\$ -	1,935.00	\$ 91,622.25	\$ (2,841.00)	103.20%
500-08	1-1/4-Inch Water Service Tap and	EA	\$ 304.77	59.00	\$ 17,981.43	0.00	\$ -	50.00	\$ 15,238.50	\$ 2,742.93	84.75%
500-09	1-1/4-Inch Water Curb Valve and Box	EA	\$ 314.62	59.00	\$ 18,562.58	0.00	\$ -	50.00	\$ 15,731.00	\$ 2,831.58	84.75%
	Subtotal:				\$ 403,070.83		\$ -		\$ 400,925.71	\$ 2,145.12	99.47%
PROJECT SUBTOTAL:					\$ 1,955,419.53		\$ 25,167.54		\$ 1,871,214.86	\$ 84,204.67	95.69%

Item No.	Item	Unit	Unit Price	CONTRACT		THIS PAYMENT		WORK TO DATE		BALANCE TO FINISH	PERCENT COMPLETE
				Quantity	Amount	Quantity	Amount	Quantity	Amount		
CHANGE ORDER NO. 1 - Subbase Stabilizer											
CO1.1	Mobilization for Cement Stabilization	LS	\$ 5,197.50	1.00	\$ 5,197.50	0.00	\$ -	1.00	\$ 5,197.50	\$ -	100.00%
CO1.2	Cement Stabilization (12")	SY	\$ 7.93	10,525.00	\$ 83,463.25	0.00	\$ -	10,525.00	\$ 83,463.25	\$ -	100.00%
CO1.3	Fine Grading During Stabilization	LS	\$ 13,328.70	1.00	\$ 13,328.70	0.00	\$ -	1.00	\$ 13,328.70	\$ -	100.00%
Subtotal, Change Order No. 1					\$ 101,989.45		\$ -		\$ 101,989.45		100.00%
ALTERNATE NO. 3 - Contractor Purchase and Haul Excess Topsoil (ADD/DEDUCT)											
A3-01	Purchase Excess Topsoil and Haul Away	CY	\$ (3.00)	8,000.00	\$ (24,000.00)	5,904.00	\$ (17,712.00)	5,904.00	\$ (17,712.00)	\$ (6,288.00)	73.80%
OVERALL TOTAL:					\$ 2,033,408.98		\$ 7,455.54		\$ 1,955,492.31	\$ 77,916.67	96.17%

CONTRACT SUMMARY

ORIGINAL CONTRACT SUM:	\$ 1,955,419.53
NET CHANGE BY CHANGE ORDER & ALT NO. 3:	\$ 77,989.45
REVISED CONTRACT SUM TO DATE:	\$ 2,033,408.98

TOTAL WORK COMPLETED:	\$ 1,955,492.31
NEW RETAINAGE (5% ON 1ST HALF OF WORK COMPLETED)	\$ 48,885.49
RETAINAGE TO BE PAID:	\$ 24,885.49
FUNDS TO BE RETAINED:	\$ 24,000.00

TOTAL EARNED LESS DEDUCTIONS AND RETAINAGE:	\$ 1,931,492.31
LESS PREVIOUS APPROVALS FOR PAYMENT:	\$ 1,899,151.28
CURRENT PAYMENT APPROVED (PAYMENT OF RETAINAGE):	\$ 32,341.03

TOTAL PREVIOUS PAYMENTS TO CONTRACTOR:	\$ 1,899,151.28
TOTAL PAYMENTS TO CONTRACTOR THIS INVOICE:	\$ 32,341.03
TOTAL PAYMENTS TO CONTRACTOR TO DATE:	\$ 1,931,492.31

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2

TO OWNER:

Village of Jackson
N168W19851 Main Street
Jackson, WI 53037

PROJECT:

The Oaks of Jackson
Jackson, WI

APPLICATION NO:

6 Distribution to:

PERIOD TO:

3/31/24

FROM CONTRACTOR:

D.F. Tomasini Contractors, Inc.
N70 W25176 Indian Grass Lane
Sussex, WI 53089

VIA ARCHITECT:

SEH
501 Maple Avenue
Delafield, WI 53018

PROJECT NOS:

JACKV170026
DFT#2262

CONTRACT FOR: Site Improvements

CONTRACT DATE:

4/18/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,955,419.53
2. Net change by Change Orders	\$	77,989.45
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	2,033,408.98
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,955,492.32
5. RETAINAGE:		
a. % of Completed Work (Column D + E on G703)	\$	24,000.00
b. % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	24,000.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	1,931,492.32
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,899,151.29
8. CURRENT PAYMENT DUE	\$	32,341.03
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	101,916.66

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$101,989.45	
Total approved this Month	\$0.00	\$24,000.00
TOTALS	\$101,989.45	\$24,000.00
NET CHANGES by Change Order	\$77,989.45	

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.

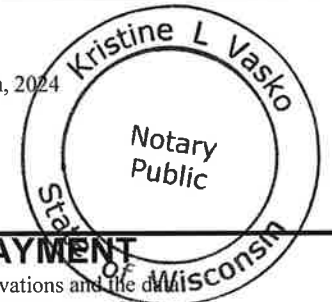
CONTRACTOR: D.F. TOMASINI CONTRACTORS, INC.

By: Mike Benish Date: 3/20/24
Mike Benish, President

State of: Wisconsin County of: Waukesha
Subscribed and sworn to before me this 20th day of March, 2024

Notary Public: Kristine L. Vasko

My Commission expires: 09/25/24



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the 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 \$

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

By: _____ Date: _____

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

2 of 2

AIA Document G702, APPLICATION AND CERTIFICATION 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.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
1	Erosion Control & Site Grading	371,907.30	309,786.40	25,167.54	-	334,953.94	90.06%	36,953.36	11,943.34
2	Roadway Items	492,635.26	458,805.36	-	-	458,805.36	93.13%	33,829.90	-
3	Sanitary Sewer	366,581.79	353,923.14	-	-	353,923.14	96.55%	12,658.65	-
4	Storm Sewer	321,224.35	322,606.72	-	-	322,606.72	100.43%	(1,382.37)	-
5	Water Main	403,070.83	400,925.71	-	-	400,925.71	99.47%	2,145.12	12,056.66
6	Change Order #1	101,989.45	101,989.45	-	-	101,989.45	100.00%	-	-
7	Purchase excess topsoil & haul away	(24,000.00)	-	(17,712.00)	-	(17,712.00)	73.80%	(6,288.00)	-
		2,033,408.98	1,948,036.78	7,455.54	-	1,955,492.32	96%	77,916.66	24,000.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



March 18, 2024

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 #5

Dear Mr. Kober:

Enclosed you will find Pay Request #5 for the 2023 Utility and Street Improvements project in the Village of Jackson. This pay request is to reduce the amount of retainage for the remaining warranty.

Total work completed to date	= \$2,089,478.91
Total Retainage	= \$54,397.66
Reduced Retainage	= \$10,000.00
Amount due to Contractor, Pay Request #5	= \$44,397.66

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 #5
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

\$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

Max retainage to hold =
Based off original bid price



March 15, 2024

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 #8

Dear Mr. Kober:

Enclosed you will find Pay Request #8 for the STH 60 Utility Upgrades project in the Village of Jackson. This pay request is to pay the remainder of the retainage and close out the project.

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 #8	= \$10,000.00

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

Sincerely,

Todd Drew
Project Inspector
Gremmer & Associates, Inc.

Project VOJ 21-01
Coffee Connection Trail
Jackson Drive - Eagle Drive

Pay Request #8
Advance Construction - Prime Contractor

Item No.	Description	Unit	s	Total	Advance 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	Total		
100-01	Removing Curb	LF	6		\$7.00	\$42.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-02	Removing Curb & Gutter	LF	960		\$5.00	\$4,800.00		\$0.00		\$0.00	20.00	\$100.00	192.40	\$962.00	\$1,447.00		30%
100-03	Removing Concrete Sidewalk and Driveways	SY	1,205		\$5.00	\$6,025.00	13.34	\$66.70	28.43	\$142.15	22.89	\$114.45	156.91	\$784.55	\$2,347.85		39%
100-04	Base Aggregate Dense 1 1/4-Inch	TON	1,875		\$15.80	\$29,625.00		\$0.00		\$0.00	26.70	\$421.86		\$0.00	\$19,253.88		65%
100-05	Base Aggregate Open-Graded	TON	1,130		\$23.00	\$25,990.00		\$0.00		\$0.00		\$0.00		\$0.00	\$13,587.71		52%
100-06	Concrete Driveway 6-Inch	SY	505		\$75.65	\$38,203.25		\$0.00		\$0.00		\$0.00		\$0.00	\$21,863.61		57%
100-07	Concrete Driveway 8-Inch	SY	80		\$77.00	\$6,160.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-08	Drilled Tie Bars	EACH	525		\$9.00	\$4,725.00		\$0.00		\$0.00		\$0.00		\$0.00	\$2,934.00		62%
100-09	HMA Pavement 3 MT 58-28 S	TON	1,110		\$275.00	\$305,250.00		\$0.00		\$0.00		\$0.00	169.35	\$46,571.25	\$286,885.50		94%
100-10	HMA Pavement 4 MT 58-28 S	TON	67		\$510.00	\$34,170.00		\$0.00		\$0.00		\$0.00		\$0.00	\$39,213.90		115%
100-11	Asphaltic Surface	TON	17		\$510.00	\$8,670.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-12	Asphaltic Surface Driveways and Field Entrances	TON	50		\$510.00	\$25,500.00		\$0.00		\$0.00		\$0.00		\$0.00	\$36,888.30		145%
100-13	Concrete Curb Type D	LF	6		\$48.00	\$288.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-14	Concrete Curb & Gutter 30-Inch Type D	LF	960		\$42.75	\$41,040.00		\$0.00		\$0.00		\$0.00		\$0.00	\$12,354.75		30%
100-15	Concrete Sidewalk 5-Inch	SF	5,520		\$8.00	\$44,160.00		\$0.00		\$0.00		\$0.00		\$0.00	\$13,524.40		31%
100-16	Concrete Steps	SF	30		\$55.00	\$1,650.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-17	Pipe Underdrain Wrapped 4-Inch	LF	200		\$55.00	\$11,000.00		\$0.00		\$0.00		\$0.00	81.00	\$4,455.00	\$5,500.00		50%
100-18	Mobilization	EACH	1		\$35,000.00	\$35,000.00		\$0.00		\$0.00	0.75	\$26,250.00		\$35,000.00	\$35,000.00		100%
100-19	Lawn Restoration	SY	900		\$10.00	\$9,000.00		\$0.00		\$0.00	86.04	\$860.40		\$13,226.40	\$13,226.40		147%
100-20	Inlet Protection Type C	EACH	35		\$55.00	\$1,925.00	12	\$660.00	20	\$1,100.00	10.00	\$550.00		\$2,310.00	\$2,310.00		120%
100-21	Geotextile Type SAS	SY	945		\$2.50	\$2,362.50		\$0.00		\$0.00	66.33	\$165.83		\$239.15	\$239.15		10%
100-22	Marking Line Paint 4-Inch	LF	6,405		\$1.35	\$8,646.75		\$0.00		\$0.00		\$0.00		\$8,793.90	\$8,793.90		102%
100-23	Marking Line Paint 8-Inch	LF	225		\$2.55	\$573.75		\$0.00		\$0.00		\$0.00		\$497.25	\$497.25		87%
100-24	Marking Arrow Paint	EACH	5		\$95.00	\$475.00		\$0.00		\$0.00		\$0.00		\$475.00	\$475.00		100%
100-25	Marking Word Paint	EACH	1		\$125.00	\$125.00		\$0.00		\$0.00		\$0.00		\$125.00	\$125.00		100%
100-26	Marking Railroad Crossing Paint	EACH	2.0		\$450.00	\$900.00		\$0.00		\$0.00		\$0.00		\$900.00	\$900.00		100%
100-27	Marking Stop Line Paint 18-Inch	LF	45		\$5.85	\$263.25		\$0.00		\$0.00		\$0.00		\$391.95	\$391.95		149%
100-28	Marking Diagonal Paint 6-Inch	LF	6		\$2.25	\$13.50		\$0.00		\$0.00		\$0.00		\$45.00	\$45.00		333%
100-29	Marking Crosswalk Paint Transverse Line 6-Inch	LF	205		\$2.25	\$461.25		\$0.00		\$0.00		\$0.00		\$1,235.25	\$1,235.25		268%
100-30	Marking Crosswalk Paint Block Style 24-Inch	LF	25		\$7.75	\$193.75		\$0.00		\$0.00		\$0.00		\$232.50	\$232.50		120%
100-31	Conduit Loop Detector	LF	224		\$16.50	\$3,696.00		\$0.00		\$0.00		\$0.00		\$3,696.00	\$3,696.00		100%
100-32	Loop Detector Wire	LF	800		\$2.35	\$1,880.00		\$0.00		\$0.00		\$0.00		\$1,880.00	\$1,880.00		100%
100-33	Sawing Asphalt	LF	8,760		\$2.00	\$17,520.00	15	\$30.00	2274.10	\$4,548.20	3612.50	\$7,225.00	1213.50	\$2,427.00	\$14,389.00		82%
100-34	Sawing Concrete	LF	2,625		\$3.00	\$7,875.00	25	\$75.00	72	\$216.00	71.00	\$213.00	295.50	\$886.50	\$2,046.30		26%
100-35	Remove and Replace Retaining Wall	LS	1		\$8,990.00	\$8,990.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
100-36	Traffic Control and Detour	LS	1		\$25,000.00	\$25,000.00	0.25	\$6,250.00	0.25	\$6,250.00	0.25	\$6,250.00	0.25	\$6,250.00	\$25,000.00		100%
100-37	Excavating, Hauling, and Disposal of Contaminated Soil	TON	990		\$45.00	\$44,550.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
200-01	Remove and Replace Sanitary Manhole Casting and Adjustment Rings	EACH	27		\$4,500.00	\$121,500.00		\$0.00	1	\$4,500.00		\$0.00	23.00	\$103,500.00	\$121,500.00		100%
200-02	Connect to Existing Sanitary Sewer Manhole	EACH	1		\$2,000.00	\$2,000.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
200-03	Connect to Existing Sanitary Sewer Main	EACH	3		\$2,000.00	\$6,000.00		\$0.00	2	\$4,000.00		\$0.00	2.00	\$4,000.00	\$8,000.00		133%
200-04	Sanitary Sewer PVC 10-Inch, Granular Backfill	LF	232		\$200.00	\$46,400.00		\$0.00	70	\$14,000.00		\$0.00	201.00	\$40,200.00	\$54,200.00		117%
200-05	Sanitary Sewer PVC 8-Inch, Slurry Backfill	LF	1,099		\$243.00	\$267,057.00		\$0.00	3	\$729.00	547.00	\$132,921.00		\$126,603.00	\$260,253.00		97%
200-06	Sanitary Sewer PVC 10-Inch, Slurry Backfill	LF	39		\$300.00	\$11,700.00		\$0.00		\$0.00		\$0.00	61.00	\$18,300.00	\$18,300.00		156%
200-07A	Sanitary Sewer PVC 12-Inch, Slurry Backfill	LF	1,402		\$325.00	\$455,650.00		\$0.00	166	\$53,950.00	1171.00	\$380,575.00		\$0.00	\$434,525.00		95%
200-07B	Sanitary Sewer Lateral 6-Inch, Granular Backfill	LF	615		\$145.00	\$89,175.00		\$0.00	31	\$4,495.00	89.50	\$12,977.50	143.00	\$20,735.00	\$38,207.50		43%
200-08	Sanitary Sewer Lateral 6-Inch, Slurry Backfill	LF	310		\$197.00	\$61,070.00		\$0.00	18	\$3,546.00	228.50	\$45,014.50	338.00	\$66,586.00	\$115,146.50		189%
200-09	Sanitary Manholes 4-FT Diameter With Casting	EACH	10		\$6,500.00	\$65,000.00		\$0.00	1	\$6,500.00	5.00	\$32,500.00	3.00	\$19,500.00	\$58,500.00		90%
200-10	Sanitary Outside Drop Manholes 4-FT Diameter With Casting	EACH	2		\$9,518.00	\$19,036.00		\$0.00		\$0.00	1.00	\$9,518.00	1.00	\$9,518.00	\$19,036.00		100%
200-11	Abandon Sanitary Sewer - Jackson Drive	LS	1		\$1,500.00	\$1,500.00		\$0.00		\$0.00		\$0.00	1.00	\$1,500.00	\$1,500.00		100%
200-12	Sanitary Sewer Lateral Pipe Bursting	LF	3,000		\$139.00	\$417,000.00		\$0.00		\$0.00	1966.00	\$273,274.00	2230.00	\$309,970.00	\$583,244.00		140%
200-13	Furnish and Install 36" cleanout manhole with casting	EACH	1		\$3,645.00	\$3,645.00		\$0.00		\$0.00		\$0.00	1.00	\$3,645.00	\$3,645.00		100%
200-14	Repair existing storm laterals not shown on plan	EACH	6		\$448.00	\$2,688.00		\$0.00		\$0.00	10.00	\$4,480.00	4.00	\$1,792.00	\$6,272.00		233%
300-01	Removing Hydrant	EACH	2		\$1,100.00	\$2,200.00		\$0.00		\$0.00		\$0.00	2.00	\$2,200.00	\$2,200.00		100%
300-02	Connect to Existing Water Valve	EACH	2		\$2,500.00	\$5,000.00		\$0.00		\$0.00		\$0.00	1.00	\$2,500.00	\$2,500.00		50%
300-03	Connect to Existing Water Main Pipe	EACH	3		\$3,850.00	\$11,550.00		\$0.00		\$0.00		\$0.00	1.00	\$3,850.00	\$7,700.00		67%
300-04	Remove and Replace Water Service Curb Box	EACH	100		\$2,800.00	\$280,000.00	41	\$114,800.00	23	\$64,400.00		\$0.00	17.00	\$47,600.00	\$238,000.00		85%
300-05	Water Main PVC 6-Inch, Slurry Backfill	LF	45		\$315.00	\$14,175.00		\$0.00		\$0.00		\$0.00	13.00	\$4,095.00	\$4,095.00		29%
300-06	Water Main PVC 12-Inch, Slurry Backfill	LF	12		\$550.00	\$6,600.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
300-07	Water Service Pipe 1 1/4-Inch, Granular Backfill	LF	168		\$150.00	\$25,200.00		\$0.00		\$0.00		\$0.00	20.00	\$3,000.00	\$16,200.00		64%
300-08	Water Service Pipe 1 1/4-Inch, Slurry Backfill	LF	88		\$200.00	\$17,600.00		\$0.00		\$0.00	42.00	\$8,400.00	113.00	\$22,600.00	\$31,000.00		176%
300-09	Water Service Saddle, Corporation Stop, Curb Stop, Curb Box and Couplings 1 1/4-Inch	EACH	7		\$1,400.00	\$9,800.00		\$0.00		\$0.00		\$0.00	2.00	\$2,800.00	\$8,400.00		86%
300-10	Water Gate Valve 12-Inch	EACH	1		\$5,200.00	\$5,200.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00		0%
300-11	Water 45 Degree Bend 6-Inch	EACH	1		\$500.00	\$500.00		\$0.00		\$0.00		\$0.00	1.00	\$500.00	\$500.00		100%
300-12	Water 90 Degree Bend 6-Inch	EACH	3		\$530.00	\$1,590.00		\$0.00		\$0.00		\$0.00	1.00	\$530.00	\$530.00		33%
300-13	Hydrant	EACH	2.0		\$9,000.00	\$18,000.00		\$0.00		\$0.00		\$0.00	2.00	\$18,000.00	\$18,000.00		100%
300-14	Temporary Blow Off 2-Inch	EACH	1		\$506.00	\$506.00		\$0.00		\$0.00		\$0.00		\$0.00	\$506.00		100%

**Project VOJ 21-01
Coffee Connection Trail
Jackson Drive - Eagle Drive**

300-15	Connect to Existing Water Main Pipe with 12-Inch Gate Valve	EACH	1	\$4,480.00	\$4,480.00		\$0.00	\$0.00	\$0.00	1.00	\$4,480.00	\$4,480.00	100%
300-16	Water Main DI 12-Inch with Fluorocarbon Gaskets, Granular Backfill	LF	247	\$291.00	\$71,877.00		\$0.00	\$0.00	\$0.00	73.00	\$21,243.00	\$71,877.00	100%
300-17	Water 22.5 Degree Bend 12-Inch	EACH	4	\$1,004.00	\$4,016.00		\$0.00	\$0.00	\$0.00		\$0.00	\$2,008.00	50%
300-18	Water Cap 12-Inch	EACH	2	\$2,216.00	\$4,432.00		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%
300-19	HDD Water service connect to main, new curb box	EACH	1	\$4,750.00	\$4,750.00		\$0.00	\$0.00	\$0.00	1.00	\$4,750.00	\$4,750.00	100%
300-20	Furnish and Install 1" Curb Stop - If existing one does not function while replacing Curb Box	EACH	6	\$750.00	\$4,500.00		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%
300-21	Temporary water service on Jackson Drive	LS	1	\$8,000.00	\$8,000.00		\$0.00	\$0.00	\$0.00	1.00	\$8,000.00	\$8,000.00	100%
300-22	Extra work involved with repairing the 12"water main near sanitary manhole #1	LS	1	\$7,939.00	\$7,939.00		\$0.00	\$0.00	1.00	\$7,939.00	\$0.00	\$7,939.00	100%
300-23	Abandon water service corporation stops not in service	LS	1	\$16,537.50	\$16,537.50		\$0.00	\$0.00	\$0.00		\$0.00	\$16,537.50	100%
400-01	WM Repair on Jackson Dr	LS	1	\$6,514.00	\$6,514.00		\$0.00	\$0.00	\$0.00		\$0.00	\$6,514.00	100%
400-02	49 Loads of gravel hauled to DF project	TON	1,078	\$8.00	\$8,624.00		\$0.00	\$0.00	\$0.00		\$0.00	\$8,624.00	100%
400-03	Dumpsters lined and filled with contaminated	EACH	7	\$450.00	\$3,150.00		\$0.00	\$0.00	\$0.00		\$0.00	\$3,150.00	100%
400-04	Sanitary MH 10.1 turned over to VOJ	LS	1	\$2,405.00	\$2,405.00		\$0.00	\$0.00	\$0.00		\$0.00	\$2,405.00	100%
TOTAL					\$2,871,315.50		\$121,881.70	\$168,376.35	\$922,473.31		\$961,609.53	\$2,754,528.10	95.93%

Advance original bid #	\$2,713,433.75
Difference / Increase of	\$157,881.75

Work completed, previous estimate
Work completed, this estimate
Total work completed
Total retainage
Retainage, previous paid
New retainage
Amount due to contractor, this estimate

\$2,754,528.10
\$67,835.84
\$57,835.84
\$10,000.00
\$10,000.00

Max retainage to hold = Based off
original bid price

\$6,094.09 Retainage Est #1
\$8,418.82 Retainage Est #2
\$46,123.67 Retainage Est #3
\$10,000.00 Retainage Est #4
\$67,835.84

Contractor's Application for Payment No. 8

	Application Date: 3/18/2024	Application Period: 11/17/23 - 03/18/24
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 Work Completed \$
			b. 5% x Stored Materials \$
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .. \$
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 7) \$ 2,754,528.10
			8. LESS PREVIOUS PAYMENTS (Line 6 from Prior Application) \$ 2,744,528.09
			9. AMOUNT DUE THIS APPLICATION 10,000.01
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: 3/18/2024
------------------	-----------------

Payment of:	\$ 10,000.01 (Line 8 or other - attach explanation of the other amount)
Recommended by:	Brian W. Kober, DPW/ENG (Date)
Payment of:	\$ (Line 8 or other - attach explanation of the other amount)
Approved by:	Village of Jackson (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
100-16	Concrete Steps	SF	30	55.00	1,650.00							
100-17	Pipe Underdrain Wrpped 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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
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
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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
200-08	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
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	Finish 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 Service 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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
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
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

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

8

For (Project): ST 60								Application Date: 3/18/2024				
Application Period: 11/17/23 - 03/18/24												
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 (\$)
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	Sanitary 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
TOTAL BID ITEMS					\$2,871,315.50		\$2,754,528.10					\$2,754,528.10

Memo

To: Jen Keller, Village Administrator

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

Subject: STH 60 (Main St) – Streetlighting Replacement Project
We-Energies Pole Removal

Date: March 21, 2024

CC: Village Board; Board of Public Works

The last expenditure for the STH 60 (Main Street) Streetlighting Project is the removal of the WE-Energies owned streetlights. The cost of removal is \$51,904.44 which does not include restoration. Restoration will be done by the Public Works crew.

If you have any questions, please let me know.

Brian W. Kober, P.E.



We Energies
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com

February 29, 2024

Village of Jackson
N168 W19851 Main St
Jackson, WI 53037

Subject: Lighting at E Main St & Eagle Dr - Street Lighting

Dear Village of Jackson:

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$51,904.44, and does not include site restoration. Net monthly charges will initially increase by \$679.73, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:

- Luminaires are controlled to provide dusk to dawn operation.
- Customer must contact us for lighting maintenance.
- Fixtures are warranted until removed.
- Non-standard poles and conductors are warranted for 15 years.
- Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
- Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
- All applicable lighting tariff terms and conditions are available at www.we-energies.com.
- We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.

2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check.
- Online by visiting www.we-energies.com/payconstructionbill.
- By phone at 855-570-0998.

3. Sign and return the enclosed documents to:

We Energies
Essential Services A299
PO Box 2046
Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Material will be ordered upon receipt of required authorizations and payment. Work will be scheduled when all contingencies are met. If you have any questions, please call me at 262-338-7640. We look forward to working with you on your lighting project.

Sincerely,

Kyle Konetzke

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____

Date: _____

Print name: _____

Title: _____

Work request #: 4924338

Enclosures

Non-Standard Lighting Record - WI

Billing Name	Village of Jackson				
Billing Address	PO Box 637				
C/T/V	Jackson	State	WI	Zip	53037
Service Address, if different than Billing Address					
Name	Village of Jackson				
Address	MAIN ST / WI-60				
C/T/V	Jackson	State	WI	Zip	53037

Open cIS CONTRACT#

Open cIS Premise#

New Account? ☐ Yes

Customer Type

Work Request

Page # / of #

Install	Remove
Governmental (MS4 / LE6)	
4924338	Related Work Request
1 OF 5	

Ref #	Pole					Fixture											Total / mo w/ Source Charge *	Location Description	Install / Remove Date
	Pole #	Rate	Style	Mtg Ht	Color	Qty	Source	Style	Color	Fixt Class	Facilities / LED fixture per mo	Facilities / HID fixture per mo	Watts / fixture	LED Energy Class (kWh)	Energy / fixture per mo				
105	92-18599	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61			78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
115	92-18598	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
125	92-18597	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61			78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
127	92-18596	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
135	92-18595	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
145	92-18594	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61			78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
155	92-18593	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
165	92-18592	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61			78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
175	92-18591	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
185	92-18590	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
195	92-18589	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
205	92-18588	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61			78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
215	92-18587	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
217	92-18586	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
219	92-18585	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
221	92-18584	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
223	92-18583	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
225	92-18582	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None				150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR	
								Total Upfront Customer Contribution									(\$163.29)	Total monthly charges, or net change, before taxes	

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature

Date

Non-Standard Lighting Record - WI

Billing Name	Village of Jackson				
Billing Address	PO Box 637				
C/T/V	Jackson	State	WI	Zip	53037
Service Address, if different than Billing Address					
Name	VILLAGE OF JACKSON STREET LIGHTING				
Address	MAIN ST / WI-60				
C/T/V	JACKSON	State	WI	Zip	53037

Open cIS CONTRACT#	Install	Remove
Open cIS Premise#		
New Account?	☐ Yes	
Customer Type	Governmental (MS4 / LE6)	
Work Request	4924338	Related Work Request
Page # / of #	2 OF 5	

Ref #	Pole					Fixture											Total / mo w/ Source Charge *	Location Description	Install / Remove Date
	Pole #	Rate	Style	Mtg Ht	Color	Qty	Source	Style	Color	Fixt Class	Facilities / LED fixture per mo	Facilities / HID fixture per mo	Watts / fixture	LED Energy Class (kWh)	Energy / fixture per mo				
225	92-18582	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
235	92-18581	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
245	92-18480	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
255	92-18479	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
265	92-17036	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
269	92-17037	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
271	92-17038	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
277	99-L-1718	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
279	92-17040	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
281	92-17041	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		90	31-33	\$3.14	(\$13.75)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
283	92-17042	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
289	92-17043	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
291	92-17044	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
293	92-17045	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
295	92-17046	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
297	92-17047	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
299	92-17048	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
301	06-L-04128	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	S SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
								Total Upfront Customer Contribution									(\$151.39)	Total monthly charges, or net change, before taxes	

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature

Date

Non-Standard Lighting Record - WI

Billing Name	Village of Jackson				
Billing Address	PO Box 637				
C/T/V	Jackson	State	WI	Zip	53037
Service Address, if different than Billing Address					
Name	VILLAGE OF JACKSON STREET LIGHTING				
Address	MAIN ST / WI-60				
C/T/V	JACKSON	State	WI	Zip	53037

Open cIS CONTRACT#	Install	Remove
Open cIS Premise#		
New Account?	☐ yes	
Customer Type	Governmental (MS4 / LE6)	
Work Request	4924338	Related Work Request
Page # / of #	3 OF 5	

Ref #	Pole					Fixture											Total / mo w/ Source Charge *	Location Description	Install / Remove Date
	Pole #	Rate	Style	Mtg Ht	Color	Qty	Source	Style	Color	Fixt Class	Facilities / LED fixture per mo	Facilities / HID fixture per mo	Watts / fixture	LED Energy Class (kWh)	Energy / fixture per mo				
303	94-06807	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	SOUTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
305	94-06809	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	SOUTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
309	94-06810	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	SOUTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
315	94-06805	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
317	94-06804	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
319	94-06803	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
325	94-06802	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
329	92-17050	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
331	92-18490	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
333	92-18491	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
335	92-18492	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
337	92-18493	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
343	92-18494	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
345	92-18495	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
347	92-18580	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
349	92-18579	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
351	92-18578	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
353	92-18577	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
								Total Upfront Customer Contribution									(\$151.11)	Total monthly charges, or net change, before taxes	

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature

Date

Non-Standard Lighting Record - WI

Billing Name	Village of Jackson				
Billing Address	PO Box 637				
C/T/V	Jackson	State	WI	Zip	53037
Service Address, if different than Billing Address					
Name	VILLAGE OF JACKSON STREET LIGHTING				
Address	MAIN ST / WI-60				
C/T/V	JACKSON	State	WI	Zip	53037

Open cIS CONTRACT#	Install	Remove
Open cIS Premise#		
New Account?	☐ Yes	
Customer Type	Governmental (MS4 / LE6)	
Work Request	4924338	Related Work Request
Page # / of #	4 OF 5	

Ref #	Pole					Fixture											Total / mo w/ Source Charge *	Location Description	Install / Remove Date
	Pole #	Rate	Style	Mtg Ht	Color	Qty	Source	Style	Color	Fixt Class	Facilities /	Facilities /	Watts / fixture	LED	Energy /				
											LED fixture per mo	HID fixture per mo		Energy Class (kWh)	fixture per mo				
355	92-18576	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
363	92-18575	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
367	92-18574	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
371	92-18573	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		90	31-33	\$3.14	(\$13.75)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
375	92-18572	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
379	02-04208	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
383	92-18570	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
385	92-18569	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
389	92-18568	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
393	92-18567	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
395	92-18566	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
397	92-18565	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
401	92-18564	LE6	Concrete	15 Ft	Gray	-1	LED_3K	Coach	Black	H	\$9.61		78	28-30	\$2.86	(\$13.47)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
405	92-18563	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
409	92-18562	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
415	92-18561	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
421	92-18560	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
425	92-18593	MS4	Concrete	15 Ft	Gray	-1	HPS	Coach	Black	None			150	n/a	\$7.38	(\$7.38)	NORTH SIDE OF MAIN ST BETWEEN INDUSTRIAL DR & 625' E OF RIDGEWAY DR		
								Total Upfront Customer Contribution								(\$157.48)	Total monthly charges, or net change, before taxes		

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature

Date

Non-Standard Lighting Record - WI

Billing Name		Village of Jackson				
Billing Address		PO BOX 637				
C/T/V		Jackson	State	WI	Zip	53037
Service Address, if different than Billing Address						
Name		VILLAGE OF JACKSON STREET LIGHTING				
Address		MAIN ST / WI-60				
C/T/V		JACKSON	State	WI	Zip	53037

	Install	Remove
Open cIS CONTRACT#		
Open cIS Premise#		
New Account?	☐ Yes	
Customer Type	Governmental (MS4 / LE6)	
Work Request	4924338	Related Work Request
Page # / of #	5 OF 5	

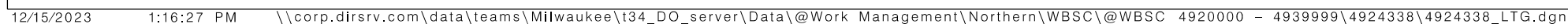
[illegible]

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

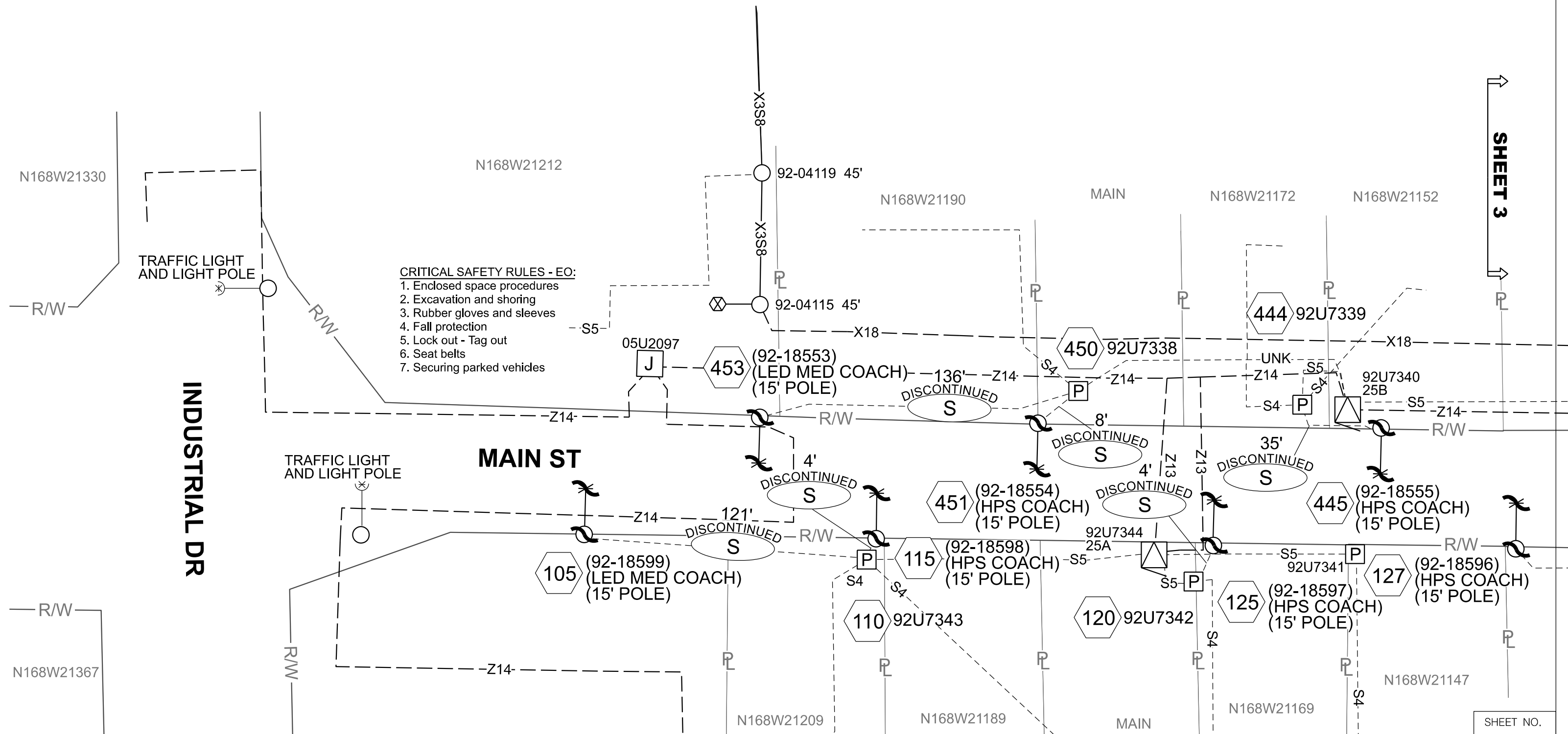
Comments: _____

Authorization: _____

Property Owner / Authorized Representative Signature	Date
--	------

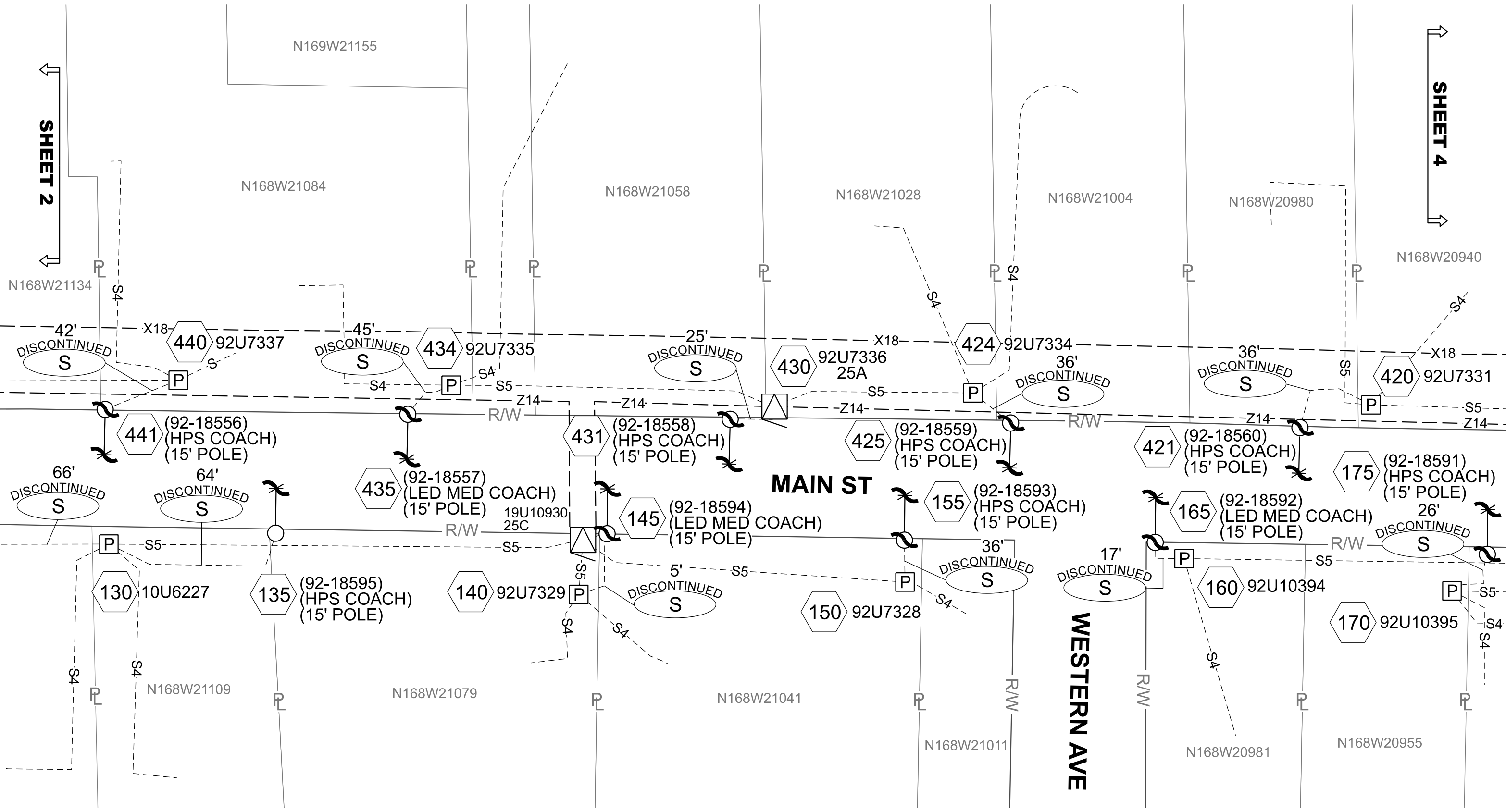


WE ENERGIES NOT TO RESTORE



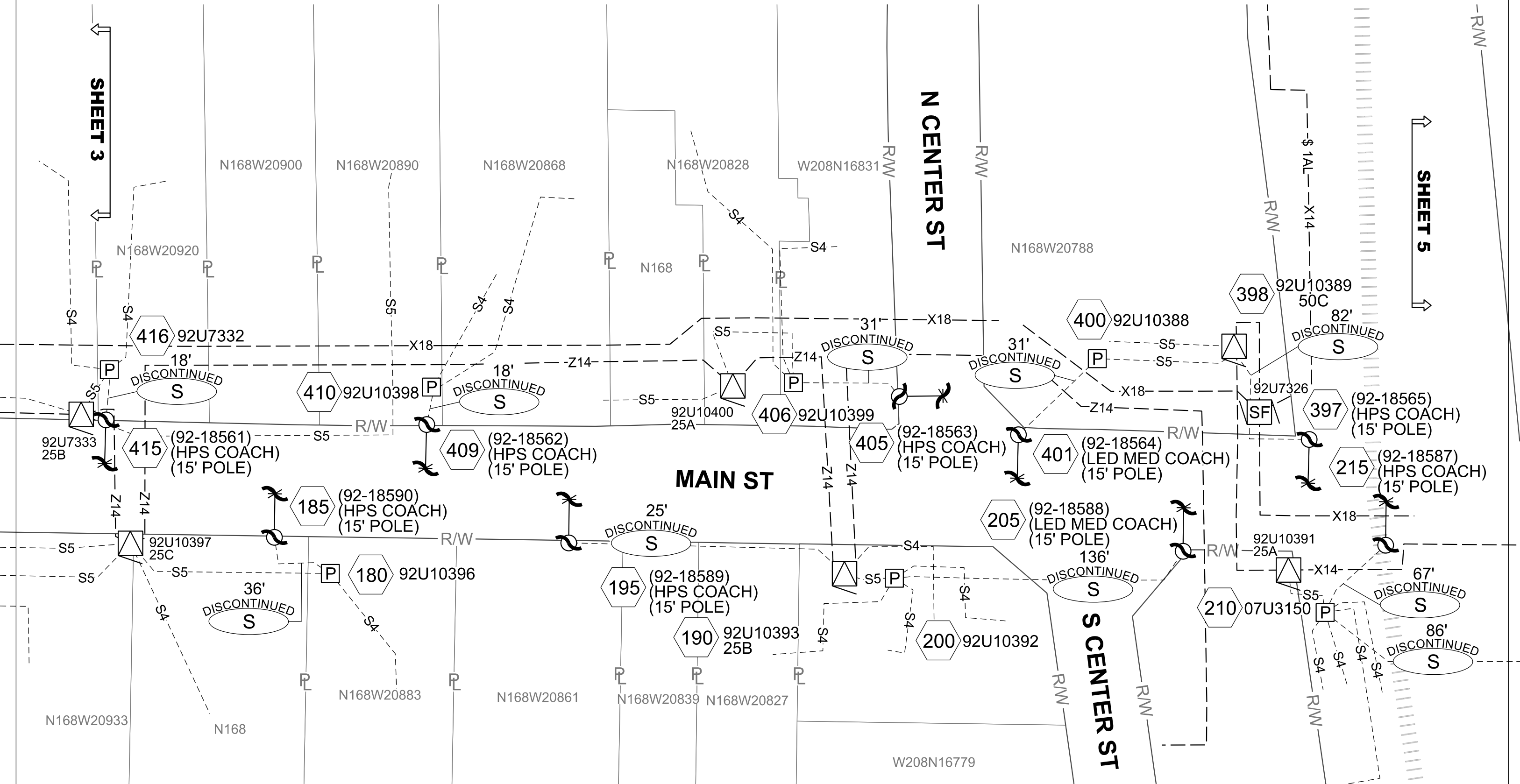


WE ENERGIES NOT TO RESTORE



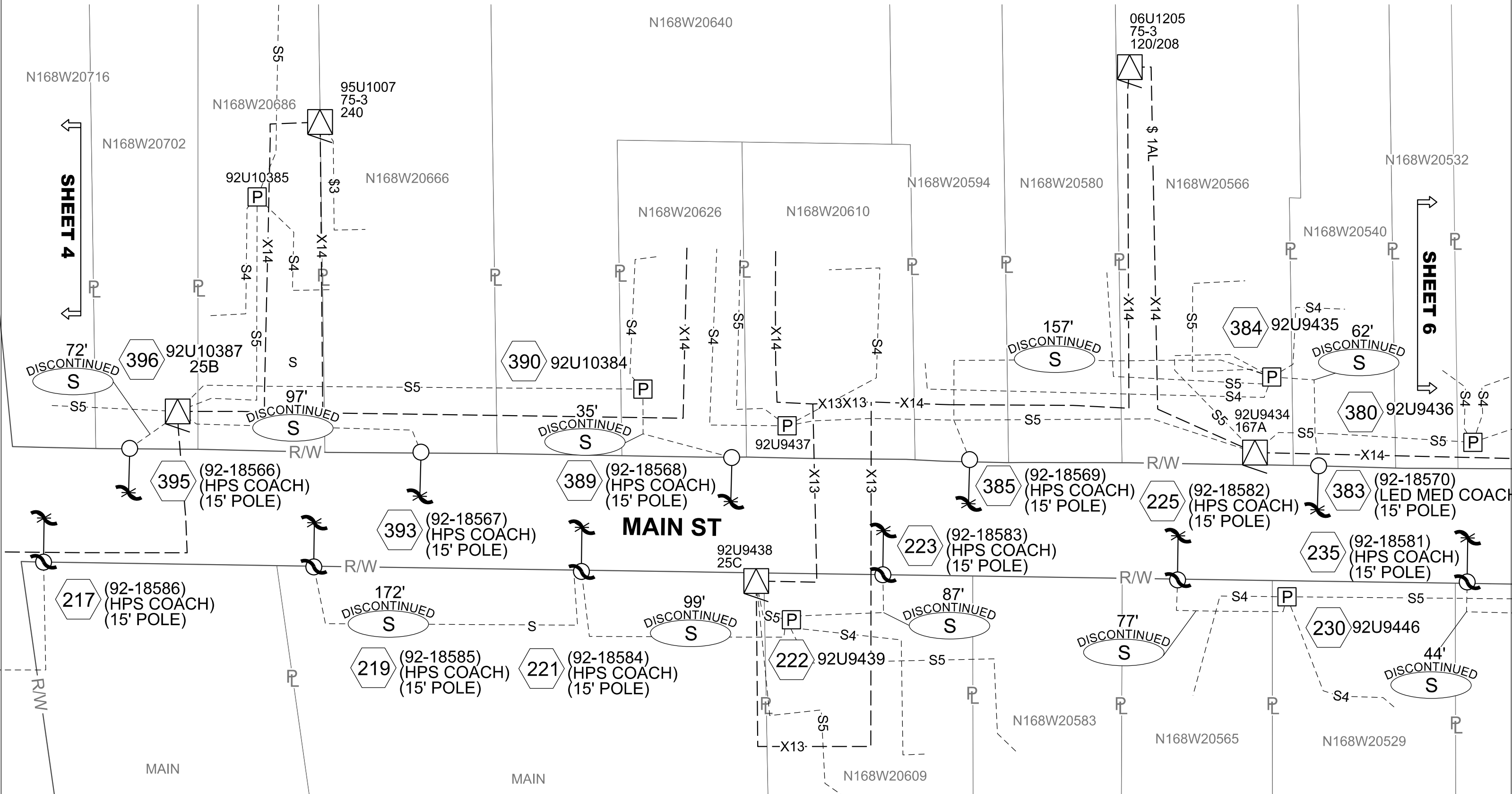


WE ENERGIES NOT TO RESTORE



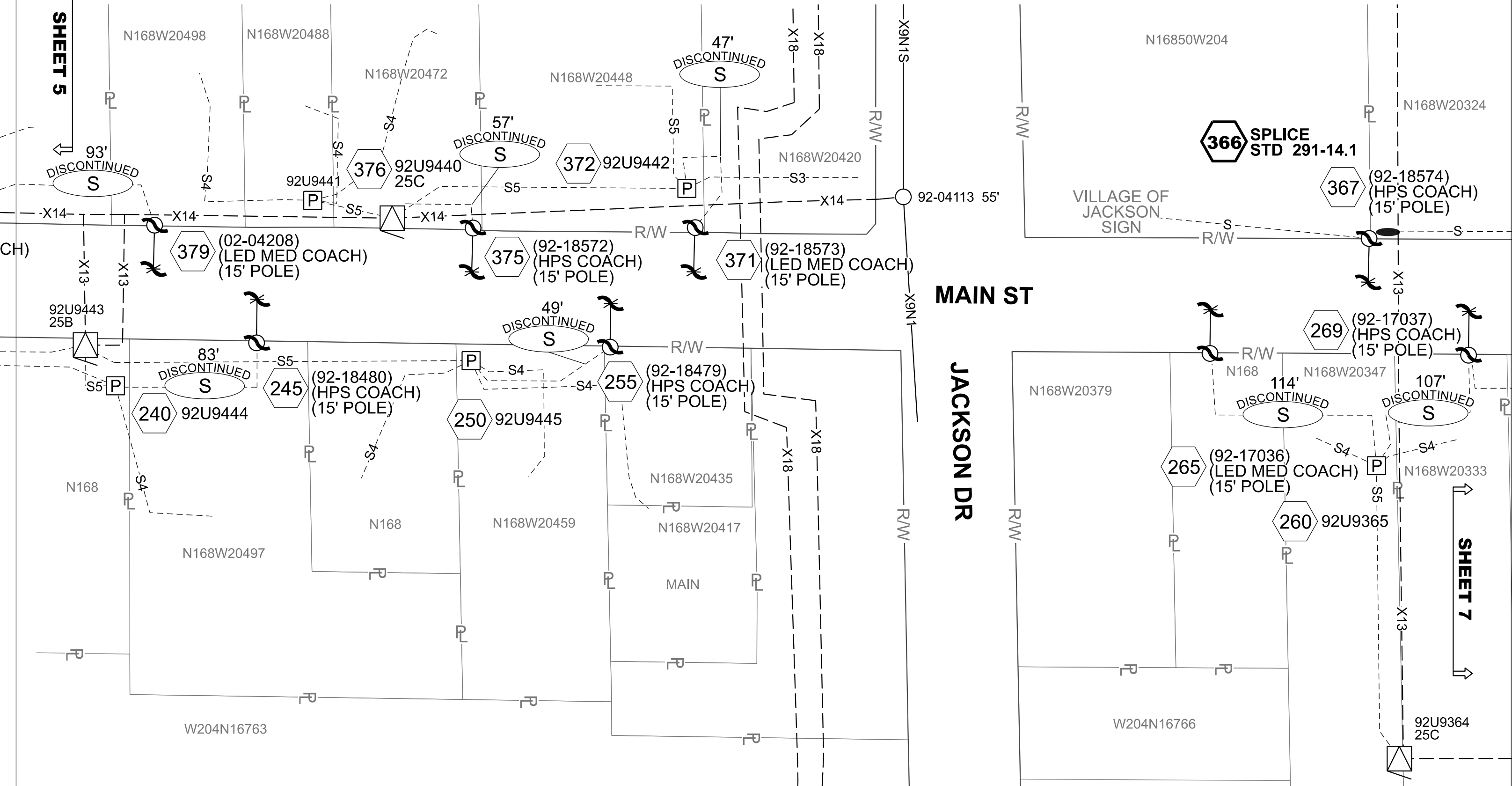


WE ENERGIES NOT TO RESTORE





WE ENERGIES NOT TO RESTORE





MAIN ST

WE ENERGIES
NOT TO RESTORE

SHEET 6

SHEET 8



ELEC WR **WB 4924338**
GAS WR **####**



N168W20060

345 (92-18495)
(HPS COACH)
(15' POLE)

126'
DISCONTINUED
S

343 (92-18494)
(HPS COACH)
(15' POLE)

94'
DISCONTINUED
S

340 92-07858 45'
339 (92U5776)

28'
DISCONTINUED
S5

96'
DISCONTINUED
S3

337 (92-18493)
(HPS COACH)
(15' POLE)

78-1880
50B

335 (92-18492)
(HPS COACH)
(15' POLE)

130'
DISCONTINUED
S3

128'
DISCONTINUED
S3

333 (92-18491)
(HPS COACH)
(15' POLE)

E MAIN ST

132'
DISCONTINUED
S3

291 (92-17044)
(HPS COACH)
(15' POLE)

133'
DISCONTINUED
S3

293 (92-17045)
(HPS COACH)
(15' POLE)

132'
DISCONTINUED
S3

295 (92-17046)
(HPS COACH)
(15' POLE)

134'
DISCONTINUED
S3

297 (92-17047)
(HPS COACH)
(15' POLE)

132'
DISCONTINUED
S3

@ SF 94U7832

**WE ENERGIES
NOT TO RESTORE**

↑
SHEET 7
↓

↑
SHEET 9
↓

N168W20101

N168

N168W19721

SHEET NO.
8 OF 10

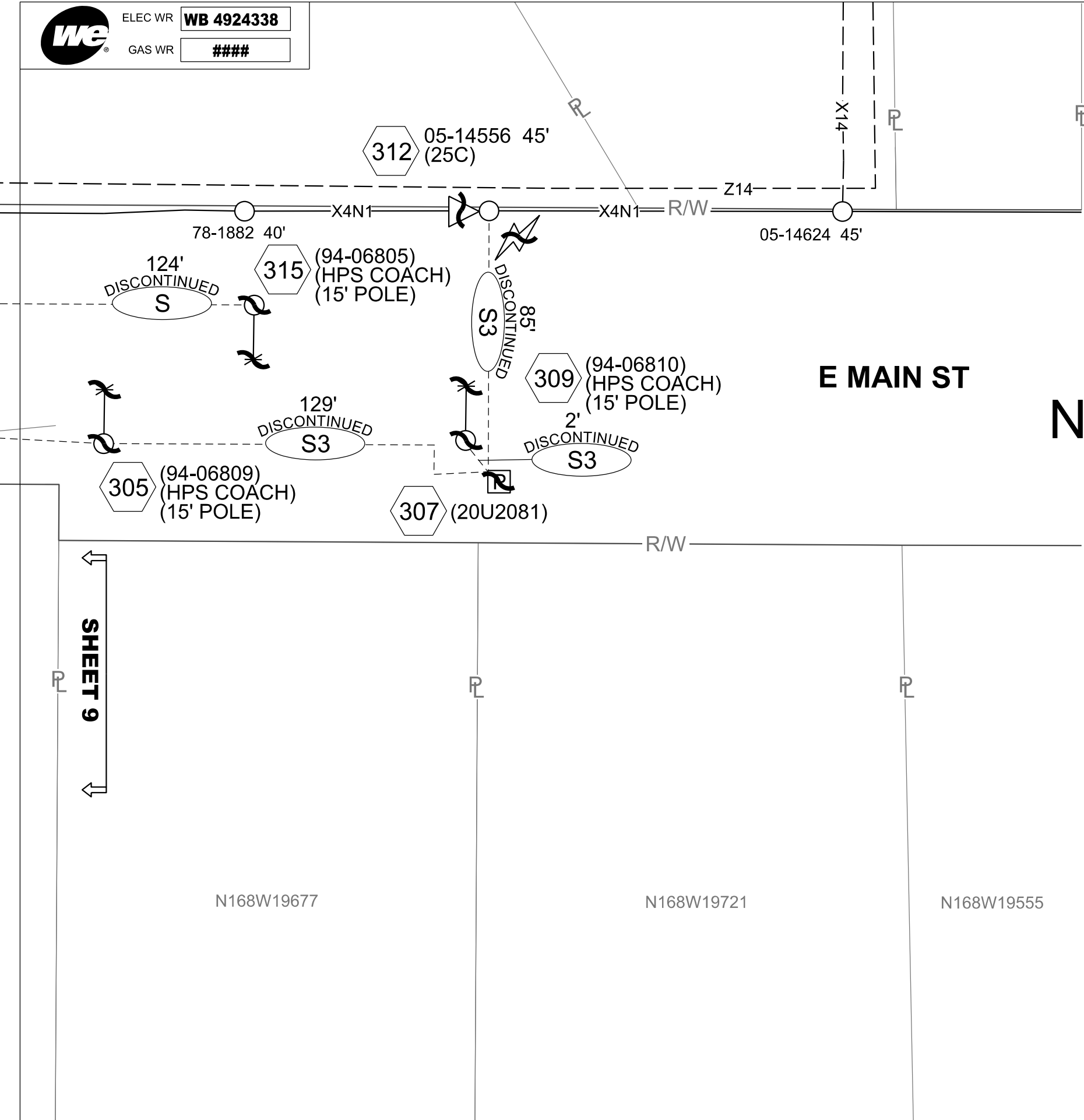


SHEET 10

SHEET NO.

9 OF 10

Page 107 of 391



E MAIN ST

WE ENERGIES
NOT TO RESTORE

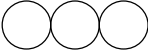
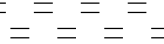
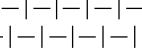
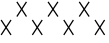
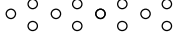
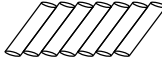
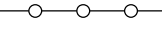
SHEET 9

N168W19677

N168W19721

N168W19555

WE ENERGIES - ELECTRIC OPERATIONS CLEARANCE NOTES: -LOCATION OF OBSTRUCTIONS ARE FROM RECORDS AND MUST BE VERIFIED IN THE FIELD. -MAINTAIN 2' MIN. CLEARANCE BETWEEN OUTSIDE FACE OF MANHOLE & BELL OF PIPE. -THIS APPLIES TO GAS AND WATER MAINS. -MAINTAIN 2' MIN. VERTICAL CLEARANCE AT CROSSINGS OF SEWER OR WATER MAINS. -MAINTAIN 5' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND SEWER. -MAINTAIN 3' MIN. HORIZONTAL DIST. BETWEEN CONDUIT AND WATER MAINS. NOTE - CLEARANCES SHOWN ARE MINIMUM DISTANCES - REFERENCE PERMITS FOR SPECIFIC CLEARANCE REQUIREMENTS. ADDITIONAL UNDERGROUND INFORMATION ON EXCAVATION, BACKFILLING AND CLEARANCES CAN BE FOUND IN STD. 281-02.	OVERHEAD PRIMARY		STANDARD WIRE KEY		NEUTRAL	SECONDARY - 1PHASE	SECONDARY - 3PHASE
	E, F, H, Q, R, W, X or Z		DIRECT BURY PRIMARY - E, F, H, Q, R, W, X or Z		N 1-#2 ACSR	S 6DX	\$ 1/0 TXF
	Z 1 #2 ACSR				N1 1-#1/0 ACSR	S1 4 TX	\$1 4/0 TXF
	Z1 1 #1/0 ACSR				N2 1-#3/0 ACSR	S2 2 TX	\$2 336 TXF
	Z2 1 #3/0 ACSR	Z13 1 #1 AL 25KV	X22 1 #2 Cu 15kV		N3 1-#4/0 AL	S3 1/0 TXR	\$3 3/0 TX
Z3 3 #2 ACSR		Z14 3 #1 AL 25KV	X23 3 #2 Cu 15kV		N4 1-#336 ACSR	S4 3/0 TXR	\$4 350 TX
Z4 3 #1/0 ACSR		Z15 3 #500 AL 28KV	Z24 1 #2 Cu 25kV		N5 REMOVAL	S5 350 TXR	\$5 750 TX
Z5 3 #3/0 ACSR		X16 1 #2 AL 15KV	Z25 3 #2 Cu 25kV		GUYING	S6 750 TXR	\$6 1/0 QXF
Z7 3 #336 ACSR		X17 3 #2 AL 15KV	X26 3 #500 Cu 15kV		G 1/4" ARM GUY	S7 1/0 TXF	\$7 3/0 QXF
Z9 SPECIAL LIST ON SKETCH		X18 3 #500 AL 15KV	Z27 3 #500 Cu 28kV		G1 5/16" ARM GUY	S8 4/0 TXF	\$8 350 QXR
Z10 1 WIRE REMOVAL		R19 3 #1/0 AL 35KV	Z28 3 #750 Cu 28kV		G2 3/8" ARM GUY	S9 336 TXR	\$9 750 QXR
Z11 2 WIRE REMOVAL		R20 3 #750 AL 35KV	Z29 SPECIAL - LIST		G3 5/16" POLE GUY	S10 750 TXF	\$10 3 WIRE REMOVAL
Z12 3WIRE REMOVAL		Z21 3 #750 AL 28KV	ON SKETCH		G4 3/8" POLE GUY	S11 3 WIRE REMOVAL	\$11 3/0 QXR
					G5 7/16" POLE GUY	S12 3 WIRE MAIN	\$12 4 WIRE REMOVAL
						S14 6DX CIC	
						S15 1/0TX CIC	

EROSION CONTROL LEGEND	
 APPROXIMATE LOCATION FOR UNDERGROUND FACILITY EXCAVATION	
 INLET PROTECTION, TYPE	
 12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL	
 STONE DITCH CHECK	
 ROCK BAG	
 MULCH	
 SOIL STABILIZER, TYPE B	
 EROSION MAT CLASS I, TYPE A	
 EROSION MAT CLASS I, TYPE B	
 EROSION MAT CLASS I, TYPE A URBAN	
 EROSION MAT CLASS I, TYPE B URBAN	
 EROSION MAT CLASS II	
 EROSION MAT CLASS III	
 VEGETATIVE BUFFER	
 TRACKING PAD	
 TIMBER MAT	
 SILT FENCE	
 APPROXIMATE DEWATERING BASIN LOCATION	
 SURFACE WATER FLOW	

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

General

- If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

- If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMP's) shall be implemented.
- Erosion Control BMR's shall meet or exceed the approved WDNR Storm Watter Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
- Inspect installed erosion control BMP's at least one time per week and after ½" rain events: repair as necessary.
- When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

- Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

- If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
 - Any quantity of oil is spilled into surface water;
 - Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - Any oil spill containing greater than 500 ppm PCB;
 - Five gallons or more of oil spilled to the ground;
 - Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specifc points withln each work request:

Dewatering

- Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

- As much as practicable, the majorityof the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
- All work shall be conducted to minimize soil disturance. No rutting will be allowed within the wetlands.
- If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
- Excavated soils cannot be stockpiled in wetlands.

- All excess spoils shall be removed from wetlands and placed in a suitable upland location.
- Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
- Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

- No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
- No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
- Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Species

- Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
- In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
- Exclusion fencing must be installed at the work area prior to March 15.
- A qualified biologist must be present when conducting work at this location.

Invasive Species

- State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

Cultural and Historical Resources, cont.

- The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
- If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
- A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

- A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
 - Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.





December 21, 2023

Village of Jackson
Brian Kober, DPW
N168 W19851 Main Street
Jackson, WI 53037\

**Re: Request for Letter of Credit Reduction #2
Maple Fields Subdivision – Phase 1**

Mr. Kober:

Neumann Developments, Inc. is hereby submitting this request, on behalf of Maple Fields, LLC, for a reduction in the Letter of Credit as issued Midland States Bank for the Maple Fields subdivision in accordance with the Development Agreement. The basis of this reduction is the completion of a majority of the sidewalks within the subdivision.

We are requesting a reduction in the LOC for work completed as follows:

Current LOC Amount	\$224,220.00
Reduction Request	<u>(\$73,750.00)</u>
Proposed New LOC	\$150,470.00

This reduction is being requested in accordance with the work as completed on the project thru December 20, 2023. Please find the attached recap sheet outlining the amounts being requested above. The remaining amount is for surface asphalt and sidewalks on Lot #11 and two small sections of sidewalks on Lots 23 & 26; all of which will be completed when the driveways are poured for those lots.

If any additional information is required please feel free to contact me. Please forward a written authorization for the reduction to the Letter of Credit and I will coordinate with the lender as appropriate.

Sincerely,

Neumann Developments

Kevin Anderson
Project Manager



Public Improvements Letter of Credit

	Public Works			
	Original \$	Prior Completed	Current Completed	Balance
Sanitary Sewer				
8" PVC SDR-35 Sanitary Sewer Main (Spoil Backfill)	160,950.00	160,950.00		\$ -
8" PVC SDR-35 Sanitary Sewer Main (Granular Backfill)	181,872.00	181,872.00		\$ -
6" PVC SDR-35 Sanitary Lateral	79,053.00	79,053.00		\$ -
48" Dia. Sanitary Manhole	87,300.00	87,300.00		\$ -
Connection to Existing Sanitary Sewer	1,000.00	1,000.00		\$ -
6" PVC SDR-35 Sanitary Lateral (Granular Backfill)	93,450.00	93,450.00		\$ -
Sub-Total:	603,625.00	603,625.00	0.00	0.00
Water Main				
8" PVC C-900 Class 235 Water Main (Spoil Backfill)	132,986.00	132,986.00		\$ -
8" PVC C-900 Class 235 Water Main (Granular Backfill)	166,241.00	166,241.00		\$ -
6" PVC C-900 CLASS 235 Water Main (Spoil Backfill)	6,480.00	6,480.00		\$ -
6" PVC C-900 CLASS 235 Water Main (Granular Backfill)	8,930.00	8,930.00		\$ -
8" Gate Valve w/ Valve Box	27,500.00	27,500.00		\$ -
6" Gate Valve w/ Valve Box	26,600.00	26,600.00		\$ -
Hydrant Assembly w/ 6" Valve	59,800.00	59,800.00		\$ -
Existing Hydrant - Relocated	1,500.00	1,500.00		\$ -
1 1/2" Poly Water Service Line	59,085.00	59,085.00		\$ -
Curb Stop	11,400.00	11,400.00		\$ -
Connect to Existing Water	1,500.00	1,500.00		\$ -
Sub-Total:	502,022.00	502,022.00	0.00	0.00
Storm Sewer				
8" PVC Storm Pipe	1,350.00	1,350.00		\$ -
12" RCP Storm Sewer	44,660.00	44,660.00		\$ -
15" RCP Storm Sewer	2,880.00	2,880.00		\$ -
15" HDPE Storm Culvert	3,840.00	3,840.00		\$ -
18" RCP Storm Sewer	28,850.00	28,850.00		\$ -
24" RCP Storm Sewer	30,910.00	30,910.00		\$ -
6" Sump Collector	16,875.00	16,875.00		\$ -
6" PVC (sump laterals)	24,350.00	24,350.00		\$ -
Sump Clean Out	9,600.00	9,600.00		\$ -
2x3 Precast Inlets w/Frame & Grate	26,250.00	26,250.00		\$ -
48" Dia. Precast Manhole (w/ sump)	2,500.00	2,500.00		\$ -
42" Dia. Precast Field Inlet	5,700.00	5,700.00		\$ -
48" Dia. Precast Manhole	20,000.00	20,000.00		\$ -
15" HDPE End Section w/ Rip rap	1,600.00	1,600.00		\$ -
15" Pipe End Section	1,000.00	1,000.00		\$ -
18" Pipe End Section	800.00	800.00		\$ -
Storm Ponds				
36" RCP Pond Outlet Pipe	13,000.00	13,000.00		\$ -
24" RCP Pond Outlet Pipe	4,500.00	4,500.00		\$ -
8" PVC Riser Inlet Pipe	900.00	900.00		\$ -
48" Riser Structure	2,500.00	2,500.00		\$ -
60" Riser Structure	3,000.00	3,000.00		\$ -
36" End Section w/ Rip Rap	1,000.00	1,000.00		\$ -
24" End Section w/ Rip Rap	900.00	900.00		\$ -
Sub-Total:	246,965.00	246,965.00	0.00	0.00
Curb, Gutter & Roadways				
6" - 3/4" Traffic Bond Base Course	56,100.00	\$ 56,100.00		\$ -
6" - 1.25" Traffic Bond Base Course	47,850.00	\$ 47,850.00		\$ -
30" Mountable Curb & Gutter	67,386.00	\$ 67,386.00		\$ -
Concrete Flumes	1,050.00	\$ 1,050.00		\$ -
Bituminous Asphalt Pvmnt. (Binder Course)	88,454.00	\$ 88,454.00		\$ -
Base Stone-sidewalk	18,060.00		\$ 16,500.00	\$ 1,560.00
Concrete Sidewalk 5"	61,690.00		\$ 55,000.00	\$ 6,690.00
ADA Ramps	2,250.00		\$ 2,250.00	\$ -
Milling, Paving Rings & Interim Inlets	36,900.00			\$ 36,900.00
Bituminous Asphalt Pvmnt. (Surface Course)	55,320.00			\$ 55,320.00
Steet Lights	50,000.00			\$ 50,000.00
Sub-Total:	\$ 485,060.00	\$ 260,840.00	\$ 73,750.00	\$ 150,470.00
Sanitary, Water & Storm LOC:	\$ 1,837,672.00	\$ 1,613,452.00	\$ 73,750.00	\$ 150,470.00



Taking the lead in Washington County.

To: Village Board
From: Darlene Smith, Village Treasurer
Subject: Depository and Bank Services
Date: April 3, 2024

In April of 2020, the Village of Jackson contracted with Westbury Bank for the depository and bank services for a four-year period.

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

A Request for Proposal was returned by Westbury Bank on April 1, 2024. BMO Harris Bank did not return a Request for Proposal.

Westbury Bank offers compensating balances for service costs, waives majority of fees charged for services, existing collateral agreement, and a dedicated treasury management group.

The Village of Jackson has built a strong relationship with Westbury Bank over the last four (4) years.

I recommend approval of the 2024 Proposal for Depository and Bank Services Contract with Westbury Bank for four (4) more years.

N168W19851 Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

www.villageofjacksonwi.gov

2024 Proposal for Depository and Bank Services for The Village of Jackson



C/O Darlene Smith
Village of Jackson Treasurer

N168 W19851 Main Street
Jackson, WI 53037



April 2, 2024

Darlene Smith, Village Treasurer
N168 W19851 Main Street
Jackson, WI 53037

RE: Request for Banking Services

Dear Darlene,

Westbury Bank ("Bank") is pleased to provide the Village of Jackson with the following proposal in support of its overall depository and banking needs. The following proposal is intended to outline the general terms and conditions with regards to the structure, pricing, and various requirements of the Village and is intended for discussion purposes only.

We, the undersigned, propose to furnish the Village of Jackson depository and banking services as described in the "Request for Proposal" for the following terms and amounts:

- | | |
|---|--|
| 1. Length of Contract: | 4 Years |
| 2. Cost of Services: | |
| a. Fees charged for service to all accounts | \$90.00* |
| b. Compensating balance required for service costs | N/A |
| c. Other method for calculating charge for services | N/A |
| d. How long fees guaranteed before any increase | Fees analyzed every 2 years – Next analysis effective 04/01/2026 |

*Please see Addendum A attached for a breakdown of quoted fees

3. Interest rate currently paid on daily invested funds:
- Current Earnings Credit Rate = N/A (due to fee waiver)
 - Please see the table below for current Money Market tiers and rates:

\$0.00 - \$24,999.99	0.05%
\$25,000.00 - \$49,999.99	0.05%
\$50,000.00 - \$99,999.99	1.00%
\$100,000.00 - \$249,999.99	2.00%
\$250,000.00 and above	3.25%



Westbury Bank

4. Estimated time required to implement these banking services after being notified by the Village of acceptance of your proposal: N/A – Current Banking Relationship

5. Average number of lobby tellers working during the hours of 9:00am – 5:00pm

9:00am – 5:00pm Monday – Friday 3 Tellers

Branch Hours

Lobby	Monday – Friday	9:00am – 5:00PM
	Saturday	By appointment only
Drive-Up	Monday – Friday	8:30am – 5:30pm
	Saturday	9:00am – 12:00pm

Observed Holidays - 2024

New Year's Day
MLK Day
Presidents Day
Memorial Day
Juneteenth
4th of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Christmas Eve (Close at 12:00pm)
Christmas Day
New Year's Eve (Close at 3:00pm)

6. Special requirements for daily deposits

N/A – Current banking relationship. Any special requirement is currently in place and functioning as agreed upon.

7. References

Kewaskum School District

Julie Thoreson

jthoreson@kewaskumschools.org

262-626-8427 x8003

Village of Kewaskum

Tammy Butz

tbutz@village.kewaskum.wi.us

262-626-8484

Town of Jackson

Monica Diaz

treasurer@townofjackson.gov

262-677-0871

8. Additional information:

- a. **Collateral Agreement** – The existing collateral agreement with the bank will remain in place as is.
- b. **Fees charged for services** - To reflect the longstanding relationship with the Village and assuming the level of the Village's balances remains consistent with historical levels, we will continue to waive all fees except for those shown below.
- c. **Dedicated Treasury Management Group** – The Treasury Management Support team is a dedicated group of 3 individuals based in West Bend.

WESTBURY BANK



Kirk Emerich, CFO/Executive VP

200 S. Main Street

West Bend, WI 53095

262-334-5563

Date

29TH day of MARCH, 2024



Westbury Bank

Addendum A
Village of Jackson – Estimated Fee Schedule
Based on February 2024 Activity Levels

Service	Unit Charge	Cost of Service	Number of Units	Charge for Service
Account Maintenance	Per Month	\$20.00	4	Waived
Deposits and Credits	Per Item	\$0.30	45	Waived
Checks Paid	Per Item	\$0.20	238	Waived
ACH Transactions	Per Item	\$0.20	101	Waived
Deposited Checks	Per Item	\$0.15	1289	Waived
Business Online Banking	Per Month	\$20.00	1	Waived
Remote Deposit with Scanner	Per Month	\$70.00	1	Waived
RDC Deposited Items	Per Item	\$0.12	1289	Waived
Remote Deposit Additional Scanner	Per Month	\$20.00	1	Waived
ACH Origination	Per Month	\$50.00	1	Waived
ACH Originated Items	Per Item	\$0.12	1006	Waived
Wire Origination	Per Month	\$25.00	1	Waived
Online – Outgoing Domestic Wire	Per Item	\$15.00	7	Waived
Incoming Domestic Wire	Per Item	\$15.00	4	Waived
Positive Pay	Per Month	\$50.00	1	Waived
NSF Check Paid	Per Item	\$35.00	0	\$0.00
NSF Check Returned	Per Item	\$35.00	0	\$0.00
Deposited Item Returned	Per Item	\$25.00	3	\$75.00
ACH Origination Item Returned	Per Item	\$5.00	3	\$15.00
Stop Payment	Per Item	\$35.00	0	\$0.00
Daily Balance Reporting	Per Month	No Cost	No Cost	No Cost
Account Analysis Reporting	Per Month	No Cost	No Cost	No Cost
Collateralization Cost	Per \$ Amount	No Cost	No Cost	No Cost

Mission Statement:

Our mission is to meet our goals by helping our people, our customers, our shareholders, and our communities meet theirs - and to enjoy the journey.

History

West Bend Savings Bank, founded in 1926 as West Bend Building and Loan, merged with another bank in 2008 to form what is now Westbury Bank. We pride ourselves in being a local community bank which allows us to provide quick, local banking decisions and provide customer service that is just a quick phone call away. The bank, as well as our employees, are committed to being a good neighbor in the communities we serve.



MEMO

TO: Brian Heckendorf, Village President; Budget and Finance Committee

FROM: Jen Keller, Village Administrator; Ryan Vossekuil, Police Chief

RE: Review of Proposals for Village IT Services

DATE: April 2, 2024

Background

On June 14, 2022, the Village entered into a contract with Pros 4 Technology for a term to conclude June 14, 2024. The agreement also included that 90 days prior to the end of the contract, the agreement would auto renew unless one party notified the other of intent not to renew the agreement. As such, Chief Vossekuil and Administrator Keller sought proposals from IT service providers that may have interest and ability to serve the Village's IT needs so the Board could review prior to the 90-day renewal window. Staff spoke with three (3) vendors, including the current IT services provider Pros 4 Technology, to receive competitive proposals.

In 2023, Pros 4 Technology provided a proposal for consideration, and Staff met with them to discuss, prior to end of the year when other proposals would be sought. Because of the need for contracted IT services beyond June 2024, staff sought IT services proposals from VC3, a company that had been highly regarded by a Village Clerk and the Washington County IT Department, which a handful of towns and Villages have pursued IT shared services from as of the last 6 months.

Upon review of current billings as well as existing hardware/software needs of the Village, VC3 chose to forego a full system scan and formal proposal. Ultimately, they believed the Village is well served at a comparable cost. They indicated interest in being considered at a later date should the Village choose not to contract with the current provider.

In February, Staff met with Washington County IT Department personnel to discuss shared services opportunities. It was understood the department had newly transitioned to serving the Village of Newburg and Village of Kewaskum, with a handful of other communities exploring shared IT services. During review, it was recognized the Village possibly switching to the County IT Department would result in zero cost to the Village for the labor/time of technicians to provide services. However, all licensing costs, software costs and hardware change requirements would be costs directly to the Village. Certain services the Village currently receives from Pros 4 Technology fall outside of the scope of work available to communities from the Washington County IT Department. Meaning, the Village would need to pursue additional contracts for those services the county would not provide. While a high-level estimate of services was provided to Staff, and is included for the Board to review, the information was not received in time for the March Village Board meeting when a consideration would have needed to be made ahead of the auto renewal window going in



effect (exact date was March 15, 2024). Therefore, the Washington County Shared IT Services proposal itself should be considered information that would be helpful to revisit in another 6-8 months, if the Board wishes to do so. It should also be noted that the Washington County biennium budget does provide funding for the IT Department to cover the costs of staff to service other communities. Should the funding no longer be provided in the next budget or should the demand/staffing needs of the IT Department exceed the level of current funding, the Village may need to reconsider pursuing Washington County Shared IT services. Additionally, more time is needed to evaluate how other communities are served through then newly established shared IT services.

Should the Board opine staff do not need to pursue Washington County shared IT services in the next year, there is also a 3-year services proposal from Pros 4 Technology that can be acted upon.

Potential Motions:

1. Recommendation for Village Board to confirm the renewal of services with Pros 4 Technology for an extension not to exceed one-year from June 14, 2023, for an amount not to exceed 3% of the current contract rates, with all other agreement language remaining unchanged.
2. Recommendation for Village Board to authorize Staff to contract with Pros 4 Technology for IT services for a term of 2024-2027, and for an amount not to exceed 3% of the current contract rates, with all other agreement language remaining unchanged, subject to review and approval of the Village Attorney.

Attachments:

1. Pros 4 Technology Master Services Agreement and Statement of Work – Signed June 14, 2022
2. Pros 4 Technology Budget Proposal 2024-2027 – Drafted August 18, 2023, revised April 2, 2024
3. Washington Couty IT Shared Services Proposal – Drafted March 22, 2024

VIIIPROS 4 TECHNOLOGY, INC. MASTER CUSTOMER AGREEMENT
GENERAL TERMS

This **MASTER CUSTOMER AGREEMENT** (the "**Agreement**") is entered into as of June 14, 2022, ("**Effective Date**") between Pros 4 Technology, Inc., a corporation, located at 818 E. Clifford St. Plymouth, WI 53073 ("**MSP**") and Village of Jackson a Wisconsin Municipality located N168W19851 Main St, Jackson, WI 53037 ("**Customer**").

1. SCOPE OF AGREEMENT. This Agreement serves as a master agreement and applies to Customer's and its Affiliates' purchases from MSP, or any of its Affiliates, of services ("Services"), as well as licenses for software, hardware, support and maintenance services, and/or subscription services (collectively, "**Product**"). For purposes of this Agreement, "**Affiliate**" means any entity that, directly or indirectly through one or more intermediaries, controls or is controlled by or under common control with Customer or MSP, as the case may be. No Product or Services will be provided under this Agreement alone, but may require the execution of a written or electronic order form, or other mutually acceptable order documentation (including, without limitation, Statements of Work for Products and Services as further described below) (each, an "**Order**"), which contains terms relating to this Agreement, each of which must be executed by both parties and, upon such execution, is deemed incorporated in this Agreement for all purposes. Any Statement of Work will contain the information listed in and will be substantially in the form of Exhibit A attached hereto. The parties hereby further agree that the parties may execute multiple Orders and Statements of Work under this Agreement. In the event of any conflict between the terms of the Statement of Work and those of this Agreement, the terms of the Statement of Work will prevail.

2. TERM AND TERMINATION. This Agreement will begin on the Effective Date and will continue until each Order expires or is terminated. MSP may: (a) terminate a specific Order if Customer fails to pay any applicable fees due for that Order within 30 days after receipt of written notice from MSP of non-payment; and/or (b) terminate this Agreement or an Order if Customer commits any other material breach of this Agreement and fails to cure such breach within 30 days after receipt of written notice from MSP. Upon any termination of the right to use a Product, Customer will immediately uninstall (if the Product is software) and cease to use the terminated Product and, upon MSP's written request, immediately return such Product to MSP, together with all related documentation, and copies thereof; provided, however, that Customer shall have no obligation to uninstall or cease use of Customer's Microsoft Office licenses and/or hardware purchased by the Customer (if any). Upon written request of MSP, Customer will promptly certify in writing to MSP that all copies of the Product have been returned, and that any copies not returned have been destroyed. If an Order for Services is terminated, Customer will promptly pay MSP for Services rendered, and expenses incurred through the termination date. MSP may terminate any license granted for a Deliverable (as defined below) if (i) Customer does not pay MSP for that Deliverable in accordance with this Agreement, or (ii) if Customer materially breaches any part of Section 4 of this Agreement. If MSP fails to deliver any provision of the Statement of Work (SOW), Customer must provide written notice of what MSP is not doing and must allow an opportunity to cure. If MSP has not cured this within 14 days, Customer has the ability to provide 30 day written notice termination of Master Customer Agreement to MSP stating which service(s) were not delivered as outlined in the agreement.

3. PAYMENT AND DELIVERY. Customer will pay MSP all fees due upon receipt of an invoice specifying the amounts due ("**Fees**"). All Fees payable under this Agreement are exclusive of sales, use, VAT, customs duties, excise, and any other applicable transaction taxes, which Customer will pay (excluding taxes based upon the net income of MSP). If payment is not received on or before any invoice due date, interest shall begin to accrue and be payable at the lesser of the maximum rate permitted under applicable law or at the rate of one and one-half percent (1.5%) per month from the date due until paid in full. Customer's obligation to pay undisputed amounts due for Services and MSP's right to all such amounts are absolute and unconditional. Customer is not entitled to setoff of such amounts. All Product is FOB shipping point. All Fees will be detailed in an Order. Unless otherwise stated in a Statement of Work, Customer agrees to pay or reimburse MSP for all actual, necessary, and reasonable expenses incurred by MSP in performance of such Statement of Work, which are capable of verification by receipt. MSP will submit invoices to Customer for such fees and expenses either upon completion of the Services, or at stated intervals, in accordance with the applicable Statement of Work.

4. PROPRIETARY RIGHTS AND CONFIDENTIALITY.

4.1. Proprietary Rights. MSP, or its Affiliates or licensors, retains all right, title and interest in any and all intellectual property, informational, industrial property and moral rights in the Product, and copies thereof. MSP neither grants nor otherwise transfers any rights of ownership in the Product to Customer. The Product is protected by applicable copyright and trade secrets laws, and other forms of intellectual property, informational and industrial property protection.

4.2. Product. Customer may only use and disclose Product in accordance with the terms of this Agreement and applicable Order. MSP reserves all rights in and to the Product not expressly granted in this Agreement. Customer may not disassemble or reverse engineer any software Product, or decompile or otherwise attempt to derive any software Product's source code from executable code, except to the extent expressly permitted by applicable law despite this limitation, or provide a third party with the results of any functional evaluation, or benchmarking or performance tests on the Products, without MSP's prior written approval. Except as expressly authorized in this Agreement or an Order, Customer may not (a) distribute the Product to any third party (whether by rental, lease, sublicense or other transfer), or (b) operate the Product in an outsourcing or service provider business to process the data of third parties. Additional usage restrictions may apply to certain third-party files or programs embedded in the Product - applicable installation instructions or release notes will contain the relevant details.

4.3. Services Deliverables licensed under this Agreement.

(a) **License.** Subject to the terms of this Agreement, MSP grants Customer a perpetual, non-exclusive, non-transferable license to use and modify all programming, documentation, reports, and any other deliverables provided as part of the Services ("**Deliverables**") solely for its own internal use.

(b) **Pre-Existing License Agreements.** Any software product provided to Customer by MSP as a reseller for a third party, which is licensed to Customer under a separate software license agreement with such third party (such agreement, an "**SLA**"), will continue to be governed by the SLA. The fulfillment of the Services will not relieve or alter the obligations or responsibilities of either party or of any third party in regards to the software product licensed under the SLA.

(c) **Ownership.** MSP owns all right, title and interest in the Deliverables, *including* all intellectual property rights embodied therein. Nothing in this Agreement is intended to or will have the effect of vesting in or transferring to Customer rights in MSP's or its affiliates' or its or their suppliers' software, methods, know-how or other intellectual property, regardless of whether such intellectual property was created, used or first reduced to practice or tangible form in the course of performance of the Services, whether solely by MSP or jointly with Customer.

4.4 Mutual Confidentiality. This Section sets out the terms for identification of information which is considered confidential and proprietary by a party (the "**Discloser**"), and restrictions against use and disclosure of such Confidential Information after disclosure to the other party (the "**Recipient**").

(a) **Definition.** The term "**Confidential Information**" means all proprietary or confidential information that is disclosed to the Recipient by the Discloser, and includes, among other things (i) any and all information relating to products or services provided by a Discloser, its customer-related and financial information, source and executable code, flow charts, drawings, techniques, specifications, development and marketing plans, strategies, forecasts, and sales and marketing materials; (ii) the Product; and (iii) the terms of this Agreement. Confidential Information does not include information that Recipient can show: (A) was rightfully in Recipient's possession without any obligation of confidentiality before receipt from the Discloser; (B) is or becomes a matter of public knowledge through no fault of Recipient; (C) is rightfully received by Recipient from a third party without violation of a duty of confidentiality; or (D) is or was independently developed by or for Recipient.

(b) **Disclosure Restrictions.** Recipient may not disclose Confidential Information of Discloser to any third party without the prior written consent of Discloser.

(c) **Proprietary Legends.** Recipient may not remove, obscure, or alter any proprietary legend relating to the Discloser's rights on or from any form of Confidential Information of the Discloser, without the prior written consent of the Discloser, except as expressly authorized in an Order.

5. ALLOCATION OF RISK

5.1 Disclaimer of Damages. EXCEPT FOR VIOLATIONS OF SECTION 4, NEITHER PARTY, NOR ITS AFFILIATES AND LICENSORS, ARE LIABLE TO THE OTHER PARTY, OR ITS AFFILIATES OR LICENSORS, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES

ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE PRODUCT (INCLUDING WITHOUT LIMITATION LOST PROFITS, LOST COMPUTER USAGE, AND DAMAGE OR LOSS OF USE OF DATA), EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND IRRESPECTIVE OF THE NEGLIGENCE OF EITHER PARTY OR WHETHER SUCH DAMAGES RESULT FROM A CLAIM ARISING UNDER TORT OR CONTRACT LAW.

5.2 Limitation of Liability. EXCEPT FOR VIOLATIONS OF SECTION 4, MSP'S LIABILITY FOR DIRECT DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT IS LIMITED TO THE GREATER OF 150% OF THE AMOUNT PAID OR 150% OF THE AMOUNT PAYABLE BY CUSTOMER FOR THE APPLICABLE PRODUCT DURING THE PRECEDING TWELVE MONTHS.

5.3 Injunctive Relief. Both parties acknowledge that their violation of Section 4 may cause the other party immediate and irreparable harm. In the event of such breach, the breaching party agrees that the other party may seek, in addition to any and all other remedies available at law, an injunction, specific performance or other appropriate relief.

6. SERVICES-SPECIFIC TERMS.

6.1. All Necessary Rights. If, as part of MSP's performance of Services, MSP is required to use, copy or modify any third-party system (hardware, software or other technology) provided or licensed to Customer, then prior to MSP's performance of such Services, Customer will acquire all rights necessary for MSP to perform such Services.

6.2. Limited Warranty. MSP warrants that the Services performed will be of a quality conforming to generally accepted practices that are standard within the software services industry for a period of ninety (90) days from completion of the Services under the applicable Statement of Work. Customer's exclusive remedy and MSP's entire liability under this warranty will be for MSP to re-perform any non-conforming portion of the Services within a reasonable period of time, or if MSP cannot remedy the breach during such time period then refund of 150% of the portion of the fee attributable to such non-conforming portion of the Services. This warranty will not apply to the extent Customer, its contractors or agents have modified any Deliverable, unless otherwise authorized by MSP in writing. THIS WARRANTY AND CONDITION IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

6.3. Independent Contractor. Nothing in this Agreement will be construed to make either party an employer, employee, agent or partner of the other, and this Agreement will not be construed to create rights, express or implied, on behalf of or for the use of any party other than MSP and Customer. All of the Services performed by MSP will be performed as an independent contractor. MSP will perform such Services under the general direction of Customer, but MSP will have sole discretion to determine the manner, method and means of performing such Services subject to the provisions of this Agreement and applicable Statement of Work. Neither party will have any authority to make any contract in the name of or otherwise to bind the other party. MSP will be responsible for and will pay all unemployment, social security and other payroll taxes, and all worker's compensation claims, worker's compensation insurance premiums and other insurance premiums, with respect to MSP and MSP's employees.

6.4. Mutual Non-Solicitation. During the term of this Agreement and for a period of six (6) months thereafter, neither party will solicit or hire as an employee or as an independent contractor, under any circumstances, any employees of the other party or its affiliates who, within one year prior to such solicitation or hiring: (a) directly performed work under this Agreement, (b) had substantial contact with the hiring party in relation to this Agreement, or (c) the hiring party became aware of due to, or derived from information learned through the performance of this Agreement. The parties acknowledge and agree that a breach of this "Non-Solicitation" clause will not give rise to a right of termination of this Agreement. The breach of this "Non-Solicitation" clause shall entitle the non-breaching party to recover damages against the breaching party for any and all damages incurred as a result of the breach.

6.5. Mutual Indemnity. Each party will indemnify, defend and hold harmless the other party from all claims, liabilities or expenses for physical damage to real property or tangible personal property and bodily injury, including death, to the extent caused by the gross negligence or willful misconduct of the indemnifying party's employees or contractors arising out of this Agreement and while at the Customers premises. The foregoing indemnities are contingent upon the party seeking

indemnity giving prompt written notice to the indemnifying party of any claim, demand or action, and cooperating with the indemnifying party in the defense or settlement of any such claim, demand or action. Customer shall keep all settlements, agreements or other related actions related to this Agreement strictly confidential.

7. Insurance. During the term of this Agreement and for a period of one (1) year after expiration or termination of this Agreement for any reason, MSP shall, at its own expense, maintain and carry insurance in full force and effect with financial sound and reputable insurers, that includes, but is not limited to, commercial general liability insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate which policy will include errors and omissions coverage. Upon Customer's request, MSP shall provide Customer with a certificate of insurance from MSP's insurer evidencing the insurance coverage specified in this Agreement. The certificate of insurance shall name Customer as an additional insured. MSP shall provide Customer with 30 days' advance written notice in the event of a cancellation or material change in MSP's insurance policy. Except where prohibited by law, MSP shall require its insurer to waive all rights of subrogation against Customer's insurers and Customer or the Indemnified Parties.

8. MISCELLANEOUS/OTHER PROVISIONS.

8.1. Severability. Should any provision of this Agreement be invalid, or unenforceable, the remainder of the provisions will remain in effect.

8.2. Notices. Unless otherwise provided, notices to either party will be in writing to the address indicated above, or as later amended, and deemed effective when received.

8.3. Compliance with Law. MSP is in compliance with and shall comply with all applicable laws, regulations, and ordinances. MSP has and shall maintain in effect all the licenses, permissions, authorizations, consents, and permits that it needs to carry out its obligations under this Agreement.

8.4. Verification. Upon MSP's written request, Customer will provide MSP with a certification signed by an officer of Customer verifying that Product is being used pursuant to the terms of this Agreement, including without limitation the licensed capacity of the Product. MSP may, at its expense, audit Customer's use of Product to confirm Customer's compliance with this Agreement. Any such audit will be conducted during regular business hours at Customer's facilities and will not unreasonably interfere with Customer's business activities. If an audit reveals that Customer has underpaid Fees to MSP, Customer will pay such underpaid Fees.

8.5. Assignment. Customer may not assign this Agreement or any rights granted in this Agreement to any third party, except with the prior written consent of MSP.

8.6. No Waivers. Failure of a party to require performance by the other party under this Agreement will not affect the right of such party to require performance in the future. A waiver by a party of any breach of any term of this Agreement will not be construed as a waiver of any continuing or succeeding breach.

8.7. Force Majeure. Any delay or failure of any party to perform any obligation under this Agreement caused by governmental restrictions, labor disputes, storms or natural disasters, emergency, or other causes beyond the reasonable control of the party, will not be deemed a breach of this Agreement. This provision does not apply to the payment of monies or any breach of Section 4.

8.8. Independent Contractors. The parties are independent contractors of each other, and no partnership or joint venture is intended or created by this Agreement.

8.9. Entire Agreement. This Agreement, together with each Statement of Work and Order, constitutes the entire agreement between Customer and MSP, and supersedes any prior or contemporaneous negotiations or agreements, whether oral or written, concerning this subject matter. This Agreement, and each Statement of Work and Order, may be modified only in a mutually signed writing between Customer and MSP. In the event of a conflict between this Agreement, any Statement of Work or an Order, the terms of the Order will control, followed by the terms of the applicable Statement of Work and then this Agreement.

8.10. Export Controls. Customer will cooperate with MSP as reasonably necessary to permit MSP to comply with the laws and regulations of the United States and all other relevant countries, relating to the control of exports ("Export Laws"). Customer may not import, nor export or re-export directly or indirectly, including via remote access, any part of the Product into or to any country for which a validated license is required for such import, export or re-export under applicable Export Laws, without first obtaining such a validated license.

8.11. Referencing. Customer agrees that MSP and its Affiliates may refer to Customer as a customer of MSP, both internally and in externally published media. Customer also agrees to instruct appropriate personnel within its organization that Customer has agreed to receive and participate in calls, from time to time, with potential customers of MSP who wish to evaluate the technical specifications of Product.

8.12. Governing Law. THIS AGREEMENT WILL BE GOVERNED BY THE SUBSTANTIVE LAWS OF THE STATE OF WISCONSIN. THE CHOICE OF LAW RULES OF ANY JURISDICTION AND THE UNITED NATIONS CONVENTION ON CONTRACTS FOR THE INTERNATIONAL SALE OF GOODS WILL NOT APPLY.

8.13. Survival. Sections 2, 4, 5, 6 and 7 will survive the termination or expiration of this Agreement.

8.14. Open Records Exception. The parties to this Agreement understand that Customer is subject to the Wisconsin public records law including, but not limited to, the provisions set forth in Chapter 19 of the Wisconsin Statutes, the Wisconsin open meetings law set forth under Wisconsin

law including, but not limited to, Chapter 19 of the Wisconsin Statutes, as well as any other applicable laws requiring the Customer not to keep matters confidential and Customer's requirement to comply with said laws takes precedence over any conflicting provisions in the Agreement including, but not limited to, Section 4 and Sections 4.2, 4.4 and 7.11 that may be contained in this Agreement. Any obligation for confidentiality or non-disclosure or other related topics that is set forth upon Customer in this Agreement shall be complied with in good faith but is subject to and does not apply to any information, materials or documents that are required to be disclosed under any law including, but not limited to, the Wisconsin public records law set forth in Chapter 19 of the Wisconsin Statutes, the Wisconsin open meetings law set forth under Wisconsin law including, but not limited to, Chapter 19 of the Wisconsin Statutes, as well as any other applicable laws requiring the Customer not to keep matters confidential. The parties to this Agreement understand that Customer does not represent or guarantee that any information, materials or documents provided by MSP to Customer will be considered confidential or be subject to non-disclosure by Customer. The parties further understand that if Customer receives a good faith public records request or other valid request for any information, materials or documents that may be part of the Agreement or that has been provided by MSP, Customer may respond to such request without notice to or consent of MSP by disclosing any and all information, materials or documents. The parties understand that Customer shall be permitted to comply with any public records request or other legitimate request for any information, materials or documents and also be able to comply with the Wisconsin open meetings law as well as any other applicable law requiring Customer not to keep matters confidential without any liability to MSP under this Agreement. Under this Agreement MSP waives and releases Customer from any and all claims or liabilities relating to Customer's release of any information, materials or documents pursuant to any good faith request for any such information, materials or documents pursuant to any applicable law including, but not limited to, the Wisconsin public records law set forth in Chapter 19 of the Wisconsin Statutes, the Wisconsin open meetings law set forth under Wisconsin law including, but not limited to, Chapter 19 of the Wisconsin Statutes, as well as any other applicable laws requiring Customer not to keep matters confidential. Under this Agreement MSP further waives and releases Customer from any and all claims or liabilities in regards to Customer's requirements to comply with the Wisconsin public records law including, but not limited to, the Wisconsin public records law set forth in Chapter 19 of the Wisconsin Statutes, the Wisconsin open meetings law set forth under Wisconsin law including, but not limited to, Chapter 19 of the Wisconsin Statutes, as well as any other applicable laws requiring Customer not to keep matters confidential.

This Agreement is effective only upon execution by MSP and Customer. Each party hereto warrants and represents that this Agreement constitutes the legal, valid and binding obligation of such party as of the Effective Date.

PROS 4 TECHNOLOGY, INC.

Village of Jackson

Signature: William Prusow
Name: William Prusow
Title: President
Date: 6/14/2022

Signature: Jan Keller
Name: Jan Keller
Title: Administrator
Date: 6.14.22

Page 5

EXHIBIT AStatement of Work (SOW)STATEMENT OF WORK No. 12062021voj

This Statement of Work ("SOW No. 12062021voj") dated **June 14, 2022** ("SOW Effective Date") supplements the Master Customer Agreement effective as of April 1, 2022 (the "Agreement") by and between Pros 4 Technology, Inc. ("MSP") and Village of Jackson ("Customer"). This SOW 12062021voj consists of the terms below, the signature page, and any unique attachments to this SOW No. 12062021voj, which are all incorporated into the Agreement by this reference and are made a part of the Agreement by all intents and purposes.

Capitalized terms used herein, unless otherwise defined, will have the meanings given to them in the Agreement.

1. Services Description.

- a. The Service is designed to provide pro-active support services that anticipate and prevent IT problems before they occur. The Service is built upon the successful installation and configuration of technologies that MSP's Helpdesk Team, Professional Services Team, and Network Operations Center (NOC) Team utilize to monitor and maintain critical technology systems.

2. Deliverables Description.

- a. MSP will deliver the Service pursuant to the terms of this SOW. This SOW will serve to describe the on-going Services in detail
- b. Help Desk Support and Network Monitoring
Remote Help Desk for Customer's IT Network will be provided through remote means by MSP to Customer during business hours 8:00 am to 5:00 pm. Access to the MSP Help Desk by authorized personnel is made by emailing help@pros4technology.com or calling 920-400-1279. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as Services that fall outside this scope will fall under the provisions of Section 6 of this SOW. Hardware costs of any kind are not covered under the terms of this Agreement.
- c. Support Tickets and Escalation
MSP will respond to Customer's Support Tickets under the provisions of attached Section 6.0, and with best efforts after hours or on holidays. Support Tickets begin at Level 1 and must be opened by the MSP Helpdesk Team which will also handle Level 2 Support Tickets. If the Helpdesk team is unable to remediate the issue, the Support Ticket is escalated to Level 3 at which time the MSP Professional Services Team will take over. Each Customer Issue will be assigned a Support Ticket number for tracking.
- d. Hardware and Software Licensing and Support
MSP shall provide support of all hardware and systems specified in Section 6.0, provided that all Hardware is covered under a currently active Vendor Support Contract; or replaceable parts are readily available, and all Software is Genuine, Currently Licensed and Vendor-Supported. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be passed on to the Customer after first receiving the Customer's authorization to incur them.
- e. Monitoring Services
MSP will provide on-going monitoring and security services of all critical devices as indicated in attached Section 6.0. MSP will document critical alerts, scans and event resolutions to Customer. Should a problem be discovered during monitoring, MSP shall make every attempt to rectify the condition in a timely manner through remote means.
- f. Project Services Outside Standard Business Hours
Emergency project based services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays, shall be subject to provisions of Section 6.0.

3. Delivery

- a. MSP will deliver the Service utilizing site evaluations, monitoring software installation, and finally server migration

4. SOW Terms

4.1 Minimum Compliance Standards

In order for Customer's existing environment to qualify for MSP Services, the following requirements must be met:

- a. All Servers with Microsoft Windows Operating Systems must be running Windows 2016 R2 Server or later and have all of the latest Microsoft Service Packs and Critical Updates installed.
- b. All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must be running Windows 10 Pro or later and have all of the latest Microsoft Service Packs and Critical Updates installed.
- c. All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.
- d. The environment must have a currently licensed, up-to-date and Vendor-Supported Antivirus Solution (Trend Micro Supported by WPPI) protecting all Servers, Desktops, Notebooks/Laptops, and Email.
- e. The environment must have onsite and offsite monitored backup solution.

Costs required to bring Customer's environment to Minimum Standards are additional and outlined on the attached Proposal.

4.3 Included Services

Service rendered under this Agreement includes the following features:

- a. Helpdesk Hours 8:00 am to 5:00 pm
- b. Computer Monitoring
- c. Virus Definition Updates
- d. Microsoft Patch Management
- e. On-Site and Remote Backup Monitoring
- f. Offsite Data Only Backups up to 1 TB
- g. Online Support Portal (Monitor Support Tickets)
- h. Vendor Liaison
- i. Onsite Monthly Visits to City Hall Location and Remote Sites as Needed
- j. Includes Unlimited Hours Per Month for Doing Offsite Maintenance, Onsite Visit, and User Tickets
- k. Includes Employee Security Training
- l. Includes Dark Web Monitoring
- m. Includes Cyberreason EDR, NGAV, and SIEM Logging with SOC 24/7/365 Service Response
- n. Door Access Control Cloud Access for Municipal Complex Location
- o. Camera Maintenance for Municipal Complex and Public Works Locations

4.4 Excluded Services

Service rendered under this Agreement does not include:

- a. Parts, equipment or software not covered by vendor/manufacturer warranty or support.
- b. The cost of any parts, equipment, or shipping charges of any kind.
- c. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- d. The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
- e. The cost to bring Customer's environment up to minimum standards required for Service Compliance.
- f. Failure due to acts of God, building modifications, power failures or other adverse environmental conditions or factors.
- g. Service and repair made necessary by the alteration or modification of equipment other than that authorized by MSP, including alterations, software installations or modifications of equipment made by Customer's employees or anyone other than MSP.
- h. Maintenance of Application software packages, whether acquired from MSP or any other source unless as specified in Section 6.0.
- i. Programming (modification of software code) and program (software) maintenance unless as specified in Section 6.0.
- j. Travel Costs Outside of listed locations in this agreement.
- k. Training Services of any kind outside of the Employee Security Training
- l. POS Hardware will be serviced by 3rd Party Provider.

4.5 Travel costs to and from Customer's location of businesses for on-site is included within this agreement.

5.0 Service and Fee Schedule

Managed Services Fees for the Service will be a flat fee of \$498.00 per month for Community Center, \$833 per month for Public Works, \$1,146.00 per month for Village Administration, \$636 per month for WWTP, \$1,034.00 per month for Police Department, and \$529 Per Month for Fire Department. Invoices will be emailed to Customer monthly. Sales tax will be exempt. If Customer goes over 1 TB of included Offsite Backup Data space the Customer will be moved to the next level of needed storage space and will be billed additional amounts at current backup offsite backup plan rate. **The Service Start Date will begin on June 14, 2022.** The Service will be suspended if payment is not received within 30 days following date due.

5.1 Terms of Service

The parties agree that the Service will be provided for a term of 2 years beginning on the start date (the "Initial Term"). After the Initial Term, the term will renew automatically for subsequent one year term beginning on the day immediately following the end of the Initial Term (the "Renewal Terms") unless either party provides written notice to the other party not less than ninety (90) days prior to the end of the term of its intention not to allow for the automatic renewal. All terms and conditions shall remain the same for the Renewal Terms except that the fees for any Renewal Terms shall be set by MSP at MSP's current rates. The rate set by MSP at MSP's current rates for any Renewal Term may not exceed a 5% increase of the rates for the preceding term. MSP warrants its services as outlined in MSA section 6.2. Cancellation during any term will result in Customer paying MSP for the remaining balance of the term. Locations covered under this SOW are Jackson Community Center N165 W20330 Hickory Lane, Jackson Public Works, W194 W16660 Eagle Drive, Village of Jackson Administration, Police Department, and Fire Department at N168W19851 Main St, and Village of Jackson WWTP W194 N16658 Eagle Drive. Locations added in addition to this the SOW will be updated and Fees adjusted as needed to cover additional locations. If the number of computers required shall rise above 8 computers for Community Center, 11 Computer for Public Works, 7 Computers for Village Administration, 4 Computers for WWTP, 9 Computers for Fire Department, and 8 Computers for Police Department or Additional Servers Increase above 2 Physical Servers are added agrees the SOW shall be updated and/or revised by Pros4Technology, which shall include an increase in the monthly price.

5.2 *It is understood that any and all Services requested by Customer that fall outside of the terms of this Agreement will be considered projects, and will be quoted and outline in a separate SOW.*

6.0 Supported Technologies and Personnel

Supported Equipment:

Up to 47 Managed Desktops/Laptops, 2 Pros 4 Technology Physical Servers.

Non-Supported Equipment:

1. Printer Repairs

Supported Applications:

1. Microsoft Office 2016 and Office 365
2. Microsoft Windows 10 Pro
3. Specialty Software (other Specialty Programs as Required for Employees to do their Job)

Installed

Virus Protection:

Cybereason NGAV

Backup Solutions:

Server Backups will be done to local NAS drive. Data Will Be Backed up Offsite. Workstations on Domain Will Be Backed up to Server.

6.1 Included MSP Services

Changes or additional services not listed at the signing of this Agreement will be quoted billed as a separate, individual service.

6.2 3rd Party Supported Providers

Customer authorizes MSP to contact the 3rd party support providers on behalf of Customer. MSP will provide a Vendor Authorization Letter to Customer as Needed. It is the Customer's responsibility to send this Letter to 3rd party vendor in order to authorize MSP to make changes on behalf of Customer as Needed.

This SOW No. 12062021voj is effective only upon execution by MSP and Customer. Each party hereto warrants and represents that this SOW, the Agreement constitute the legal, valid and binding obligation of such party as of the SOW Effective Date.

Pros 4 Technology, Inc.

Signature: William Prusow

Name: William Prusow

Title: President

Date: 6/14/2022

Village of Jackson

Signature: Jan Keller

Name: Jan Keller

Title: Administrator

Date: 6.14.22



**160 Vision Parkway
Sheboygan Falls, WI 53085
920-400-1279**

2024 to 2027 Budget

**Prepared For
Village of Jackson by Department**

April 2, 2024 Revised

**By:
Bill Prusow
Pros 4 Technology, Inc.
www.pros4technology.com**



Proprietary Notice & Non-Disclosure Statement

Information contained in this document is provided under an exclusive, perpetual non-disclosure agreement and cannot be copied, transmitted, excerpted, or otherwise communicated to anyone without the prior written consent of Pros 4 Technology, Inc. This package contains proprietary and trade secret information. All data furnished in connection with this package is intended for use in evaluating potential business opportunities with Pros 4 Technology, Inc. and is considered proprietary information.

Intended recipients of this document shall have the right to duplicate, use, or disclose the data contained herein to the extent necessary to perform their duties in the interest of formulating a business relationship with Pros 4 Technology, Inc., **but may not use this information as the basis to obtain competitive quotes from other vendors.**

These restrictions do not limit the right to use information contained herein if said data is obtained from another source, without restriction. These restrictions apply to all media comprising this package.



Managed IT Services Plan – Community Center

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$539.00

Above Quoted Monthly Rates Will Stay the Same During the 3 Year Period Unless You Exceed 8 Network Computers, 1 Shared Server, or 3 Network Devices.



Managed IT Services Plan – **Public Works: W194 W16660 Eagle Dr**

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$894.00

Above Quoted Monthly Rates Will Stay the Same During the 3 Year Period Unless You Exceed 11 Network Computers, 1 Shared Server, or 3 Network Devices. Sales Tax Will be Added to Total Except Backup.



Managed IT Services Plan – Fire Department – Municipal Complex

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$588.00

Above Quoted Monthly Rates Will Stay the Same During the 3 Year Period Unless You Exceed 9 Network Computers, 1 Shared Server, and 6 Network Devices. Sales Tax Will be Added to Total Except Backup.

Managed IT Services Plan – Village Administration – Municipal Complex

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$1,334.00

Above Quoted Monthly Rates Will Stay the Same During the 3 Year Period Unless You Exceed **9** Network Computers, 4 Servers, or 4 Network Devices. Sales Tax Will be Added to Total Except Backup. **Original Agreement had 7 Computers so Since you are at 9 Now We Adjusted Plus Doors Were Added.**

Managed IT Services Plan – **Police Department**

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$1,627.00

Above Quoted Monthly Rates Will Stay the Same During the 2 Year Period Unless You Exceed **13** Network Computers, 4 Servers, or 5 Network Devices. Sales Tax Will be Added. **Computer went 13 from 8 Previous.**

Managed IT Services Plan – WWTP: W194 N16658 Eagle Drive

Plan Description	2024 - 2027
Unlimited Time Included for Service Tickets & Maintenance Business Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.	✓
Remote Emergency Response Time 30 Minutes or Less	✓
On-Site Emergency Response Time Within 2 Business Hours	✓
Regular Scheduled On-Site Tech Maintenance Visits	✓
Remote Server Monitoring and Management ✓ Server stability and performance ✓ Daily backup monitoring ✓ Monitoring for down/offline devices ✓ Server Maintenance	✓
Workstation Monitoring – Stability and Performance	✓
Manage Microsoft Updates and Microsoft Security Patches	✓
Manage Network Equipment Updates and Security Patches	✓
Router Firewall Management and Updates	✓
Daily Monitored Onsite Server Image Backups (30 Days of revisions)	✓
Daily Monitored Offsite Server Image Backups (30 Days of revisions)	✓
Auto Elevate Security Software for All Workstations	✓
Strategic Planning for New Technology	✓
Vendor Liaison, ISP, VoIP, Managed Print, Software Provider	✓
Network Documentation & Password Access Control/Logging	✓
Manage Software Licenses – Assist in Microsoft Audits	✓
Network Equipment Programming Backups	✓
Monitor Workstation & Server Aging	✓
Employee New Hire and Termination - IT Management	✓
Manage Hosted Email - Office 365	✓
Software Installation and Upgrades	✓
Installation of New Computers & Data Transfers	✓
Loaner Server Available If Needed	✓
Loaner Network Equipment If Needed	✓
Technology Business Reviews and Budget Planning	✓
Recycling and Properly Disposing of Old Equipment	✓
Security Awareness Training & Phishing Email Program for Employees	✓
Dark Web Password Monitoring	✓
Door Access Control Cloud Access	✓
Camera Maintenance, Camera Monitoring, NVR Monitoring	✓
Bitdefender Security Endpoint Software	✓
Bitdefender EDR – Endpoint Detection & Response	✓
Bitdefender ATS – Advanced Threat Security – Cloud Sandbox Environment	✓
Bitdefender XDR – Log Collection, Detection, and Response	✓
Bitdefender MDR – Managed Detection & Response 24/7/365 Monitoring	✓
Annual Agreement Billed Per Month	\$685.00

Above Quoted Monthly Rates Will Stay the Same During the 2 Year Period Unless You Exceed 4 Network Computers, 1 Shared Server, or 2 Network Devices. Sales Tax Will be Added.



Avanan Email & Collaboration (Formerly Checkpoint Harmony)

Advanced Protection

\$5.50 Per User/ Per Month

- Deploys before the inbox, able to hold a message until it has been scanned and determined to be safe
- Secure all Email – Incoming, Outgoing, and Internal
- Advanced AI-based Anti-Phishing
- Anti-Spam Filtering
- Know Malware Prevention (Anti-Virus)
- Protection from Zero-Day Malware (File Sandboxing)
- File Sanitation
- Malicious URL Protection
- URL Click-Time Protection
- Protection from Zero-Day Malicious URLs (URL Sandboxing)
- Account Takeover Prevention
- Unauthorized Applications Detections



Village of Jackson Summary Monthly June 2024 to May 2027

June 2024 to May 2027 Monthly Budget Total for Village of Jackson: \$5,622.00
Managed Services, Security Training, EDR, SIEM, NGAV, Door Access, Cameras
***Will Stay the Same Price Unless More Computers, Servers, Door Access, or Network Devices Increase.**

Office 365 and Email Archiving/Backup by Department

Village, Community Center, Public Works, WWTP

Current Office 365 Per Month **\$254.50**

Current Office 365 Dropsuite Email Backup and Archiving Per Month **\$72.00**

Fire Department

Current Office 365 Per Month **\$216.50**

Current Office 365 Dropsuite Email Backup and Archiving Per Month **\$27.00**

Police Department

Current Office 365 Per Month **\$112.50**

Current Office 365 Dropsuite Email Backup and Archiving Per Month **\$54.00**

One Control Remote Access License for Admin per Month \$10.00
(See Attached Price Sheet for Additional Users)

****Office 365 and Drop Suite Pricing Will Change as Users Decrease and Increase. All Office 365 are Annual Agreements from Microsoft from the Start Date of the License.**

Adding Avanan Email Security for All 58 Emails Per Month \$319.00

*****Price Will Increase or Decrease by \$5.50 per user as Office 365 Licenses Increase or Decrease.**

Total Monthly Estimated Monthly Costs	\$6,687.50
--	-------------------



IT Shared Services

For Village of Jackson

Overview



- Review of Current IT Situation
- Recommendations
- Ongoing Services
- IT Shared Services Overview
- Evaluation

Current IT Services



Current MSP:

Pros 4 Technology, Inc

Spend with Pros 4 Technology:
unknown

Hourly Rate for Support:
unknown

Current IT Services



Onsite Maintenance and Support
Monitoring Routers and Firewalls
Monitoring Servers Performance and Stability
Ongoing Network Security Auditing and Tuning
Ongoing Network Performance Auditing and Tuning
Backup Solutions Monitoring and Maintenance
Installing Microsoft Updates and Security Patches on Servers and Workstations
Installing Application Software Updates and Security Patches
Virus and Malware Protection, Monitoring, and Support
Help Desk Support
Remote Support
Includes AutoElevate Security Software on All Workstations
Includes: SIEM, EDR, NGAV, and Monitored by SOC 24/7/365
Backup added for utility Clerk PC for Gate Software Running on that computer
Includes: Camera Maintenance
Includes: Door Access Control Cloud – Added \$ for Shared Doors Added July 2023
Agreement Connectwise Control – Remote access software for John

Current IT Services



Microsoft Licensing:

Microsoft 365 Business Standard	41
Microsoft 365 Business Basic	16
Microsoft Teams Audio Conferencing select dial-out	25
Microsoft Teams Essentials	2
Exchange Online	1

Current IT Applications and Services



Applications / Cloud Services:

Microsoft Office 365

PDK Doors*

Digital Watchdog*

Laserfiche*

Touche Lighting Control*

Iamresponding*

EMS manager*

Clear Gov*

Image Trend*

HVAC program IP location*

Laserfiche*

Workhorse*

Permit Base*

Sensus meter reading*

Kyocera/Dymo printers

Backup Services: Pros

Email Filtering: Pros

*Needs more information to determine support needs and would require support contract with vendor.

Current Equipment



Networking Devices:

PD Firewall – Sonicwall TZ400 (EOS 4-16-2026)

Village Firewall – Zyxel VPN100 (EOS 3-31-2025, EOVS 9-30-2023)

Zyxel Switches

Zyxel Access Points

Custom made Servers

Areas of Concern



PD Firewall – Sonicwall TZ400 (End Of Support 4-16-2026)

<https://www.sonicwall.com/support/product-lifecycle-tables/sonicwall-tz-series/hardware/>

Village Firewall – Zyxel VPN100 (End Of Support 3-31-2025, End Of Vulnerability Support 9-30-2023)

<https://web.service.zyxel.com/end-of-life>

Connectwise (major vulnerability: <https://www.connectwise.com/blog/company-updates/responding-to-screenconnect-vulnerability>)

Office 365 might not be in the Government Tenant with Microsoft

<https://learn.microsoft.com/en-us/office365/servicedescriptions/office-365-platform-service-description/office-365-us-government/gcc>

Recommendations



Cisco Meraki: Firewall, Switches, and Access Points

CrowdStrike - Next-generation Antivirus

Veeam Backup and Replication – Server/File Backups

Wasabi Cloud Storage – Offsite Backup site

Synology NAS – Onsite Backups

Dell PowerEdge – Physical Servers

Microsoft Office 365 moved to Government Tenant (*CDW project*)

Ongoing IT Services Estimates



Crowdstrike (QTY 50) (Next-gen Antivirus) - \$2800.00 per year

Veeam Backup and Replication - \$428.00 per year (up to 5 systems)

Wasabi Cloud Storage (1 TB) - \$83.88 per year, per TB of storage

Microsoft Office 365 GCC – *still working on pricing with vendor*

Mimecast SPAM Filtering and Archive – *still working on pricing with vendor*

Additional services are still paid through the Village (i.e. Internet, voice, applications, etc.)

Costs are estimates based on point in time pricing/quoting. Prices are subject to change.

Equipment Purchases (estimates)



Cisco Meraki Firewall MX75 (5 Year License) - \$4,883.84/ea.

Cisco Meraki MS250-48FP 48 Port Switch (5 Year License) – \$11,250.89/ea.

Cisco Meraki MR36 Wireless Access Point (5 Year License) - \$775.79/ea.

Synology NAS 12 TB capacity (Backups) - \$1,200.00

Dell PowerEdge R650 Server (7 Year Warranty/Service) - \$16,000.00
(estimate on sizing the server, need more information)

**Costs are estimates based on point in time pricing/quoting. Prices are subject to change.*

IT Shared Service Overview



vCIO (Virtual Chief Information Officer) -IT planning, strategy, and guidance.

Server Management – Manage Windows servers, create users, manage file shares, group policy, security settings, etc.

Network/Security Management – Manage, monitor, and update network security devices. Manage VPN access.

Workstation Support – Computer, user, and application support.

Security Patching – Deploy security patches to workstations, servers, and networking equipment.

Cloud Application Support – Management of cloud services, such as Microsoft Office 365.

IT Shared Service Overview



*A service contract must be in place with the vendor/manufacture of hardware and applications. Beyond vendor/manufacture support contract, services are provided at best effort.

*All equipment and software licenses are purchased by the Village and are property of the Village.

*Certain services, support, or projects beyond the provided IT Shared Services may incur costs for the Village. All costs will be presented to the Village in writing and approved by the Village before services start or equipment is purchased.

EVALUATION OF IT SHARED SERVICES



Pricing based on industry averages and typical pricing trends:

- Monitoring firewalls \$2,000 to \$10,000 or more/year
- Network device monitoring \$5,000/year
- End User Support \$5,000 to \$20,000 or more/year
- Computer Monitoring \$1,000 to \$5,000/year
- Server monitoring & patching \$2,500 to \$5,000/year
- Backup Monitoring \$1,000 to \$4,500/year
- Ad-hoc Support \$125 to \$325 per hour
- Project Management \$200 to \$325 per hour

EVALUATION OF IT SHARED SERVICES



Evaluation: Roughly \$78,000 per year for:

- Onsite and remote help desk (Monday through Friday 8:00 AM – 4:30 PM)
 - *Physical person onsite couple hours a week based upon needs*
 - *Emergency support after hours can be discussed further*
- Server, network, and security support and maintenance
- Windows computer and server security patching
- Manage Office 365 Environment
- Manage computer software licensing
- IT Project Management
- Manage server backups

EVALUATION OF IT SHARED SERVICES



	QTY	Frequency	Value	Monthly Costs	Yearly Costs
vCIO	1	4	\$ 200.00		\$ 800.00
Desktop	28	12	\$ 75.00	\$ 2,100.00	\$25,200.00
Laptops	10	12	\$ 75.00	\$ 750.00	\$ 9,000.00
Physical Servers	2	12	\$ 150.00	\$ 300.00	\$ 3,600.00
Virtual Servers	2	12	\$ 100.00	\$ 200.00	\$ 2,400.00
End Users	40	12	\$ 50.00	\$ 2,000.00	\$24,000.00
Firewalls	2	12	\$ 100.00	\$ 200.00	\$ 2,400.00
Switches	6	12	\$ 50.00	\$ 300.00	\$ 3,600.00
AP's	12	12	\$ 50.00	\$ 600.00	\$ 7,200.00
				\$ 6,450.00	\$78,200.00

**Based upon data presented to the County and best estimate. Actual evaluation may be different.*

Out of Scope for IT Shared Services



- *Building control systems maintenance and support.
- *Building security systems maintenance and support.
- *Website design and maintenance.
- *Phone system maintenance. (Limited support available)
- *No applications/software are included with support services.
- *AV Equipment support and maintenance. (Limited support available)



Taking the lead in Washington County.

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 21, 2024
Agenda Item: # 3
To: Plan Commission
From: Collin Johnson, Director of Inspections/Zoning
Subject: Ordinance #24-03 - Amending Municipal Code Section 48-142 Pertaining to R-6 Residential Zoning

Background and Analysis:

Staff are proposing an amendment to the current R-6 Two-Family Residential Zoning Code to accommodate a current development trend commonly referred to as twin-home construction. Twin homes differ from traditional side-by-side duplexes in that each unit is effectively a separate dwelling on a separate property/lot. This also differs from a traditional two-family condominium in which ownership of portions of the building and property are shared.

Under the current R-6 zoning code, one-family, two-family, and condominium platted developments are permitted. We currently allow for twin-home development by way of a Planned Unit Development. Amending the code to better reference the overall, allowable development to Mixed Residential, rather than Two-Family Residential, and by allowing for twin-homes to be constructed, at the developers' option, permits such construction by zoning right and, in turn, creates a more diversified housing stock.

Comprehensive Plan & Zoning Impacts:

The proposed zoning language is consistent with the prescribed residential uses outlined in the Village Comprehensive Plan and standard residential zoning designation.

Site Plan:

Not applicable.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision.

Signage:

Not applicable.

Additional Staff Comments:

None.

Notice Requirements:

1. Posting on the agenda
2. Class II Notice of Public Hearing

Potential Action:

Motion to recommend the Village Board approve Ordinance #24-03 to repeal and recreate Municipal Code Section



Taking the lead in Washington County.

48-142.

Attachments:

1. Ordinance 24-03 Amending Chapter 48 Zoning Code Regarding R-6 Zoning
2. R-6 Code (Redline Version)

ORDINANCE #24-03

**TO AMEND SECTION 48-142 RELATING TO THE R-6 TWO-FAMILY
RESIDENTIAL ZONING DISTRICT IN CHAPTER 48 OF THE MUNICIPAL CODE**

WHEREAS, the Village Board for the Village of Jackson adopted zoning regulations for the Village of Jackson and has amended such regulations from time to time; and

WHEREAS, the zoning regulations, as amended, are codified as Chapter 48 of the Village of Jackson municipal code, which is titled "Zoning;" and

WHEREAS, the Village of Jackson Plan Commission prepared a draft ordinance setting forth various revisions to requirements for the R-6 One and Two-Family Residential District and recommended approval of the same at their meeting on March 21, 2024; and

WHEREAS, the Village Board conducted a public hearing on April 9, 2024; and

WHEREAS, the Village Board having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such zoning amendments on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the zoning amendments will not violate the spirit or intent of the Zoning Code for the Village of Jackson, will not be contrary to the public health, safety or general welfare of the Village of Jackson, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhoods within the Village and will be consistent with the Village of Jackson Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. Amend Section 48-142 to read as revised below.

48-142. R-6 Mixed Residential District.

(a) Generally. The R-6 Mixed Residential District is intended to provide for one and two-family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.

(b) Permitted uses. Two-family dwellings, a complex of two or more two-family dwellings on a lot, twin-home dwellings, and single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool, and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Except for twin-home lots, all lots shall be a minimum of 6,000 square feet in area for each dwelling unit and shall not be less than 85 feet in width at the setback line. Twin-home lots shall be a minimum of 4,500 square feet in area for each dwelling unit and shall not be less than 40 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial streets. There shall be a side yard on each side of all buildings not less than 15 feet in width and a rear yard of not less than 25 feet. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.

Section 2. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 3. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 4. The Village Clerk and Village Administrator are authorized and directed to make all changes within the Village of Jackson Code of Ordinances necessary to reflect this Ordinance.

Introduced by:_____

Seconded by:_____

Vote: _____aye _____nay

Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

Anastasia Gonstead, Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

Village Official

Date

Sec. 48-142. R-6 ~~Two-Family-Mixed~~ Residential District.

(a) Generally. The R-6 ~~Two-Family-Mixed~~ Residential District is intended to provide for two-family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.

(b) Permitted uses. A two-family dwelling on a lot, a complex of two or more two-family dwellings on a lot, twin homes, and single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of ~~1,500-2,000~~ square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Except for twin home lots, all lots shall be a minimum of 6,000 square feet in area for each dwelling unit and shall not be less than 85 feet in width at the setback line. Twin home lots shall be a minimum of 4,500 square feet in area for each dwelling unit and shall not be less than 4 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial streets. There shall be a side yard on each side of all buildings not less than 15 feet in width and a rear yard of not less than 25 feet. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.



Taking the lead in Washington County.

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 21, 2024

Agenda Item: # 6

To: Plan Commission

From: Collin Johnson, Director of Inspections/Zoning

Subject: Conditional Use Request - Caymus Court Jackson, LLC - N171 W21875 Caymus Court - Groth Design Group

Background and Analysis:

The proposed development will consist of a 74,000 square foot industrial building and will house a marketing business consisting of sales, strategy, and creative services along with warehousing and fulfillment operations. The site is located on Caymus Court, east of County Trunk P in the industrial park.

The proposed building will be constructed with pre-cast concrete panels and include a decorative paint scheme at the main entrance and building perimeter. It also includes four loading docks and two overhead doors. There are eight parking stalls planned for the east side of the building, fifteen general parking stalls, including two ADA stalls along the west side of the building, with room for 66 additional future parking stalls.

The parcel is served by municipal sewer and water utilities, as well as a regional stormwater retention pond. An access drive is also provided along the east side of the building for fire department access.

The building will be provided with a complete fire sprinkler system that is monitored by a third party.

Comprehensive Plan & Zoning Impacts:

The parcel is classified as "Industrial" under the Village Comprehensive Plan and zoned Planned Unit Development.

Site Plan:

See attached location map.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision following a public hearing.

Signage:

Not applicable.

Additional Staff Comments:

Building Inspection/Zoning

Traditionally, development of this parcel would require a Planned Unit Development Ordinance. However, since the proposed development as well as those existing are consistent in overall design and construction, it is the opinion of staff that a more simplified zoning approach for the entire area would be more appropriate. This could include designating the entire development area as either M-1 Limited Manufacturing District or the creation of an Industrial Zoning District, by way of the zoning code update process currently underway.



Taking the lead in Washington County.

Public Works/Engineering

1. A sampling manhole shall be provided in the sanitary lateral.
2. Recommend a variety of trees beyond solely sugar maples.

Notice Requirements:

1. Posting on the agenda.
2. Notification of all contiguous property owners.
3. Class II Legal Notice

Potential Action:

Motion to recommend the Village Board approve the Conditional Use Permit for N171 W21875 Caymus Court. If approved, it shall be subject to the following conditions:

1. 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.

Attachments:

1. PC Application
2. Letter of Intent
3. Location Map
4. Certified Survey Map
5. Construction Drawings

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☒ INDUSTRIAL ☐ RESIDENTIAL ☐ OTHER _____

☒ **CONDITIONAL USE**

☒ New
☐ Amendment
☐ Special Use
(For existing Cond. Use ONLY)

☐ **PLANNED UNIT DEVELOPMENT**

☐ New
☐ Amendment
☐ Special Use
(For existing PUD ONLY)

☐ **CERTIFIED SURVEY MAP**

☐ **CONCEPT PLAN**
☐ **COMP. PLAN AMENDMENT**
☐ **OTHER** _____

Property Address: N171W21875 CAYMUS CT Unit: N/A Jackson, WI

Parcel #: 008700W Lot Size: 5.87 ACRES sq. ft. Building Area: 74,000 sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other _____ Floodplain: Y / N

APPLICANT INFORMATION

Name(s): Dan Konczal - Groth Design Group

Mailing Address: N58 W6181 Columbia Road, Cedarburg State WI Zip 53012

Office: (262) 377-8001 Cell: () Fax: ()

Email: dkonczal@gdg-architects.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: Caymus Court Jackson, LLC

D/B/A: N/A FEIN #: 99 1363453

Mailing Address: N173 W21010 Northwest Passage, Jackson State WI Zip 53037

Office: (262) 677-9933 Cell: () Fax: (262) 677-9934

Email: JBlise@design2construct.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): D2C/GC Jackson, LLC

Address: N173 W21010 Northwest Passage State WI Zip 53037

Office: (262) 677-9933 Cell: () Fax: (262) 677-9934

Email: JBlise@design2construct.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Groth Design Group

Primary Contact: Dan Konczal

Address: N58 W6181 Columbia Road, Cedarburg State WI Zip 53012

Office: (262) 377-8001 Cell: () Fax: ()

Email: dkonczal@gdg-architects.com

Please provide as much detailed information as possible. (Add additional pages if needed.)

Briefly explain what you are requesting to be reviewed and/or approved: _____

SITE, BUILDING AND USE FOR A NEW DEVELOPMENT

Provide a brief overview of proposed use(s) of entire property and/or lease space: _____

RETAIL MARKETING SERVICES

Hours of Operation: MONDAY - FRIDAY, 7:00 AM - 5:00 PM

Provide a brief overview of proposed daily on-site operations: _____

SALES, STRATEGY AND CREATIVE SERVICES ALONG WITH WAREHOUSING AND FULFILLMENT OPERATIONS.

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: _____

NONE

Describe all businesses, properties and other entities located adjacent to the proposed use: _____

NORTH - LIKE INDUSTRIAL BUSINESS, EAST - LIKE INDUSTRIAL BUSINESS, SOUTH - MULTI-TENANT HOUSING, WEST - HWY P AND AGRICULTURAL LANDS

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: _____

THIS WILL BE A NEW 74,000 SF INDUSTRIAL BUILDING. REQUISITE SITE DEVELOPMENT OF PAVING, LOADING, FIRE DEPARTMENT ACCESS DRIVE, STORMWATER.

Describe any proposed grading, and/or stormwater management plan: _____

PLEASE REFER TO SUBMITTED GRADING PLAN

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

PLEASE REFER TO SUBMITTED LANDSCAPE PLAN

Describe any proposed on-site security measures including site lighting: _____

PROVIDED 4 POLE LIGHTS IN PARKING LOTS, 3 LIGHT BOLLARDS AND WALL PACKS - PLEASE REFER TO THE SUBMITTED SITE PHOTOMETRIC DRAWING. NO OTHER SECURITY MEASURES ON SITE.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____

BUILDING WILL BE PROTECTED WITH AN ESFR SPRINKLER SYSTEM

Describe the projected traffic circulation and impacts: TRAFFIC WILL ENTER THE PROPERTY OFF CAYMUS CT. THIS IS AN ESTABLISHED THOROUGHFARE FOR INDUSTRIAL TRAFFIC AND SHOULD NOT SEE ANY DISRUPTION FROM THIS NEW USE. APPROX. 2 TRUCK DELIVERIES AND OR SHIPMENTS PER DAY.

List all setbacks from rights-of-way and property lines and height limitations: 40' FRONT YARD, 20' SIDE AND 40' REAR YARD. PROPOSED BUILDING WILL BE 34'-0" TALL

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: NONE

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
☒ No ☐ Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: BUILDING SIGN USING CHANNEL LETTERS WITH ILLUMINATION - NOT DESIGNED AT THIS POINT

If construction is proposed, describe proposed exterior building materials (type, color, etc.): PRIMARY BUILDING MATERIALS WILL BE PRECAST CONCRETE - PAINTED, PREFINISHED METAL WALL PANELS, PREFINISHED METAL CANOPIES, AND ALUMINUM STOREFRONT GLAZING SYSTEMS AND ENTRANCES. SEE RENDERING LOCATED ON TITLE SHEET OF DRAWING SUBMITTAL

Describe any site-specific features/constraints, etc.: NONE

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: PARKING IS PROPOSED TO PROVIDE FOR EMPLOYEES AND VISITORS.

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NO SPECIFIC SCREENING FROM ADJACENT PROPERTIES IS PROPOSED

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: ALL REFUSE AND RECYCLING ARE STORED INSIDE

Projected Sewer/Wastewater Usage: TBD gal/year

Projected Water Usage: TBD gal/year

NOTE: NOT CERTAIN OF SEWER OR WATER USE. WILL HAVE 25-30 TOTAL TEAM MEMBERS WITH THE ONLY WATER USE BEING RESTROOM, DISHWASHER AND KITCHEN SINK

ACKNOWLEDGEMENT & SIGNATURES

I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.

You MUST sign and date this Application!

Applicant Name (Print): Dan Konczal

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: 02.29.2024

SUBMIT TO: **Village of Jackson – Building Inspection Dept.**
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: **Payment is required at the time of submittal.**
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning **application submittal, zoning, or technical questions.**
Phone: (262) 677-9696 x810
Email: collin.johnson@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

In-House Approval (O-T-C): Date: _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 2-29-24

Amount: \$ 175.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 8161

Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

JACKSON, WI 53037

Receipt Nbr: 282422

Date: 3/08/2024

Check

RECEIVED
FROM

GROTH DESIGN GROUP

\$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	175.00
	CON PLAN BUILDING ADD	

TOTAL RECEIVED	175.00
----------------	--------

Receipt Memo: PC APPLICATION RYTEK COND USE/CK#8161

February 29, 2024

Development Department
Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037



RE: Hwy P Spec Building

Introduction:

Included with this project narrative you will find the graphical information regarding the proposed business development located on the vacant lot on Caymus Court in the industrial park. The proposed development will be a relocation of an existing business currently located in the village of Saukville Business Park. The new development will include a new free-standing 74,000 square foot single story industrial building and the requisite site development needed to support the new building.

Existing Site:

The existing site is approximately 5.865 acres and is currently vacant. The site frontage is like use business to the north, like use business to the east, Hwy P and agriculture lands to the west and multi-tenant housing to the south. Vehicular access to the site will be off of Caymus Court.

Plan of Operation:

The intended owner provides retail marketing services.

The office and warehouse hours are Monday – Friday, 8:00 am – 5:00 pm.

Proposed Building / Site:

The total proposed building is approximately 74,000 square feet. The site design provides 42 total parking spaces (including 2 accessible spaces) located along the western boundary of the site. A fire department access road is provided along the east side of the building. Site access will remain off Caymus Court.

The building will be constructed using a combination of painted precast concrete, prefinished metal wall panels, prefinished metal canopy element and aluminum storefront glazing systems and entrances.

Signage is not part of this submittal. Signage will be submitted under a separate cover when the design is fully developed.

HVAC units are intended to be located on the roof.

Please refer to the enclosed civil engineering for stormwater design.

Please refer to the enclosed landscape plan for intended site plantings.

Our site lighting design includes lighting levels for the parking lots that provide an adequate level of light utilizing a combination of single light poles and lighted bollards. The light bollards are located along the northwest façade of the building. There are also full cut off wall packs on all four sides off the building.

We do not believe this new development will negatively impact or be a nuisance to the surrounding neighborhood. This is a relocation of a long-standing established use and is consistent with the nature of the surrounding neighborhood. The traffic patterns in the neighborhood are already established and will not be negatively impacted by the new development.

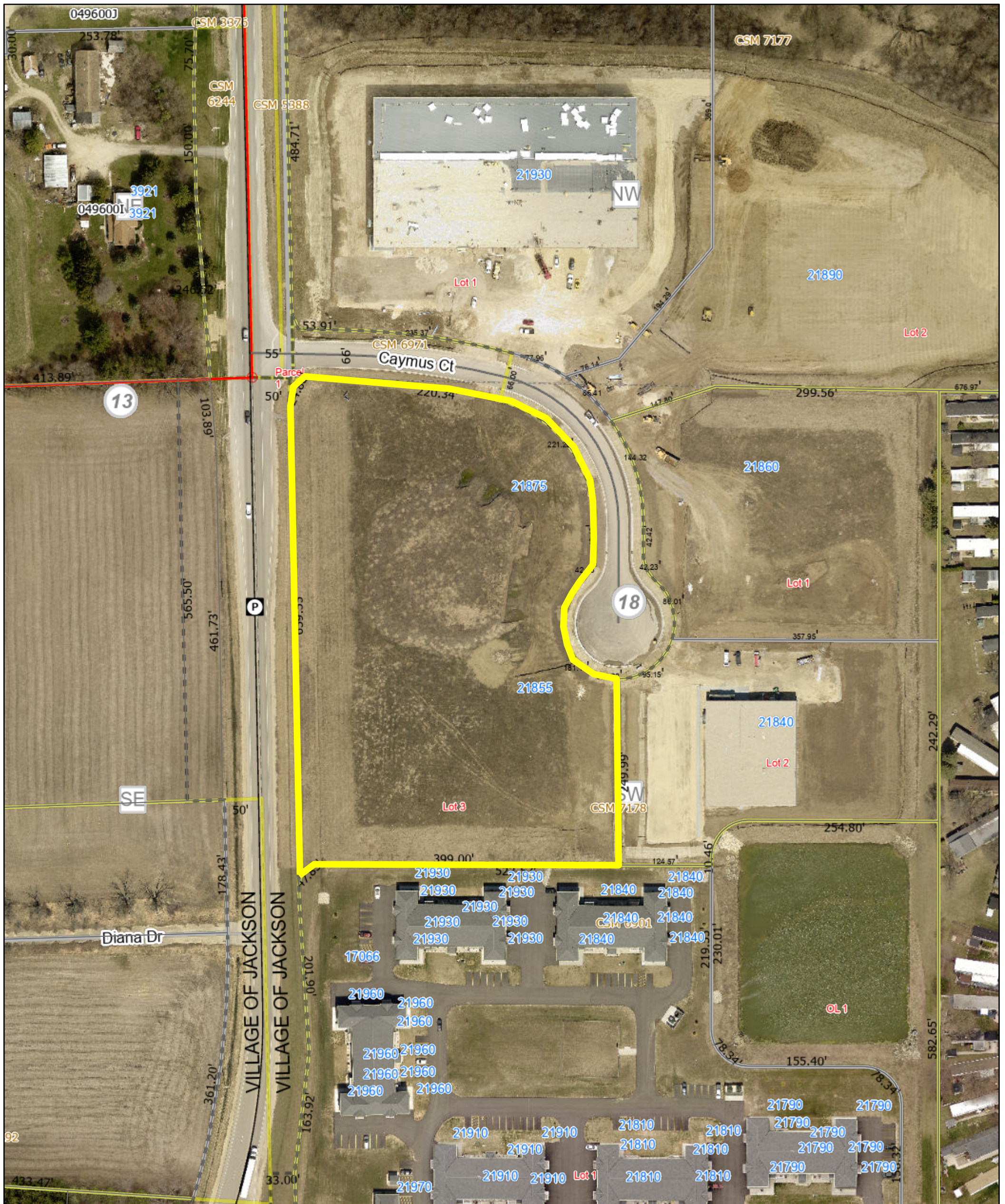
If you have any questions or concerns regarding this proposed development, please feel free to contact our office.

Sincerely,
Dan Konczal



Groth Design Group

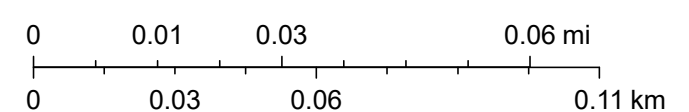
N171 W21875 Caymus Court



3/8/2024, 9:55:03 AM

- | | | | | | |
|--|----------------|---|-------------------------|---|---------------------|
|  | Override 1 |  | Parcel Taxkey & Acreage |  | Right-of-Way |
|  | Current Parcel |  | PLSS Boundary |  | Municipality |
| Road Centerline STH, CTH | |  | PLSS Section | Local Road Labels | |
|  | County Highway |  | PLSS Quarter |  | Local Road |
|  | Address Point |  | Lot |  | Named Private Drive |
| Lot Number | | Plat | |  | PLSS Monument |
| Certified Survey Number | |  | Certified Survey Map | | |

1:1,471



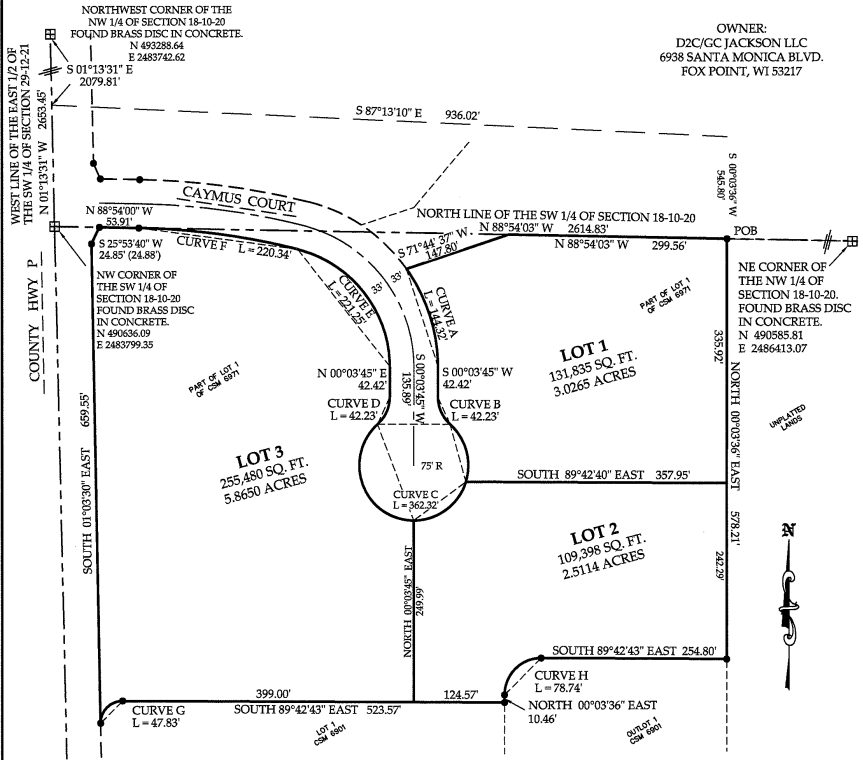
Document # 1548845
 MAP # 7118
 VOLUME: 55 PAGE: 184
 WASHINGTON COUNTY WISCONSIN
 2021-11-12 3:03:00 PM
 SHARON A. MARTIN
 WASHINGTON COUNTY
 REGISTER OF DEEDS
 Fee \$30.00

Pages: 4

CERTIFIED SURVEY MAP #

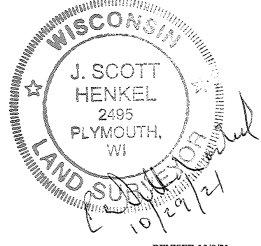
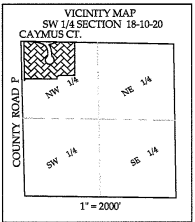
PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

OWNER:
 D2C/GC JACKSON LLC
 6938 SANTA MONICA BLVD.
 FOX POINT, WI 53127

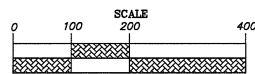


LEGEND
 ● 1" IRON PIPE FOUND
 ○ 3/4"x18" REBAR WEIGHING 1.13 LBS/FOOT SET.
 (RECORDED AS)

CURVE	LOT	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH	DELTA	TANGENT IN	TANGENT OUT
A	LOT 1	144.32'	233.00'	S 17°40'54" E	142.02'	35°29'17"	S 35°25'34" E	S 00°03'45" W
B	LOT 1	42.23'	50.00'	S 24°08'04" E	40.99'	48°23'39"	S 00°03'45" W	S 48°19'54" E
C	R/W	362.32'	75.00'	N 89°56'15" W	99.60'	276°47'19"	S 48°19'54" E	N 48°27'25" E
	LOT 1	86.01'	75.00'	S 15°28'47" E	81.37'	65°42'13"	S 48°19'54" E	S 17°22'19" W
	LOT 2	95.15'	75.00'	S 53°43'02" W	88.50'	72°41'26"	S 17°22'19" W	N 89°56'15" W
	LOT 3	181.16'	75.00'	N 20°44'25" W	140.22'	138°23'40"	N 89°56'15" W	N 48°27'25" E
D	LOT 3	42.23'	50.00'	N 24°15'35" E	40.99'	48°23'39"	N 48°27'25" E	N 00°03'45" E
E	LOT 3	221.25'	167.00'	N 37°53'38" W	205.42'	75°54'27"	N 00°03'45" E	N 75°50'42" W
F	LOT 3	220.34'	967.00'	N 82°22'21" W	219.86'	13°03'18"	N 75°50'42" W	N 88°54'00" W
G	LOT 3	47.83'	30.00'	N 44°36'54" E	42.92'	91°20'47"	N 01°03'30" W	S 89°42'43" E
H	LOT 2	78.74'	50.00'	N 45°10'26" E	70.85'	90°13'41"	N 00°03'36" E	S 89°42'43" E



BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, (NAD27). THE WEST LINE OF NW 1/4 OF SECTION 18-10-20 BEARS NORTH 01°13'31" WEST.



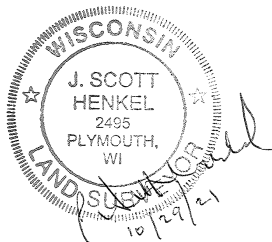
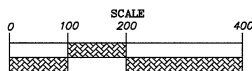
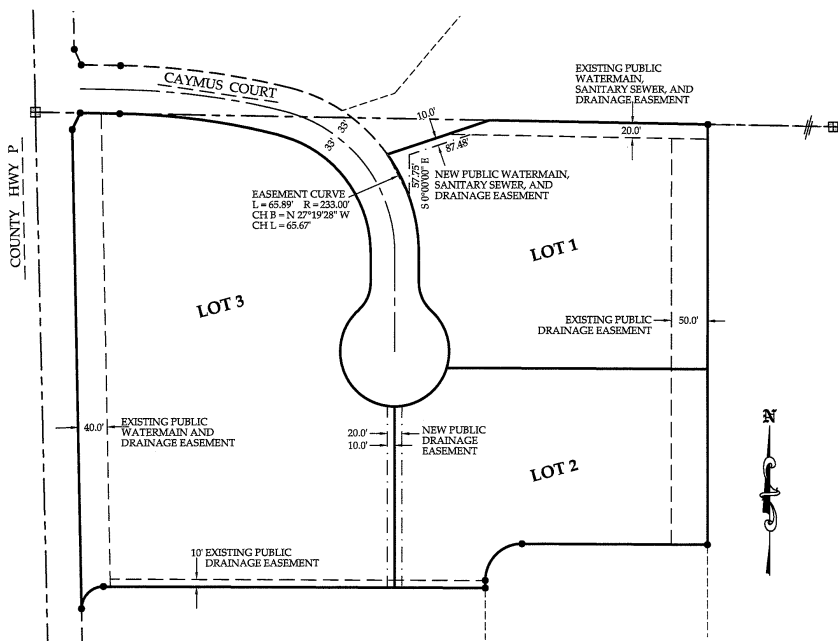
QUAM ENGINEERING, LLC
 122 WISCONSIN ST., WEST BEND, WI, 53095
 262-346-7800 www.quamengineering.com
 PROJECT # DE-130-21 Date: 9/07/21

SURVEYED BY JOSEPH W. DAVID
 MAPPED BY J. SCOTT HENKEL, PLS

REVISED 10/8/21

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.



QUAM ENGINEERING, LLC
 122 WISCONSIN ST., WEST BEND, WI, 53095
 262-346-7800 www.quamengineering.com
 PROJECT # DE-130-21 Date: 9/07/21

SURVEYED BY JOSEPH W. DAVID
 MAPPED BY J. SCOTT HENKEL, PLS

REVISED 10/8/21

SHEET
 2 OF
 4

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

SURVEYOR'S CERTIFICATE

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNER, D2C/GC JACKSON LLC:

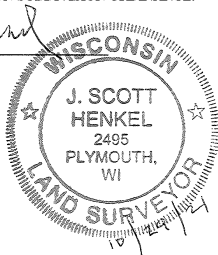
PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT NO. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF SAID SECTION 18;
 THENCE SOUTH 01°13'31" EAST, 2079.81 FEET, ALONG THE WEST LINE OF SAID NORTHWEST 1/4;
 THENCE SOUTH 87°13'10" EAST, 936.02 FEET, ALONG THE NORTH LINE OF SAID LOT 1 AND THE WESTERLY EXTENSION THEREOF;
 THENCE SOUTH 00°03'36" WEST, 545.08 FEET, TO THE POINT OF BEGINNING OF THIS DESCRIPTION;
 THENCE NORTH 88°54'03" WEST, 299.56 FEET, ALONG THE NORTH LINE OF SAID SOUTHWEST 1/4;
 THENCE SOUTH 71°44'37" WEST, 147.80 FEET, TO THE EAST RIGHT-OF-WAY LINE OF CAYMUS COURT;
 THENCE ALONG SAID EAST BEING THE ARC OF A CURVE BEARING TO THE RIGHT 144.32 FEET, WITH A RADIUS OF 233.00 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 17°40'54" EAST, 142.02 FEET;
 THENCE ALONG SAID EAST LINE SOUTH 00°03'45" WEST, 42.42 FEET;
 THENCE ALONG SAID EAST LINE BEING THE ARC OF A CURVE BEARING TO THE LEFT 42.23 FEET, WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF SOUTH 24°08'04" EAST, 40.99 FEET;
 THENCE ALONG SAID EAST LINE BEING THE ARC OF A CURVE BEARING TO THE RIGHT 362.32 FEET, WITH A RADIUS OF 75.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 89°56'15" WEST, 99.60 FEET;
 THENCE ALONG THE WEST RIGHT OF WAY LINE OF CAYMUS COURT BEING THE ARC OF A CURVE BEARING TO THE LEFT 42.23 FEET; WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 24°15'35" EAST, 40.99 FEET;
 THENCE ALONG SAID WEST LINE NORTH 00°03'45" EAST, 42.42 FEET;
 THENCE ALONG SAID WEST LINE BEING THE ARC OF A CURVE BEARING TO THE LEFT 221.25 FEET, WITH A RADIUS OF 167.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 37°53'28" WEST, 205.42 FEET;
 THENCE ALONG THE SOUTH RIGHT-OF-WAY LINE OF CAYMUS COURT BEING THE ARC OF A CURVE BEARING TO THE LEFT 220.34 FEET, WITH A RADIUS OF 967.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 82°22'21" WEST, 219.86 FEET;
 THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE NORTH 88°54'00" WEST, 53.91 FEET;
 THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE SOUTH 25°53'40" WEST, 24.85 FEET, TO THE EAST RIGHT-OF-WAY LINE OF COUNTY HIGHWAY P;
 THENCE ALONG SAID EAST RIGHT-OF-WAY LINE SOUTH 01°03'30" EAST, 659.55 FEET;
 THENCE ALONG THE ARC OF A CURVE BEARING TO THE RIGHT 47.83 FEET, WITH A RADIUS OF 30.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 44°36'54" EAST, 42.92 FEET;
 THENCE SOUTH 89°42'43" EAST, 523.57 FEET;
 THENCE NORTH 00°03'36" EAST, 10.46 FEET;
 THENCE ALONG THE ARC OF A CURVE BEARING TO THE RIGHT 78.74 FEET, WITH A RADIUS OF 50.00 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 45°10'26" EAST, 70.85 FEET;
 THENCE SOUTH 89°42'43" EAST, 254.80 FEET;
 THENCE NORTH 00°03'36" EAST, 578.21 FEET, TO THE POINT OF BEGINNING.

CONTAINING 496,713 SQUARE FEET // 11.4030 ACRES, MORE OR LESS,

I FURTHER CERTIFY THAT THE MAP PREPARED IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES AS SHOWN AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AND THE VILLAGE OF JACKSON SUBDIVISION ORDINANCE.

J. SCOTT HENKEL, PLS 2495



QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND, WI, 53095
 262-346-7800 www.quamengineering.com
 PROJECT # DE-130-21 Date: 9/07/21

CERTIFIED SURVEY MAP # _____

PART OF LOT 1 OF CERTIFIED SURVEY MAP 6971, RECORDED AS DOCUMENT No. 1499289, BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF FRACTIONAL SECTION 18, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

OWNER'S CERTIFICATE

AS OWNER, D2C/GC JACKSON LLC, I HEREBY CERTIFY THAT I CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED HEREON. I ALSO CERTIFY THAT THIS MAP IS IN ACCORDANCE WITH WISCONSIN STATUTES 236, THE VILLAGE OF JACKSON LAND DIVISION ORDINANCE.

JAMES G. BLISE

STATE OF WISCONSIN

Washington COUNTY

:SS

PERSONALLY CAME BEFORE ME THIS 1st DAY OF November, 2021, James G. Blise TO ME KNOWN AS THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED SAME.

NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION EXPIRES: 6/5/2022

CONSENT OF CORPORATE MORTGAGEE

HORICON BANK, EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF EXISTING LOT 1 OF CERTIFIED SURVEY MAP 6971 DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, AND MAPPING OF THE LAND ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF D2C/GC LLC

IN WITNESS WHEREOF, THE SAID **HORICON BANK** HAS CAUSED THESE PRESENTS TO BE SIGNED BY

MICHAEL FLEISCHMAN ITS SVP AT WEST BEND, WISCONSIN,

THIS 1st DAY OF NOVEMBER, 2021.

IN THE PRESENCE OF:

HORICON BANK

BY: [Signature]

VILLAGE OF JACKSON PLAN COMMISSION APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE OF JACKSON PLAN COMMISSION ON THIS 30th DAY OF

September, 2021.

Michael Schwab
MICHAEL SCHWAB, CHAIRMAN

Jilline Dobratz
JILLINE DOBRATZ, SECRETARY

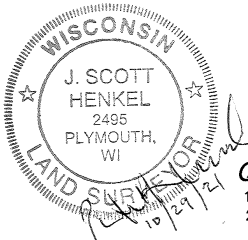
VILLAGE OF JACKSON VILLAGE BOARD APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED, AND ACCEPTED BY THE VILLAGE OF JACKSON VILLAGE BOARD ON THIS

12th DAY OF October, 2021.

Michael Schwab
MICHAEL SCHWAB, VILLAGE PRESIDENT

Jilline Dobratz
JILLINE DOBRATZ, VILLAGE CLERK



QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # DE-130-21 Date: 9/07/21

INDEX OF DRAWINGS

X INDICATES ISSUED FOR REVIEW/CONSTRUCTION
O INDICATES ISSUED FOR REFERENCE ONLY

PLAN COMMISSION SUBMITTAL									
X	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	No.
									T1.0
X									A2.0
X									A2.1
X									A4.0
X									C1.01
X									C1.02
X									C1.03
X									C1.04
X									C1.05
X									C1.06
X									C2.01
X									C2.02
X									C2.03
X									C2.04
X									L100

Sheet Name	No.
TITLE SHEET	T1.0
FLOOR PLAN - OVERALL	A2.0
FLOOR PLAN - ENLARGED	A2.1
BUILDING ELEVATIONS	A4.0
EXISTING CONDITIONS PLAN	C1.01
PROPOSED SITE PLAN	C1.02
EROSION CONTROL PLAN	C1.03
GRADING PLAN	C1.04
UTILITY PLAN	C1.05
LIGHTING PLAN	C1.06
CONSTRUCTION SPECIFICATIONS AND NOTES	C2.01
SITE DETAILS	C2.02
EROSION CONTROL DETAILS	C2.03
UTILITY DETAILS	C2.04
OVERALL LANDSCAPE PLAN	L100



PROJECT TEAM	SEAL
ARCHITECT	GROTH Design Group N55 W6181 Columbia Road Cedarburg, WI 53012 www.gdg-architects.com PH (262) 377-8001 FX (262) 377-8003
CIVIL:	PARISH SURVEY & ENGINEERING 122 WISCONSIN STREET WEST BEND, WI 53095
STRUCTURAL:	CORE4 ENGINEERING 12308 NORTH CORPORATE PKWY SUITE 450 MEQUON, WI 53092
MECHANICAL:	DESIGN BUILD - TBD
PLUMBING:	DESIGN BUILD - TBD
ELECTRICAL:	DESIGN BUILD - TBD

PROJECT

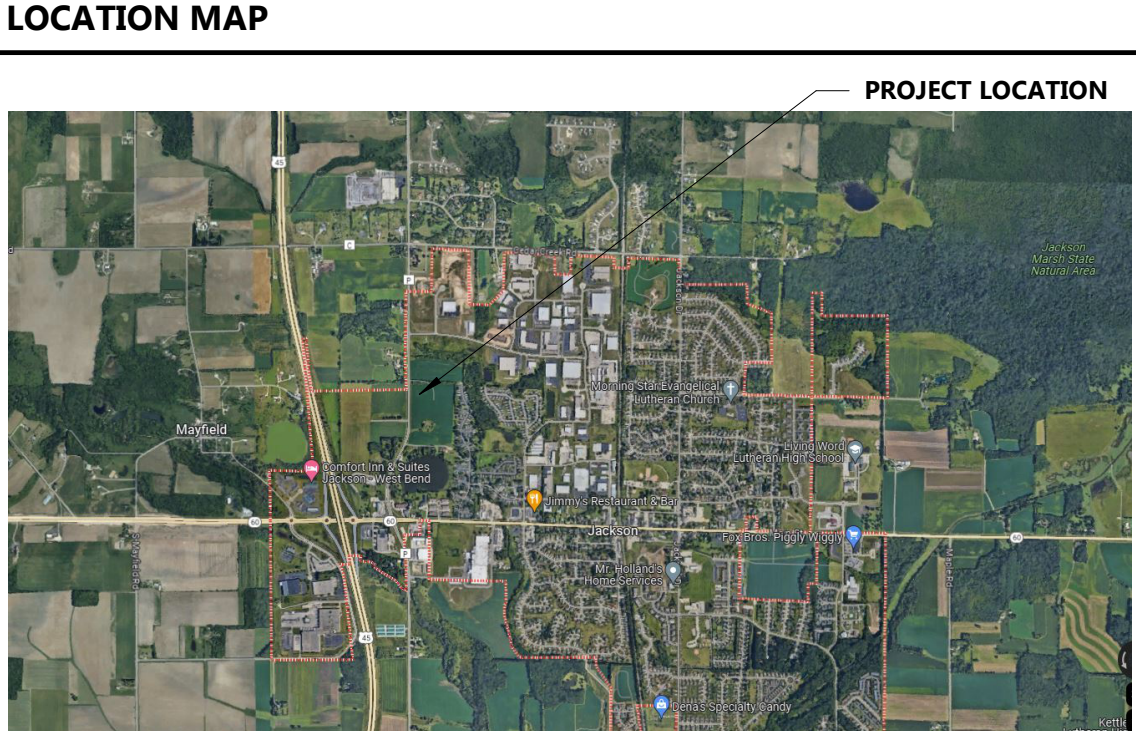
D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037



D2C
PROPOSAL 23-00164

CAYMUS COURT
JACKSON, WI 53037



PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:
02.29.2024

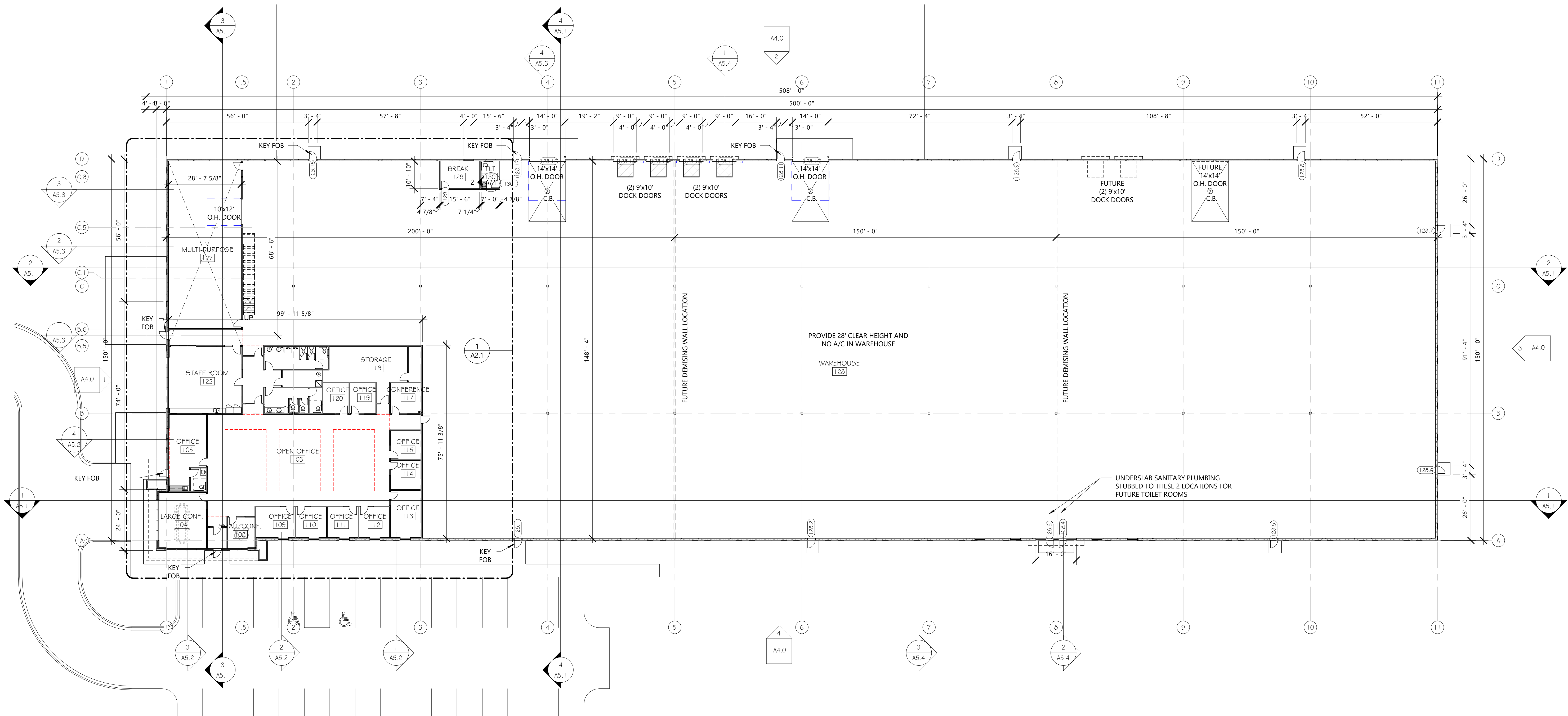
Project No.
24.003

SHEET TITLE

TITLE SHEET

T1.0

PLAN COMMISSION SUBMITTAL



1 OVERALL FLOOR PLAN
A2.0 1" = 20'-0"

TOTAL BUILDING: 75,265 SF

FLOOR PLAN GENERAL NOTES:

- A. SEE WALL SCHEDULE FOR WALL ASSEMBLY INFORMATION. NOTE: SEE SECTIONS AND ELEVATIONS FOR CHANGES IN MATERIALS/WALL TYPES/ACCENT-ELEMENTS THAT MAY NOT BE INDICATED AT PLAN CUT.
- B. SEE FOR TYPICAL DIMENSIONS OF DOOR OPENING FROM ADJACENT WALL.
- C. PROVIDE BLOCKING AT ALL MILLWORK AND WALL HUNG ELEMENTS IN WALLS. CONTRACTOR TO COORDINATE W/ OWNER REPRESENTATIVE FOR FINAL LOCATIONS OF OWNER-FURNISHED EQUIPMENT. SEE DETAIL. ALL WOOD BLOCKING TO BE FIRE-RETARDANT TREATED WOOD IN BUILDINGS OF NONCOMBUSTIBLE CONSTRUCTION (IBC TYPE I & II) AND IN RATED WALLS IN BUILDINGS OF COMBUSTIBLE CONSTRUCTION (IBC TYPE III, IV, & V).
- D. PROVIDE CORNER GUARDS AS SHOWN GRAPHICALLY. SEE FINISH PLAN FOR COLORS & TYPES. ALL OUTSIDE CORNERS NOT SHOWN RECEIVING CORNER GUARDS ARE TO BE VERIFIED WITH ARCHITECT DURING BIDDING.
- E. ALL INTERIOR PLAN DIMENSIONS ARE TO FACE OF INTERIOR FINISH OF WALL, U.N.O.
- F. ALL EXTERIOR DIMENSIONS ARE PER DETAIL, U.N.O.
- G. ALL VERTICAL DIMENSIONS TO BE ABOVE FINISH FLOOR (A.F.F.) U.N.O.
- H. ALL DOORS USED IN CONJUNCTION WITH EXITS SHALL BE ARRANGED TO READILY OPEN WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE FROM THE SIDE OF EGRESS.
- I. A THERMAL BREAK IN THE CONCRETE FLOOR SLAB IS REQUIRED AT ALL EXTERIOR DOOR LOCATIONS. SEE DOOR DETAILS FOR MORE INFORMATION.
- J. ALL PARTITION PENETRATIONS SHALL BE FIELD VERIFIED, BRACED, AND SEALED TO MEET REQUIRED RATINGS. UTILIZE UL-APPROVED METHODS.
- K. PROVIDE PROPER PREPARATION TO ALL SURFACES TO RECEIVE NEW FINISHES.
- L. ALL ROOMS TO RECEIVE ROOM AND NUMBER SIGNAGE ADJACENT TO DOOR. COORDINATE BLOCKING REQUIREMENTS WITH SIGN VENDOR.
- M. WHERE FLOOR DRAINS ARE REQUIRED (SEE PLUMBING) PITCH CONCRETE SLAB TO DRAINS 1/8" PER FOOT, TYP, UNLESS NOTED OTHERWISE.
- N. ALL GYPSUM BOARD INTERIOR SURFACES TO RECEIVE A LEVEL 4 FINISH AND PRIME COAT FOR FUTURE PAINTING APPLICATION.
- O. ALL PARTITIONS TO BE TYPE P1 AND EXTEND TO THE UNDERSIDE OF FLOOR/ROOF DECK ABOVE UNLESS NOTED OTHERWISE.

FLOOR PLAN - SYMBOL KEY

- EXISTING WALL TO REMAIN
- REMOVED WALL
- NEW WALL
- WALL TYPE TAG. SEE WALL TYPES SHEET FOR ADDITIONAL INFORMATION
- DOOR TAG
- MILLWORK. SEE INTERIOR ELEVATIONS AND DETAILS
- FE-# FIRE EXTINGUISHERS
- FE-1 - RECESSED CABINET
- FE-2 - SEMI-RECESSED CABINET
- FE-3 - SURFACE MOUNTED CABINET
- FE-4 - SURFACE MOUNTED EXTINGUISHER ONLY
- EXISTING DOOR TO REMAIN
- REMOVED DOOR
- NEW DOOR
- WINDOW TAG
- PP PUSH PAD DOOR ACTUATOR
- TS TOUCHLESS SENSOR DOOR ACTUATOR
- CR CARD READER
- CJ CONTROL JOINT

KEYED FLOOR PLAN NOTES	
TAG #	DESCRIPTION



GROTH
Design
Group

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037

PH. (262) 677-9933
FX. (262) 677-9934

info@design2construct.com

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

02.29.2024

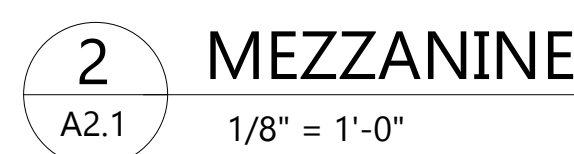
Project No.

24.003

SHEET TITLE

FLOOR PLAN - OVERALL

A2.0



THE



DESIGN

2

CONSTRUCT

DEVELOPMENT CORPORATION

PROJECT

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO.	REV. DATE	DESCRIPTION
-----	-----------	-------------

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

SHEET TITLE
BUILDING ELEVATIONS

A4.0

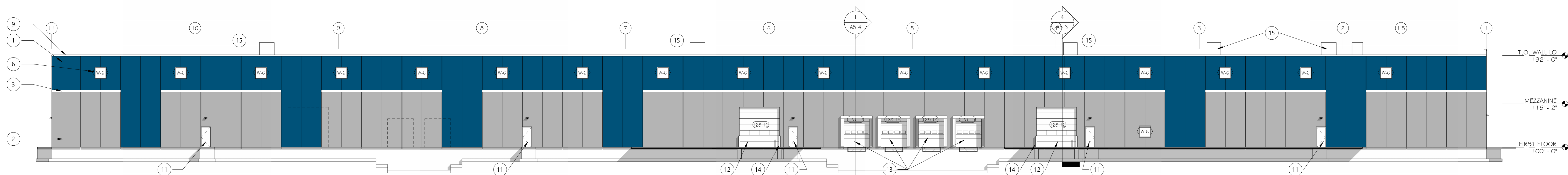
© Groth Design Group, Inc.

PLAN COMMISSION SUBMITTAL

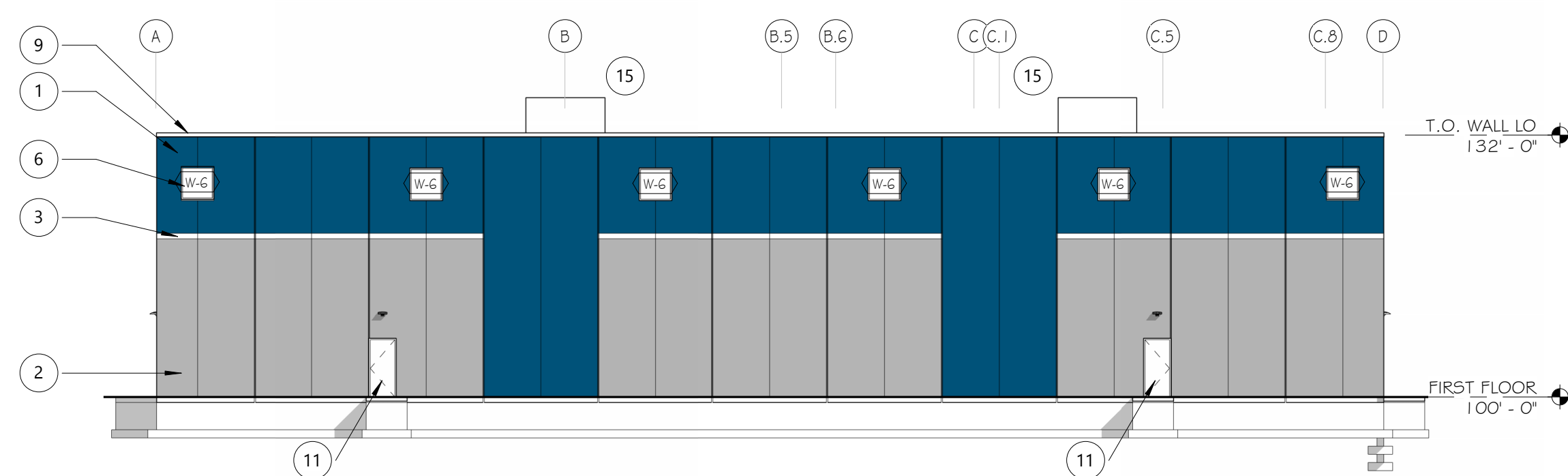
- 1 INSULATED PRECAST CONCRETE PANEL, COLOR "A"
- 2 INSULATED PRECAST CONCRETE PANEL, COLOR "B"
- 3 INSULATED PRECAST CONCRETE PANEL, COLOR "C"
- 4 INSULATED PRECAST CONCRETE PANEL, COLOR "D"
- 5 PREFINISHED METAL WALL PANEL - COLOR "A"
- 6 CLEAR ANODIZED, THERMALLY BROKEN ALUMINUM STOREFRONT SYSTEM WITH TINTED LOW-E GLAZING
- 7 CLEAR ANODIZED, THERMALLY BROKEN ALUMINUM STOREFRONT SYSTEM WITH LOW-E SPANDREL PANEL GLAZING
- 8 PREFINISHED METAL COPING
- 9 PREFINISHED METAL GRAVEL STOP
- 10 CANOPY WITH PREFINISHED METAL GRAVEL STOP AND FASCIA
- 11 INSULATED HOLLOW METAL DOOR AND FRAME WITH EMERGENCY EGRESS LIGHT, PAINTED TO MATCH ADJACENT PRECAST PANELS
- 12 14' X 14' PREFINISHED STEEL INSULATED OVERHEAD DOOR
- 13 9' X 10' PREFINISHED STEEL INSULATED OVERHEAD DOCK DOOR WITH DOCK SEAL, LEVELER AND BUMPER
- 14 6" CONCRETE FILLED PIPE BOLLARD WITH YELLOW POLYCARBONATE COVER
- 15 APPROXIMATE LIZE AND LOCATION OF RTU



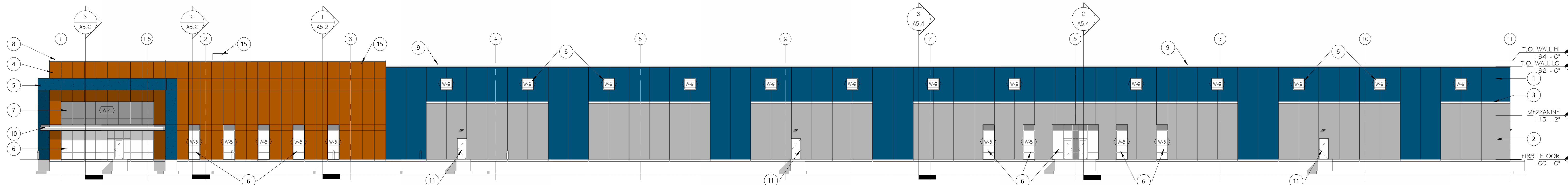
1 NORTH ELEVATION
A4.0 1/16" = 1'-0"



2 EAST ELEVATION OVERALL
A4.0 1/16" = 1'-0"

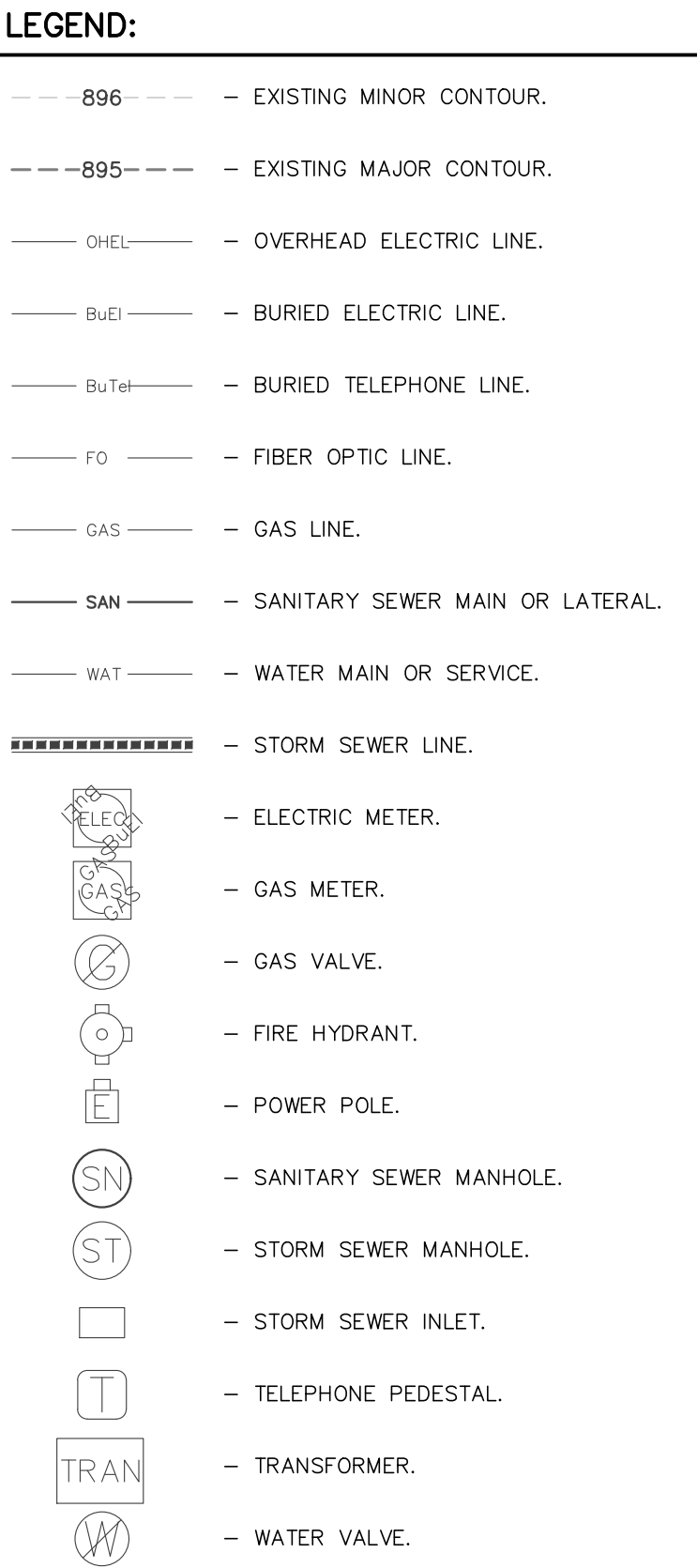


3 SOUTH ELEVATION
A4.0 1/16" = 1'-0"



4 WEST ELEVATION
A4.0 1/16" = 1'-0"

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037

PH. (262) 677-9933
FX. (262) 677-9934

info@design2construct.com

**D2C
PROPOSAL
23-00164**

ISSUE

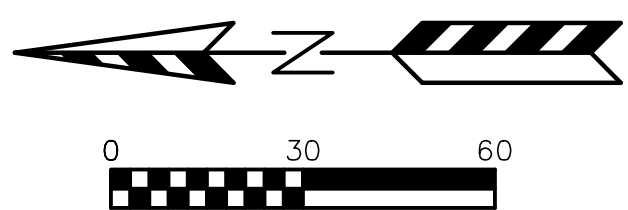
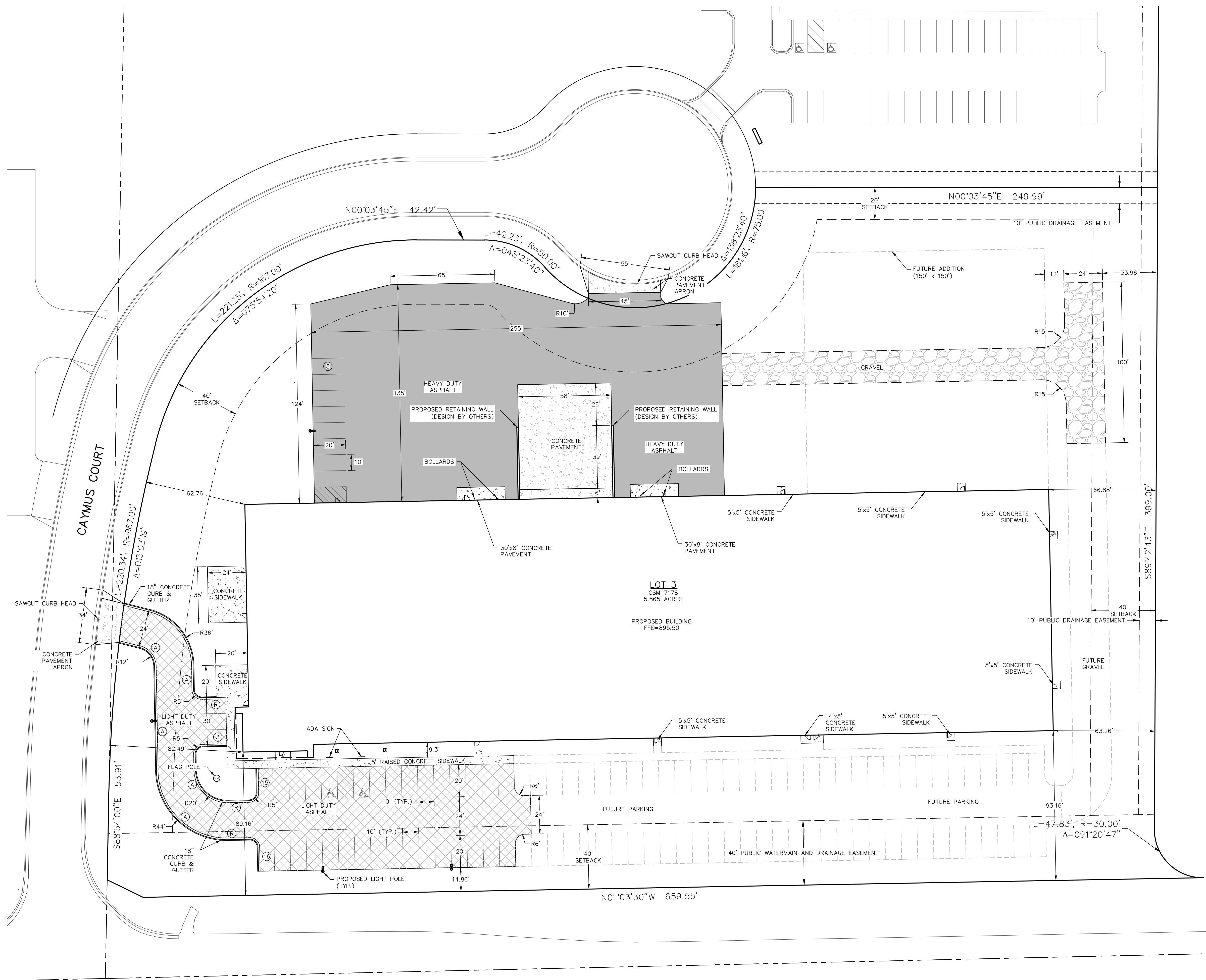
NO.	REV.	DATE	DESCRIPTION
-----	------	------	-------------

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

Date
02.29.2024

EXISTING CONDITIONS PLAN

© Groth Design Group, Inc.



LEGEND:

- Ⓟ - PARKING STALLS IN A ROW
- Ⓡ - REJECT CURB
- ⓐ - ACCEPT CURB

SITE INFORMATION BLOCK

Site Address: LOT 3 - CSM 7178
Site acreage (total): 5.865 ACRES
Existing Impervious Area: 0.0 ACRES
Area of Disturbance: 4.5 ACRES

Current Zoning: PUD
Setbacks Building:
Front: 40'
Side: 20'
Rear: 40'
Number of Parking stalls provided: 42

Surface Coverage Total:	
Impervious	132,809 SQ FT (3.05 Acres)
Pervious	122,671 SQ FT (2.82 Acres)
Total	255,480 SQ FT (5.87 Acres)
Impervious Percentage	52.0%

SITE PLAN NOTES:

- DIMENSIONS ARE TO FACE OF CURB AND FACE OF BUILDING UNLESS OTHERWISE NOTED.
- WHERE CURB ENDS AT CONNECTIONS SMOOTHLY TRANSITION FROM FULL CURB HEIGHT TO ZERO CURB HEIGHT WITHIN A 3' LENGTH.
- ALL STRIPING AND SIGNAGE SHALL COMPLY WITH THE WISCONSIN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.

PAVING LEGEND

- HEAVY DUTY ASPHALT
8" CRUSHED AGGREGATE BASE COURSE
2 1/4" ASPHALTIC BINDER 3 MT 58-28 S
1 3/4" ASPHALTIC SURFACE 4 MT 58-28 S
- LIGHT DUTY ASPHALT
6" CRUSHED AGGREGATE BASE COURSE
1 3/4" ASPHALTIC BINDER 4 LT 58-28 S
1 1/4" ASPHALTIC SURFACE 5 LT 58-28 S
- CONCRETE SIDEWALK
6" CRUSHED AGGREGATE BASE COURSE
4" CONCRETE
- CONCRETE PAVEMENT
6" CRUSHED AGGREGATE BASE COURSE
7" CONCRETE

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:

02/29/2024

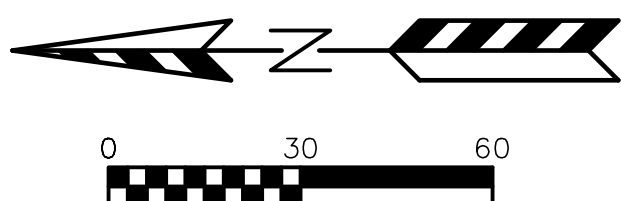
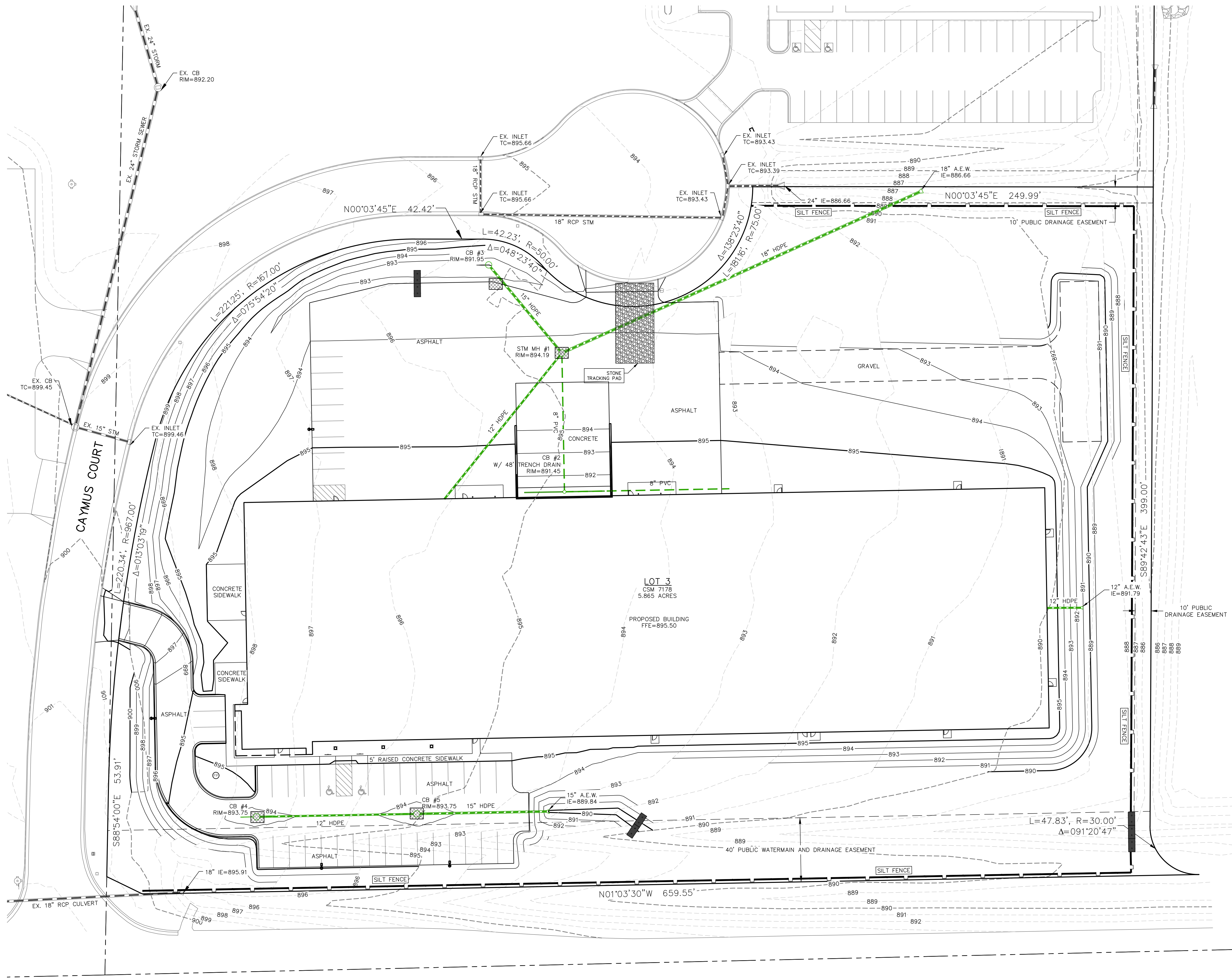
Project No.

24.003

SHEET TITLE

EROSION CONTROL PLAN

C1.03



LEGEND:

- 936 --- EXISTING MINOR CONTOUR.
- 935 --- EXISTING MAJOR CONTOUR.
- 936 --- PROPOSED MINOR CONTOUR.
- 935 --- PROPOSED MAJOR CONTOUR.
- PROPOSED STORM SEWER.
- EXISTING STORM SEWER.
- INSTALL WSDOT TYPE D INLET PROTECTION.
- INSTALL SILT FENCE.
- INSTALL DITCH CHECK.
- DRAINAGE ARROW.

STAGES OF CONSTRUCTION TIME SCHEDULE:

APRIL 15, 2023

1. INSTALL SITE SILT FENCE, INLET PROTECTION AND TEMPORARY CONSTRUCTION ENTRANCES AS SHOWN ON PLANS. ANY ADDITIONAL CONSTRUCTION ENTRANCES IF APPROVED BY THE TOWN OF BROOKLYN SHALL HAVE A TRACKING PAD.

APRIL 16, 2021 - SEPTEMBER 1, 2023

2. STRIP TOPSOIL WITHIN THE LIMITS OF THE WET DETENTION PONDS AND CONSTRUCT A TEMPORARY STOCKPILE. TO BE SEEDING AND SILT FENCE PLACED AROUND THE PERIMETER.
3. CONSTRUCT BOTH WET DETENTION PONDS. ALL GRADING SHALL DIRECT ALL RUN-OFF TO THE WET DETENTION PONDS THROUGHOUT THE CONSTRUCTION PROCESS.
4. STRIP REMAINING TOPSOIL WITHIN GRADING LIMITS AND CONSTRUCT TEMPORARY STOCKPILE LOCATION ACCORDING TO "SPECIFICATIONS FOR GRADING & EROSION CONTROL" ON "CONSTRUCTION NOTES PAGE".
5. BEGIN PROPOSED SITE GRADING - RESEED SECTIONS OF PROJECT THROUGHOUT THE GRADING PROCESS TO MINIMIZE RUN-OFF.
6. START CONSTRUCTION OF UTILITIES: WATER SERVICE, SANITARY SEWER AND STORM SEWER.
7. CONSTRUCT BUILDING PADS AND BUILDINGS.
8. CONTINUE SITE GRADING.
9. INSTALL BASE COURSES, PROPOSED PAVEMENTS
10. INSTALL LANDSCAPING.
11. APPLY FINAL STABILIZATION TO ENTIRE SITE.

SEPTEMBER 2 - 15, 2023

ALL PERMANENT SEEDING SHALL BE COMPLETED BY SEPTEMBER 15. ALL TEMPORARY SEEDING SHALL BE COMPLETED BY OCTOBER 15 (REFER TO DNR STANDARD 1059.)

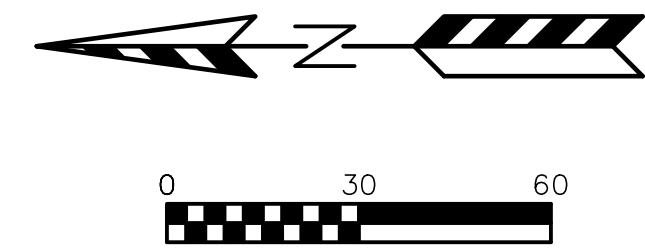
STABILIZATION FOR ALL EXPOSED SOIL AFTER OCTOBER 15 SHALL CONSIST OF ANIONIC POLYACRYLAMIDE (PAM) IN ADDITION TO TEMPORARY SEEDING IN AREAS WITHOUT EROSION CONTROL MAT. PLACE PAM IN ACCORDANCE WITH MNR TECHNICAL STANDARD 1050. AFTER OCTOBER 15 ALL SLOPES 4:1 OR STEEPER THAT ARE NOT PERMANENTLY VEGETATED SHALL HAVE EROSION MAT INSTALLED IN PREPARATION OF WINTER CONDITIONS.

SPREAD SALVAGED OR IMPORTED TOPSOIL IN PROPOSED LANDSCAPE AREAS AND RESTORE.

CONTRACTOR MAY MODIFY SEQUENCING AS NEEDED TO COMPLETE CONSTRUCTION IF EROSION CONTROLS ARE MAINTAINED IN ACCORDANCE WITH THE CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS SET FORTH IN FEDERAL, STATE & LOCAL PERMITS. NOTIFY TOWN OF BROOKLYN PRIOR TO CHANGE.

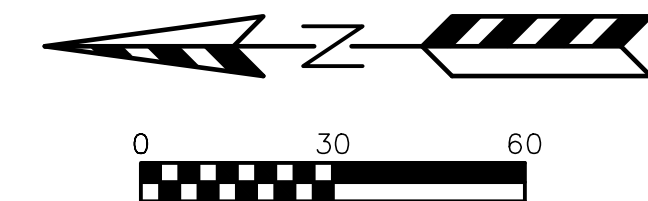
AS CONDITIONS WARRANT DURING CONSTRUCTION ADDITIONAL BMPs SHALL BE INSTALLED TO REDUCE THE MIGRATION OF SEDIMENT THE THE MAXIMUM EXTENT PRACTICABLE.

REMOVE ALL TEMPORARY EROSION CONTROL MEASURES AFTER SITE IS STABILIZED AND STABILIZE AND AREAS DISTURBED BY REMOVAL OF BMPs.

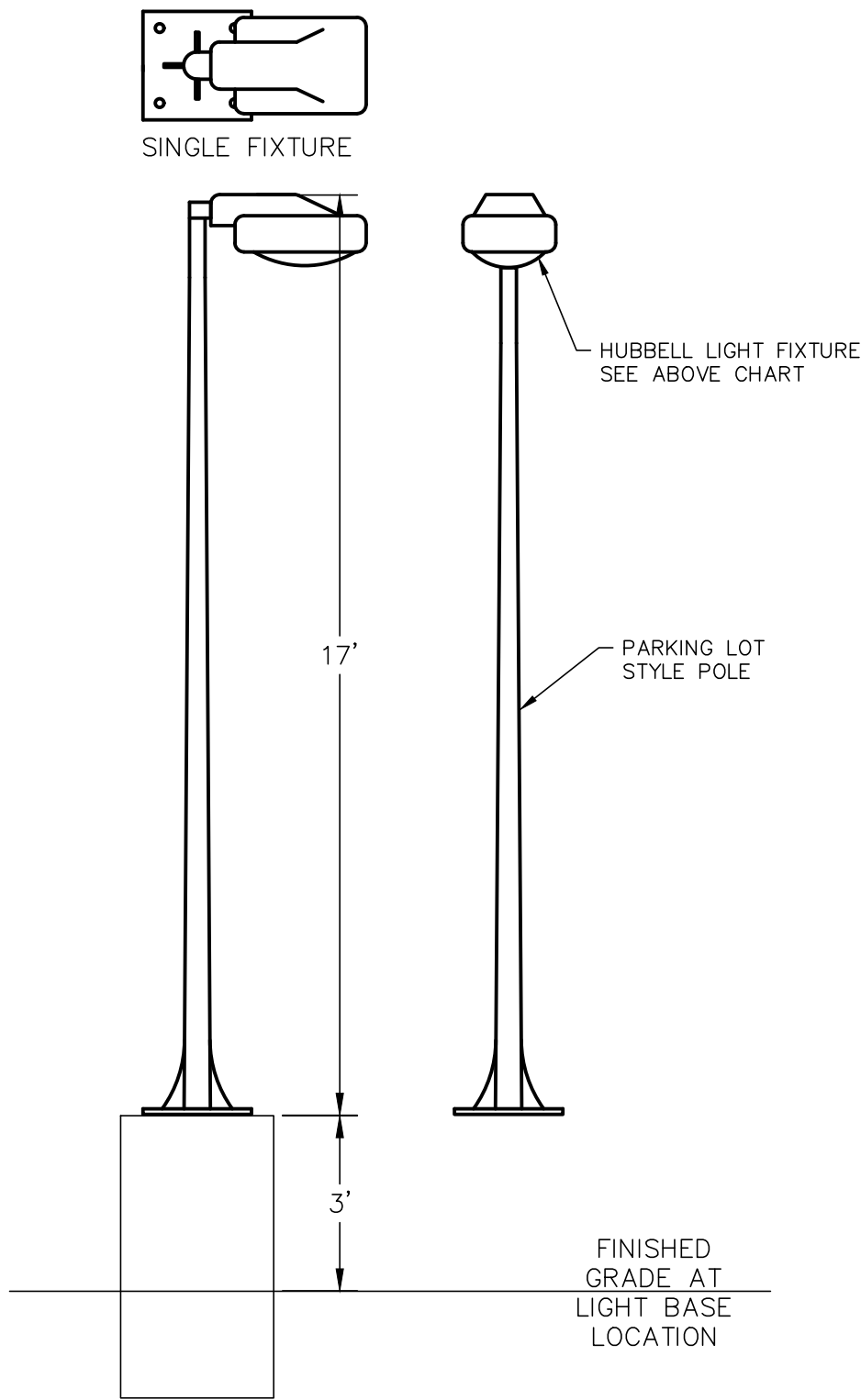
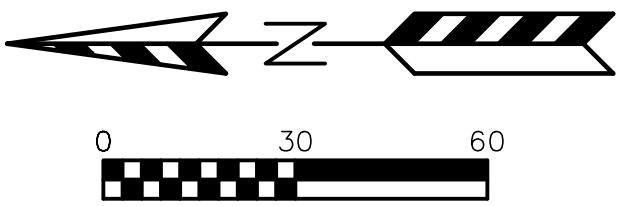
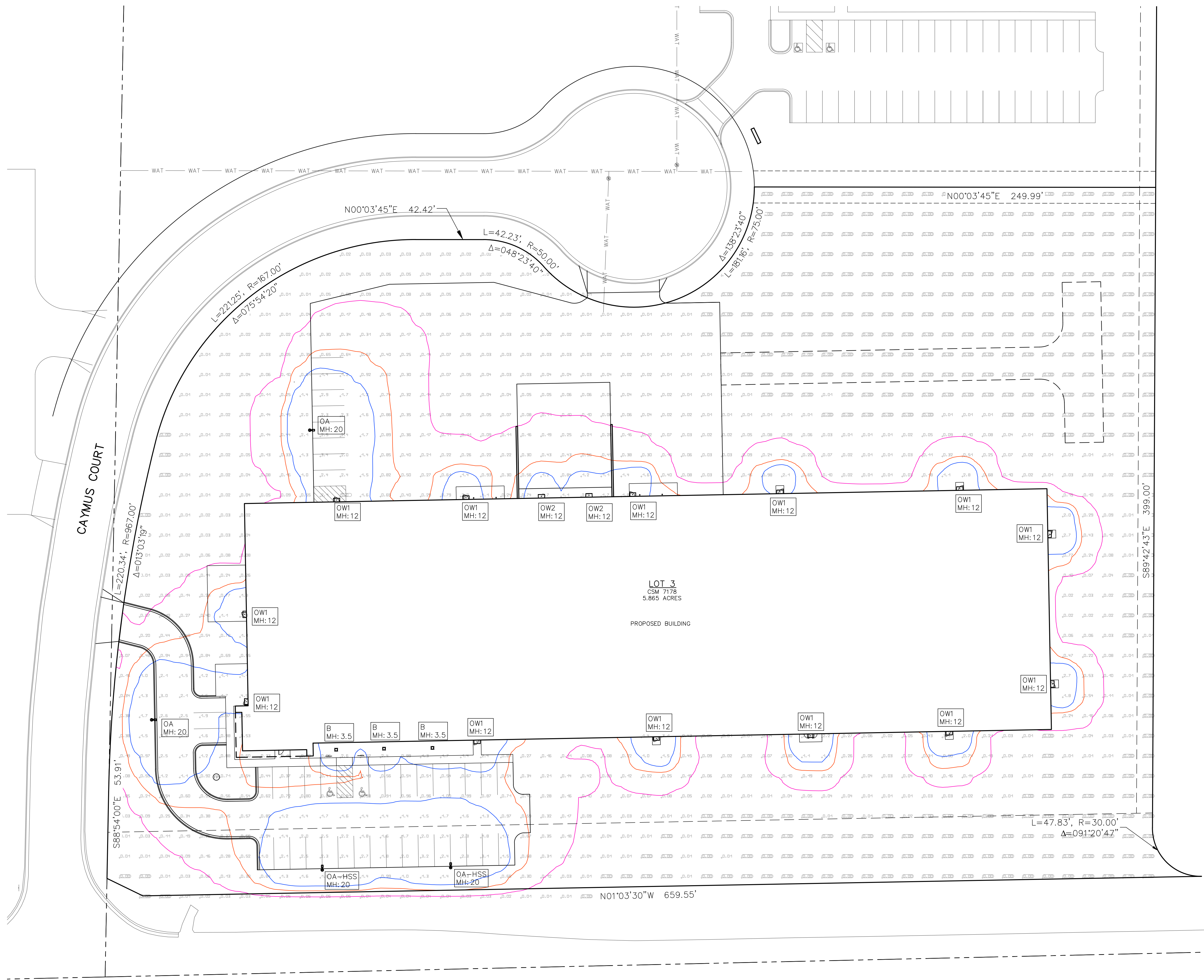


LEGEND:

- 936 --- = EXISTING MINOR CONTOUR.
 --- 935 --- = EXISTING MAJOR CONTOUR.
 --- 936 --- = PROPOSED MINOR CONTOUR.
 --- 935 --- = PROPOSED MAJOR CONTOUR.
 - EX 934.23 = EXISTING SPOT ELEVATION.
 - 934.23 = PROPOSED CURB FLANGE ELEVATION.
 - TC 934.23 = PROPOSED TOP OF CURB ELEVATION.
 - SW 934.23 = PROPOSED SIDEWALK ELEVATION.
 - EP 934.23 = PROPOSED EDGE OF PAVEMENT ELEVATION.
 - EXP 934.23 = PROPOSED BUILDING EXPOSURE ELEVATION.
 - FFE 934.23 = PROPOSED BUILDING FIRST FLOOR ELEVATION
 - PROPOSED STORM SEWER.
 ##### = EXISTING STORM SEWER.



STORM SEWER CASTINGS:		
STRUCTURE	STRUCTURE DIAMETER	NEENAH CASTING OR EQUIVALENT
STM MH #1	4' DIA.	R-1550
CB #2 W/ TRENCH DRAIN	2' DIA.	R-2510
CB #3	4' DIA.	R-2561
CB #4	4' DIA.	R-2510
CB #5	4' DIA.	R-2510



POLE A DETAIL
PARKING LOT LIGHTING DETAIL

LUMINAIRE SCHEDULE								
Symbol	Qty	Label	Manufacturer	Description	Arrangement	Lum. Lumens	Lum. Watts	LLF
	2	OA	COOPER LIGHTING SOLUTIONS - LUMARK	PRV-C25-UNV-T4	SINGLE	13,140	96	0.900
	2	OA-HSS	COOPER LIGHTING SOLUTIONS - LUMARK	PRV-C25-UNV-T4-HSS	SINGLE	11,930	96	0.900
	13	OW1	COOPER LIGHTING SOLUTIONS - LUMARK	AXCS1A	SINGLE	1,806	13.5	0.900
	2	OW2	COOPER LIGHTING SOLUTIONS - LUMARK	AXCS2ARL-GRF	SINGLE	2,716	21	0.900
	3	B	COOPER LIGHTING SOLUTIONS - TGS	ABB-B2-LED-D1-A	SINGLE	835	23	0.900

- NOTES:
- 1) STANDARD REFLECTANCE OF 80/50/20 UNLESS NOTED OTHERWISE
 - 2) NOT A CONSTRUCTION DOCUMENT, FOR DESIGN PURPOSES ONLY
 - 3) STANDARD INDOOR CALC. POINTS @ 30' A.F.F. UNLESS NOTED OTHERWISE
 - 4) STANDARD OUTDOOR CALC. POINTS @ GRADE UNLESS NOTED OTHERWISE
 - 5) PSE ASSUMES NO RESPONSIBILITY FOR INSTALLED LIGHT LEVELS DUE TO FIELD CONDITIONS, ETC.

CALCULATION SUMMARY							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SITE	Illuminance	Fc	0.32	5.0	0.00	N.A.	N.A.



N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037
PH. (262) 677-9933
FX. (262) 677-9934
info@design2construct.com

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date:
02/29/2024
Project No:
24.003

SHEET TITLE

CONSTRUCTION
SPECIFICATIONS
AND NOTES

GENERAL SPECIFICATIONS FOR CONSTRUCTION ACTIVITIES:

1. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO THE WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, THE STANDARD SPECIFICATIONS FOR SEWER & WATER IN WISCONSIN, AND WISCONSIN ADMINISTRATIVE CODE, SPS 360.362-363, AND THE LOCAL ORDINANCES AND SPECIFICATIONS.
2. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.
3. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY-EIGHT (48) HOURS PRIOR TO THE START OF CONSTRUCTION.
4. THE MUNICIPALITY SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF THE PUBLIC PORTIONS OF THE WORK. THE OWNER SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF ALL PRIVATE PORTIONS OF THE WORK.
5. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC, FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.
6. SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
7. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGERS HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS INTENTIONS, AND TO REQUEST FIELD STAMPING OF EXISTING UTILITIES.
8. SALT FENCE AND OTHER EROSION CONTROL FACILITIES MUST BE INSTALLED PRIOR TO CONSTRUCTION OR ANY OTHER LAND DISTURBING ACTIVITY. FOLLOW THE SEQUENCE OF CONSTRUCTION ON THE EROSION CONTROL PLAN FOR MORE DETAILS. INSPECTIONS SHALL BE MADE WEEKLY OR AFTER EVERY RAINFALL OF 0.5" OR MORE. REPAIRS SHALL BE MADE IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL EROSION CONTROL FACILITIES ONCE THE THREAT OF EROSION HAS PASSED WITH THE APPROVAL OF THE GOVERNING AGENCY.
9. ANY ADJACENT PROPERTIES OR ROAD RIGHT-OF-WAYS WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR.
10. TRASH AND DEBRIS SHALL NOT BE ALLOWED TO ACCUMULATE ON THIS SITE AND THE SITE SHALL BE CLEAN UPON COMPLETION OF WORK.
11. THE OWNER SHALL HAVE THE RIGHT TO HAVE ALL MATERIALS USED IN CONSTRUCTION TESTED FOR COMPLIANCE WITH THESE SPECIFICATIONS.

SPECIFICATIONS FOR GRADING & EROSION CONTROL:

1. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR THE COMPUTATIONS OF ALL GRADING AND FOR ACTUAL LAND BALANCE, INCLUDING UTILITY TRENCH SPOIL. THE CONTRACTOR SHALL IMPORT OR EXPORT MATERIAL AS NECESSARY TO COMPLETE THE PROJECT. CONTRACTOR SHALL NOTIFY OWNER OF THE NEED TO IMPORT OR HAUL OFF SOIL. ON-SITE LOCATIONS SUITABLE FOR BORROW OR FILL MAY BE PRESENT. COORDINATE WITH OWNER.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER.
3. SITE SHALL BE CLEARED TO THE LIMITS SHOWN ON THE PLANS. REMOVE VEGETATION FROM THE SITE. BURNING IS NOT PERMITTED. PROTECT TREES AND OTHER FEATURES FROM DAMAGE WITH FENCING.
4. THE GEOTECHNICAL ENGINEER IS RESPONSIBLE FOR VERIFYING COMPACTION AND FILL PLACEMENT IN THE FIELD. THE GEOTECHNICAL ENGINEER MAY SUPERCEDE THESE SPECIFICATIONS IF THERE IS GOOD CAUSE TO DO SO. AN EXPLANATION MUST BE SUBMITTED TO THE ENGINEER IN WRITING BEFORE ANY DEVIATIONS ARE MADE.
5. IF NO GEOTECHNICAL RECOMMENDATION IS AVAILABLE, THEN THE FOLLOWING SPECIFICATIONS SHALL APPLY. ALL FILL SHALL BE CONSIDERED STRUCTURAL FILL AND SHALL BE PLACED IN ACCORDANCE WITH THE FOLLOWING: THE COMPACTED FILL SUBGRADE SHALL CONSIST OF AND SHALL BE UNDERLAIN BY SUITABLE BEARING MATERIALS, FREE OF ALL ORGANIC, FROZEN OR OTHER DELETERIOUS MATERIAL AND INSPECTED AND APPROVED BY THE RESIDENT GEOTECHNICAL ENGINEER. PREPARATION OF THE SUBGRADE, AFTER STRIPPING, SHALL CONSIST OF PROOF-ROLLING TO DETECT UNSTABLE AREAS THAT MIGHT BE UNDERCUT, AND COMPACTING THE SCARIFIED SURFACE TO THE SAME MINIMUM DENSITY INDICATED BELOW. THE COMPACTED FILL MATERIALS SHALL BE FREE OF ANY DELETERIOUS, ORGANIC OR FROZEN MATTER AND SHALL HAVE A MAXIMUM LIQUID LIMIT (ASTM-D-423) AND PLASTICITY INDEX (ASTM D-424) IF 30 AND 10 RESPECTIVELY, UNLESS SPECIFICALLY TESTED AND FOUND TO HAVE LOW EXPANSIVE PROPERTIES AND APPROVED BY AN EXPERIENCED SOILS ENGINEER. THE TOP TWELVE (12") INCHES OF COMPACTED FILL SHOULD HAVE A MAXIMUM THREE (3") INCH PARTICLE DIAMETER AND ALL UNDERLYING COMPACTED FILL A MAXIMUM SIX (6") INCH PARTICLE DIAMETER. UNLESS SPECIFICALLY APPROVED BY AN EXPERIENCED SOILS ENGINEER, ALL FILL MATERIAL MUST BE TESTED AND APPROVED UNDER THE DIRECTION AND SUPERVISION OF AN EXPERIENCED SOILS ENGINEER PRIOR TO PLACEMENT. IF THE FILL IS TO PROVIDE NON-FROST SUSCEPTIBLE CHARACTERISTICS, IT MUST BE CLASSIFIED AS A CLEAN OW, GP, SW, OR SP PER UNITED SOIL CLASSIFICATION SYSTEM (ASTM D-2487). FOR STRUCTURAL FILL, THE DENSITY OF THE STRUCTURAL COMPACTED FILL AND SCARIFIED SUBGRADE AND GRADES SHALL NOT BE LESS THAN 95 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D-698) WITH THE EXCEPTION TO THE TOP 12 INCHES OF PAVEMENT SUBGRADE WHICH SHALL A MINIMUM IN-SITU DENSITY OF 100 PERCENT OF THE MAXIMUM DRY DENSITY, OR 5 PERCENT HIGHER THAN UNDERLYING FILL MATERIALS. THE MOISTURE CONTENT OF COHESIVE SOIL SHALL NOT VARY BY MORE THAN -1 TO +3 PERCENT AND GRANULAR SOIL ±3 PERCENT OF OPTIMUM WHEN PLACED AND COMPACTED OR RECOMPACTED, UNLESS SPECIFICALLY APPROVED BY THE SOILS ENGINEER. TAKING INTO CONSIDERATION THE TYPE OF MATERIALS AND COMPACTION EQUIPMENT BEING USED, THE COMPACTION EQUIPMENT SHOULD CONSIST OF SUITABLE MECHANICAL EQUIPMENT SPECIFICALLY DESIGNED FOR SOIL COMPACTION. BULLDOZERS OR SIMILAR TRACKED VEHICLES ARE TYPICALLY NOT SUITABLE FOR COMPACTION. MATERIAL THAT IS TOO WET TO PERMIT PROPER COMPACTION MAY BE SPREAD ON THE FILL AND PERMITTED TO DRY. DISCING/HARROWING OR PULVERIZING MAY BE NECESSARY TO REDUCE THE MOISTURE CONTENT TO A SATISFACTORY VALUE, AFTER WHICH IT SHALL BE COMPACTED. THE FINISHED SUBGRADE AREAS OF THE SITE SHALL BE COMPACTED TO 100 PERCENT OF THE STANDARD PROCTOR (ASTM D-398) MAXIMUM DENSITY.
6. NO FILL SHALL BE PLACED ON A WET OR SOFT SUBGRADE. THE SUBGRADE SHALL BE PROOF-ROLLED AND INSPECTED BY THE GEOTECHNICAL ENGINEER BEFORE ANY MATERIAL IS PLACED.
7. SUBGRADE TOLERANCES ARE +/- 1" FOR LANDSCAPE AREAS AND +/- 3" FOR ALL PAVEMENT AND BUILDING AREAS.
8. TOPSOIL SHALL BE FREE OF DELETERIOUS MATERIALS, ROOTS, OLD VEGETATION, ROCKS OVER 2" DIAMETER AND SHALL NOT BE EXCESSIVELY CLAYEY IN NATURE. NO CLUMPS LARGER THAN 4" ARE ACCEPTABLE. TOPSOIL MAY BE AMENDED AS NEEDED WITH SAND OR COMPOST TO BE LOOSE WHEN SPREAD.
9. THE CONTRACTOR SHALL MAINTAIN SITE DRAINAGE THROUGHOUT CONSTRUCTION. THIS MAY INCLUDE THE EXCAVATION OF TEMPORARY DITCHED OR PUMPING TO ALLEVIATE WATER PONDING. ANY DEWATERING SHALL NOT GO DIRECTLY TO STREAMS, CREEKS, WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS WITHOUT BEING TREATED FIRST. A DIRT BAG OR OTHER DEWATERING TREATMENT DEVICE MAY BE USED TO CAPTURE SEDIMENT FROM THE PUMPED WATER.
10. THE STONE TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACK OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.
11. SOIL STOCKPILES SHALL BE LOCATED A MINIMUM OF 75 FEET FROM LAKES, STREAMS, WETLANDS, DITCHES, DRAINAGE WAYS, CURBS AND GUTTERS OR OTHER STORMWATER CONVEYANCE SYSTEM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. MEASURES SHALL BE TAKEN TO MINIMIZE EROSION AND RUNOFF FROM ANY SOIL STOCKPILES THAT WILL LIKELY REMAIN FOR MORE THAN FIVE WORKING DAYS. ANY STOCKPILE THAT REMAINS FOR MORE THAN 30 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING.
12. EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
13. CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1.
14. EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
15. ALL DISTURBED SLOPES OF 4:1 OR GREATER AND DRAINAGE SWALES SHALL BE STABILIZED WITH CURLEX EROSION CONTROL FABRIC (INSTALL PER MANUFACTURER'S SPECIFICATIONS).

SPECIFICATIONS FOR PRIVATE UTILITIES:

1. EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES. IF ANY EXISTING UTILITIES ARE NOT AS SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY FOR POSSIBLE REDESIGN. CONTRACTOR SHALL CALL "DIGGERS HOTLINE" PRIOR TO ANY CONSTRUCTION.
2. ALL CONNECTIONS TO EXISTING PIPES AND MANHOLES SHALL BE CORED CONNECTIONS. CONNECTIONS TO WATER MAIN SHALL BE WET TAPPED WITH A STAINLESS STEEL TAPPING SLEEVE.
3. BUILDING LATERALS SHALL BE CONSTRUCTED IN ACCORDANCE WITH LOCAL AND STATE PLUMBING CODES AND IN ACCORDANCE WITH STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION WISCONSIN, LATEST EDITION. PROPOSED SANITARY SEWER AND INTERNALLY CONNECTED STORM SEWER SHOWN IN THIS PLAN SHALL TERMINATE AT A POINT FIVE (5) FEET FROM THE EXTERIOR BUILDING WALL. THE EXACT LOCATION OF ALL DOWN-SPROUT CONNECTIONS SHALL BE PER THE ARCHITECTURAL PLANS.
4. CONTRACTOR SHALL NOT SHUT OFF WATER OR PLUG SANITARY SEWER IN MUNICIPAL LINES WITHOUT PRIOR APPROVAL.
5. MATERIALS FOR STORM SEWER SHALL BE AS FOLLOWS: STORM SEWER PIPE 48" OR LESS SHALL BE HIGH DENSITY POLYETHYLENE (HDPE) CORRUGATED PIPE WITH AN INTEGRALLY FORMED SMOOTH WATERWAY SUCH AS AASHTO N-12. FOR PIPE 10" OR LESS IN DIAMETER, PVC, ASTM D-3034, SDR-26, MAY ALSO BE USED. WHERE SPECIFICALLY REQUIRED, REINFORCED CONCRETE PIPE (RCP), ASTM C-76, CLASS III OR HIGHER, MAY BE USED. TRENCH SECTION SHALL BE CLASS "B" FOR PVC AND HDPE, AND CLASS "C" FOR CONCRETE. (PER STANDARD SPECIFICATIONS). MANHOLES, INLETS AND CATCH BASINS SHALL BE PRE CAST REINFORCED CONCRETE, ASTM C-478. CASTINGS SHALL BE HEAVY DUTY CAST IRON. AREA DRAINS SHALL BE ADSBYKLOPLAST OR EQUIVALENT AND SHALL BE A MINIMUM OF 24" IN DIAMETER. CONNECTIONS TO EXISTING PIPES SHALL BE MADE WITH INSERT A WYE OR EQUIVALENT. LAST (3) THREE JOINTS SHALL BE RESTRAINED WITH RODS. PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M-294, TYPE S.
6. MATERIALS FOR SANITARY SEWER SHALL BE AS FOLLOWS: SANITARY SEWER SHALL BE PVC, ASTM D-3034, SDR-35 WITH RUBBER GASKETED JOINTS, CONFORMING TO ASTM D-3212. TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTIONS SHALL BE MADE WITH A INSERT A WYE OR EQUIVALENT. A MINIMUM OF 6' OF COVER IS REQUIRED FOR ALL SANITARY SEWER.
7. MATERIALS FOR WATER SERVICES AND PRIVATE HYDRANTS SHALL BE AS FOLLOWS: WATER SERVICES SHALL BE PVC, HDPE, OR DI AS ALLOWED BY MUNICIPAL CODE. PVC SHALL BE AWWA C-900. DI SHALL BE AWWA C151, CLASS 52 (OR AS REQUIRED BY LOCAL CODE). TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTION SHALL BE MADE WITH A WET TAP, CORPORATE STOP AND VALVE BOX PER MUNICIPAL STANDARDS. A MINIMUM OF 6' COVER IS REQUIRED FOR ALL WATER MAIN. HYDRANTS SHALL BE WATEROUS PACER W8-B7. VALVES SHALL BE NON RISING STEM, RESILIENT SEATED GATE VALVES COMPLYING WITH AWWA C509 WITH A THREE PIECE CAST IRON VALVE BOX. INSTALL THRUST BLOCKS AT ALL BENDS AND TEES. DISINFECT ALL NEW LINES AND OBTAIN SITE WATER SAMPLE PRIOR TO USE.
8. EXTREME CAUTION MUST BE FOLLOWED REGARDING THE COMPACTION OF ALL UTILITY TRENCHES. MECHANICALLY COMPACTED GRANULAR BACKFILL IS REQUIRED UNDER & WITHIN 5 FEET OF ALL PAVEMENT INCLUDING SIDEWALKS. FLOODING OF BACKFILL MATERIAL IS NOT ALLOWED.
9. TRACER WIRE (NO.8 SINGLE STRAND COPPER) AND WARNING TAPE SHALL BE INSTALLED ON ALL UTILITIES IN ACCORDANCE WITH THE LOCAL AND STATE CODES. TRACER WIRE SHALL TERMINATE IN A VALVECO TERMINAL BOX AT EACH END IN ACCORDANCE WITH 182.0715(2R) OF STATE STATUTES.
10. MANDREL TESTING ON SANITARY LINES AND PRESSURE TESTING ON WATER MAIN MAY BE REQUIRED BY THE OWNER OR MUNICIPALITY.
11. UPON COMPLETION OF FINAL PAVING OPERATIONS, THE UTILITY CONTRACTOR SHALL ADJUST ALL MANHOLE AND INLET RIMS AND VALVE BOXES TO FINISHED GRADE.
12. ALL UTILITY CONSTRUCTION SHALL BE DONE IN COMPLIANCE WITH THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN (LATEST EDITION AND ADDENDUM) AND ALL STATE AND LOCAL CODES. IT IS THE CONTRACTORS RESPONSIBILITY TO DETERMINE WHICH SPECIFICATIONS APPLY, AND TO COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE LOCAL AND STATE AUTHORITIES.
13. ALL SANITARY SEWER, STORM SEWER AND WATER MAIN CONSTRUCTION SHALL BE IN COMPLIANCE WITH THE VILLAGE OF JACKSON AND WISCONSIN DSPS STANDARDS.
14. THE LENGTHS OF ALL UTILITIES ARE TO CENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM THE PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD DURING CONSTRUCTION.
15. MAINTAIN AN 8 FOOT MINIMUM HORIZONTAL SEPARATION DISTANCE BETWEEN PUBLIC SANITARY SEWER, WATER MAIN AND STORM SEWER. PROVIDE 18" MINIMUM VERTICAL SEPARATION WHERE SEWER CROSSES OVER WATER MAIN AND PROVIDE 6" MINIMUM VERTICAL SEPARATION WHERE WATER MAIN CROSSES OVER SEWER.
16. ANY UTILITIES WHICH ARE DAMAGED BY THE CONTRACTOR SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
17. THE CONTRACTOR SHALL CONTACT THE VILLAGE OF JACKSON PRIOR TO CONNECTING TO THE WATER MAIN.
18. GENERAL CONTRACTOR SHALL COORDINATE WITH LOCAL GAS TELEPHONE, AND ELECTRICAL UTILITIES FOR EXACT LOCATION SIZE AND DEPTH OF NEW SERVICE.
19. ALL WORK WITHIN THE VILLAGE RIGHT-OF-WAY REQUIRES A PERMIT FROM THE VILLAGE OF JACKSON PUBLIC WORKS DEPARTMENT.

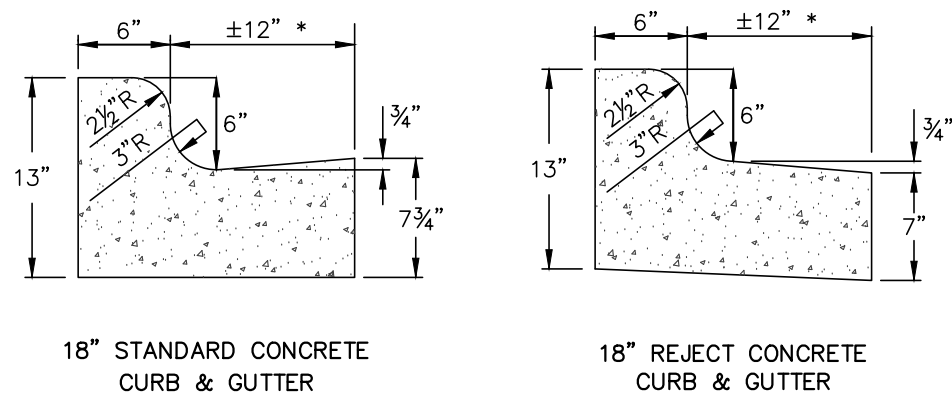
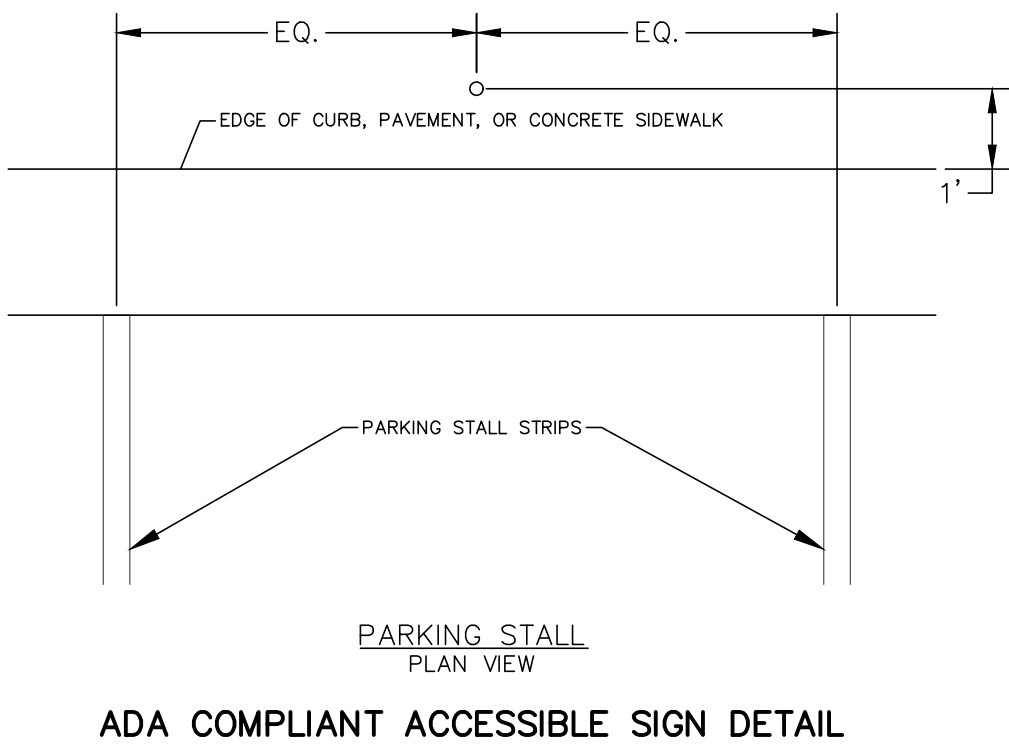
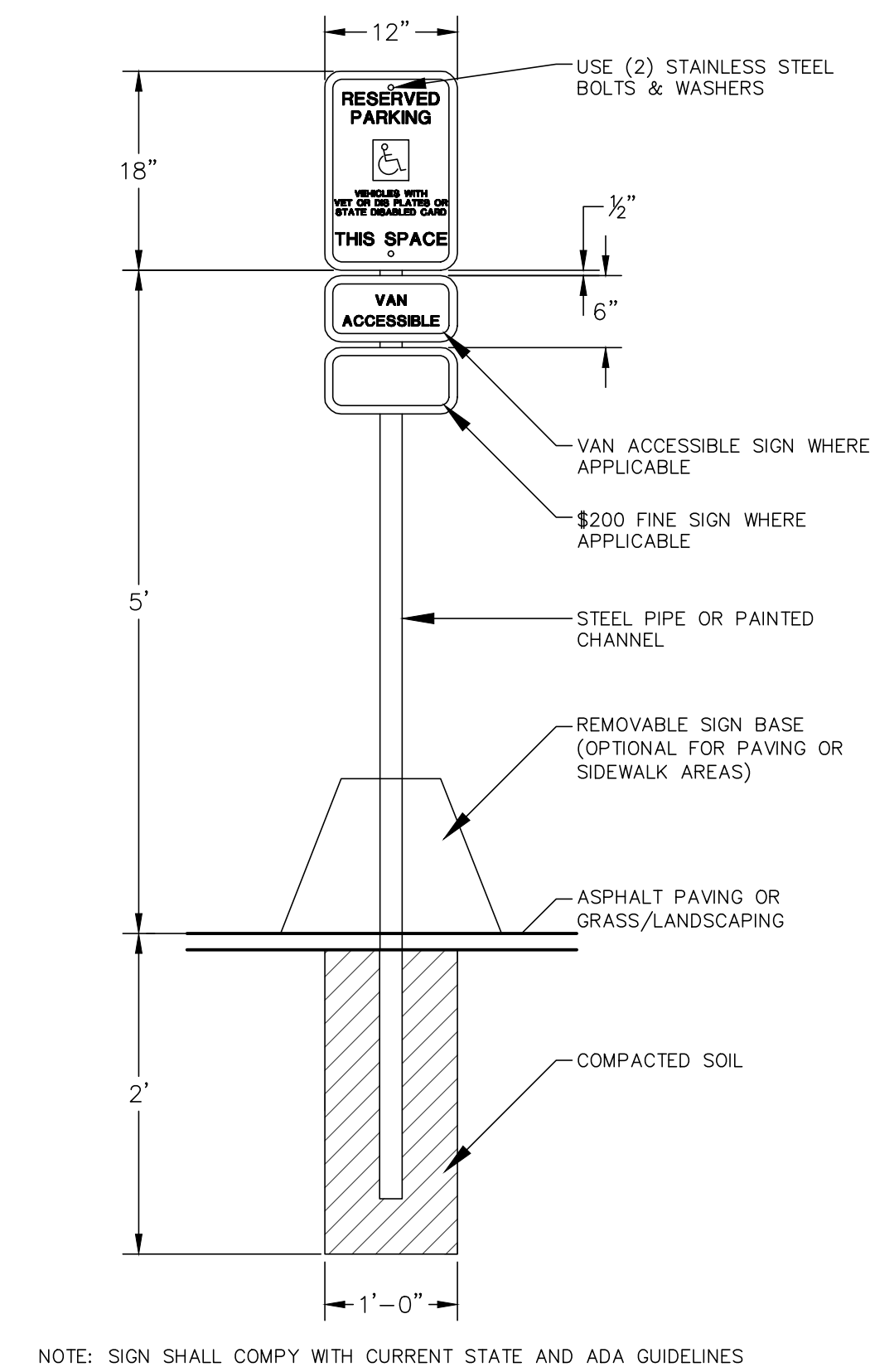
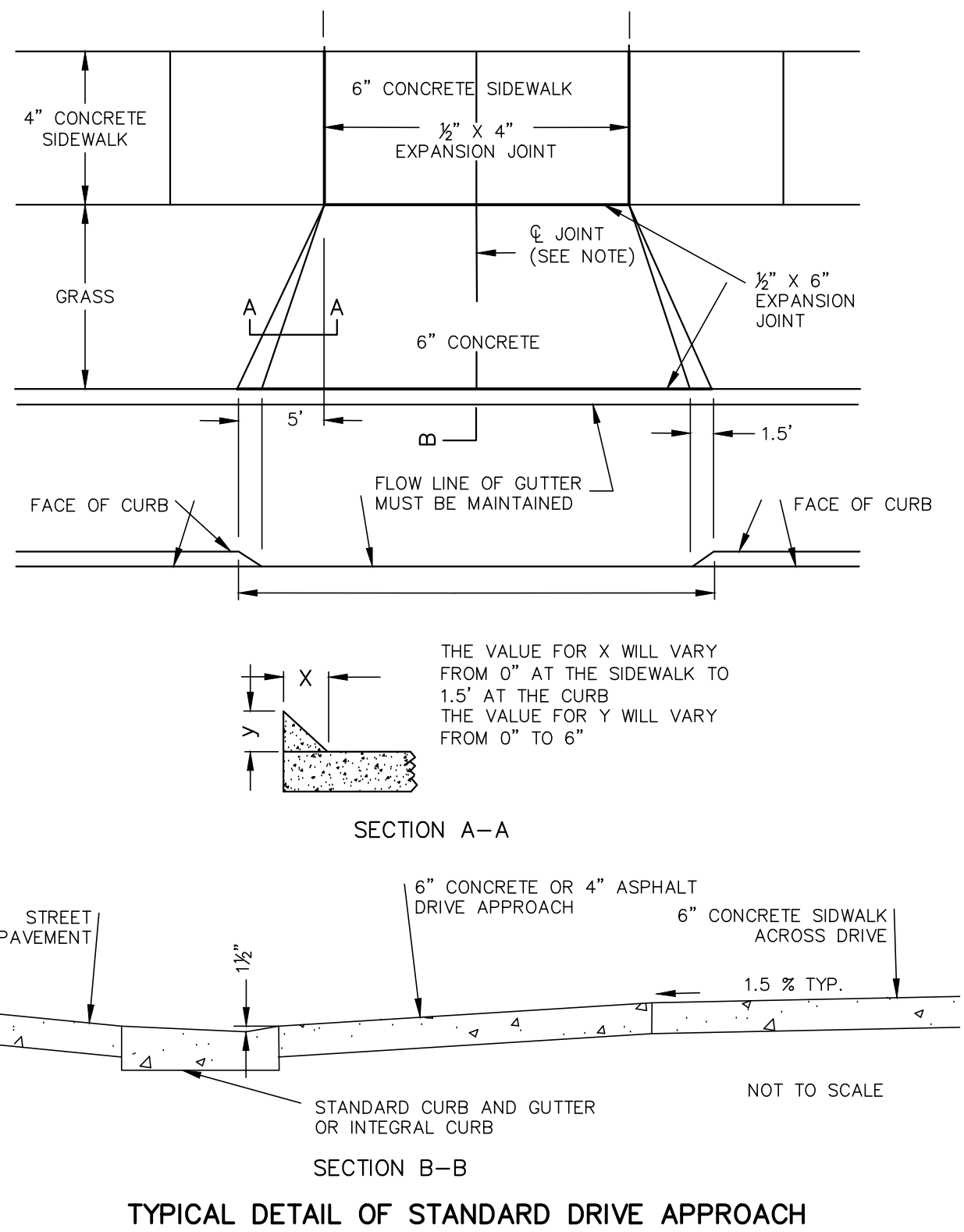
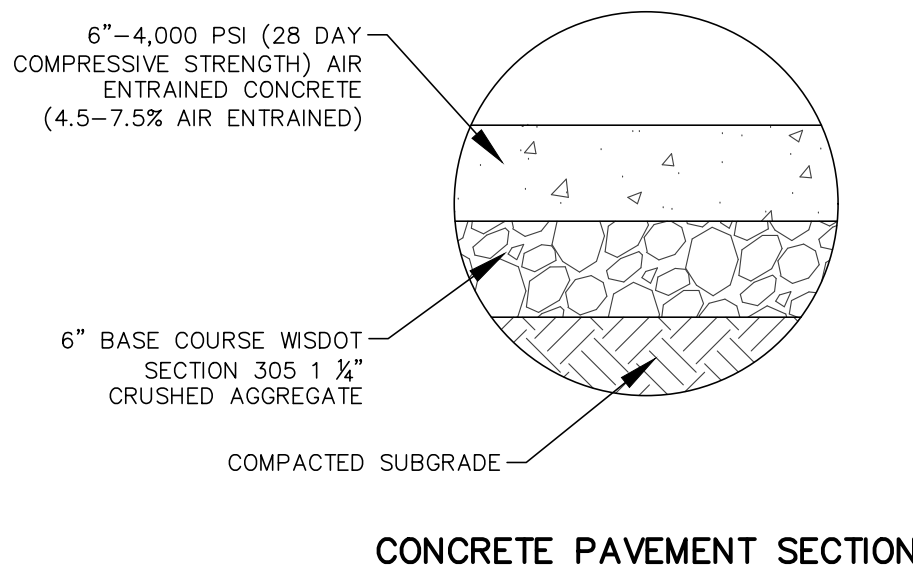
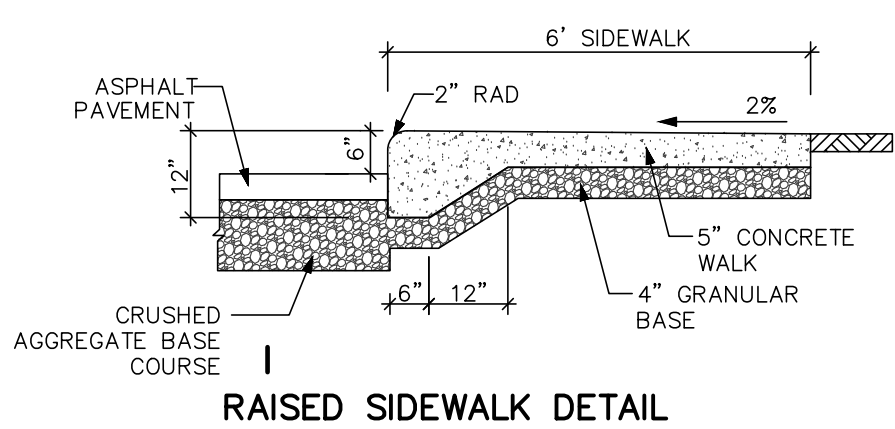
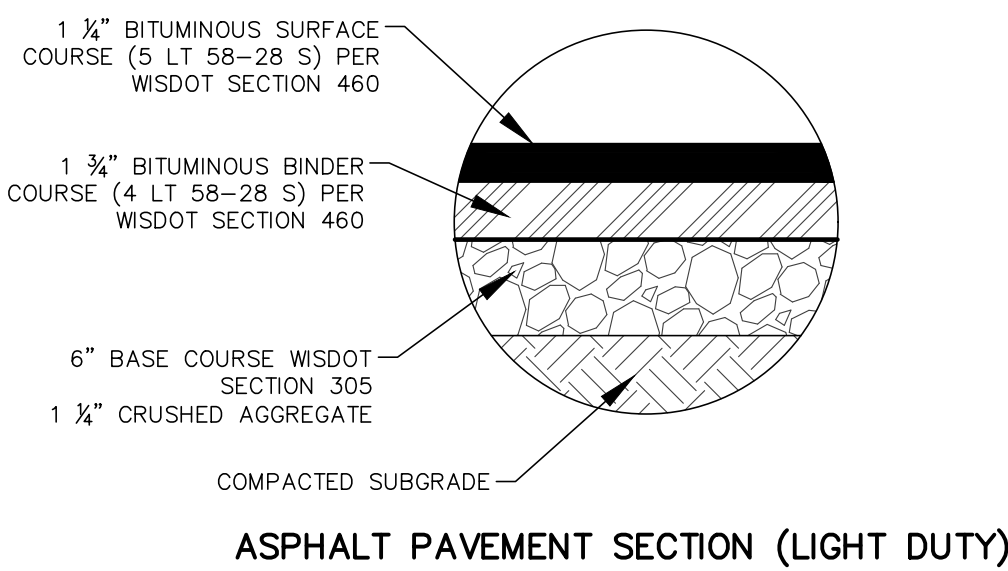
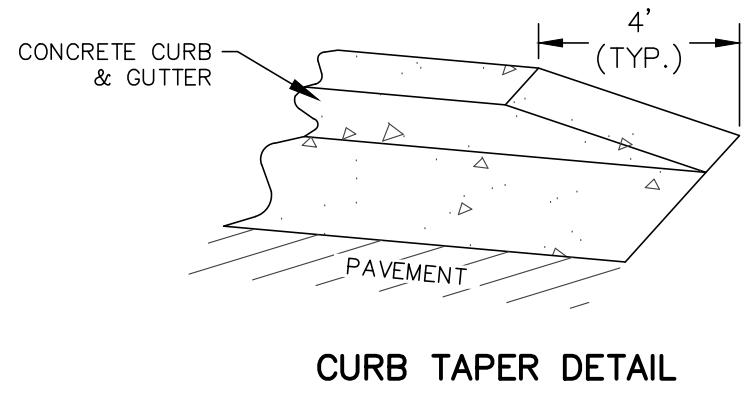
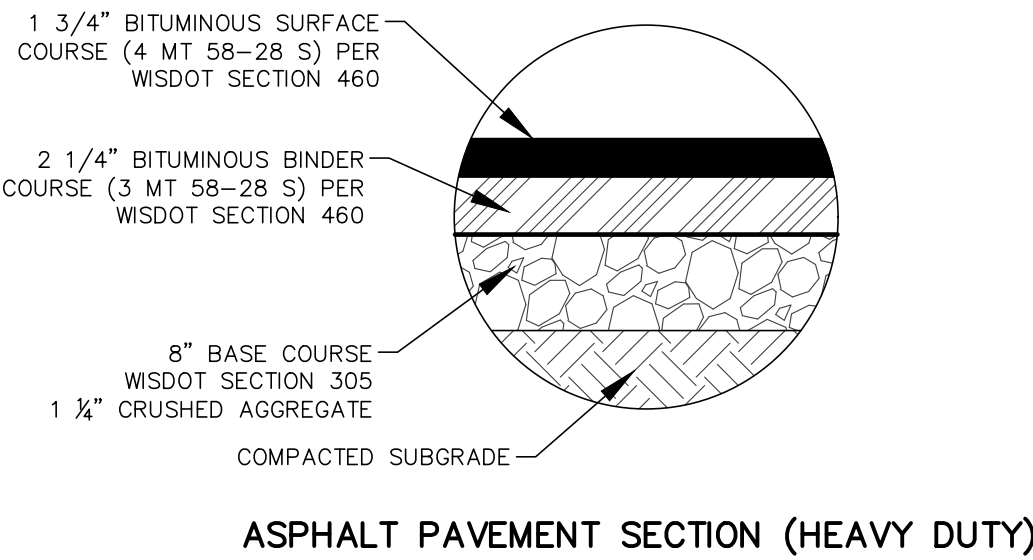
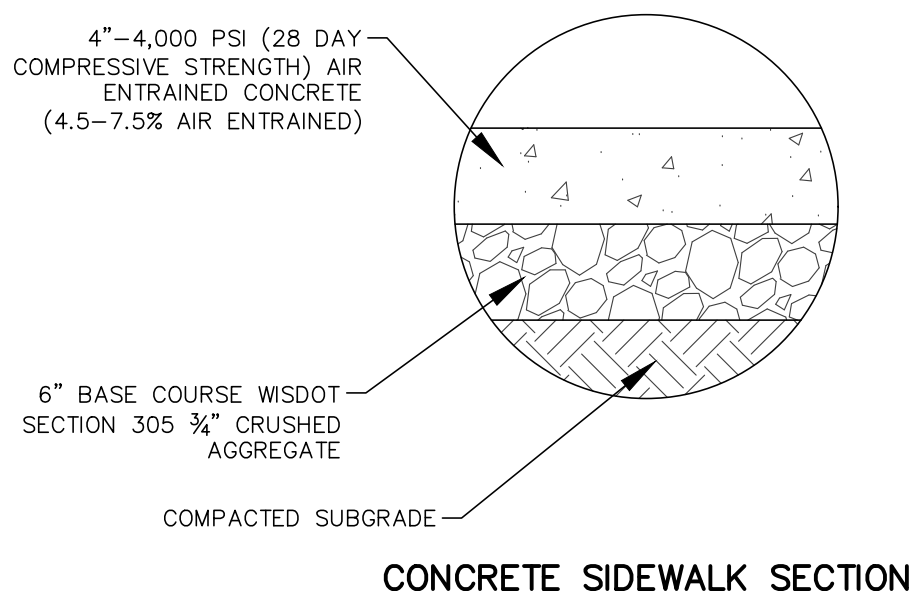
SPECIFICATIONS FOR PAVING:

1. AGGREGATES USED IN THE CRUSHED STONE BASE SHALL CONFORM TO THE GRADATION REQUIREMENTS SECTIONS 301.2 AND 305.2.2 OF THE STANDARD SPECIFICATIONS. THICKNESS SHALL BE PER THE DETAIL ON THE PLANS. BASE SHALL BE 1-1/4" INCH DIAMETER LIMESTONE TRAFFIC BOND AGGREGATE BASE COURSE UNLESS NOTED OTHERWISE. SUBSTITUTION AND/OR RECYCLED MATERIALS MAY BE ALLOWED WITH APPROVAL FROM THE OWNER.
2. SUBGRADE SHALL BE PROOFROLLED AND APPROVED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT OF STONE BASE. EXCAVATE UNSUITABLE AREAS AND REPLACE WITH BREAKER RUN STONE AND RECOMPACT. REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL SPECIFICATIONS.
3. EXISTING PAVEMENT SHALL BE SAWCUT IN NEAT STRAIGHT LINES TO FULL DEPTH AT ANY POINT WHERE EXISTING PAVEMENT IS REMOVED. CURB AND WALK SHALL BE REMOVED TO THE NEAREST JOINT. REMOVED PAVEMENT SHALL BE REPLACED WITH THE SAME SECTION AS EXISTING. MUNICIPAL STANDARDS MAY REQUIRE ADDITIONAL WORK.
4. ASPHALT FOR PARKING AREAS AND THE PRIVATE ROAD SHALL BE PER THE DETAILS MATERIALS AND PLACEMENT SHALL CONFORM TO THE DOT STANDARD SPECIFICATIONS, SECTION 450 AND 460. LT 98-28 S IS REQUIRED UNLESS NOTED OTHERWISE A COMMERCIAL GRADE MIX MAY BE SUBSTITUTED ONLY WITH APPROVAL FROM THE OWNER.
5. TACK COAT SHALL BE IN ACCORDANCE WITH THE SUBSECTION 455.2.5 OF THE STANDARD SPECIFICATIONS. THE RATE OF APPLICATION SHALL BE 0.05 GAL/SY.
6. CONCRETE FOR CURB, DRIVEWAYS, WALKS, AND NON-FLOOR SLABS SHALL CONFORM TO SECTION 415 OF THE STANDARD SPECIFICATIONS, GRADE A, ASTM C-94, 6 BAG MIX WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI. JOINTING SHALL BE PER SECTION 415.3.7 OF THE STANDARD SPECIFICATIONS WITH CONSTRUCTION JOINTS HAVING A MAXIMUM SPACING OF 10'. EXPANSION JOINTS SHALL BE PROVIDED EVERY 50'. CONCRETE SHALL BE FINISHED PER SECTION 415.3.8 WITH A MEDIUM BROOM TEXTURE. A CURING MEMBRANE IN CONFORMANCE WITH SECTION 415.3.12 IS REQUIRED.
7. PAVEMENT MARKINGS SHALL BE PAINT IN ACCORDANCE WITH WISCONSIN DOT SECTION 646 OF THE STANDARD SPECIFICATIONS AND WITH LOCAL CODES. THE FOLLOWING ITEMS SHALL BE PAINTED WITH COLORS NOTED BELOW:

PARKING STALLS: WHITE
PEDESTRIAN CROSSWALKS: WHITE
LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN OPPOSITE DIRECTIONS: YELLOW
LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN SAME DIRECTIONS: WHITE
ADA SYMBOLS: WHITE

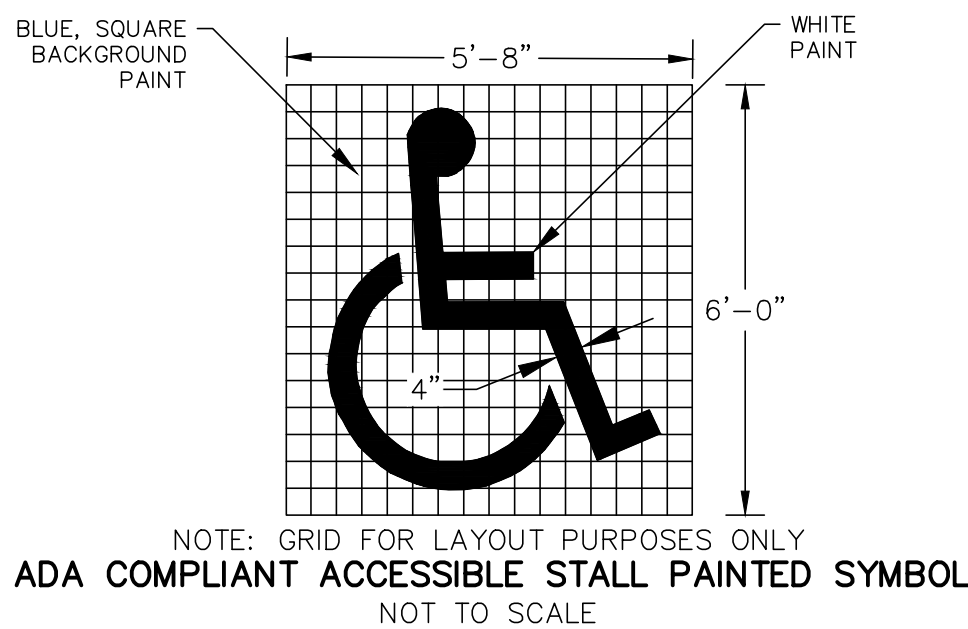
RESTORATION NOTES:

1. ALL DISTURBED AREAS, EXCEPT STREET PAVEMENT AND SIDEWALK AREAS, SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, FERTILIZER, SEED AND MULCH. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. LAWN AREAS WITH SLOPES GREATER THAN 4:1 SHALL BE SEEDD WITH OLD'S "NOMOM" MIX OR EQUAL. ALL OTHER DISTURBED AREAS SHALL BE SEEDD WITH MADISON PARKS MIX OR EQUAL. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS.
2. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX. SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 16%; PHOSPHORIC ACID, NOT LESS THAN 6%; POTASH, NOT LESS THAN 6%.
3. ALL FINISH GRADED AREAS SHALL BE SEEDD AND MULCHED BY SEPTEMBER 15TH. IF THE SITE DOES NOT HAVE FINISH GRADED AREAS COMPLETED BY OCTOBER 15TH, ALL DISTURBED AREAS SHALL BE RESTORED WITH TEMPORARY SEEDING (COVER CROP). AREAS NEEDING PROTECTION DURING PERIODS WHEN PERMANENT SEEDING IS NOT APPLIED SHALL BE SEEDD WITH ANNUAL SPECIES FOR TEMPORARY PROTECTION. SEE TABLE 1 OF THE WISCONSIN DNR CONSERVATION PRACTICE STANDARD 1059, FOR SEEDING RATES OF COMMONLY USED SPECIES. THE RESIDUE FROM THIS CROP MAY EITHER BE INCORPORATED INTO THE SOIL DURING SEEDBED PREPARATION AT THE NEXT PERMANENT SEEDING PERIOD OR LEFT ON THE SOIL SURFACE AND THE PLANTING MADE AS A NO-TILL SEEDING.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR A SATISFACTORY STAND OF GRASS ON ALL SEEDD AREAS FOR ONE YEAR AFTER THE PROJECT'S FINAL ACCEPTANCE.

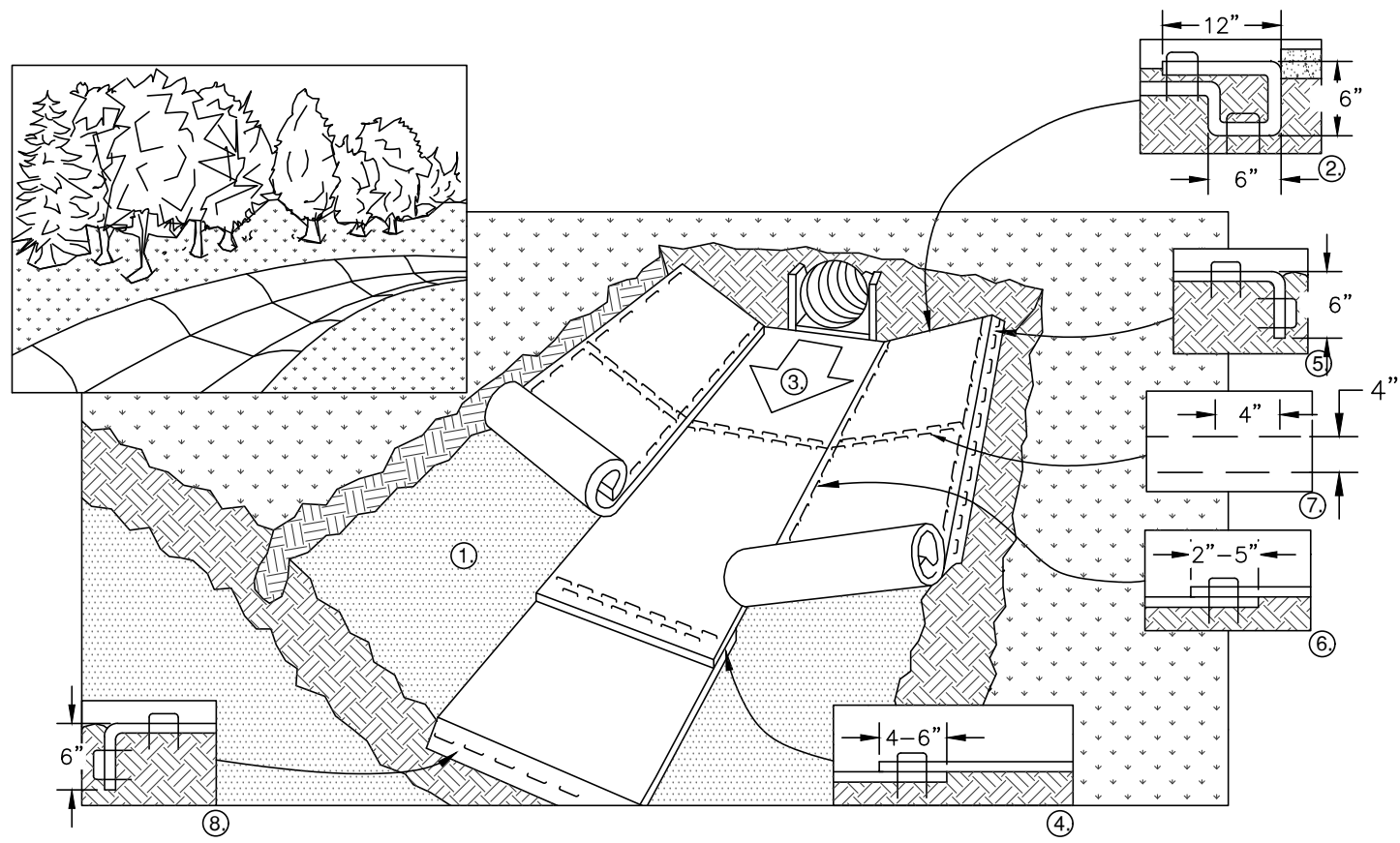


- GENERAL NOTES:
- LATERAL CONTRACTION JOINTS SHALL BE PLACED AT INTERVALS OF NOT MORE THAN 12' NOR LESS THAN 6' IN LENGTH. THE JOINTS SHALL BE A MINIMUM OF 3" IN DEPTH. EXPANSION JOINTS SHALL BE PLACED TRANSVERSELY AT RADIUS POINTS ON CURVES OF RADIUS 200' OR LESS, AND AT ANGLE POINTS, OR AS DIRECTED BY THE ENGINEER. THE EXPANSION JOINT SHALL BE A ONE PIECE ASPHALTIC MATERIAL HAVING THE SAME DIMENSIONS AS CURB & GUTTER AT THAT STATION AND BE 1/2" THICK. IN ALL CASES, CONCRETE CURB & GUTTER SHALL BE PLACED ON THOROUGHLY COMPACTED CRUSHED STONE.
 - CURB APRON ±12" TO FIT STANDARD CURB MACHINE

18" CURB AND GUTTER DETAILS



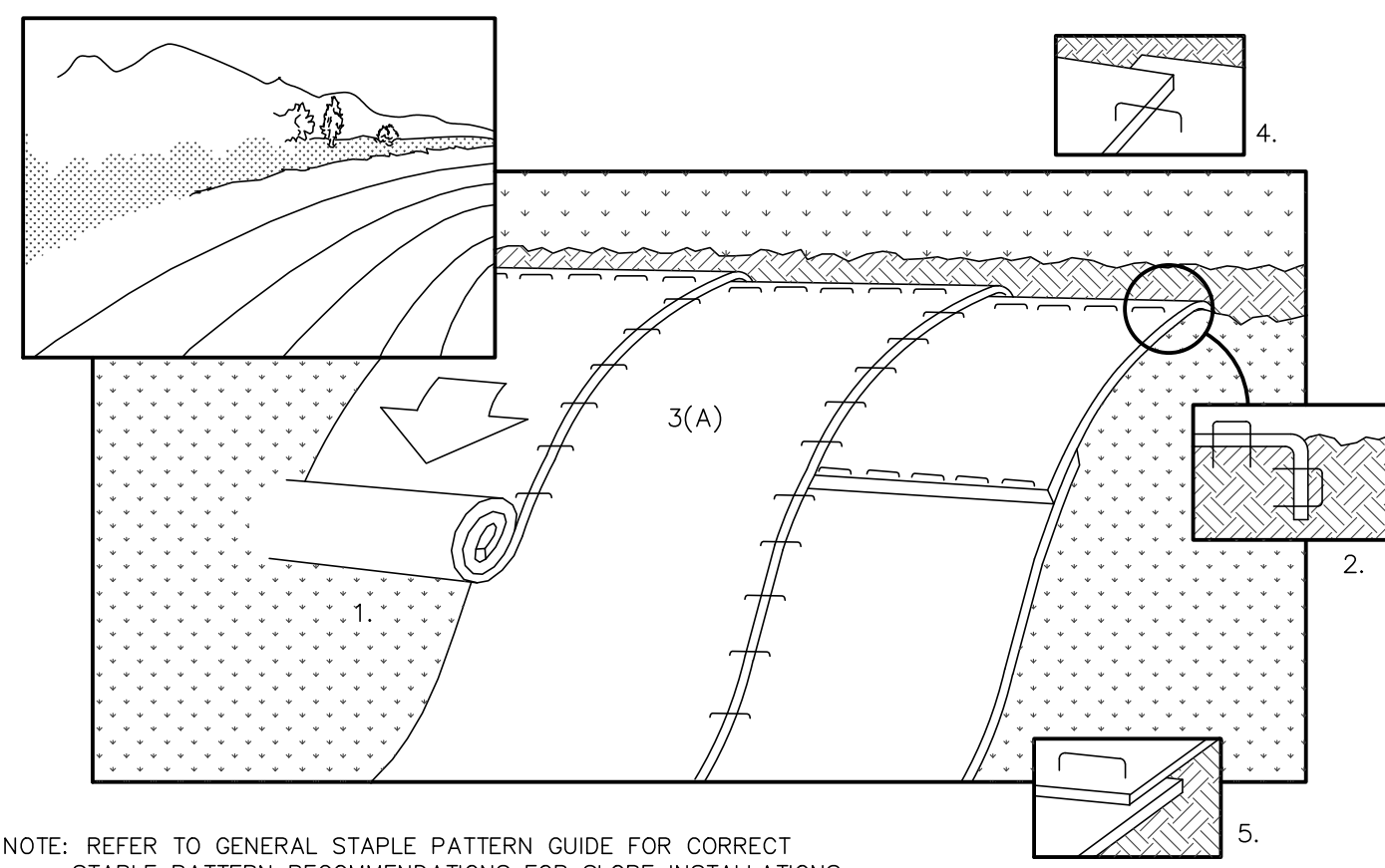
MAXIMUM PERIOD OF BARE SOIL FOR SLOPES > 20%		
SLOPE AREA DRAINS TO SEDIMENT BASIN OR SEDIMENT TRAP?	MAXIMUM PERIOD OF BARE SOIL EXPOSURE (CALENDAR DAYS)	
	LAND DISTURBANCE BETWEEN SEPTEMBER 15TH AND MAY 1ST	LAND DISTURBANCE BETWEEN MAY 2ND AND SEPTEMBER 15TH
YES	90	90
NO	60	30



1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
2. BEGIN AT THE TOP OF THE CHANNEL BY ANCHORING THE BLANKET IN A 6" DEEP X 6" WIDE TRENCH WITH APPROXIMATELY 12" OF BLANKET EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE BLANKET WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" PORTION OF BLANKET BACK OVER SEED AND COMPACTED SOIL. SECURE BLANKET OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" APART ACROSS THE WIDTH OF THE BLANKET.
3. ROLL CENTER BLANKET IN DIRECTION OF WATER FLOW IN BOTTOM OF CHANNEL. BLANKETS WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.
4. PLACE CONSECUTIVE BLANKETS END OVER END (SHINGLE STYLE) WITH A 4-6" OVERLAP. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER TO SECURE BLANKETS.
5. FULL LENGTH EDGE OF BLANKETS AT TOP OF SIDE SLOPE MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
6. ADJACENT BLANKETS MUST BE OVERLAPPED APPROXIMATELY 4" AND STAPLED.
7. A STAPLE CHECK SLOT IS RECOMMENDED AT 30 TO 40 FOOT INTERVALS. USE A DOUBLE ROW OF STAPLES STAGGERED 4" APART AND 4" ON CENTER OVER ENTIRE WIDTH OF THE CHANNEL.
8. THE TERMINAL END OF THE BLANKETS MUST BE ANCHORED WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" APART IN A 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.

NOTE: ALL STAPLES MUST BE 6" OR GREATER IN LENGTH

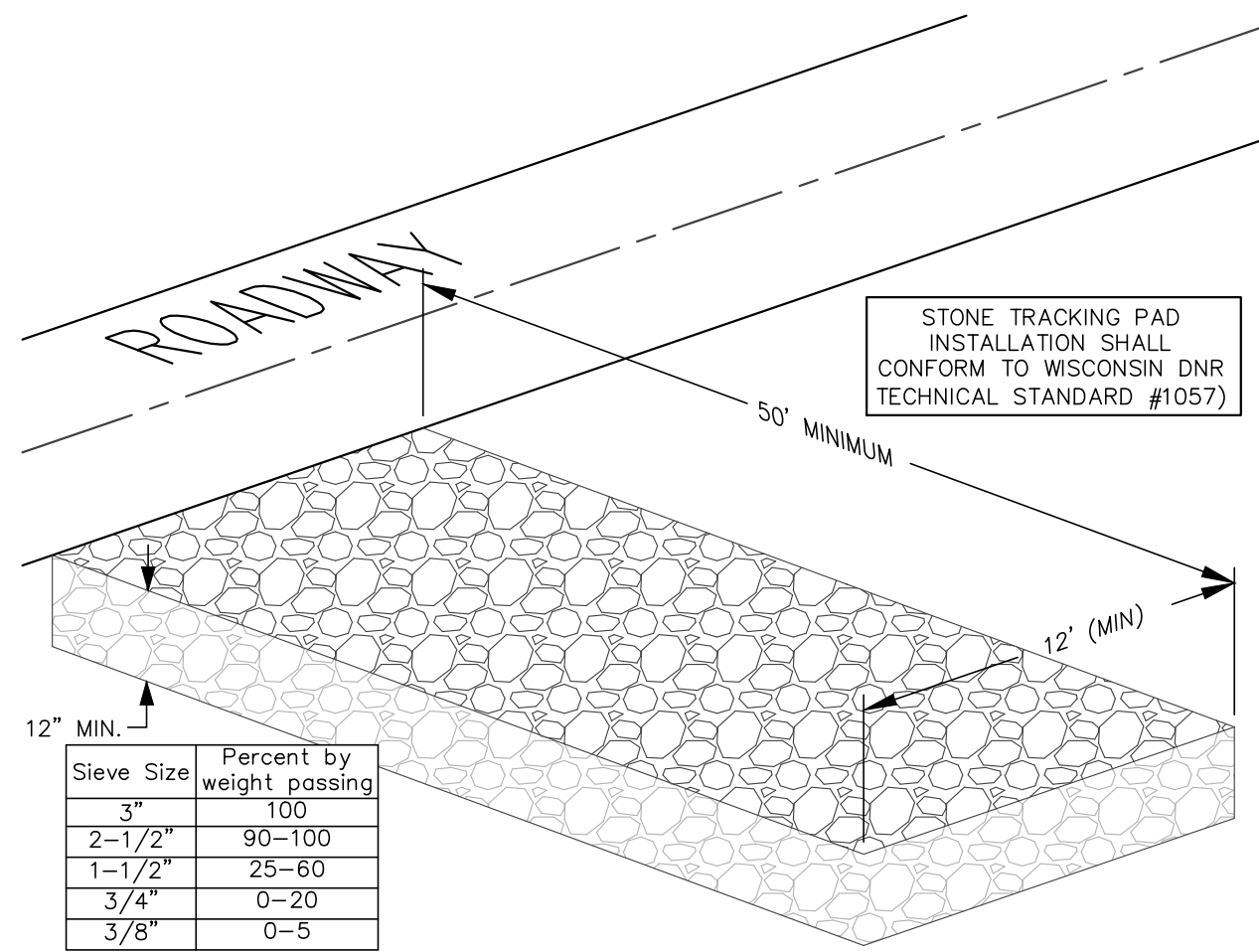
EROSION CONTROL MAT – CHANNEL INSTALLATION



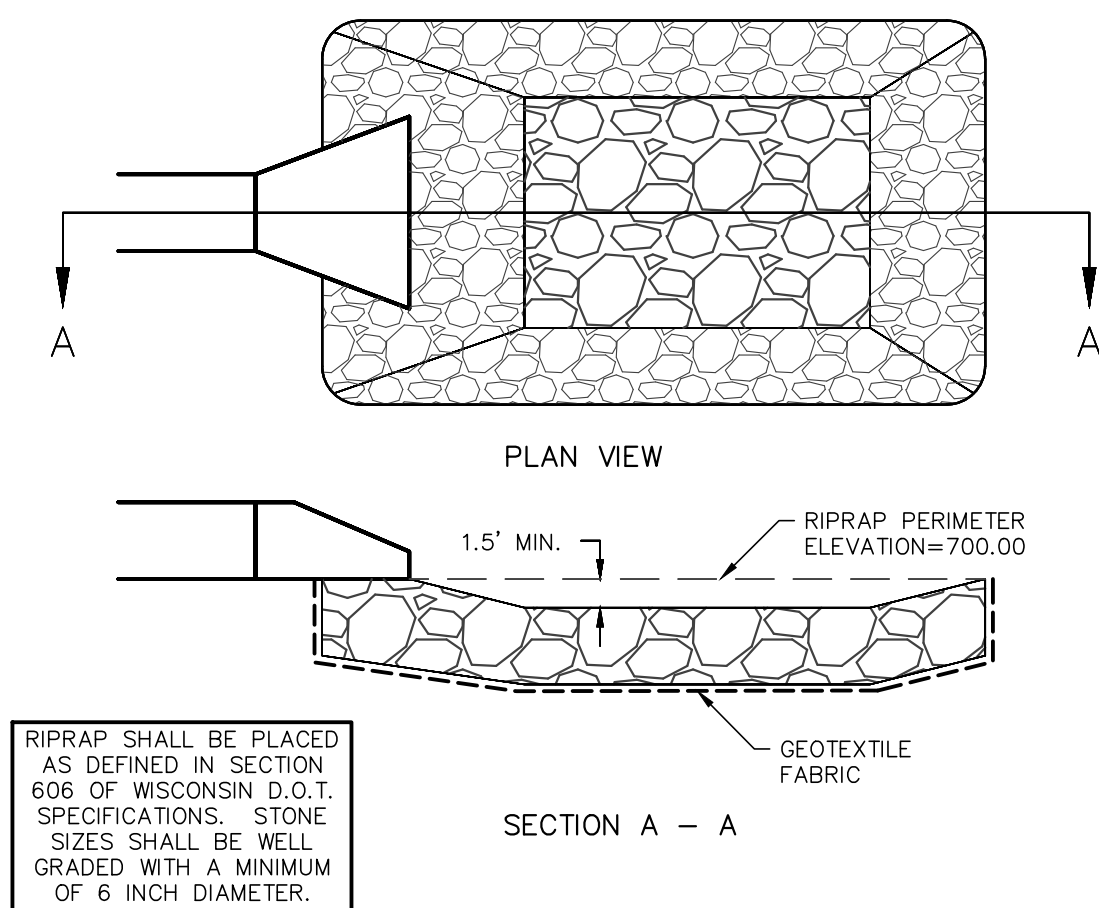
NOTE: REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

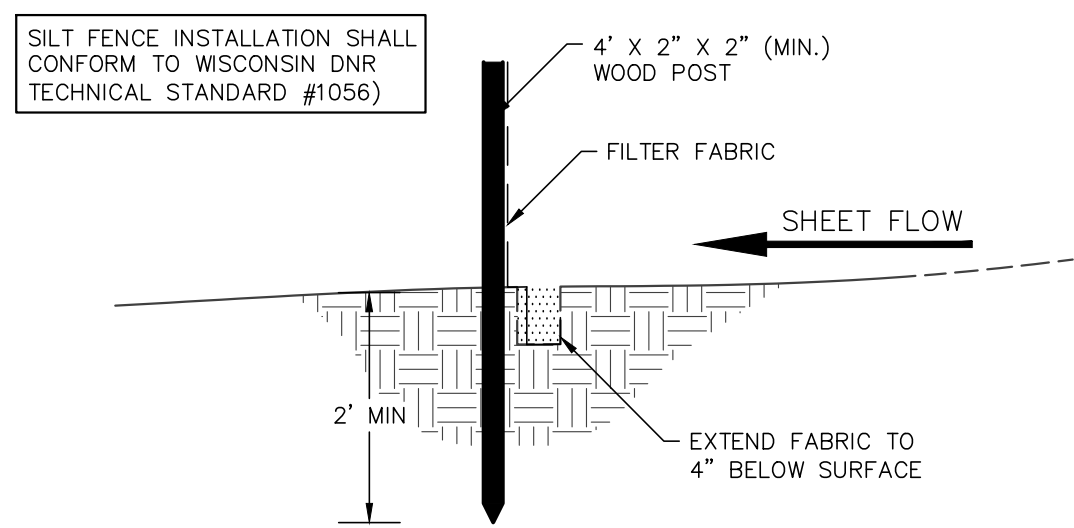
EROSION CONTROL MAT – SLOPE INSTALLATION



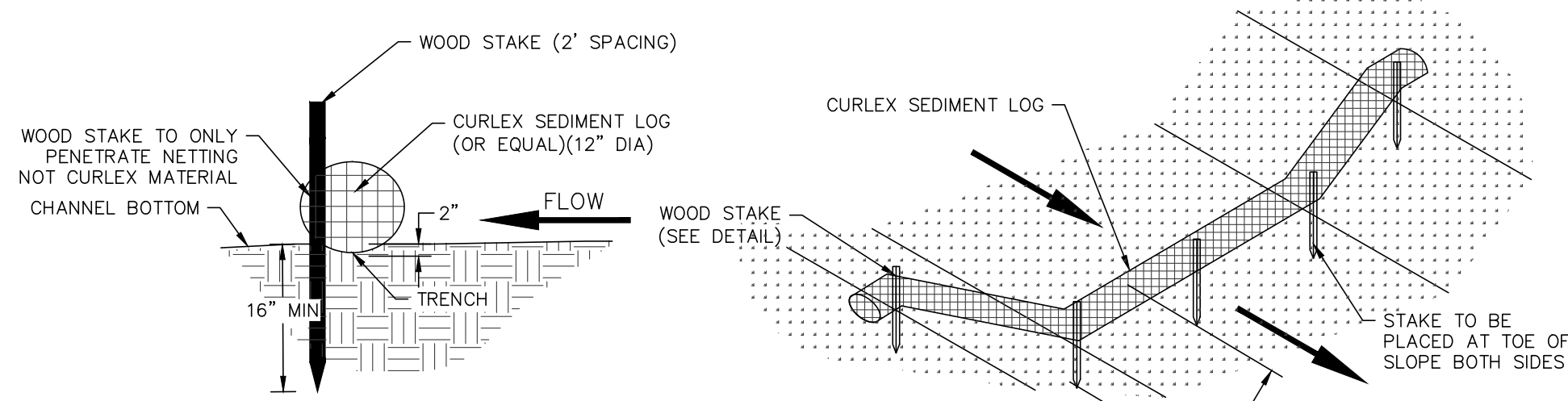
STONE TRACKING PAD DETAIL



RIPRAP/STILLING BASIN DETAIL

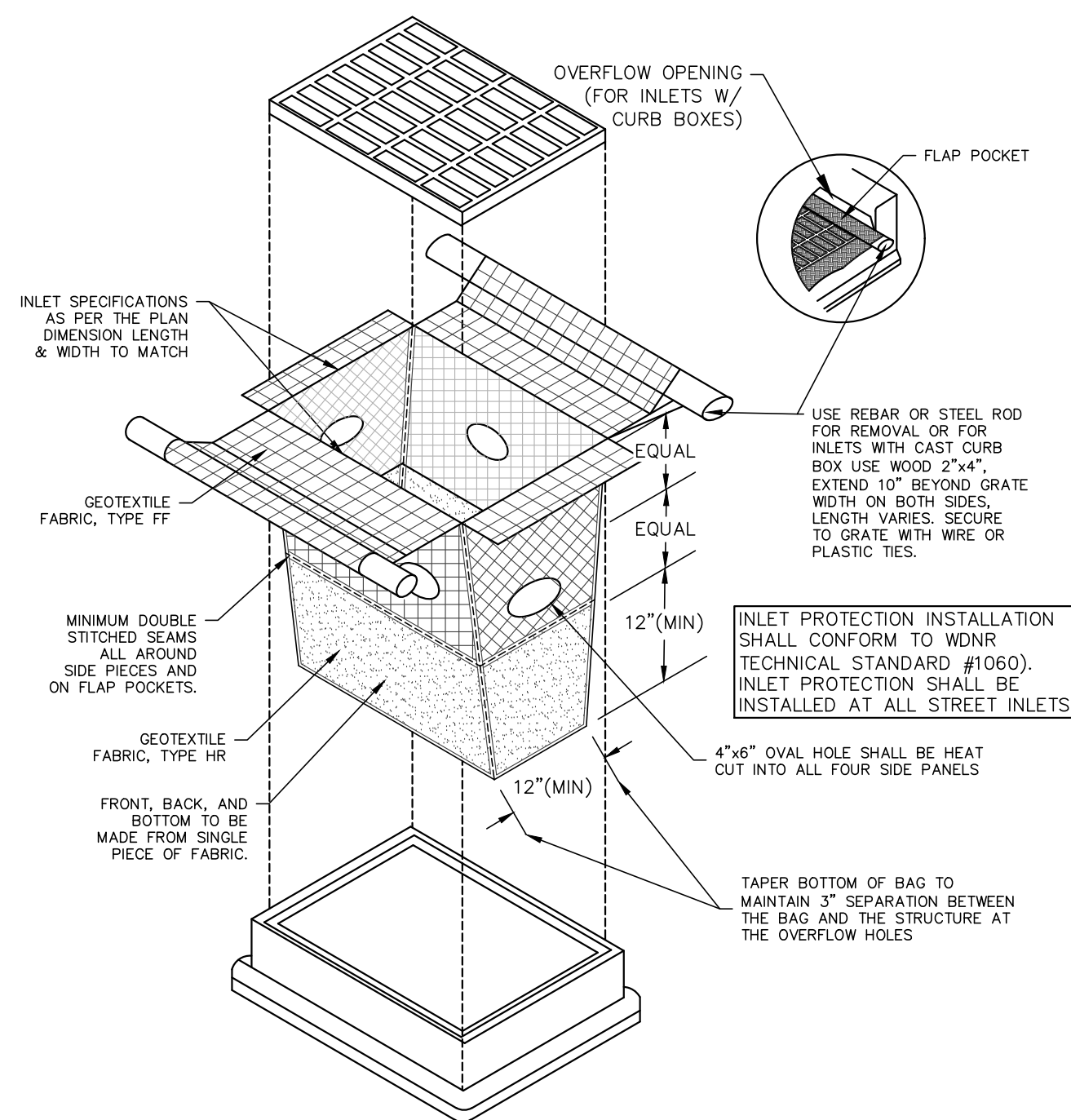


SILT FENCE CONSTRUCTION (SHEET FLOW)



SPACING BETWEEN CURLEX SEDIMENT LOGS				
CHANNEL GRADIENT %	6"	9"	12"	20"
0.5	91.7	136.7	183.3	250.0
1.0	45.8	68.3	91.7	125.0
1.5	30.6	45.6	61.1	83.3
2	22.9	34.2	45.8	62.5

SEDIMENT LOG DETAIL



TYPE D-HR INLET PROTECTION DETAIL

PROJECT

D2C
PROPOSAL
23-00164

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS
DOCUMENTS

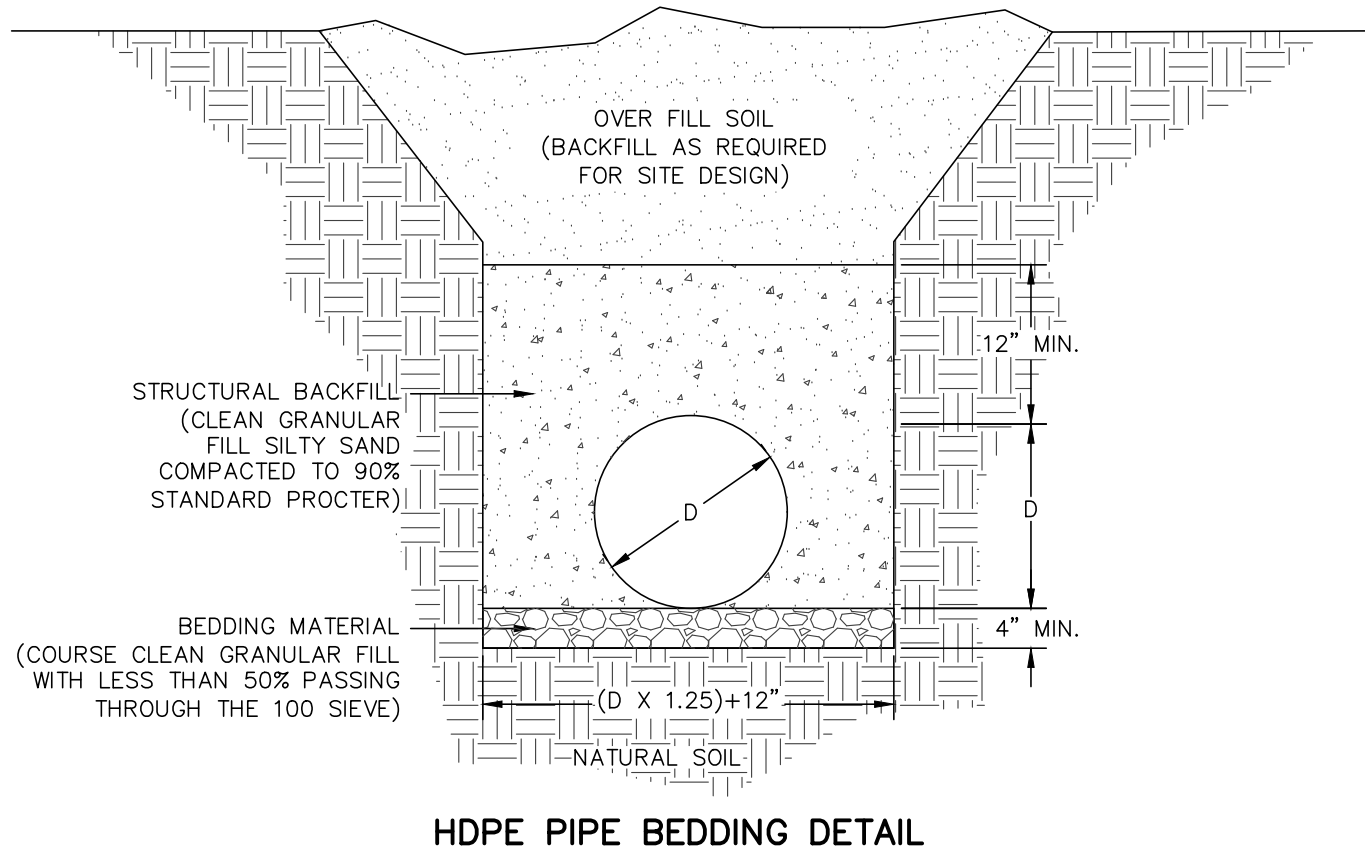
These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

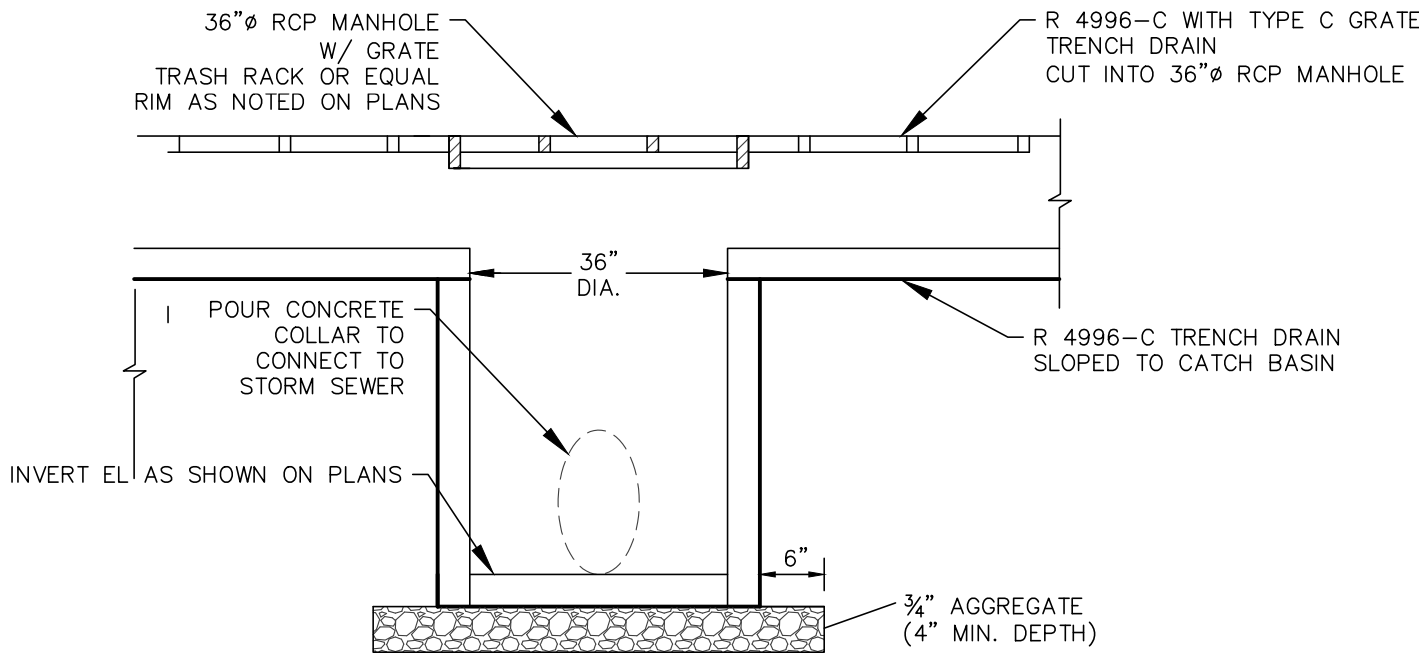
Date:
02/29/2024
Project No.
24.003

SHEET TITLE

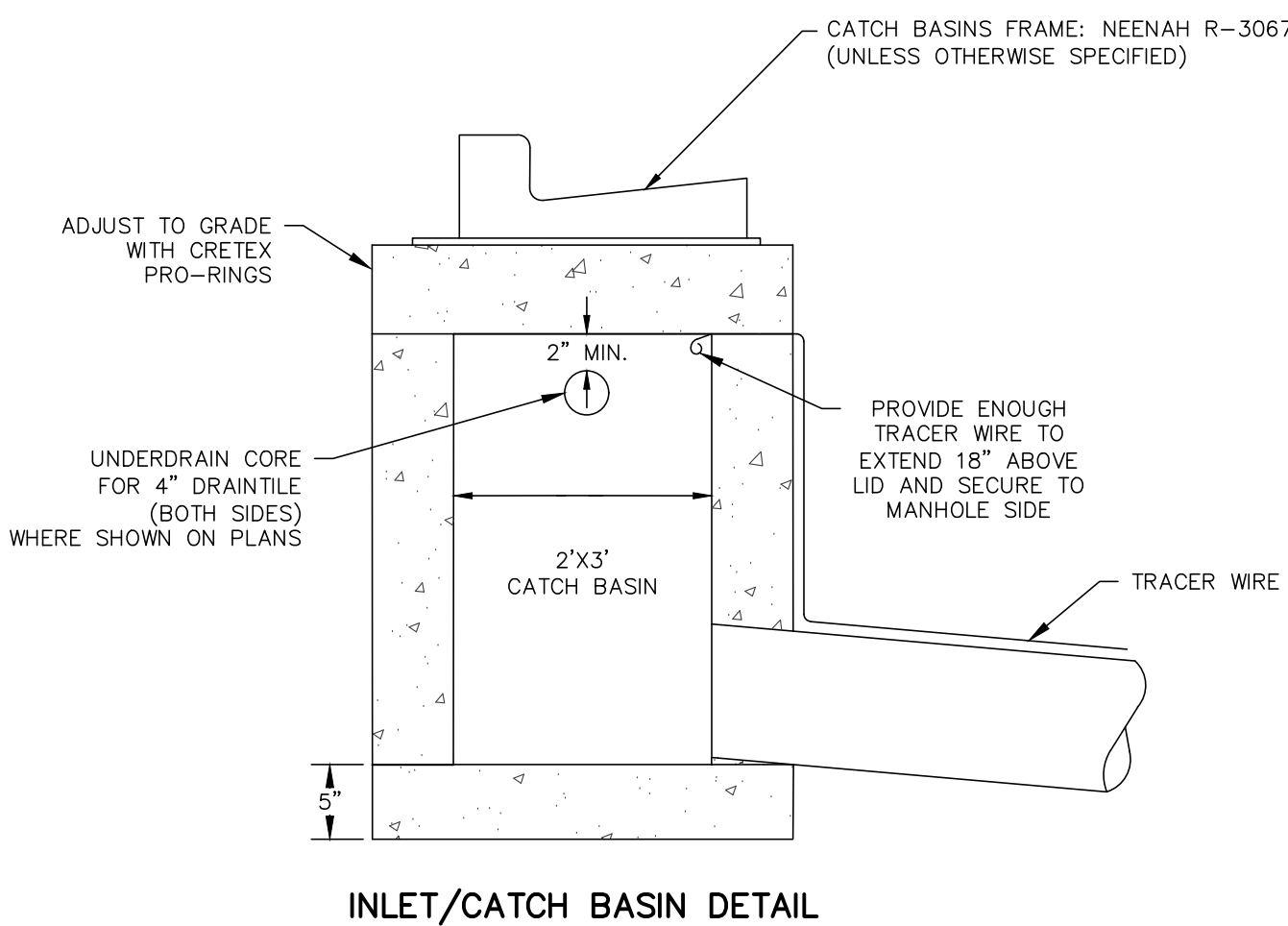
UTILITY DETAILS



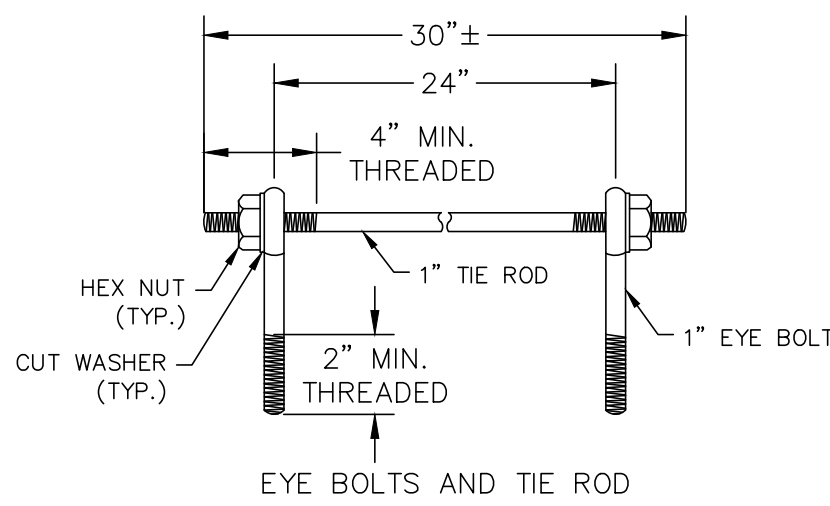
HDPE PIPE BEDDING DETAIL



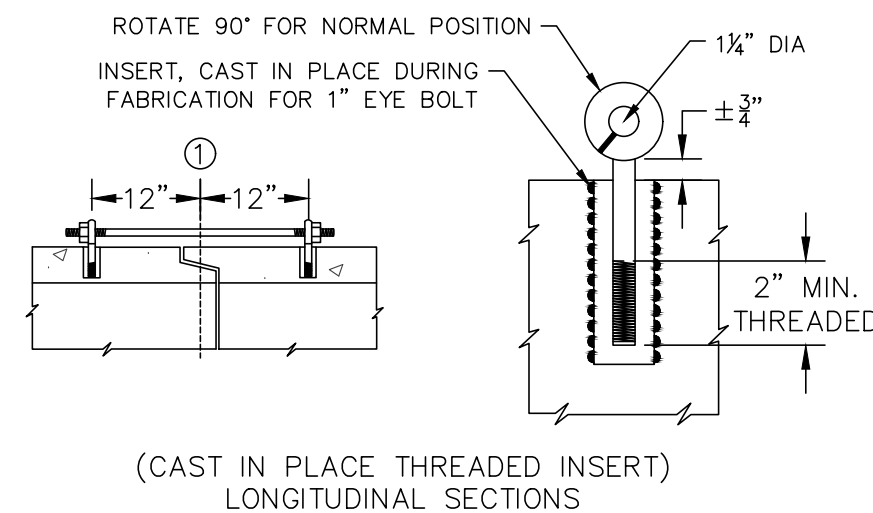
36" CATCH BASIN W/ GRATE & R 4996-C TRENCH DRAIN CONNECTION DETAIL



INLET/CATCH BASIN DETAIL



EYE BOLTS AND TIE ROD



(CAST IN PLACE THREADED INSERT) LONGITUDINAL SECTIONS

EYE BOLTS AND TIE ROD DETAIL

LANDSCAPE INSTALLATION:

LANDSCAPE INSTALLATION:

- SEED MIXES:

SEEDING TURF for LAWN AREAS:

Sow at 5 lbs. / 1,000 sq. ft.

*Supreme Lawn Seed Mix

Available from Reinders, Inc. (800) 785-3301, or approved equal.
To be installed and maintained per supplier's specifications.

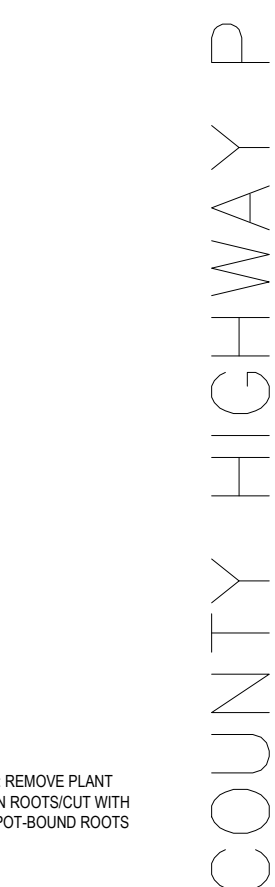
17% Mercury Kentucky Bluegrass	16% America Kentucky Bluegrass
17% SR 2100 Kentucky Bluegrass	25% Garnet Creeping Red Fescue
15% Replicator Perennial Ryegrass	10% TXR Annual Ryegrass

[illegible]

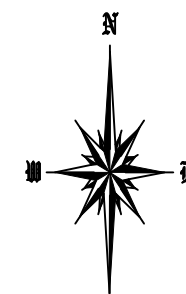
SHRUB PLANTING DETAIL



- INSTALLATION SEQUENCING:**
1. DIG HOLE 3 TIMES BIGGER THAN ROOT BALL.
ROUNDEN THE SIDES OF THE HOLE TO PREVENT GLAZING IN CLAY SOILS.
 2. PLACE TREE IN HOLE, BACKFILL WITH EXISTING SOIL AND REMOVE TRANSIT GUARD, BURLAP AND WIRE BASKET.
 3. FINISH BACKFILLING AND STRAIGHTEN THE TREE.
 4. GENTLY TAMP TO HELP SETTLE THE SOIL AND REMOVE ANY AIR POCKETS.
 5. CREATE A WATER SAUCER TO COLLECT THE WATER UNTIL IT SOAKS INTO THE SOIL.
 6. PROVIDE 4" DEEP SHREDDED WOOD MULCH (10" FOOT DIAMETER). KEEP THE MULCH AWAY FROM THE TRUNK.
 7. REMOVE ONLY BROKEN OR DAMAGED BRANCHES.



OVERALL LANDSCAPE PLAN

$$1'' = 30'-0''$$


SHEET TITLE

OVERALL LANDSCAPE PLAN

L1.00



GROTH
Design
Group

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012

PH. (262) 377-8001
FX. (262) 377-8003

DESIGN
21
CONSTRUCT
 DEVELOPMENT CORPORATION

N173 W21010
NORTHWEST PASSAGE WAY
JACKSON, WI 53037

PH. (262) 677-9933
FX. (262) 677-9934

info@design2construct.com

PROJECT

**D2C
PROPOSAL
23-00164**

CAYMUS COURT
JACKSON, WI
53037

ISSUE

NO.	REV.	DATE	DESCRIPTION
-----	------	------	-------------

PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

PROJECT INFO

Date _____

02.19.2024

Project No.

24.003

SHEET TITLE

OVERALL LANDSCAPE PLAN

PLAN COMMISSION SUBMITTAL

WI NON-PROFIT TAX ID:
436-0000480087-03

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

Date of Reservation: 04/02/24

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): WASHINGTON COUNTY Democratic Party

Applicant's Address (Street, City, State, Zip): P.O. Box 355

Phone and/or Cell Number: (262) 707-9935 Email: drk9003@gmail.com

Event Date: SATURDAY, SEPTEMBER 14, 2024

Purpose of Event: ANNUAL FALL MEMBERSHIP SOCIAL NOTE: THE ONLY FUNDRAISERS WILL BE VOLUNTARY DONATIONS 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: 100-125

*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: 6:00 PM Rental End Time: 10:00 PM

(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): \$ _____

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 

ARE THERE OTHER WAYS WE CAN MAKE YOUR COMMUNITY CENTER RENTAL PERFECT FOR YOUR EVENT?

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.

Please Circle How You Heard of the Jackson Community Center:

☒ Previous Customer
 ☐ Activity Guide
 ☐ Event/Program
 ☐ Facebook
 ☐ Newspaper
 ☐ Other: _____

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ 100.00 ☒ check ☐ cc
 Rental Fee: \$ 300.00 Long Term Rental Fees: Monthly ☐ Bi-Annually ☐
 Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ 400.00

PAYMENT:

Check #: 4605 Cash Total: 100.00 Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement. I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e., premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading WJ

I have read and agree with the terms and conditions of the entire contract.

Signature of responsible party: [Signature] Date: 04/02/2024

JPR Community Center Representative: _____ Date: ____/____/____

Jackson Parks & Recreation Credit Card Authorization

Name: _____
(as it appears on card)

Address: _____ City: _____ Zip: _____

☐ Check if Billing is the same or list:

Visa/MC/Discover ☐ ☐ ☐ ☐ ☐ ☐

Exp. Mo/Yr. ☐ ☐ ☐ ☐ CVV Code ☐ ☐ ☐

JACKSON
POUNDS & RECREATION
RESTAURANT

AMEX ☐ ☐ ☐ ☐ ☐ ☐

Exp. Mo/Yr. ☐ ☐ ☐ ☐ Sec. Code ☐ ☐ ☐

I authorize the Jackson Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement. I understand there may be a fee associated with credit card processing.

Signature: _____ Date: ____/____/____



When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.

We will hold the card information on file, and it will be considered and used as a security deposit.

Please note, there is a 3% convenience fee charged for Credit Card purchases.

12/2023



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator, Darlene Smith, Village Treasurer

RE: Proposed Changes to 2013 Employee Handbook – Chapters 1-3 Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies

DATE: April 2, 2024

Background

Based upon organizational needs, Staff and the Board commenced the review of the Employee Handbook with the leave policies in November and December of 2023. Since that time, Staff have reviewed and revised language found in sections of the Handbook pertaining to Personnel Policies, Employment Policies and Classification and Compensation Policies. Generally, changes were made to update references to state statutes, references to the correct staff member/title, and replacing gender pronouns such as her/him with “their”. Changes are summarized by section, below.

SECTION 1 – General Personnel Policies

Updates were made to travel reimbursement language, vehicle use restrictions, and facility use. We’ve also cleaned up which personnel files are retained in administrative offices and which files are retained by managers, and record keeping policies.

SECTION 2 – Employment Policies

Most revisions in this section were from the Village labor attorney. Clarifications may be necessary related to “probationary periods” which seem to no longer be advisable. Instead, “at will” employment status is relied upon in most circumstances. Needed clarifications were also made in 2.18 regarding notice of resignation requirements.

SECTION 3 – Classification and Compensation Policies

No major changes, cleaned up overtime, weekend, and holiday pay guidelines.

Potential Motion:

Recommendation for Village Board authorization to the Village Attorney and Village Administrator to review, revise, and distribute to employees the updated Section 1-3 of the Employee Handbook, effective May 1, 2024.

Attachments:

1. Adopted Section 1-3 Policies – 2013 Employee Handbook
2. Redline Copy of Proposed Section 1-3 Policies – 2013 Employee Handbook
3. Proposed Section 1-3 Policies – 2024 Draft Employee Handbook

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open door policy under which all employees have the opportunity to deal directly with their Department Head and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate his/her concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a special responsibility to notify the Village of your concern. If possible, you should first address your concern to your Department Head (or, in the case of a Department Head, to the Village Administrator). If your question remains unanswered, you may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the particular answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through good communication, we can all better enjoy our work and better serve the people of the Village.

Grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to change or abolish such policies, practices, and procedures. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is generally a private and personal matter, and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the American's with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be related in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations;

2. First aid and safety officials may be told if the disability may require emergency treatment;
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as his/her fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual; the Village’s Controlled Substances and Alcohol Testing Policy.

In order to protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace. This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Harassment and Discrimination

It is the policy of the Village of Jackson that all employees have the right to work in an environment free of persistent and unwelcome conduct or actions on the basis of race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law.

The Village will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with the Village. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law. The Village of Jackson considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Village shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this Village policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

Definitions

I. Verbal Harassment

Unsolicited or unwelcome verbal conduct including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

II. Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet, or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

III. *Physical Harassment*

Physical harassment includes unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

IV. *Unwelcome Harassment*

For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct done on the basis of a protected employment category set forth in this Section did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Prohibited Activity

I. *Sexual Harassment*

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. *Harassment*

- A. Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual's job performance done on the basis of a protected employment category set forth in this Section.

Complaint Procedure

Any employee encountering harassment is encouraged but not required to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incidents as soon as possible to a supervisor, Department Head, or the Village Administrator so that an investigation may be conducted, and if necessary, steps may be taken to protect the employee from further harassment and so that appropriate remedial action, where appropriate, may be initiated.

The Department Head or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) of occurrence(s), and shall report their findings to the Village Administrator.

The Village Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event that the complaint is substantiated, the Village Administrator will take prompt and effective action to address the problem.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under all the circumstances.

Retaliation

The Village of Jackson will not permit or condone retaliation against an employee who files a harassment or discrimination complaint or assists, testifies, or participates in an investigation. Retaliation is prohibited by the Village and by state and federal statutes and shall be reported immediately. Retaliation against another employee for filing a harassment or discrimination complaint or for assisting, testifying, or participating in an investigation is a form of misconduct and is considered a separate violation of this policy. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment and discrimination complaints.

1.06 Health and Safety Policy

Health and safety is extremely important both to the Village and to you. The Village therefore expects its employees to use healthy and safe work practices at all times.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to his/her Department Head (or, in the case of a Department Head, the Village Administrator) immediately;
2. Secure any necessary medical attention which can appropriately be administered at the work place;
3. In the event of an illness/injury/accident, complete a report regarding it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary

to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Internet and E-mail Policy

The Village provides and maintains electronic communications services and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging and internet access for employees' use in order to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees should have no expectation of privacy with regards to such communications. Data that is composed, transmitted, or received via Village systems or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties.

Employee communications and use of these systems and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.

6. Use for non-work related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work related purpose.

Violations of this policy may warrant discipline, up to and including termination.

Employees may use the computer and internet during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Administrator or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Administrator or designee, up to two (2) times per year upon seven (7) days written notice to the Village Administrator. The Village Administrator or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees should promptly notify the Village Administrator or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in his/her insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, should immediately report the use to his/her Department Head.

1.10 Reference and Background Check Policy

The position an individual applies for and the information he/she gives during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also take into account how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three year period:
 - 1. Conviction of a felony which has nexus to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. After an applicant receives a conditional offer of employment, the Village shall have a routine background check using Wisconsin's Public Abstract Request System (PARS). This will be performed before the appointment is made, and a report shall be filed with the Village Administrator. The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process, and is being used as part of the decision not to hire an applicant; he/she may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Village Administrator or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Village Administrator or designee.
- C. All inquiries regarding a current or former Village employee must be referred to the Village Administrator, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. Reference letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.
- D. No other data or information regarding any current or former Village employee or his/her employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes, or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Administrator or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Administrator or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working

days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Administrator immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept separate at all times. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe

community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. *Acceptable Use*

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites. These sites must remain personal in nature, and the employee must maintain a distinction between sharing personal and official Village views. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that his/her stated views and opinions are understood to be his/her own and not those of the Village. A disclaimer is required when employees:
 - Refer to the work done by the Village;
 - Comment on any Village related or issues; or
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets should remain professional in nature and should always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online;
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate;
 - c. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used;
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear As To Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to

be “taken back.” Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:
 - 1. Ensure that he/she is aware of which information to share, with whom he/she can share it, and what not to share;
 - 2. Ensure that he/she is aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media may be considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they should be retained pursuant to the required retention period.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for obtaining travel advances and submitting expenses for reimbursement:

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e. gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts.
- B. Private vehicles may be utilized for business travel when Village vehicles are not available. Prior approval must be obtained by the Department Head. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking fees, and garage charges, upon submittal of receipts and the signed Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges will not be reimbursed.
- B. Village employees should furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal, Entertainment, and Miscellaneous Expenses

- A. Meal Reimbursement Policy
 - 1. The Village shall reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and may include a maximum gratuity of twenty (20) percent.
 - 2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums

a.	Breakfast	\$10.00	
b.	Lunch	\$15.00	
c.	Dinner	\$31.00	(or see Daily Allowance below)

3. Daily Allowance – \$61.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)
 - a. Alcoholic beverages are not eligible for reimbursement.
 - b. Employees who must begin their travel day prior to 6:00 a.m. and end their day after 6:00 p.m. are eligible for breakfast and dinner reimbursement. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
 - c. Even if the time requirements are satisfied for Daily Allowance, the reimbursement will NOT be allowable in the following instances
 - i. When the employee is attending training within a forty (40) mile radius from his/her normal work site.
 - ii. When meals are included within the training or conference fees.
 4. If a meal is part of a conference, convention, or instructional program being attended by the Village employee and an amount higher than allowed by the Village is separately charged to each participant, the full amount will be reimbursed with proper documentation.
 5. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.
 6. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Deputy Clerk/Treasurer. The GSA reimbursement rates documentation must be included with the request for reimbursement.
- B. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the travel reimbursement form.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An expense report should be filled out upon the completion of the business travel, and turned into the Department Head. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses.

1.14 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property should be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile and copier machine), is intended to be used for business purposes. An employee may only use this

equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to project a professional telephone manner at all times. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Village phones without prior approval from the employee's supervisor. The Village reserves the right to monitor the use for financial and business purposes to ensure fiscal responsibility.

III. Computer Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are strictly forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The Village reserves the right to monitor the use of its computer system.

IV. Vehicle Use

- A. Village vehicles may only be used for authorized Village business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator or designee annually and upon request. It is the responsibility of an employee to immediately inform his/her supervisor of any restriction, suspension or revocation of driving privileges that would affect his/her ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- B. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.

- C. The Village has the right to search any Village vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. *Return of Equipment*

- A. Upon separation of employment, employees must return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in his/her possession or control.

1.15 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. (This restriction does not apply to employees who use Village-provided vehicles). Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. *Prevention Techniques*

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

- 1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence;
 - Romantic obsession that is ignored or rejected;
 - Chemical dependence;

- Severe depression due to personal problems;
- Pathological blaming of others;
- High frustration with an individual(s) in work or personal environment;
- Fascination with guns or other weapons;
- Fascination with violence or terrorism;
- Substitution of work for family or friends;
- Paranoia or belief that the system is unfair;
- Inability to accept criticism;
- Does not accept responsibility for his/her actions;
- Intimidating, harassing, or threatening behavior;
- Uneven job performance and large mood swings;
- Moral or political intolerance;
- Social isolation to low self-esteem;
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
 - The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that his/her problems cannot be resolved.
 - The perpetrator blames someone else (i.e. supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their immediate supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to

notifying a supervisor, the authorities should be contacted if appropriate, which include, but are not limited to: the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor and/or the Safety Officer:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.16 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.17 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with his/her performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, Joint Parks and Recreation Director, and Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All staff members and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator to the Village Board. Each employee is to keep the person that he/she reports to, informed of his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, he/she is directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under his/her jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, jeans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally

required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

Employees are expected to be dedicated to their work and to be at work on time each work day. Any employee who knows or suspects that he/she may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of his/her shift should notify his/her Department Head (or, in the case of a Department Head, the Village Administrator or designee) as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the work day, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.23, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization. No employees other than the Village Administrator or designee may grant an interview concerning Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

The following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file his or her complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:

- a. Date complaint was received.
- b. (Referral): The department that will address the concern.
- c. (Referred by): The name of the person who received the complaint.
- d. Name of complainant.
- e. Address of complainant.
- f. Telephone/e-mail of complainant.
- g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
- h. The complaint should be forwarded to the Village Clerk/ Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.
- i. A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.
- j. The involved department should investigate or review the identified concern and take appropriate action.
- k. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form, and obtain approval and signature from the Department Head.
- l. A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.
- m. A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Department Head; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how he/she performs activities in his/her job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family will hold jobs which involve supervision of, or being supervised by an immediate relative. "Immediate relative" is defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call firefighters, or temporary/seasonal employees.

A **full-time employee** is one who is regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **part-time employee** is one who works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **paid-on-call firefighter** is one who works in the Jackson Fire Department.

A **temporary or seasonal employee** is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits.

For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.

Both during and after completion (if any completion occurs) of the six-month orientation period, all employees remain employees-at-will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full-time, part-time, paid-on-call firefighter, temporary, or seasonal, he/she remains an employee-at-will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village. While at work, employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the Village is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

III. *Drugs and Alcohol in the Workplace*

Failure to abide by the Drug-Free Workplace policy or the Controlled Substances and Alcohol Testing Policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.

IV. *Gambling*

Gambling constitutes a threat to the Village's security, and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work is strictly prohibited. Gambling includes placing, accepting, recording or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

V. *Insubordination*

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

VI. *Other Prohibited Conduct*

A. ***Any*** conduct that interferes with operations, discredits the Village, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;

7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Engaging in outside employment while on an unpaid leave of absence;
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is

detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. *Grievance Procedure.*

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;
 - 4. Job abandonment, "no-call, no-show", or other failure to report to work; or
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.

- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A statement of the issue involved,
3. A statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place,
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
8. The employee's signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This

process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of his/her position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of his/her work restrictions and the probable duration of his/her restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the American's with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, he/she may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Deputy Village Clerk/Treasurer.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the Deputy Treasurer as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from his/her treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign his/her employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid his/her remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his/her right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Superintendents, and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of

an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

II. Notification of Termination

The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered “at will”.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area’s needs. Job-related criteria may include the employee’s current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice, as long as it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, imply, or guarantee that employment or any Village benefit will be provided for any period of time. The promise of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison, and are not intended to create an employment contract for a specific period of time.

3.02 Classification of Positions

The Village classifies all positions based on a number of factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report his/her findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, with the exception of the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. Employees will receive their pay every other Monday, unless a holiday falls on a Monday. Then they will receive their pay on the next regular work day. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Village Deputy Clerk/Treasurer if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the work day. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time worked by a nonexempt employee in excess of forty (40) hours per week. Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime in order to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open-door policy under which all employees can deal directly with their Immediate Supervisor and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate their concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a responsibility to notify the Village of your concern. Whenever possible, employees are to first address their concern to their Immediate Supervisor. If an employee's question remains unanswered, they may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through effective communication throughout the chain-of-command, we can all better enjoy our work and better serve the people of the Village.

Formal grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to review, change, or abolish such policies, practices, and procedures with or without notice. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is a private and personal matter and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the Americans with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be communicated in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations.

2. First aid and safety officials may be told if the disability may require emergency treatment.
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as their fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual, the Village’s Controlled Substances and Alcohol Testing Policy.

To protect the health, welfare, and safety of employees, the Village prohibits the ~~unlawful~~ manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace, unless the distribution, dispensation, or possession of a controlled substance, alcohol, or drug paraphernalia is directly connected to one’s employment with the Village (e.g., a Parks and Recreation Department employee selling a beer at a beer garden; a police officer in possession of drug paraphernalia seized from a crime scene, etc.). This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites. Deviations from this policy are only granted if in writing from the Village Administrator.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace. An employee’s failure to report a criminal drug statute conviction as required by this policy may also result in disciplinary action, up to and including termination of employment.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

A fundamental employment policy of the Village is that the work environment is for performing high quality work and to serve the interests of the Village and the public. Employees, volunteers, and officeholders must provide a workplace free from tensions involving matters that do not relate to Village business and where employees and other persons as described herein always behave courteously and professionally. An atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar unlawful harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy, directed at an employee or applicant for employment because of their sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, ancestry, age, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating, and resolving complaints of unlawful harassment, discrimination, and retaliation. The Village condemns and will not tolerate, condone, or allow unlawful harassment, discrimination, or retaliation by any employee, volunteer, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination, and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment, and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. While an employee may be dissatisfied with conduct of coworkers or the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this policy. Employees must raise those concerns directly to the employee's supervisor and through the chain of command.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected, or appointed officeholders, contractors, or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy and that has been approved by the Board.

I. Understanding Unlawful Harassment, Including Sexual Harassment, Discrimination, and Retaliation

Discrimination

Discrimination means treatment of a person in an illegal, unjust, or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee or **volunteer**, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's **or volunteer's** performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene, or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions to express or obtain sexual material, comments, and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments.
- Slurs or epithets.
- Unwelcome sexual advances or invitations.
- Non-verbal behavior such as staring, leering, or gestures.
- Ridiculing or demeaning comments.
- Innuendos or veiled threats.
- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome.
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual.
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability.
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under the policy.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of

harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

II. Responsibilities

Responsibilities of All Employees and Officeholders

Each employee, volunteer, and officeholder are responsible for assisting in the prevention of unlawful harassment, discrimination, and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status.
- Behaving courteously and professionally toward others.
- Reading this policy and fully understanding and complying with its requirements.
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated, or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation, and other prohibited conduct.
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination, and retaliation.
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether the involved employees are within their line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee or volunteer who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to fulfill these responsibilities may be grounds for discipline.

III. Procedures

- A. Any employee or volunteer experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that their actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents to provide the fullest basis for investigation if needed.
- B. Any employee or volunteer who believes that they are being harassed, discriminated, or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigative and corrective actions may be initiated:
 - 1. Village Administrator.
 - 2. Village President, if such conduct is engaged in by a Village Board member or the Village Administrator.

A supervisor who receives this information from a subordinate must report the information to the Village Administrator or Village President.

- C. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the target and the accused engage in conciliatory efforts to resolve the matter if acceptable to the target. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been conducted and is effective.
- D. The Village Board may initiate an investigation and designate an investigator for any matter involving allegations against a Board member, the Village President, the Village Administrator, or an appointed officeholder who is also not an employee. The Village Administrator or Village Board may initiate an investigation and designate an investigator in other circumstances.
- E. If an investigation is conducted, the investigator will meet with the target and other persons having information and document the facts surrounding the incident, including the specific conduct complained of, the persons performing or participating

in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other information. The investigator will immediately notify the Village Administrator or Village President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape, or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- F. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment, and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken.

Further, the Village will correct any adverse employment action an employee or **volunteer** experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the Village Administrator or Village President if they disagree with the investigation or disposition.

IV. Retaliation

Retaliation against any employee for filing a harassment, discrimination, or retaliation complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be overseen by the same complaint procedures established for harassment and discrimination complaints. Employees or **volunteers** who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate because of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior, or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

V. Training

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee or **volunteer** who has any questions or concerns about this policy should talk with their supervisor, the Village Administrator, or the Village President.

VI. Outside Agencies

Employees or **volunteers** also can promptly report any violations of law, including assault, rape, battery, or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination, or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203, Telephone: (414)662-3680.

1.06 Health and Safety Policy

Health and safety are extremely important both to the Village and to you. The Village therefore expects its employees to always use healthy and safe work practices.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to their Immediate Supervisor directly.
2. Secure any necessary medical attention which can appropriately be administered at the workplace.
3. In the event of an illness/injury/accident, promptly complete the WKC-12-E report relating to it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee or **volunteer** to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Electronic Communications Systems, Services, and Devices Policy

The Village provides and maintains electronic communications systems, services, and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging, and internet access for employees' or **volunteers'** use to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems, services, and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any use of its electronic communications systems, services, and devices, as well as any communication created, transmitted, or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees or **volunteers** should have no expectation of privacy with regards to such communications. This includes electronic communications, such as e-mails and other messages, sent on personal accounts regarding official Village business. Data that is composed, transmitted, or received via Village services, systems, or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties to the extent permitted by law.

Employee communications and use of these services, systems, and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees or **volunteers** who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist, or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.
6. Use for non-work-related activities, including but not limited to computer games, during normal paid work hours.

7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work-related purpose.

Employees or **volunteers** are responsible for preserving the integrity of the information and communication systems and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

1. Copying unauthorized system files or copyright material such as third-party software.
2. Attempting to “crash” systems or programs.
3. Attempting to secure unauthorized higher-level privileges or access to remote systems.
4. Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems.
5. Sharing password or password information with a person not authorized.
6. Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures.
7. Engaging in activities that could cause unnecessary congestion or disruption of the system.

Violations of this policy may warrant discipline, up to and including termination.

Employees or **volunteers** may use the computer and internet for personal use during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy, and personal use shall never preempt or interfere with an employee’s work or use of Village technology services, systems, or devices. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Treasurer/HR Assistant or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs, with copies or access to be provide to Village officials as necessary for others to complete their job duties and functions and consistent with applicable medical confidentiality requirements imposed by law. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Treasurer/HR Assistant or designee, up to two (2) times per year upon seven (7) days written notice to the Village Treasurer/HR Assistant. The Village Administrator, Treasurer/HR Assistant or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees must promptly notify the Village Treasurer/HR Assistant or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in their insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees or **volunteers** are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees or **volunteers** who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, must immediately report the use to their Immediate Supervisor.

1.10 Reference and Background Check Policy

The position an individual applies for and the information they give during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also consider how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three-year period:
 - 1. Conviction of a felony which has connection to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. The Village shall have a routine background check prior to being hired using Wisconsin's DOJ WORCS (Wisconsin Online Record Check System). The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process and is being used as part of the decision not to hire an applicant; they may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Administrator, Treasurer/HR Assistant or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs, with access to or copies of provided to Village officials as necessary for others to complete their job duties and functions and consistent and applicable medical confidentiality requirements imposed by law. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Administrator, Treasurer/HR Assistant, or designee.
- C. All employment reference or verification inquiries regarding a current or former Village employee must be referred to the Administrator or Treasurer/HR Assistant for review and response, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. ~~References letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.~~

- D. No other data or information regarding any current or former Village employee or their employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village [Treasurer/HR Assistant](#) or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village [Treasurer/HR Assistant](#) or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three (3) working days from the date of hire, they must provide proof that they have applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village [Treasurer/HR Assistant](#) immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, YouTube®, Instagram, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept always separate. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for weblog) is a personal outline journal that is frequently updated and intended for public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.

- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for personal business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.
- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. Acceptable Use

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site. Employees may not use Village operated social networking sites unless they have received prior authorization to do so by the Village Administrator or their designee.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites; however, employees are prohibited from accessing personal social networking sites while on-duty. Employees are encouraged to keep their personal social networking sites personal in nature, and the employee should maintain a distinction between sharing personal and official Village views. Failure to do so may result in an employee bringing disrepute upon the Village or other policy violations which may subject the employee to disciplinary action. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that their stated views and opinions are

understood to be their own and not those of the Village. Discretion should be used when employees:

- Refer to the work done by the Village.
- Comment on any Village related or issues.
- Provide a link to a Village website.

C. Professional Use

1. All Village-related communication through Village operated social media outlets must remain professional in nature and must always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in personal business activities.
2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online.
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate.
 - c. Adhere to the Terms of Use and seek to conform to the cultural and behavioral norms, of the social media platform being used.
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear as to Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.
 - h. Notify the ~~Department Head Village Administrator~~ of the most current username and password for each Village operated social media account. If a username or password is changed, immediate notification of this change must be provided to the ~~Department Head Village Administrator~~.

- i. Obtain permission from the Village Administrator prior to creating a new Village operated social media account.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the form of media. Each form of social media has its own unique TOS that regulate how users interact using that form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees must use discretion before posting or commenting. Once these comments or posts are made, they can be seen by anyone and may not be able to be “taken back.” Consequently, communication must not include any form of profanity, obscenity, or copyright violations. Likewise, confidential, or non-public information cannot be shared. Employees must always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. Posts, Comments, and Public Records

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. Security

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. To minimize the possibility of a security breach, each employee must:

1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share.
2. Ensure that they are aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media is considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they must be retained pursuant to the required retention period. Employees have an affirmative obligation to promptly cooperate with the Village upon a records request being made for a social media record in an employee's possession.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. If the Village requires an employee to travel outside the Village of Jackson, the Village will reimburse the employee for meals and necessary overnight lodging. Travel out of state will require Administrator review and approval.

I. *Transportation*

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e., gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts verifying the expenditure of costs for which reimbursement is sought.
- B. Personal vehicles may be used for business travel when Village vehicles are not available and must be authorized by your Immediate Supervisor. Mileage will be reimbursed per the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle annually and complete the Expense/Mileage Reimbursement Form.

II. *Lodging*

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges incurred in connection with lodging will not be reimbursed.
- B. Village employees must furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. **Meal**

A. Meal Reimbursement Policy

- 1. Reimbursement for meals is set at the levels used by the State of Wisconsin (www.gsa.gov). You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages, smoking materials and drugs will not be reimbursed. Reimbursement meal expenses are for employees only. Upon submission, the Village will reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and shall include a maximum gratuity of twenty (20) percent.

- 2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums:

- a. Breakfast \$13.00

- ~~a. Breakfast \$10.00~~

- b. Lunch \$15.00

- c. Dinner \$26.00

- ~~e. Dinner \$31.00~~

- d. Incidentals \$5.00 (or see Daily Allowance below)

- Incidentals are defined as fees and tips incurred during travel such as tips given to a bag carrier, hotel staff, or airport staff.

- i. Daily Allowance – ~~\$61.00~~ \$59.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)

- ii. If a meal is part of a conference, convention, or instruction program being attended by the Village employee and is an amount higher than permitted by the Village, the full amount will be refunded with proper documentation.

iii. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.

iv. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Treasurer/HR Assistant. The GSA reimbursement rates documentation must be included with the request for reimbursement.

III. Entertainment

- A. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the Expense/Mileage Reimbursement Form. Determinations as to whether an activity is related to Village-related business shall be made in the sole discretion of the Village Administrator.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and reimbursement of expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, businesspersons, and the public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An Expense/Mileage Reimbursement Form (see attached) should be filled out upon the completion of the business travel and turned into their Immediate Supervisor. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses (meals, lodging or any authorized out-of-pocket expenditures). Reimbursements are paid on a bi-weekly

basis through payroll upon submission of the Expense/Mileage Reimbursement Form. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

1.14 Expense Reimbursement Policy

All Employee Expense Reimbursements will be processed through Payroll starting July 1, 2022. Reimbursements will be paid via the existing ACH (direct deposit) set up in Payroll. Checks will no longer be cut. If a new bank account needs to be added for this procedure, please call, or email the Treasurer/HR Assistant. Employee expense reimbursements are not considered wages, and therefore are not a taxable income.

The following steps will be used for the reimbursement of each Village-related employee expense:

- 1 The expense must be in connection with the performance of service as an employee for all Village-related expenses such as Transportation, Lodging, Clothing, Meal, Entertainment, and Miscellaneous Expenses (refer to the Employee Handbook – Section 1-13).
- 2 An Expense/Mileage Reimbursement Form must be submitted along with all receipts and/or invoices for all items.
- 3 An Expense/Mileage Reimbursement Form must be submitted for costs associated with use of a personal vehicle for Village travel.
- 4 There must be receipts and/or invoices that document the nature and amount of the expenditures.
- 5 All receipts and/or invoices must be coded to the proper GL account and approved by the Department Head prior to submittal ~~submitted~~ by 10 a.m. on the Monday of Payroll to be included for reimbursement within the current pay period. If submitted after the reimbursement will be processed in two weeks with the next payroll.

1.15 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.

3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work-related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property must be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

~~Employees are prohibited from utilizing a Village vehicle for personal reasons are not permitted to have non-employee passengers. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver's license to be retained in the employee's personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device) in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted. Family is not covered. Nonemployees need to sign a waiver to be in Village vehicle.~~

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile, and copier machine) is intended to be used solely for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to always project a professional telephone manner. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. An employee's personal use of a Village telephone or cellphone cannot interfere with their job duties or otherwise impede Village business. The Village reserves the right to monitor the use of all use of Village telephones and cellphones for financial and business purposes to ensure fiscal responsibility and appropriate use. As such, employees have no expectation of privacy regarding their use of Village telephones or cellphones.

III. Computer Systems Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any Village-owned or Village-operated computer hardware, software, electronic mail, database, server, or other computer or electronic means of communication or storage, whether employees have privileged access or an entry code into the

computer system. The Village reserves the right to monitor the use of the computer systems at any time and without notice.

IV. Vehicle Use

- A. Employees may utilize village vehicles when available and consistent with departmental needs. Employees should consult with their respective Department Head to understand the terms and availability of vehicle usage beyond restrictions set forth below.
 - a. Employees should avoid sharing municipal vehicles with colleagues/employees of other organizations. If this cannot be avoided, passengers in a Village vehicle that are not Village of Jackson employees need to sign a waiver prior to riding in a Village of Jackson vehicle.
 - b. Employees are prohibited from utilizing a Village vehicle for personal reasons and are not permitted to have related party passengers, such as family.
 - c. “Ride Along’s” are permitted for students living in applicable Jackson service area and/or for students within the West Bend School District, Germantown School District, and the Slinger School District. Prior to this occurring, a waiver must be signed by the guardian of the child, in a form to be provided by the Village’s insurer.
 - d. If a Village vehicle is needed for ceremonial use (funeral, wedding, parade, etc.) and is more than an hour outside of the service area, written authorization must be granted by the Village Administrator.
- B. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver’s license to be retained in the employee’s personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device) in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted.
- C. Take home vehicles will be provided for the Police Chief, Fire Chief, K-9 Handler, and Incident Commander. Other employees may be allowed access to a Village vehicle on a temporary basis as authorized in writing by the Village Administrator for the express purpose of transporting employees between work site(s) and their homes.
- D. Only employees with an unrestricted, current driver’s license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator, Treasurer/HR Assistant, or designee annually and

upon request. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.

- E. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.
 - 1. Should the employee become involved in an accident, the employee's insurance will be relied upon to process/reconcile a claim. The Village will reimburse the employee up to an amount equal to that of the current auto policy deductible that would have otherwise been paid by the Village had the employee been involved in an accident while driving a Village vehicle.
 - 2. An employee that receives a citation while working from either a personal vehicle or a Village vehicle shall be responsible for paying the forfeiture.
- F. The Village has the right to search any Village vehicle at any time without notice. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. Facility Use

- A. The Village takes pride in providing for and maintaining facilities utilized for the function of municipal departments. Official department functions such as office use, meeting use, employee appreciation gatherings, regional trainings, and recruitment events shall be permitted to occur throughout facilities that may otherwise not be accessible to the public, during or outside of normal hours of operations.
- B. When off duty, employees may utilize and/or reserve Village of Jackson facilities or amenities that are otherwise available to the public for private use (forms are available on the Village's website). This may include rooms at the Community Center, parks amenities, and the use of the Village Board room for qualified organizations. In no instance will Village employees, family, or friends be granted private use of Village facilities or amenities that are not otherwise available for the public to use. There may be a reduced fee to utilize the Jackson Community Center to cover the costs of a Building Supervisor.

VI. Return of Equipment

- A. Upon separation of employment, employees must immediately return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in their possession or control.

1.16 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to, or inflicts bodily harm to co-workers, representatives of other agencies, or members of the public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing unauthorized, concealed and/or unconcealed weapons, as defined by state statute (i.e., handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms lawfully stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is lawfully in an employee's personal vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. Law enforcement officers ~~employed by the Jackson Police Department or other agencies~~ may bring firearms or other weapons to the worksite if authorized by the Chief of Police.

I. Prevention Techniques

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.
 1. Early Warning Signs
 - a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence.
 - Romantic obsession that is ignored or rejected.
 - Chemical dependence.
 - Severe depression due to personal problems.
 - Pathological blaming of others.
 - High frustration with an individual(s) in work or personal environment.
 - Fascination with guns or other weapons.

- Fascination with violence or terrorism.
- Substitution of work for family or friends.
- Paranoia or belief that the system is unfair.
- Inability to accept criticism.
- Does not accept responsibility for their actions.
- Intimidating, harassing, or threatening behavior.
- Uneven job performance and large mood swings.
- Moral or political intolerance.
- Social isolation to low self-esteem.
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
 - The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that their problems cannot be resolved.
 - The perpetrator blames someone else (i.e., supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their Immediate Supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to notifying a supervisor, public safety authorities should be contacted if appropriate, which include, but are not limited to the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation, to the extent permitted by law. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.17 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else they supervise, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.18 Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be

subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with their performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Treasurer/HR Assistant, Clerk, Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, ~~Joint~~ Parks and Recreation Director, and Director of Inspections/Zoning Assistant Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All ~~non-protective staff members~~ employees and supervisors shall be responsible to the Village Board through the Village Administrator. ~~All protective staff members and supervisors shall be responsible to the Village Board through the Police Chief or Fire Chief, as applicable.~~ Each shall refer matters requiring administrative attention to their his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator, ~~Police Chief, or Fire Chief~~ to the Village Board. Each employee is to keep the person that they he/she report to, informed of their his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign their his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of their his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through their his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another

supervisor or the Village Administrator, ~~Police Chief, or Fire Chief~~. If the employee feels harassed by another person, they are ~~he/she is~~ directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under ~~his/her~~ their jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees should consult with their Immediate Supervisor regarding any departmental additions or deviations from the language below.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress for their day in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, ~~clothes printed with slogans, jeans,~~ athletic clothing, shorts, T-shirt, ~~baseball hats,~~ and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort but should still be as neat and business-like as working conditions permit.

4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

All Village employees are expected to arrive at their workplace on time, work all schedule hours and **authorized** overtime as required by necessity, and are dependable in regard to attendance. ~~Employees are expected to be dedicated to their work and to be at work on time each work day.~~

Any employee who knows or suspects that ~~they he/she~~ may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of ~~their his/her~~ shift must notify ~~their his/her~~ immediate supervisor as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the workday, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.123, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products (defined to include any form of tobacco or any form of nicotine-based products for ingestion, such as vaping) is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding official Village business related to the organization or its actions, the Village Administrator, Department Head, or designee will serve as the ~~only~~ authorized media spokesperson(s) for the organization on such matters. No employees other than the Village Administrator, Department Head, or designee may grant an interview concerning official Village business to any form of media without prior written permission from the Village Administrator. The Village Administrator may rescind these authorities from time-to-time in writing.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

The ~~With the exception of the Police Department, which has its own citizen complaint procedure as required by Section 66.0511, Wis. Stats., the~~ following ~~procedures~~ shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file ~~their~~ ~~his or her~~ complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint and directed to their Immediate supervisor or applicable Department Head. ~~with the following information:~~
 - a. ~~_____ Date complaint was received.~~
 - b. ~~_____ (Referral): The department that will address the concern.~~
 - c. ~~_____ (Referred by): The name of the person who received the complaint.~~
 - d. ~~_____ Name of complainant.~~
 - e. ~~_____ Address of complainant.~~
 - f. ~~_____ Telephone/e-mail of complainant.~~
 - g. ~~_____ Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.~~
 - h. ~~The complaint should be forwarded to the Village Clerk/Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.~~
 - i. ~~A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.~~
 - j. ~~The involved department should investigate or review the identified concern and take appropriate action.~~
 - k. ~~The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form and obtain approval and signature from the Department Head.~~
 - l. ~~A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.~~
 - m. ~~A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.~~

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Immediate Supervisor ~~Department Head~~; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how they ~~he/she~~ perform duties activities in their ~~his/her~~ job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family ~~will~~ may hold jobs which involve supervision of or being supervised by ~~an~~ immediate ~~relative family~~ . “Immediate family” is defined as the employee’s father, father-in-law, mother, mother-in-law, spouse, child or stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild. “Immediate relative family” is defined as the employee’s spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

If a person is already employed, the employee cannot be transferred into a position that is directly or indirectly supervised by or directly or indirectly supervises a relative of the employee. If a supervisory relationship that is prohibited by this policy is established after an individual is employed, the individuals affected may decide who is to be transferred subject to final approval of the Administrator. If the affected individuals are unable or unwilling to decide within 30 calendar days, the Village Administrator or his/her designee will decide.

2.12 Employment Status

~~— All employees are either full time, part time, paid on call firefighters, or temporary/seasonal employees.~~

~~— A full-time employee is one who is designated by the Board as a full-time employee and regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including the use of any vacation or sick leave already earned).~~

~~— A part-time employee is one who is designated by the Board as a part-time employee and works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including the use of any vacation or sick leave already earned). A part-time employee is not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~— A paid-on-call firefighter is one who works in the Jackson Fire Department in the capacity of a paid-on-call firefighter. A paid-on-call firefighter is not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~— A temporary or seasonal employee is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.~~

~~Both during and after completion (if any completion occurs) of the six month orientation period, all employees remain employees at will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full time, part time, paid on call firefighter, temporary, or seasonal, he/she remains an employee at will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.~~

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call EMT's/Firefighters, or temporary/seasonal employees.

Benefited Full-Time – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.

Benefited Part-Time – an employee who is regularly scheduled to work 20 or more hours each work week throughout the year. A benefited part-time employee is eligible for those benefits described in this handbook on a pro-rated basis as well as any that are required by law.

Non-benefited Part-Time – an employee who is generally scheduled to work less than 20 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.

Temporary/Seasonal/Casual – an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.

Exempt – an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.

Non-Exempt – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

Represented – employees who are represented by a labor association and covered under a collective bargaining agreement with the Village of Jackson.

Non-Represented – employees not covered by a collective bargaining agreement.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village, regardless of whether employees are on- or off-duty. While at work,

eEmployees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees ~~while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work,~~ are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. ~~The Although off-duty behavior of employees while not at work or representing the Village is for the individual to regulate cannot always be dictated by the Village, However,~~ when illegal and/or inappropriate activity is engaged in which relates to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive, professional manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

~~It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and authorized overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their~~

~~whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.~~

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

~~III. Drugs and Alcohol in the Workplace~~

~~Failure to abide by the Drug Free Workplace policy or the Controlled Substances and Alcohol Testing policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.~~

III. Gambling

Gambling constitutes a threat to the Village's security and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work or via the use of Village property (e.g., a Village computer or database) is strictly prohibited. Gambling includes placing, accepting, recording, or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

IV. Insubordination

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions or directives), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

V. Other Prohibited Conduct

A. **Any** conduct, whether on-duty or off-duty, that interferes with operations or discredits the Village, or is ~~offensive to citizens or co-workers will not be tolerated~~ inconsistent with the Village's rules, policies, procedures, and general expectations of conduct will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village rules, policies, procedures, general expectations of conduct ~~policy~~ or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;

5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;
7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Untruthful, dishonest or deceptive conduct, including the failure to be forthright or withholding of material information; ~~Engaging in outside employment while on an unpaid leave of absence;~~
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy;
24. Disrespectful behavior toward professional colleagues or the public;
25. Conduct unbecoming of an employee based on off-the job or on-the job conduct that brings the employee or the Village into disrepute .

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. Grievance Procedure.

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;

4. Job abandonment, “no-call, no-show,” or other failure to report to work; or
 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.
- C. “Workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A detailed statement of the issue involved,
3. A detailed statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place;
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee’s supervisor; and
8. The employee’s signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or their his/her designee will investigate the facts giving rise to the grievance and inform the employee of their his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or their his/her designee will review the matter and inform the employee of their his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator’s decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the

burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer's decision shall only be based on the facts set forth at the hearing and within the written grievance.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee's grievance must contain all of the information required by this Grievance Procedure. Failure to include all required information under this Procedure will result in a refusal to process the grievance under this Procedure. An employee must process their ~~his/her~~ grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing their ~~his/her~~ grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of their ~~his/her~~ position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;

3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their his/her work restrictions and the probable duration of their his/her restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of their his/her job because of a serious health condition, they he/she may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, they he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.

- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, their his/her supervisor, their his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have their his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Treasurer/HR Assistant ~~Deputy Village Clerk/Treasurer~~.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are their his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the ~~Deputy~~Treasurer/HR Assistant as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then decide if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of their his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and their his/her restrictions, they

~~he/she~~ should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from ~~their his/her~~ treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination ~~required of a candidate for employment~~. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty ~~or as otherwise permitted by law~~. Such examinations will be scheduled at reasonable times and intervals and, ~~if required by law~~, performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially ~~in accordance with law~~. Access to this information will be limited to those who have a legitimate need to know. ~~—Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.—~~

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign ~~their his/her~~ employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid ~~their his/her~~ remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically ~~is not eligible for and~~ waives ~~their his/her~~ right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to

the Department Head not less than two (2) weeks before such resignation shall be effective. ~~Department Heads,~~ Superintendents and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

~~II. Notification of Termination~~

~~The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered "at will".~~

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area's needs. Job-related criteria may include the employee's current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Unless specifically prohibited by law, all Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice if it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, or imply ~~a~~~~-or~~ guarantee that employment or any Village benefit will be provided for any period. The ~~promise~~ Village's provision of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison and are not intended to create an employment contract or a guarantee of employment or compensation for a specific period.

3.02 Classification of Positions

The Village classifies all positions based on several factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be at the Village's sole discretion and will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report ~~his/her~~ their findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, except for the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. unless specified via collective bargaining agreement or for shift firefighter/paramedic positions. Employees will receive their pay Payroll will be processed every other Monday unless a holiday falls on a Monday.¹ ~~Then they~~ The employee will receive their pay on the next regular workday. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Treasurer/HR Assistant if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee. If an exempt employee believes the Village made an improper deduction to their pay, that employee should refer to the Good Faith Safe Harbor policy contained in this handbook and follow the policy's reporting procedure.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the workday. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs and overtime for sworn law enforcement officers and fire protection personnel is based on a 28-day work period. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time earned ~~worked~~ by a nonexempt employee more than forty (40) hours per week.² Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime to ensure efficient

¹ Public safety employees in the Village's Police and Fire Departments ~~may~~ operate under a 207(k)-work period, as permitted by the FLSA.

² Public safety employees in the Village's Police and Fire Departments ~~may~~ operate under a 207(k)-work period, as permitted by the FLSA. To the extent a 207(k)-work period is utilized, that work period will dictate overtime pay.

operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. **The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.** Weekend is defined as the forty-eight-hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid **to the extent permitted by law**, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be **required asked** to work on a day when operations are officially closed.

3.12 Coronavirus Workplace Policy

The Village of Jackson goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe.

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open-door policy under which all employees can deal directly with their Immediate Supervisor and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate their concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a responsibility to notify the Village of your concern. Whenever possible, employees are to first address their concern to their Immediate Supervisor. If an employee's question remains unanswered, they may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through effective communication throughout the chain-of-command, we can all better enjoy our work and better serve the people of the Village.

Formal grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to review, change, or abolish such policies, practices, and procedures with or without notice. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is a private and personal matter and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the Americans with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be communicated in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations.
2. First aid and safety officials may be told if the disability may require emergency treatment.

3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as their fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual, the Village’s Controlled Substances and Alcohol Testing Policy.

To protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace, unless the distribution, dispensation, or possession of a controlled substance, alcohol, or drug paraphernalia is directly connected to one’s employment with the Village (e.g., a Parks and Recreation Department employee selling a beer at a beer garden; a police officer in possession of drug paraphernalia seized from a crime scene, etc.). This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace. An employee’s failure to report a criminal drug statute conviction as required by this policy may also result in disciplinary action, up to and including termination of employment.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

A fundamental employment policy of the Village is that the work environment is for performing high quality work and to serve the interests of the Village and the public. Employees, volunteers, and officeholders must provide a workplace free from tensions involving matters that do not relate to Village business and where employees and other persons as described herein always behave courteously and professionally. An atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar unlawful harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy, directed at an employee or applicant for employment because of their sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, ancestry, age, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating, and resolving complaints of unlawful harassment, discrimination, and retaliation. The Village condemns and will not tolerate, condone, or allow unlawful harassment, discrimination, or retaliation by any employee, volunteer, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination, and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment, and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. While an employee may be dissatisfied with conduct of coworkers or the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this policy. Employees must raise those concerns directly to the employee's supervisor and through the chain of command.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected, or appointed officeholders, contractors, or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy and that has been approved by the Board.

I. Understanding Unlawful Harassment, Including Sexual Harassment, Discrimination, and Retaliation

Discrimination

Discrimination means treatment of a person in an illegal, unjust, or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee or volunteer, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or volunteer's performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene, or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions to express or obtain sexual material, comments, and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and

that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments.
- Slurs or epithets.
- Unwelcome sexual advances or invitations.
- Non-verbal behavior such as staring, leering, or gestures.
- Ridiculing or demeaning comments.
- Innuendos or veiled threats.
- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome.
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual.
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability.
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under the policy.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

II. Responsibilities

Responsibilities of All Employees and Officeholders

Each employee, volunteer, and officeholder are responsible for assisting in the prevention of unlawful harassment, discrimination, and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status.
- Behaving courteously and professionally toward others.
- Reading this policy and fully understanding and complying with its requirements.
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated, or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation, and other prohibited conduct.
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination, and retaliation.
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether the involved employees are within their line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee or volunteer who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to fulfill these responsibilities may be grounds for discipline.

III. Procedures

- A. Any employee or volunteer experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that their actions are

unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents to provide the fullest basis for investigation if needed.

- B. Any employee or volunteer who believes that they are being harassed, discriminated, or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigative and corrective actions may be initiated:

- A. Village Administrator.

- B. Village President, if such conduct is engaged in by a Village Board member or the Village Administrator.

A supervisor who receives this information from a subordinate must report the information to the Village Administrator or Village President.

- C. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the target and the accused engage in conciliatory efforts to resolve the matter if acceptable to the target. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been conducted and is effective.
- D. The Village Board may initiate an investigation and designate an investigator for any matter involving allegations against a Board member, the Village President, the Village Administrator, or an appointed officeholder who is also not an employee. The Village Administrator or Village Board may initiate an investigation and designate an investigator in other circumstances.
- E. If an investigation is conducted, the investigator will meet with the target and other persons having information and document the facts surrounding the incident, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other information. The investigator will immediately notify the Village Administrator or Village President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape, or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the

investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- F. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment, and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken.

Further, the Village will correct any adverse employment action an employee or volunteer experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the Village Administrator or Village President if they disagree with the investigation or disposition.

IV. Retaliation

Retaliation against any employee for filing a harassment, discrimination, or retaliation complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be overseen by the same complaint procedures established for harassment and discrimination complaints. Employees or volunteers who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate because of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior, or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

V. Training

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee or volunteer who has any questions or concerns about this policy should talk with their supervisor, the Village Administrator, or the Village President.

VI. Outside Agencies

Employees or volunteers also can promptly report any violations of law, including assault, rape, battery, or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination, or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203, Telephone: (414)662-3680.

1.06 Health and Safety Policy

Health and safety are extremely important both to the Village and to you. The Village therefore expects its employees to always use healthy and safe work practices.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to their Immediate Supervisor directly.
2. Secure any necessary medical attention which can appropriately be administered at the workplace.
3. In the event of an illness/injury/accident, promptly complete the WKC-12-E report relating to it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee or volunteer to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Electronic Communications Systems, Services, and Devices Policy

The Village provides and maintains electronic communications systems, services, and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging, and internet access for employees' or volunteers' use to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems, services, and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any use of its electronic communications systems, services, and devices,

as well as any communication created, transmitted, or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees or volunteers should have no expectation of privacy with regards to such communications. This includes electronic communications, such as e-mails and other messages, sent on personal accounts regarding official Village business. Data that is composed, transmitted, or received via Village services, systems, or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties to the extent permitted by law.

Employee communications and use of these services, systems, and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees or volunteers who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist, or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.
6. Use for non-work-related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work-related purpose.

Employees or volunteers are responsible for preserving the integrity of the information and communication systems and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

1. Copying unauthorized system files or copyright material such as third-party software.
2. Attempting to "crash" systems or programs.
3. Attempting to secure unauthorized higher-level privileges or access to remote systems.

4. Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems.
5. Sharing password or password information with a person not authorized.
6. Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures.
7. Engaging in activities that could cause unnecessary congestion or disruption of the system.

Violations of this policy may warrant discipline, up to and including termination.

Employees or volunteers may use the computer and internet for personal use during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy, and personal use shall never preempt or interfere with an employee's work or use of Village technology services, systems, or devices. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Treasurer/HR Assistant or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs, with copies or access to be provide to Village officials as necessary for others to complete their job duties and functions and consistent with applicable medical confidentiality requirements imposed by law. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Treasurer/HR Assistant or designee, up to two (2) times per year upon seven (7) days written notice to the Village Treasurer/HR Assistant. The Village Administrator, Treasurer/HR Assistant or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees must promptly notify the Village Treasurer/HR Assistant or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in their insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees or volunteers are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees or volunteers who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, must immediately report the use to their Immediate Supervisor.

1.10 Reference and Background Check Policy

The position an individual applies for and the information they give during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also consider how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three-year period:
 - 1. Conviction of a felony which has connection to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. The Village shall have a routine background check prior to being hired using Wisconsin's DOJ WORCS (Wisconsin Online Record Check System). The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process and is being used as part of the decision not to hire an applicant; they may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Administrator, Treasurer/HR Assistant or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs, with access to or copies of provided to Village officials as necessary for others to complete their job duties and functions and consistent and applicable medical confidentiality requirements imposed by law. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Administrator, Treasurer/HR Assistant, or designee.
- C. All employment reference or verification inquiries regarding a current or former Village employee must be referred to the Administrator or Treasurer/HR Assistant for review and response, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary.
- D. No other data or information regarding any current or former Village employee or their employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Treasurer/HR Assistant or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Treasurer/HR Assistant or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three

(3) working days from the date of hire, they must provide proof that they have applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Treasurer/HR Assistant immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, YouTube®, Instagram, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept always separate. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for weblog) is a personal outline journal that is frequently updated and intended for public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for personal business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. Acceptable Use

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site. Employees may not use Village operated social networking sites unless they have received prior authorization to do so by the Village Administrator or their designee.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites; however, employees are prohibited from accessing personal social networking sites while on-duty. Employees are encouraged to keep their personal social networking sites personal in nature, and the employee should maintain a distinction between sharing personal and official Village views. Failure to do so may result in an employee bringing disrepute upon the Village or other policy violations which may subject the employee to disciplinary action. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that their stated views and opinions are understood to be their own and not those of the Village. Discretion should be used when employees:
 - Refer to the work done by the Village.
 - Comment on any Village related or issues.
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets must remain professional in nature and must always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in personal business activities.
 - 2. When using Village operated social networking sites, employees are required to:

- a. Be respectful of all individuals and communities with which employees interact online.
- b. Be polite and respectful of other opinions, even in times of heated discussion and debate.
- c. Adhere to the Terms of Use and seek to conform to the cultural and behavioral norms, of the social media platform being used.
- d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
- e. Be Clear as to Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
- f. Do not assume privacy. Only post information if authorized to disclose said information.
- g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.
- h. Notify the Department Head of the most current username and password for each Village operated social media account. If a username or password is changed, immediate notification of this change must be provided to the Department Head.
- i. Obtain permission from the Village Administrator prior to creating a new Village operated social media account.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the form of media. Each form of social media has its own unique TOS that regulate how users interact using that form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. *Content of Posts and Comments*

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees must use discretion before posting or commenting. Once these comments or posts are made, they can be seen by anyone and may not be able to be “taken back.” Consequently, communication must not include any form of profanity, obscenity, or copyright violations. Likewise, confidential, or non-public information cannot be shared. Employees must always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. To minimize the possibility of a security breach, each employee must:
 - 1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share.
 - 2. Ensure that they are aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media is considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they must be retained pursuant to the required retention period. Employees have an affirmative obligation to promptly cooperate with the Village upon a records request being made for a social media record in an employee’s possession.

VIII. Breach of Policy

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. If the Village requires an employee to travel outside the Village of Jackson, the Village will reimburse the employee for meals and necessary overnight lodging. Travel out of state will require Administrator review and approval.

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e., gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts verifying the expenditure of costs for which reimbursement is sought.
- B. Personal vehicles may be used for business travel when Village vehicles are not available and must be authorized by your Immediate Supervisor. Mileage will be reimbursed per the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle annually and complete the Expense/Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges incurred in connection with lodging will not be reimbursed.
- B. Village employees must furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal

- A. Meal Reimbursement Policy
 - 1. Reimbursement for meals is set at the levels used by the State of Wisconsin (www.gsa.gov). You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages, smoking materials and drugs will not be reimbursed. Reimbursement meal expenses are for employees only. Upon submission, the Village will reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are

expected to represent reasonable and necessary costs and shall include a maximum gratuity of twenty (20) percent.

2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums:

- a. Breakfast \$13.00
- b. Lunch \$15.00
- c. Dinner \$26.00
- d. Incidentals \$5.00 (or see Daily Allowance below)

Incidentals are defined as fees and tips incurred during travel such as tips given to a bag carrier, hotel staff, or airport staff.

i. Daily Allowance – \$59.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)

ii. If a meal is part of a conference, convention, or instruction program being attended by the Village employee and is an amount higher than permitted by the Village, the full amount will be refunded with proper documentation.

iii. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.

iv. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, ~~minus incidentals~~. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Treasurer/HR Assistant. The GSA reimbursement rates documentation must be included with the request for reimbursement.

III. Entertainment

- A. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the Expense/Mileage Reimbursement Form. Determinations as to whether an activity is related to Village-related business shall be made in the sole discretion of the Village Administrator.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and reimbursement of expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, businesspersons, and the public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An Expense/Mileage Reimbursement Form (see attached) should be filled out upon the completion of the business travel and turned into their Immediate Supervisor. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses (meals, lodging, or any authorized out-of-pocket expenditures). Reimbursements are paid on a bi-weekly basis through payroll upon submission of the Expense/Mileage Reimbursement Form. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

1.14 Expense Reimbursement Policy

All Employee Expense Reimbursements will be processed through Payroll starting July 1, 2022. Reimbursements will be paid via the existing ACH (direct deposit) set up in Payroll. Checks will no longer be cut. If a new bank account needs to be added for this procedure, please call, or email the Treasurer. Employee expense reimbursements are not considered wages, and therefore are not a taxable income.

The following steps will be used for the reimbursement of each Village-related employee expense:

- 1 The expense must be in connection with the performance of service as an employee for all Village-related expenses such as Transportation, Lodging, Clothing, Meal, Entertainment, and Miscellaneous Expenses (refer to the Employee Handbook – Section 1-13).

- 2 An Expense Reimbursement Form must be submitted along with all receipts and/or invoices for all items.
- 3 A Mileage Reimbursement Form must be submitted for costs associated with use of a personal vehicle for Village travel.
- 4 There MUST be receipts and/or invoices that document the nature and amount of the expenditures.
- 5 All receipts and/or invoices must be coded to the proper GL account by the Department Head and be submitted by 10 a.m. on the Monday of Payroll to be included for reimbursement with the current pay period. If submitted after the reimbursement will be processed in two weeks with the next payroll.

1.15 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work-related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property must be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile, and copier machine) is intended to be used solely for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to always project a professional telephone manner. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. An employee's personal use of a Village telephone or cellphone cannot interfere with their job duties or otherwise impede Village business. The Village reserves the

right to monitor the use of all use of Village telephones and cellphones for financial and business purposes to ensure fiscal responsibility and appropriate use. As such, employees have no expectation of privacy regarding their use of Village telephones or cellphones.

III. Computer Systems Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any Village-owned or Village-operated computer hardware, software, electronic mail, database, server, or other computer or electronic means of communication or storage, whether employees have privileged access or an entry code into the computer system. The Village reserves the right to monitor the use of the computer systems at any time and without notice.

IV. Vehicle Use

- A. Employees may utilize Village vehicles when available and consistent with departmental needs. Employees should consult with their respective Department Head to understand the terms and availability of vehicle usage beyond restrictions set forth below.
 - a. Employees should avoid sharing municipal vehicles with colleagues/employees of other organizations. If this cannot be avoided, passengers in a Village vehicle that are not Village of Jackson employees need to sign a waiver (form provided by the Village's insurer) prior to riding in a Village of Jackson vehicle.
 - b. Employees are prohibited from utilizing a Village vehicle for personal reason and are not permitted to have related party passengers, such as family.
 - c. "Ride Alongs" are permitted for students living in applicable Jackson service area and/or for students within the West Bend School District, Germantown School District, and the Slinger School District. Prior to this occurring, a waiver must be signed by the guardian of the child (form to be provided by the Village's insurer).
 - d. If a Village Vehicle is needed for ceremonial use (funeral, wedding, parade, etc.) and is more than an hour outside of the service area, written authorization must be granted by the Village Administrator.
- B. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver's license to be retained in the employee's personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device)

in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted.

- C. Take home vehicles for the Police Chief, Fire Chief, K-9 Handler, and Incident commander, and other employees on a temporary basis as authorized in writing by the Village Administrator for the express purpose of transporting employees between work and their homes.
- D. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Treasurer/HR Assistant, or designee annually and upon request. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- E. AAny employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.
 - 1. Should the employee become involved in an accident, the employee's insurance will be relied on to process/reconcile a claim. The Village will reimburse the employee up to an amount equal to that of the current auto policy deductible that would have otherwise been paid by the Village had the employee been involved in an accident while driving a Village vehicle.
 - 2. An employee that receives a citation while working from either a personal vehicle or a Village vehicle shall be responsible for satisfying the forfeiture.
- G. The Village has the right to search any Village vehicle at any time without notice. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. Facility Use

- A. The Village takes pride in providing for and maintaining facilities utilized for the function of municipal departments. Official department functions such as office use, meeting use, employee appreciation gatherings, regional trainings, and recruitment events shall be permitted to occur throughout facilities that may otherwise not be accessible to the public, during or outside of normal hours of operations.
- B. When off duty, employees may utilize and/or reserve Village of Jackson facilities or amenities that are otherwise available to the public for private use (forms are available on the Village's website). This may include rooms at the Community Center, parks amenities, and the use of the Village Board room for qualified organizations. In no instance will Village employees, family, or friends be granted private use of Village facilities or amenities that are not otherwise available for the public to use. There may be a reduced fee to utilize the Jackson Community Center to cover Building Supervisor.

VI. Return of Equipment

- A. Upon separation of employment, employees must immediately return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in their possession or control.

1.16 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to, or inflicts bodily harm to co-workers, representatives of other agencies, or members of the public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e., handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms lawfully stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is lawfully in an employee's personal vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. Prevention Techniques

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:

- History of violence.
- Romantic obsession that is ignored or rejected.
- Chemical dependence.
- Severe depression due to personal problems.
- Pathological blaming of others.
- High frustration with an individual(s) in work or personal environment.
- Fascination with guns or other weapons.
- Fascination with violence or terrorism.
- Substitution of work for family or friends.
- Paranoia or belief that the system is unfair.
- Inability to accept criticism.
- Does not accept responsibility for their actions.
- Intimidating, harassing, or threatening behavior.
- Uneven job performance and large mood swings.
- Moral or political intolerance.
- Social isolation to low self-esteem.
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
- The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that their problems cannot be resolved.

- The perpetrator blames someone else (i.e., supervisor, co-worker, spouse, etc.) for the situation or problem.
- The perpetrator's frame of reference becomes increasingly egocentric.
- Self-preservation and self-protection gradually become the person's sole objective.
- A violent act is perceived as the only way to resolve the situation.
- A violent act is attempted or committed.

II. *Responsibilities and Reporting Procedures*

- A. All Village employees have a responsibility to notify their Immediate Supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to notifying a supervisor, public safety authorities should be contacted if appropriate, which include, but are not limited to the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.
- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation, to the extent permitted by law. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. *Retaliation*

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

IV. *Restraining Orders*

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor:

1. A copy of the petition and declaration used to seek the order.
2. A copy of any temporary protective restraining order and/or
3. A copy of a protective restraining order that is made permanent.
4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.17 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else they supervise, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.18 Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with their performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Treasurer/HR Assistant, Village Clerk, Police Chief, Fire Chief, Director of Public Works, Parks and Recreation Director, and Director of Inspections/Zoning Assistant – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All employees and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to their supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator, to the Village Board. Each employee is to keep the person that they report to, informed of their activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign their duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of their job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through their immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, they are directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under their jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are always expected to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress for their day in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat

appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

All Village employees are expected to arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by necessity, and are dependable regarding attendance.

Any employee who knows or suspects that they may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of their shift must notify their Immediate Supervisor as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the current day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the current day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason.

In the case of any claimed sickness, the Village may at its sole discretion require a medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch period is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone for employees to leave early at the end of the workday, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.123, which prohibits smoking in public buildings and other Village property. Accordingly, smoking and/or the use of tobacco products (defined to include any form of tobacco or any form of nicotine-based products for ingestion, such as vaping) is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. Except for the public officials of the Village, to ensure accuracy regarding official Village business related to the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization on such matters. No employees other than the Village Administrator or designee may grant an interview concerning official Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

With the exception of the Police Department, which has its own citizen complaint procedure as required by Section 66.0511, Wis Stats, the following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file their complaint online via "Report a Concern" module, or in person by completing the Citizen Complaint Form, including the complainant's signature.

2. If a complaint is received verbally, over the telephone, or in any other form (i.e., mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:
 - a. Date complaint was received.
 - b. (Referral): The department that will address the concern.
 - c. (Referred by): The name of the person who received the complaint.
 - d. Name of complainant.
 - e. Address of complainant.
 - f. Telephone/e-mail of complainant.
 - g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
 - h. The involved department should investigate or review the identified concern and take appropriate action.
 - i. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form and obtain approval and signature from the Department Head.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Immediate Supervisor; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how they perform duties in their job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, except for issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family may hold jobs which involve supervision of or being supervised by immediate family. "Immediate family" is defined as the employee's father, father-in-law, mother, mother-in-law, spouse, child or stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild.

If a person is already employed, the employee cannot be transferred into a position that is directly or indirectly supervised by or directly or indirectly supervises a relative of the employee. If a supervisory relationship that is prohibited by this policy is established after an individual is employed, the individuals affected may decide who is to be transferred subject to final approval of the Village Administrator. If the affected individuals are unable or unwilling to decide within 30 calendar days, the Village Administrator or their designee will decide.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call EMT's/Firefighters, or temporary/seasonal employees.

Benefited Full-Time – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.

Benefited Part-Time – an employee who is regularly scheduled to work 20 or more hours each work week throughout the year. A benefited part-time employee is eligible for those benefits described in this handbook on a pro-rated basis as well as any that are required by law.

Non-benefited Part-Time – an employee who is generally scheduled to work less than 20 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.

Temporary/Seasonal/Casual – an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.

Exempt – an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.

Non-Exempt – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

Represented – employees who are represented by a labor association and covered under a collective bargaining agreement with the Village of Jackson.

Non-Represented – employees not covered by a collective bargaining agreement.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village, regardless of whether employees are on- or off-duty. Employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. Although off-duty behavior of employees cannot always be dictated by the Village, when illegal and/or inappropriate activity is engaged in which relates to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed, and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive, professional manner to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors, and co-workers with respect and in a courteous manner.
 2. Refraining from conduct that is offensive.
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village.
 4. Cooperating with any Village investigation.
 5. Complying with all Village safety and security regulations.
 6. Wearing clothing appropriate for the work being performed.
 7. Performing assigned tasks efficiently and in accord with established standards.
 8. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
 9. Giving proper advance notice whenever unable to work or report on time.
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances.
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Gambling

Gambling constitutes a threat to the Village's security and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work or via the use of Village property (*e.g.*, a Village computer or database) is strictly prohibited. Gambling includes placing, accepting, recording, or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

III. Insubordination

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (*i.e.*, refusing to obey instructions or directives), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

IV. Other Prohibited Conduct

- A. **Any** conduct, whether on-duty or off-duty, that interferes with operations or discredits the Village, or is inconsistent with the Village's rules, policies, procedures, and general expectations of conduct will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village rules, policies, procedures, general expectations of conduct or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:
1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy.
 2. Fighting with or assaulting a co-worker or citizen.
 3. Threatening or intimidating co-workers, citizens, business associates, or guests.
 4. Engaging in any form of sexual or other harassment.
 5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy.
 6. Disclosing confidential Village information.
 7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records.
 8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property.
 9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones.
 10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate.
 11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
 12. Smoking where prohibited by local ordinance or Village rules.
 13. Using profanity or abusive language.
 14. Sleeping on the job without authorization.
 15. Engaging in pranks or horseplay.
 16. Wearing improper attire or having an inappropriate personal appearance.
 17. Accepting tips or gifts of more than nominal value in the course of work.

18. Untruthful, dishonest, or deceptive conduct, including the failure to be forthright or withholding of material information.
19. Claiming sick leave under false pretenses.
20. Working unauthorized overtime.
21. Deliberately restricting work output or encouraging another employee to do so.
22. Engaging in illegal or unethical conduct during the workday or on Village property.
23. Gambling while at work as defined in this policy.
24. Disrespectful behavior toward professional colleagues or the public.
25. Conduct unbecoming of an employee based on off-the job or on-the job conduct that brings the employee or the Village into disrepute.

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. Grievance Procedure.

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. This policy applies to all employees covered under Section 66.0509, Wis.

Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation.
 - 2. Counseling, meetings, or other pre-disciplinary action.
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets.
 - 4. Demotion, transfer, or change in job assignment.
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline.
 - 6. Layoffs.
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit.
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period.
 - 3. Retirement.
 - 4. Job abandonment, "no-call, no-show," or other failure to report to work.
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.
- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- 1. The name and position of the employee filing it.
- 2. A detailed statement of the issue involved.
- 3. A detailed statement of the relief sought.
- 4. A detailed explanation of the facts supporting the grievance.
- 5. The date(s) the event(s) giving rise to the grievance took place.
- 6. The identity of the policy, procedure or rule that is being challenged.
- 7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor.
- 8. The employee's signature and the date.

III. *Steps of the Grievance Procedure*

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer's decision shall only be based on the facts set forth at the hearing and within the written grievance.
- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result

based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee's grievance must contain all the information required by this Grievance Procedure. Failure to include all required information under this Procedure will result in a refusal to process the grievance under this Procedure. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of their position.
2. The restricted/modified duty assignment is discontinued at the request of the attending physician.
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information

concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of their job because of a serious health condition, they may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be always established between the employee, their supervisor, their physician, the Village, and the Village's Worker's Compensation insurance carrier.
 - 1. An employee who has a work-related injury/illness must have their treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the

Village Treasurer/HR Assistant.) This report provides the Village with the physician's diagnosis and the following information:

- a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
2. The completed form is to be returned to the Treasurer/HR Assistant as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then decide if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of their physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.
 6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from their treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination required of a candidate for employment. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that

passing a required physical examination is a part of the employment process. If the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to have medical examinations to determine fitness for duty or as otherwise permitted by law. Such examinations will be scheduled at reasonable times and intervals and, if required by law, performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with law. Access to this information will be limited to those who have a legitimate need to know.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign their employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid their remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically is not eligible for and waives their right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Superintendents and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area's needs. Job-related criteria may include the employee's current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Unless specifically prohibited by law, all Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice if it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, or imply a guarantee that employment or any Village benefit will be provided for any period. The Village's provision of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison and are not intended to create an employment contract or a guarantee of employment or compensation for a specific period.

3.02 Classification of Positions

The Village classifies all positions based on several factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be at the Village's sole discretion and will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report their findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, except for the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. unless specified via collective bargaining agreement. Employees will receive their pay every other Monday unless a holiday falls on a Monday.¹ Then they will receive their pay on the next regular workday. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Treasurer/HR Assistant if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee. If an exempt employee believes the Village made an improper deduction to their pay, that employee should refer to the Good Faith Safe Harbor policy contained in this handbook and follow the policy's reporting procedure.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the workday. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs and overtime for sworn law enforcement officers and fire protection personnel is based on a 28-day work period. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time earned by a nonexempt employee more than forty (40) hours per week.² Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

¹ Public safety employees in the Village's Police and Fire Departments operate under a 207(k)-work period, as permitted by the FLSA.

² Public safety employees in the Village's Police and Fire Departments operate under a 207(k)-work period, as permitted by the FLSA. To the extent a 207(k)-work period is utilized, that work period will dictate overtime pay.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight-hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid to the extent permitted by law, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.

3.12 Coronavirus Workplace Policy

The Village of Jackson goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe (see Village of Jackson COVID-19 Policy & Procedure Manual).

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open door policy under which all employees have the opportunity to deal directly with their Department Head and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate his/her concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a special responsibility to notify the Village of your concern. If possible, you should first address your concern to your Department Head (or, in the case of a Department Head, to the Village Administrator). If your question remains unanswered, you may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the particular answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through good communication, we can all better enjoy our work and better serve the people of the Village.

Grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to change or abolish such policies, practices, and procedures. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is generally a private and personal matter, and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the American's with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be related in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations;

2. First aid and safety officials may be told if the disability may require emergency treatment;
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as his/her fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual; the Village’s Controlled Substances and Alcohol Testing Policy.

In order to protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace. This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Harassment and Discrimination

It is the policy of the Village of Jackson that all employees have the right to work in an environment free of persistent and unwelcome conduct or actions on the basis of race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law.

The Village will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with the Village. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law. The Village of Jackson considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Village shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this Village policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

Definitions

I. Verbal Harassment

Unsolicited or unwelcome verbal conduct including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

II. Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet, or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

III. *Physical Harassment*

Physical harassment includes unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

IV. *Unwelcome Harassment*

For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct done on the basis of a protected employment category set forth in this Section did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Prohibited Activity

I. *Sexual Harassment*

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. *Harassment*

- A. Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual's job performance done on the basis of a protected employment category set forth in this Section.

Complaint Procedure

Any employee encountering harassment is encouraged but not required to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incidents as soon as possible to a supervisor, Department Head, or the Village Administrator so that an investigation may be conducted, and if necessary, steps may be taken to protect the employee from further harassment and so that appropriate remedial action, where appropriate, may be initiated.

The Department Head or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) of occurrence(s), and shall report their findings to the Village Administrator.

The Village Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event that the complaint is substantiated, the Village Administrator will take prompt and effective action to address the problem.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under all the circumstances.

Retaliation

The Village of Jackson will not permit or condone retaliation against an employee who files a harassment or discrimination complaint or assists, testifies, or participates in an investigation. Retaliation is prohibited by the Village and by state and federal statutes and shall be reported immediately. Retaliation against another employee for filing a harassment or discrimination complaint or for assisting, testifying, or participating in an investigation is a form of misconduct and is considered a separate violation of this policy. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment and discrimination complaints.

1.06 Health and Safety Policy

Health and safety is extremely important both to the Village and to you. The Village therefore expects its employees to use healthy and safe work practices at all times.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to his/her Department Head (or, in the case of a Department Head, the Village Administrator) immediately;
2. Secure any necessary medical attention which can appropriately be administered at the work place;
3. In the event of an illness/injury/accident, complete a report regarding it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary

to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Internet and E-mail Policy

The Village provides and maintains electronic communications services and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging and internet access for employees' use in order to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees should have no expectation of privacy with regards to such communications. Data that is composed, transmitted, or received via Village systems or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties.

Employee communications and use of these systems and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.

6. Use for non-work related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work related purpose.

Violations of this policy may warrant discipline, up to and including termination.

Employees may use the computer and internet during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Administrator or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Administrator or designee, up to two (2) times per year upon seven (7) days written notice to the Village Administrator. The Village Administrator or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees should promptly notify the Village Administrator or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in his/her insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, should immediately report the use to his/her Department Head.

1.10 Reference and Background Check Policy

The position an individual applies for and the information he/she gives during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also take into account how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three year period:
 - 1. Conviction of a felony which has nexus to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. After an applicant receives a conditional offer of employment, the Village shall have a routine background check using Wisconsin's Public Abstract Request System (PARS). This will be performed before the appointment is made, and a report shall be filed with the Village Administrator. The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process, and is being used as part of the decision not to hire an applicant; he/she may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Village Administrator or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Village Administrator or designee.
- C. All inquiries regarding a current or former Village employee must be referred to the Village Administrator, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. Reference letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.
- D. No other data or information regarding any current or former Village employee or his/her employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes, or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Administrator or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Administrator or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working

days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Administrator immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept separate at all times. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe

community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. *Acceptable Use*

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites. These sites must remain personal in nature, and the employee must maintain a distinction between sharing personal and official Village views. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that his/her stated views and opinions are understood to be his/her own and not those of the Village. A disclaimer is required when employees:
 - Refer to the work done by the Village;
 - Comment on any Village related or issues; or
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets should remain professional in nature and should always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online;
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate;
 - c. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used;
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear As To Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to

be “taken back.” Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:
 - 1. Ensure that he/she is aware of which information to share, with whom he/she can share it, and what not to share;
 - 2. Ensure that he/she is aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media may be considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they should be retained pursuant to the required retention period.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for obtaining travel advances and submitting expenses for reimbursement:

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e. gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts.
- B. Private vehicles may be utilized for business travel when Village vehicles are not available. Prior approval must be obtained by the Department Head. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking fees, and garage charges, upon submittal of receipts and the signed Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges will not be reimbursed.
- B. Village employees should furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal, Entertainment, and Miscellaneous Expenses

- A. Meal Reimbursement Policy
 - 1. The Village shall reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and may include a maximum gratuity of twenty (20) percent.
 - 2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums

a.	Breakfast	\$10.00	
b.	Lunch	\$15.00	
c.	Dinner	\$31.00	(or see Daily Allowance below)

3. Daily Allowance – \$61.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)
 - a. Alcoholic beverages are not eligible for reimbursement.
 - b. Employees who must begin their travel day prior to 6:00 a.m. and end their day after 6:00 p.m. are eligible for breakfast and dinner reimbursement. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
 - c. Even if the time requirements are satisfied for Daily Allowance, the reimbursement will NOT be allowable in the following instances
 - i. When the employee is attending training within a forty (40) mile radius from his/her normal work site.
 - ii. When meals are included within the training or conference fees.
 4. If a meal is part of a conference, convention, or instructional program being attended by the Village employee and an amount higher than allowed by the Village is separately charged to each participant, the full amount will be reimbursed with proper documentation.
 5. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.
 6. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Deputy Clerk/Treasurer. The GSA reimbursement rates documentation must be included with the request for reimbursement.
- B. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the travel reimbursement form.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An expense report should be filled out upon the completion of the business travel, and turned into the Department Head. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses.

1.14 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property should be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile and copier machine), is intended to be used for business purposes. An employee may only use this

equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to project a professional telephone manner at all times. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Village phones without prior approval from the employee's supervisor. The Village reserves the right to monitor the use for financial and business purposes to ensure fiscal responsibility.

III. Computer Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are strictly forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The Village reserves the right to monitor the use of its computer system.

IV. Vehicle Use

- A. Village vehicles may only be used for authorized Village business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator or designee annually and upon request. It is the responsibility of an employee to immediately inform his/her supervisor of any restriction, suspension or revocation of driving privileges that would affect his/her ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- B. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.

- C. The Village has the right to search any Village vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. *Return of Equipment*

- A. Upon separation of employment, employees must return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in his/her possession or control.

1.15 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. (This restriction does not apply to employees who use Village-provided vehicles). Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. *Prevention Techniques*

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence;
 - Romantic obsession that is ignored or rejected;
 - Chemical dependence;

- Severe depression due to personal problems;
- Pathological blaming of others;
- High frustration with an individual(s) in work or personal environment;
- Fascination with guns or other weapons;
- Fascination with violence or terrorism;
- Substitution of work for family or friends;
- Paranoia or belief that the system is unfair;
- Inability to accept criticism;
- Does not accept responsibility for his/her actions;
- Intimidating, harassing, or threatening behavior;
- Uneven job performance and large mood swings;
- Moral or political intolerance;
- Social isolation to low self-esteem;
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
 - The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that his/her problems cannot be resolved.
 - The perpetrator blames someone else (i.e. supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their immediate supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to

notifying a supervisor, the authorities should be contacted if appropriate, which include, but are not limited to: the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor and/or the Safety Officer:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.16 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.17 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with his/her performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, Joint Parks and Recreation Director, and Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All staff members and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator to the Village Board. Each employee is to keep the person that he/she reports to, informed of his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, he/she is directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under his/her jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, jeans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally

required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

Employees are expected to be dedicated to their work and to be at work on time each work day. Any employee who knows or suspects that he/she may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of his/her shift should notify his/her Department Head (or, in the case of a Department Head, the Village Administrator or designee) as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the work day, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.23, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization. No employees other than the Village Administrator or designee may grant an interview concerning Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

The following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file his or her complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:

- a. Date complaint was received.
- b. (Referral): The department that will address the concern.
- c. (Referred by): The name of the person who received the complaint.
- d. Name of complainant.
- e. Address of complainant.
- f. Telephone/e-mail of complainant.
- g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
- h. The complaint should be forwarded to the Village Clerk/ Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.
- i. A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.
- j. The involved department should investigate or review the identified concern and take appropriate action.
- k. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form, and obtain approval and signature from the Department Head.
- l. A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.
- m. A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Department Head; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how he/she performs activities in his/her job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family will hold jobs which involve supervision of, or being supervised by an immediate relative. "Immediate relative" is defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call firefighters, or temporary/seasonal employees.

A **full-time employee** is one who is regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **part-time employee** is one who works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **paid-on-call firefighter** is one who works in the Jackson Fire Department.

A **temporary or seasonal employee** is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits.

For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.

Both during and after completion (if any completion occurs) of the six-month orientation period, all employees remain employees-at-will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full-time, part-time, paid-on-call firefighter, temporary, or seasonal, he/she remains an employee-at-will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village. While at work, employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the Village is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

III. *Drugs and Alcohol in the Workplace*

Failure to abide by the Drug-Free Workplace policy or the Controlled Substances and Alcohol Testing Policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.

IV. *Gambling*

Gambling constitutes a threat to the Village's security, and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work is strictly prohibited. Gambling includes placing, accepting, recording or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

V. *Insubordination*

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

VI. *Other Prohibited Conduct*

A. ***Any*** conduct that interferes with operations, discredits the Village, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;

7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Engaging in outside employment while on an unpaid leave of absence;
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is

detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. *Grievance Procedure.*

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;
 - 4. Job abandonment, "no-call, no-show", or other failure to report to work; or
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.

- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A statement of the issue involved,
3. A statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place,
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
8. The employee's signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This

process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of his/her position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of his/her work restrictions and the probable duration of his/her restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the American's with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, he/she may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Deputy Village Clerk/Treasurer.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the Deputy Treasurer as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from his/her treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign his/her employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid his/her remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his/her right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Superintendents, and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of

an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

II. Notification of Termination

The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered “at will”.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area’s needs. Job-related criteria may include the employee’s current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice, as long as it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, imply, or guarantee that employment or any Village benefit will be provided for any period of time. The promise of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison, and are not intended to create an employment contract for a specific period of time.

3.02 Classification of Positions

The Village classifies all positions based on a number of factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report his/her findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, with the exception of the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. Employees will receive their pay every other Monday, unless a holiday falls on a Monday. Then they will receive their pay on the next regular work day. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Village Deputy Clerk/Treasurer if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the work day. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time worked by a nonexempt employee in excess of forty (40) hours per week. Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime in order to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator

RE: Shared Planning Services - Professional Services Agreement with Washington County

DATE: April 2, 2024

Background

Washington County Community Development Director Deb Sielski and several administrators for cities and villages in Washington County have worked together to develop a job description for a shared planner. This new position is funded in the 2024-2026 Washington County budget. The Washington County Community Development Department would be the employer of the shared planner, and the villages and cities that are interested in professional planner services (AICP designation preferred) would benefit from the establishment of the position. The position is a permanent fulltime role. The proposed shared planning services are free of charge to municipalities, invoices will be sent to the Village monthly, and on them there will be a charge for services at a rate of \$72/hour, and then a credit of that same amount will be applied. This hourly wage equivalent is a lesser cost to the Village than the rate of \$87/hour currently paid to the consultant planner who advises Staff and Plan Commission members on development and code matters. It should be noted the current consultant planner does bring with them many more years of experience and is an AICP, principal planner. The Committee and Board should also be aware existing policy may change over time, particularly related to how credits are applied to the monthly invoices.

It should also be noted Staff anticipate a need to continue working with the current or another consultant planner for zoning code amendment services. The proposed Professional Services Agreement would provide for another set of hands to act as supplemental support to the project.

Lastly, should the Committee and Board wish to approve the PSA, Community Development Director Sielski anticipates interviews for this role will occur in April and onboarding the new employee will occur in May.

Potential Motion:

Recommendation for Village Board approval of the PSA with Washington County for shared planning services conditioned upon review and approval by the Village Attorney.

Attachments:

1. Professional Services Agreement – Shared Planning Services in Washington County
2. Senior Municipal Planner – Job Description

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is entered into between Washington County (“County”) and Village of Jackson (“Village”) pursuant to Wis. Stat. §66.0301 for the purpose of allowing the County’s Community Development Department to provide Advanced Professional Planning Services to the Village as set forth below and shall become effective on the date of the last signature to be affixed hereto.

STATEMENT OF WORK

County agrees to provide Advanced Professional Planning Services (“Services”) to the Village in accordance with terms and conditions set forth herein. General services can include but shall not be limited to the following:

- Research, develop, update, and implement current and long-range plans, amendments, and studies in areas such as natural resources, parks, land use, transportation, utilities and community facilities including municipal comprehensive plans.
- Conduct advanced research and data analysis on topics in planning and zoning and advise municipalities and present information to municipal plan commissions, boards and councils as needed.
- Work with municipalities to update, revise, and amend municipal zoning and subdivision ordinances to keep them current and functional.
- Design and facilitate public participation events and surveys, and presents results to committees and governing bodies.
- Monitor legislation related to land use, planning, and zoning at local, state and federal levels and provide information to municipal leaders.
- Work collaboratively with County staff, municipal leaders, elected officials, and community leaders.
- Review development proposals and site plans.

More specifically, in 2024, the Services for the Village of Jackson may include, but shall not be limited to the following:

- Work with SEWRPC on Village SSA amendment
- Assist with Village consultant and staff on zoning code updates
- Assist staff in review of proposals and communication with developers throughout the plan commission and village board public review and approval process

The County shall be the exclusive provider of Services under this Agreement. The County Community Development Director shall determine the parameters and priority of all Services provided to municipalities. The County agrees to employ industry standards in performing services under this Agreement consistent with the professional skills and care ordinarily provided by firms in the same profession under same and similar conditions.

CONSIDERATION

The Village recognizes that the Services provided by the County are valuable and worthwhile as it is anticipated that the Services will allow for a cost savings for the parties. It is anticipated that the sharing of services will result in price breaks the parties would not receive separately. The Village recognizes that costs incurred by the County for personnel and equipment will be calculated and invoiced to the Village at a rate of \$72.00 per hour in 2024, and such expenses are eligible for a County Shared Revenue Grant of an equal amount which shall be approved no less than quarterly by the Village Board. The Village also recognizes that any material costs beyond those needed to provide the Services shall be invoiced and paid for by the Village.

The County reserves the right to increase the hourly rate at the first of every year beginning January 1, 2025. Written notice of any rate increase shall be provided at least 90 days prior to the increase taking effect.

TERMINATION

This Agreement shall remain in effect unless a party wishing to terminate provides thirty (30) days written notice of the intent to terminate.

Either party may terminate this agreement for any reason by providing thirty (30) days written notice to the other party as follows:

Washington County Community Development Dept.
333 E. Washington Street
West Bend, WI 53095

Village of Jackson
N168 W19851 Main Street
Jackson, WI 53037

NATURE OF RELATIONSHIP

Nothing in this agreement shall be construed as creating a partnership or joint venture of any kind between the parties. When providing services under this agreement, employees of the County shall not be considered employees of the Village.

INDEMNIFICATION AND INSURANCE

Each party shall indemnify, defend, and hold harmless the other, its agents, employees, and elected officials from and against any and all claims, losses, damages, causes of action, liability, costs or expenses, including attorney's fees, arising from or in connection with or caused by any act, omission or negligence of such indemnifying party.

IMMUNITY

Nothing in this agreement shall constitute a waiver of either party's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin statutes or any other protection afforded under the law.

ENTIRE AGREEMENT

The terms of this Agreement constitute the entire agreement of the parties as it relates to the subject matter herein. This Agreement may only be amended by a writing signed and dated by both parties. Any disputes arising that cannot be informally resolved to the satisfaction of the parties shall be heard in the Circuit Court of Washington County, Wisconsin.

WASHINGTON COUNTY

VILLAGE

Josh Schoemann

County Executive

Date_____

Name_____

Title_____

Date_____

Senior Municipal Planner

Washington County, located in West Bend, Wisconsin currently has a great opportunity for a Senior Municipal Planner. The Senior Municipal Planner will provide advanced technical and professional assistance to municipalities through Washington County. This position will be responsible for the design, development and implementation of long-range and strategic plans related to natural resources, land use, transportation, public services and facilities, conduct advanced planning studies, research and analysis, oversee complex development projects, master plans and development code amendments, policy/ordinance development, project administration and review of development proposals. This position will collaborate closely with County staff, municipal administrators and staff, elected officials, and other community leaders.

Hourly Pay Range: \$90,000

Qualified candidates must possess:

- Bachelor's degree in Urban or Regional planning, public administration, community and economic development or closely related field. Master's degree preferred.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.

Please visit our website at www.washcowisco.gov to complete our online application. If you have any questions, please call (262) 335-4633. Thank you for considering Washington County.

Washington County is recognized for our commitment to providing quality services to the citizens of our community. Our team members embrace the challenge of meeting goals and expectations. Every day we work to creatively problem solve, innovate and collaborate as a team to meet customer needs and deliver solutions.

Our Mission:

We create an environment for residents and businesses to enjoy our authentic quality of life through a well governed and administered county dedicated to safe and secure communities; economic growth and vitality; effective mobility and reliable infrastructure; and access to basic needs.

Our Vision:

Washington County strives to cultivate its rich heritage, vibrant economy and attractive communities through the distinct values that define us.

Our Values:

Respect, Optimism, Integrity, Innovation, Compassion, and Collaboration.

Washington County is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Research, develop, update, and implement current and long-range plans, amendments, and studies in areas such as natural resources, parks, land use, transportation, utilities and community facilities including municipal comprehensive plans.
- Work with municipalities and their consultants to assist in developing long-range and strategic plans.
- Conduct advanced research and data analysis on topics in planning and zoning.
- Act as an advisor to municipalities on issues related to planning and zoning.
- Complete research, analysis and reports for distribution and presentation to municipal plan commissions, boards and councils as needed.
- Work with municipalities to update, revise, and amend municipal zoning and subdivision ordinances to keep them current and functional.
- Work with municipal code enforcement staff to provide template reports and notices.
- Design and facilitate public participation events and surveys, and presents results to committees and governing bodies.
- Prepare and present reports on demographic, land use, social, economic development, housing, transportation and other relevant planning data.
- Prepare reports, provide recommendations and attend meetings for local Plan Commissions, Architectural Review Boards, Board of Appeals, and other boards and committees as necessary.
- Work with County and municipal Geographic Information Systems (GIS) staff as necessary.
- Monitor legislation related to land use, planning, and zoning at local, state and federal levels and provide information to municipal leaders.
- Work collaboratively with County staff, municipal leaders, elected officials, and community leaders.
- Review development proposals and site plans.
- Performs other duties as assigned.

Work Direction Received:

Receives direct supervision and general guidance from the Washington County Community Development Director. Receives direct supervision from participating municipal administrators as related to municipal projects.

Decision Making:

Decisions are made independently concerning research and analysis of information and data, maps, development of planning documents, studies, coordinating public engagement efforts, etc. Recommendations are made to the municipal leaders concerning plan and ordinance development, and amendments.

Interaction:

There is interaction with other County Departments, local municipal officials and staff, state and federal agencies, Southeastern Wisconsin Regional Planning Commission (SEWRPC), special public interest groups, developers, engineers, surveyors, and the general public.

Essential Knowledge and Abilities:

- Understanding of the various programs and functions of county and municipal government.
- Advanced professional knowledge of the principles, practices, and techniques of urban planning, zoning, and community development including development and maintenance of municipal zoning ordinances, comprehensive land use plans, and other long-range plans.
- Considerable ability to analyze and gauge the impact of federal, state and local regulations and requirements on land use, planning, and zoning.
- Ability to read zoning codes, plans and specifications, evaluate and interpret surveys and engineering plans, and interact effectively with various key stakeholders.
- Demonstrated advanced experience in developing, interpreting, implementing, and enforcing municipal zoning ordinances.
- Ability to prepare reports, give presentations and communicate effectively to present data in an understandable format for governing boards, committees, professional groups and the public.
- Ability to facilitate public engagement events and meetings.
- Ability to think critically and strategically to assess situations and determine logical solutions to resolve issues.
- Advanced writing, communication and interpersonal skills.
- Ability to measure and present outcomes on program success.
- Working knowledge of computer programs such as Office Suite (Outlook, Word, Excel).
- Working knowledge of ArcGIS Pro.
- Excellent organizational, time management, and project management skills; ability to set priorities and to work independently or in a team environment to efficiently manage multiple responsibilities while meet deadlines for multiple municipalities.
- Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

Training and Experience:

- Graduation from a recognized college or university with a bachelor's degree (master's degree preferred) in urban or regional planning, public administration, community and economic development, or a closely related field.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.

VILLAGE OF JACKSON, WISCONSIN
N168 W19851 Main Street

Jackson, WI 53037

NOTICE OF CLAIM

Name: Kendra L Majesky
Address: N173W20230 Crestview Dr
Jackson WI 53037-9289
Phone: 414 322 6697

Incident/Accident Information
Date: _____
Time: _____
Place: _____

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

My husband and I were walking around the block on
Wednesday, Feb 7. I stumbled on a raised piece of concrete,
fell and broke my left wrist. The accident happened on
Raymond about 8:30 in the morning. What are you going to do
for me? I would appreciate it, if the medical bills would be paid.
If you need more information, the phone number to reach me at
is 414-322-6697.

Signed: Kendra Majesky

Date: 3/15/2024

CLAIM

(NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the Village at any time consistent with the applicable statute of limitations. However, in order for the Village to formally accept or deny your claim at this time, the following claim must be completed and signed.) *There will be addition costs. I have just started the healing procedure. It is possible that I might have surgery.*

The undersigned hereby makes a claim against the Village of Jackson arising out of the circumstances described above in the amount of \$ medical cost

To process this claim it is necessary to detail all damages being sought.

Signed: Kendra Majesky

Date: 3/15/2024

Address: Mike G &
Kendra L Majesky
N173W20230 Crestview Dr
Jackson WI 53037-9289

Billing for Kendra L Majesky

Physician and Hospital Services for Guarantor #15495001

Visit Accounts

Currently viewing: Active accounts ^

Active accounts

Year to date

Last year

Date range

Outstanding Balance

Oct 25 2022	MR Exam Visit at Department of Magnetic Resonance Imaging, RAYUS West Bend		Billed	\$4,639.00
	Hospital Services		Insurance Covered	-\$3,777.78
	Provider: MATTHEW VICKERY		You Paid	\$0.00
	Patient: Kendra L Majesky		Your Balance	\$861.22
	Primary Payer: TPL American Family Ins			
Account #6504687797				
Detailed Account Information				
Magnetic Resonance Technology (Mrt) - General				\$4,639.00
Payments and Adjustments				
TPL American Family Ins				-\$3,777.78
Generic Commercial				\$0.00

Your total balance for outstanding visit accounts: \$861.22

Anastasia Gonstead

From: Kendra Majesky <klmajesky@ameritech.net>
Sent: Wednesday, March 20, 2024 1:06 PM
To: Anastasia Gonstead
Subject: Fw: accident 2/7/2024

-This is a bill received on my accident 2/7/2024.

There will be more.

Kendra Majesky

Diagnostic Radiology Exam Visit at Department of Diagnostic Radiology, West Bend Health Center		Billed
Physician Services		Insurance Covered
Provider: Maysoon Al-Hihi, MD		You Paid
Patient: Kendra L Majesky		Your Balance
Primary Payer: Medicare		
Account #8046076183		
Benefits Summary from Your Insurance		
Learn more		
Medicare		
Billed to Insurance		\$216.00
Insurance Covered		-\$177.31
Remaining Responsibility		\$38.69
Not Covered		\$38.69
Detailed Account Information		
X-Ray Wrist 3+ Vw - 73110 (CPT®)		\$159.00
X-Ray Wrist 3+ Vw - 73110 (CPT®)		\$57.00
Payments and Adjustments		
Medicare		-\$177.31
WPS Indemnity		\$0.00
Hide details		

Feb
7
2024

Established Patient Visit at Family Medicine, West
Bend Health Center

Physician Services
Provider: Sean Rooney, DO
Patient: Kendra L Majesky
Primary Payer: Medicare
Account #8045993761

Billed	\$433.00
Insurance Covered	-\$350.95
You Paid	\$0.00
Your Balance	\$82.05

Benefits Summary from Your Insurance

[i Learn more](#)

Medicare

Billed to Insurance	\$433.00
Insurance Covered	-\$350.95
Remaining Responsibility	\$82.05
Coinsurance	\$2.02
Not Covered	\$80.03

Detailed Account Information

Who Cock-Up Nonmolde Pre Ots - L3908 (HCPCS)	\$33.00
Office/Outpatient Established Mod Mdm 30 Min - 99214 (CPT®)	\$400.00

Payments and Adjustments

Medicare	-\$344.88
WPS Indemnity	-\$6.07

DX WRIST LT 3V MIN SS

Results

Impression

1. Unchanged comminuted, significantly impacted, displaced and angulated Smith's fracture as described

Narrative

PROCEDURE: DX WRIST LT 3V MIN SS

INDICATIONS: Left wrist fx DOI 2/7/24

COMPARISON: 02/17/2024

FINDINGS:

Redemonstrated comminuted intra-articular fracture through the distal radius with significant impaction, at least 4 mm of articular surface cortical step-off, moderate volar displacement of the distal fragment, and 35 degrees of apex dorsal angulation. Unchanged associated positive ulnar variance. Severe degenerative change of the thumb CMC joints.

Ordering provider: Connor Sullivan, MD

Reading physician: Christopher Wickman, MD

Study date: February 12, 2024 10:45 AM

Result date: February 12, 2024 10:45 AM

Result status: Final

Name: Kendra L Majesky | DOB: 12/17/1946 | MRN: E2686922 | PCP: CHRISTINA RUTSCH, MD

DX WRIST LT 3V MIN SS

Sean Rooney, DO Feb 7, 2:42 PM

Hi Kendra,

Unfortunately as reviewed today, your x-ray did confirm a fracture of your radius, which is the longer arm bone that attaches to your thumb. We are attempting to get you in to see orthopedics ASAP, hopefully within the next 1-2 days. I would try to use the splint provided 23 hours per day except for showering in the short term.

I did send over the stronger pain medication, Norco, which is a combination of an opiate & tylenol. You can take this stronger pain medication as needed for severe pain INSTEAD of 1 tab of tylenol.

Please reach out if you don't hear back from orthopedics by tomorrow afternoon, 2/8/24.

Sean

Results

Impression

Acute impacted comminuted intra-articular distal radial metaphyseal fracture.

Narrative

Examination: DX WRIST LT 3V MIN SS

Clinical Information: L wrist s/p FOOSH injury with previous fx, rule out repeat fracture

Comparison: 02/01/2023

Findings:

An impacted comminuted distal radial metaphyseal fracture is demonstrated with intra-articular extension into the radiocarpal joint. Mild volar tilt of the distal fracture fragment. Fractures are seen.

Degenerative changes of the radiocarpal, triscaphe and 1st carpometacarpal joints. Soft tissue swelling about the wrist.

Authorizing provider: Sean Rooney, DO
Reading physician: Maysoon Al-Hihi, MD
Study date: February 7, 2024 11:02 AM
Result date: February 7, 2024 11:02 AM
Result status: Final

MyChart® licensed from Epic Systems Corporation© 1999 - 2024

Results

Impression

Acute impacted comminuted intra-articular distal radial metaphyseal fracture.

Reference

Examination: DX Wrist LT 3V MIN 22

Clinical information: L wrist s/p FOOSH injury with previous trauma, rule out repeat fracture

Comparison: CX/01/2023

Findings