



**VILLAGE OF JACKSON
BUDGET AND FINANCE COMMITTEE MEETING AGENDA**

Tuesday, June 10, 2025 at 7:00 PM

(or immediately following Personnel Committee Meeting)

Jackson Municipal Complex

Village Board Room

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes of the Budget and Finance Committee Meeting of May 13, 2025
3. Approval of May 2025 Check Register and Treasurer's Report
4. Pay Request #1 - Ridgeway Drive and Chestnut Court Reconstruction Project - Advanced Construction in the amount of \$299,636.65
5. Pay Request #15 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$501,760.55
6. Clean Water Fund Loan Request #12 - 2024 Wastewater Treatment Plant Project in the amount of \$510,713.05
7. Resolution #25-18 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of the Wisconsin Statutes
8. Pay Request #10 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$217,326.10
9. Pay Request #12 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$256,076.30
10. Discussion and Possible Action - Jackson Community Center Room Rental Fees
11. 2025 Schedule to Prepare the 2026 Municipal Budget and Update the Financial Management Plan
12. Review of Proposals - 2025 Village of Jackson Zoning Code Update
13. Citizens/Village Staff to Address the Budget & Finance Committee
14. 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.

MINUTES
BUDGET AND FINANCE COMMITTEE MEETING
Tuesday, May 13, 2025 at 7:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 7:01 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf and Tr. Wells

Members Excused: None

Members Absent: Tr. Olson

Staff Present: Administrator Jen Heidtke, Police Chief Ryan Vossekuil, Public Works Director Jack Straehler, Parks and Recreation Director Tyler Mentzel, and Clerk Jackie Schuh

2. Approval of Minutes for the Budget and Finance Committee Meeting of April 8, 2025

The motion to approve Minutes for the Budget and Finance Committee Meeting of April 8, 2025, was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

3. Approval of April 2025 Check Register, First Quarter Budget Comparison Report, and Treasurer's Report

The motion to approve the April 2025 Check Register, First Quarter Budget Comparison Report, and Treasurer's Report was made by Tr. Wells and seconded by Pres. Heckendorf.

Pres. Heckendorf noted the first quarter budget expenditures looked to be as expected.

Vote: 2 ayes, 0 nays. Motion carried.

4. Pay Request #14 - Wastewater Treatment Plant Tertiary Filters and Disinfection Project - JH Hassinger in the amount of \$224,165.80

The motion to recommend the Village Board approve Pay Request #14 for the Wastewater Treatment Plant Tertiary Filters and Disinfection Project to JH Hassinger in the amount of \$224,165.80 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

5. Clean Water Fund Loan Request #11 – 2024 Wastewater Treatment Plant Project in the amount of \$234,824.81

The motion to recommend the Village Board approve Reimbursement Request #11 for the 2024 Wastewater Treatment Plant Project from the Clean Water Fund Loan in the amount of \$234,824.81 was made by Tr. Wells and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

6. Discussion of Wastewater Treatment Facility Generator

Director Straehler informed the Committee the quote from Circle Electric was outdated when it came time to purchase the generator. After speaking with the contracted engineer and Administrator Heidtke, it was decided not to move forward with the purchase. Instead, the intention is to combine the purchase of the generator with the 2026 Wastewater Treatment Plant Upgrade Project, so the warranty will begin on the date of installation instead of the date of purchase.

7. Pay Request #10 - Jackson Community Center Expansion Project - Moore Construction in the amount of \$194,603.70

The motion to recommend the Village Board approve Pay Request #11 for the Jackson Community Center Expansion Project to Moore Construction in the amount of \$194,603.70 was made by Pres. Heckendorf and seconded by Tr. Wells.

Director Mentzel advised there will be at least one more change order in the future and two pay requests. Per Director Mentzel, the project is projected to come in under budget.

Vote: 2 ayes, 0 nays. Motion carried.

8. Citizens/Village Staff to Address the Budget and Finance Committee

None.

9. Adjourn

The motion to adjourn the meeting was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 2 ayes, 0 nays. Motion carried. The meeting adjourned at 7:07PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson



BMO Business Platinum Rewards Credit Card

Company Name: VILLAGE OF JACKSON

Corporate Bill Account Summary

Previous Balance		\$6,215.95	Statement Close Date	June 04, 2025
Payments	-	\$6,215.95	Credit Limit	\$25,000.00
Credits	-	\$147.70	Available Credit	\$17,707.66
Purchases and Other Debits	+	\$7,440.04	Cash Limit	\$6,250.00
Cash Advances	+	\$0.00	Available Cash	\$6,250.00
Balance Transfers	+	\$0.00		
Fees Charged	+	\$0.00	Payment Due Date	June 30, 2025
Interest Charged	+	\$0.00	Minimum Payment Due	\$145.85
New Balance	=	\$7,292.34		

Days in Billing Cycle: 31

Call Us:

Toll Free: 1-855-825-9231
International: 262-780-8660
Lost or Stolen: 1-855-825-9231

Write Us:

BMO BANK N.A.
PO BOX 6101
CAROL STREAM, IL 60197-6101

Online Access:

bmo.com/businesscreditcard

Interest Charge Calculation Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	19.49% (v)	\$0.00	\$0.00
Cash Advances	31.49% (v)	\$0.00	\$0.00
Balance Transfers	19.49% (v)	\$0.00	\$0.00

(v) = Variable Rate

Rewards Summary as of 06/04/25

Previous Balance	+	114,167
Earned	+	7,290
Redeemed	+	0
Other Adjustments	+	182
Current Balance	=	121,639

Please detach and return with your payment.



BMO BANK N.A.
PO BOX 5700
CAROL STREAM IL 60197-5700

BMO BANK N.A. - PAYMENT
PO BOX 5732
CAROL STREAM IL 60197-5732

VILLAGE OF JACKSON
CORPORATE ACCOUNT
ATTN DARLENE SMITH
N168W19851 MAIN ST
JACKSON WI 53037-1101

Company Account Number [REDACTED]
 New Balance \$7,292.34
 Minimum Payment Due \$145.85
 Payment Due Date June 30, 2025

Amount Enclosed

5112770000151656 0000000014585 0000000729234

Company Name: VILLAGE OF JACKSON

BALANCE SUBJECT TO INTEREST RATE**Average Daily Balance (Including Current Transactions)**

The balance subject to interest is the average daily balance on your Account. We calculate the average daily balance on your Account in three categories: (1) Purchases, (2) Cash Advances, and (3) Balance Transfers. To obtain more information about this balance computation method and how resulting interest charges were determined, call us at the Contact Us number on the front of this Statement.

Grace Period: If you pay your New Balance in full by the Payment Due Date, you may continue to accrue interest on Cash Advances and Balance Transfers for the period between when your Statement is issued and the date you pay your bill. To obtain a pay off amount that includes any trailing interest, call us at the number on the front of this Statement.

Payment Information: You can mail your payment in the envelope provided, or send your payment to: BMO Bank N.A., P.O. Box 5732, Carol Stream, IL 60197-5732.

Online Payment - We must receive authorization to effect payment by 10:59 p.m. Central Time via our dedicated credit card website at bmo.com/businesscreditcard.

Pay by Phone - You may make your payment by phone by using the Pay by Phone service. Call by 5 p.m. Central Time on a bank business day to have your payment credited as of that day. If you call after that time, your payment will be credited as of the next bank business day. We reserve the right to process your payment electronically upon verification of your identification.

In Person - Payment may be made at BMO Bank N.A. bank branches. If payment is made without the payment coupon or your account number, there may be a delay in processing.

- We may not include disputed amounts in your Minimum Payment due after you notify us of disputed items.
- Please note your full account number on the front of your payment.
- Payments, adjustments, and charges received after the end date of the activity period indicated on the front of the statement directly under your Account number will appear on your next statement.
- **A fee will be assessed against returned payments.**

For payment and balance inquiries: Call the "Toll Free" number on the front of this statement under "Call Us".

Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.

BILLING RIGHTS SUMMARY**WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT**

If you think there is an error on your statement you must notify us in writing. Write to us at:

BMO BANK N.A.
ATTN: DISPUTE RESOLUTION DEPT
P.O. Box 6225
Carol Stream, IL 60197-6225

In your letter, give us the following information:

- Your name and account number.
- The merchant name, date and dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

Resolving Disputes: If you find that an item is mistakenly posted to your statement, you are responsible for contacting the merchant to correct the charge. Steps to Take:

- 1) Identify the item, dollar amount, and date of charge to provide to the merchant.
- 2) If the merchant cannot resolve the issue to your satisfaction, document your dispute in writing to us including the merchant name, date, and dollar amount along with description of the error. We may issue a temporary credit for the amount or provide a reason why the charge is valid. You must contact us within 3 business days before an automated payment is scheduled if you want to stop payment on the amount you think is wrong.

Disputes need to be reported in writing no later than 60 days after the error appeared on your Statement. Discrepancies should be reported as soon as you suspect that they cannot be resolved immediately with the merchant.

Credit Reporting Notices to Natural Person Account Holder

Credit Reporting - We may report information about your account to credit bureaus. Late payments, missed payments and other defaults may be reflected on your credit report.

Inaccurate Information - If you believe that we have inaccurate information about you or may have reported inaccurate information about you to a credit reporting agency, please contact us at BMO Bank N.A., P.O. Box 6101, Carol Stream, IL 60197-6101. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the report that includes the inaccurate information, please send a copy of that report to us as well.

For change of address requests: Call the Customer Service number on the front of this statement.

Lost or Stolen Card: Please notify us immediately (day or night) by telephone at the "Lost or Stolen" number on the front of this statement under "Call Us" or if you are outside the US, call us collect at the International Telephone number. After you notify us, you will not be liable for any unauthorized use of your card.



BMO Business Platinum Rewards Credit Card

Company Name: VILLAGE OF JACKSON

[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	Total Activity \$6,215.95 CR
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Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
05/24	05/26	Mailed Payment	P145000001000118	6,215.95 CR

Cardholder Account Activity
Total Cardholder New Activity: \$7,292.34

JACOB CALTAGERONE [REDACTED] Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$472.52	\$0.00	\$0.00	\$0.00	\$0.00	\$472.52

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
05/13	05/14	PIZZA STATION JACKSON WI	85369435133709101562452	102.23
05/14	05/15	BADGER POPCORN & CONCE MADISON WI	55506295134338785435142	40.85
05/14	05/15	WAL-MART #2658 WEST BEND WI	05416015134141004476194	74.26
05/15	05/16	WAL-MART #2658 WEST BEND WI	55483825136009833239633	100.36
05/16	05/19	WM SUPERCENTER #5463 HARTFORD WI	05436845137400036094497	57.87
05/27	05/28	WM SUPERCENTER #2658 WEST BEND WI	05436845148400033099587	96.95

MICHAEL FOEGER [REDACTED] Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$267.40	\$0.00	\$0.00	\$0.00	\$0.00	\$267.40

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
05/03	05/05	KALAHARI RESORT - WI WISCONSIN DELWI CONFIRMATION NUMBER: RP8QF4FKR CHECK IN: 05/03/2025 NUMBER OF NIGHTS: 0 CHECK OUT: 05/03/2025 DAILY RATE: TOTAL TAX AMOUNT:	75120715124900018082133	17.40
05/10	05/12	SQ *CANINE SEARCH SOLU 877-417-4551 WI	55432865130202300629204	75.00
05/22	05/23	PACPOLICETRAINING.COM SAN FRANCISCOCA	82117555142500023094401	175.00

JENNIFER HEIDTKE [REDACTED] Credit Limit \$5,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$389.70	\$0.00	\$0.00	\$0.00	\$0.00	\$389.70

Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)
05/09	05/12	FTD* WELKES HOUSE OF R MILWAUKEE WI	55310205130203368872799	99.70
05/29	05/30	NIU OUTREACH DEKALB IL	52708265149022772000791	290.00

Company Name: VILLAGE OF JACKSON

Cardholder Account Activity - continued

COLLIN JOHNSON

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$81.80	\$0.00	\$0.00	\$0.00	\$0.00	\$81.80
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)	
05/28	05/29	DSPS E SERVICE FEE REN MADISON WI	55417345149151494303012	.90	
05/28	05/29	DSPS E SERVICE FEE REN MADISON WI	55417345149151494304853	.90	
05/28	05/29	WI DSPS LICENSURE MADISON WI	55417345149151494560900	40.00	
05/28	05/29	WI DSPS LICENSURE MADISON WI	55417345149151494557740	40.00	

TYLER MENTZEL

Credit Limit \$3,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$2,766.20	\$0.00	\$0.00	\$0.00	\$0.00	\$2,766.20
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)	
05/06	05/07	SQ *C&M CIRCUS gosq.com OK	55432865126200969656274	290.00	
05/14	05/15	4IMPRINT, INC 4IMPRINT.COM WI	55432865134203731554876	2,395.45	
05/22	05/23	WP*Banners 4 Less Pikeville KY	12302025142000206604072	80.75	

JACKIE SCHUH

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$231.98	\$0.00	\$0.00	\$0.00	\$0.00	\$231.98
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)	
05/28	05/29	PIGGLY WIGGLY #090 JACKSON WI	05140485148720201503371	11.98	
05/29	06/02	WMCA WALES WI	55207395150000149291012	220.00	

DARLENE SMITH

Credit Limit \$2,000.00

Purchase/ Other Debits	Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$558.29	\$0.00	\$0.00	\$0.00	\$0.00	\$558.29
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)	
05/02	05/05	Adobe San Jose CA	12302025122000104588041	19.99	
05/02	05/05	FSP*THE OSTHOFF RESORT ELKHART LAKE WI CONFIRMATION NUMBER: 319701 CHECK IN: 04/30/2025 NUMBER OF NIGHTS: 2 CHECK OUT: 05/02/2025 DAILY RATE: 149.00 TOTAL TAX AMOUNT:	05436845123500189737895	298.00	
05/21	05/23	GOVERNMENT FINANCE OFF CHICAGO IL	55421355142939103056389	170.00	
05/22	05/22	DIGITALSPACE 8887400502 NV	52653845142742497891882	30.32	
06/01	06/02	ADOBE *ADOBE 4085366000 CA	57540245152718016399108	19.99	
06/02	06/03	ADOBE *ADOBE 4085366000 CA	57540245153716139570141	19.99	



BMO Business Platinum Rewards Credit Card

Company Name: VILLAGE OF JACKSON

Cardholder Account Activity - continued

JACK STRAEHLER

Credit Limit \$3,000.00

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$1,979.26		\$0.00	\$0.00	\$0.00	\$0.00	\$1,979.26
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)		
05/02	05/05	CSWEA CRYSTAL LAKE IL	82711165123500001415967	135.00		
05/02	05/05	COUNTRY INN STEVENS PT STEVENS POINTWI CONFIRMATION NUMBER: 0807371967 CHECK IN: 04/30/2025 NUMBER OF NIGHTS: 0 CHECK OUT: 05/02/2025 DAILY RATE: TOTAL TAX AMOUNT:	85369435123650512090943	236.00		
05/02	05/05	OPC*WISCONSIN RURAL WT PLOVER WI	05436845123300153644551	110.00		
05/02	05/05	OPC MSC*SERVICE FEE 02 ELKHORN NE	05436845123300153644718	6.35		
05/02	05/05	OPC*WISCONSIN RURAL WT PLOVER WI	05436845123300153644635	55.00		
05/02	05/05	OPC MSC*SERVICE FEE 02 ELKHORN NE	05436845123300153644890	6.35		
05/14	05/15	NEVCO SPORTS GREENVILLE IL	05436845134300143704876	33.00		
05/27	05/28	SP IMPACT NETWORKING METTAWA IL	82305095148500005576634	651.00		
05/28	05/29	GREATER GREEN BAY CVB GREEN BAY WI	55500365149354558353461	188.14		
05/28	05/29	GREATER GREEN BAY CVB GREEN BAY WI	55500365149354558353479	186.14		
05/28	05/29	GREATER GREEN BAY CVB GREEN BAY WI	55500365149354558353487	186.14		
05/28	05/29	GREATER GREEN BAY CVB GREEN BAY WI	55500365149354558353495	186.14		

AARON A SWANEY

Credit Limit \$2,000.00

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$525.20		\$0.00	\$0.00	\$0.00	\$0.00	\$525.20
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)		
05/16	05/19	FACEBK *M7RXAQYNY2 fb.me/ads CA	55432865136204319853530	25.07		
05/17	05/19	NATIONAL REGISTRY EMT 614-888-4484 OH	55432865137204577174958	104.00		
05/19	05/19	FACEBK *R3CXJRGNY2 Menlo Park CA	15270215139000201378097	7.85		
05/19	05/20	FACEBK *8JVQJQYNY2 Menlo Park CA	15270215139001500422065	4.23		
05/20	05/21	PFFWCF MADISON WI	55506295140345387597619	100.00		
05/28	05/29	NORTHCENTRAL TECHNICAL WAUSAU WI	55417345149121496770286	100.00		
05/29	05/30	COACHING SYSTEMS CENTENNIAL CO	55506295149355135023645	68.00		
06/02	06/02	Indeed US125-02883656 Austin TX	12302025153001201059029	116.05		

RYAN VOSSEKUIL

Credit Limit \$2,000.00

Purchase/ Other Debits		Cash Advance	Balance Transfer	Fees	Credits/ Payments	Total Activity
\$167.69		\$0.00	\$0.00	\$0.00	\$147.70	\$19.99
Tran Date	Post Date	Transaction Description	Reference Number	Amount (\$)		
05/20	05/21	PST*INVENTORY TRADING PEOSTA IA	75418235140229705945521	147.70		
05/26	05/27	Adobe San Jose CA	12302025146004104399062	19.99		
05/30	06/02	PST*INVENTORY TRADING PEOSTA IA	75418235150230438505233	147.70 CR		



GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55031	5/02/2025	AMAZON CAPITAL SERVICES VARIOUS SUPPLIES PER INVOICES RCVD	874.23
55032	5/02/2025	BADGER STATE WASTE LLC BIOSOLIDS HAULING / 04-14-25 / WWTP	49,780.00
55033	5/02/2025	BLAIR FIRE PROTECTION ANNUAL SPRINKLER INSPECTION / WATER	590.00
55034	5/02/2025	CINTAS CORP SIG AIR SVC / 04-22-25 / REC	26.43
55035	5/02/2025	CONLEY MEDIA, LLC - CLASSIFIED VB/PHN / 4-8-25 MTG / ADMIN	22.88
55036	5/02/2025	DEITSCH, JEFF L. HEALTH & LIFE INS PREMIUMS / MAY 2025	185.00
55037	5/02/2025	EQUIPMENT RENTALS A.I.J. TENT RENTAL DEPOSIT / REC	1,492.00
55038	5/02/2025	ERDMANN, KIRSTEN PROGRAM REFUND / REC	30.00
55039	5/02/2025	FISHER, RENEE HEALTH INSUR PREMIUM / MAY 2025 / REC	1,040.88
55040	5/02/2025	FRISTED, TODD A HEALTH/MEDICAL REIMBURSEMENT / MAY 2025	852.62
55041	5/02/2025	GRAINGER FLOOR DRAIN (2) / WWTP	247.50
55042	5/02/2025	HAWKINS, INC CHLORINE / WATER	180.00
55043	5/02/2025	IMPACT ACQUISITIONS LLC COPIER 04/24-05/23/25 / WATER, ADMIN	479.51
55044	5/02/2025	J.F. AHERN CO. APR 25 ANNUAL SPRINKLER INSPECTION / JFD	465.00
55045	5/02/2025	JACKSON AUTO SERVICE INC MOUNT BALANCE 2023 FORD E1265 / JPD	136.62
55046	5/02/2025	KOBER, BRIAN W. HEALTH/MED/DENTAL/VISION REIMBURSEMENT	830.28
55047	5/02/2025	KOTH, ANDREA PROGRAM REFUND / REC	30.00
55048	5/02/2025	LAMM GARDENS LANDSCAPE MAINTENANCE / APR 2025 / MC	525.23
55049	5/02/2025	LANGE ENTERPRISES, INC. NO PARKING/BRUSH SIGNS / STREETS	213.12

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55050	5/02/2025	MIDWEST FIBER NETWORKS MONTHLY INTERNET & TOWER DR / MAY 2025	805.00
55051	5/02/2025	MILLER MONUMENT CO. JCC EXPANSION DEDICATION PLAQUE	400.00
55052	5/02/2025	NORTHERN LAKE SERVICE, INC. 1633 PFAS / SEWER	600.00
55053	5/02/2025	O'REILLY AUTOMOTIVE, INC CHIPPER FILTERS / STREETS	141.90
55054	5/02/2025	ODP BUSINESS SOLUTIONS, LLC SUPPLIES PER INVOICE / REC	281.01
55055	5/02/2025	PIEPER ELECTRIC, INC SPLASHPAD PHONE JUNCTION BOX / PARKS	1,750.00
55056	5/02/2025	PROS 4 TECHNOLOGY, INC BATTERY BACK UP (2) / ADMIN, ENG	138.00
55057	5/02/2025	RATHKE, DANIEL R. MEDICAL INSURANCE / MAY 2025	326.38
55058	5/02/2025	ROGAN'S SHOES, INC. SAFETY SHOES / D TARANTINO / STREETS	134.99
55059	5/02/2025	SHERWIN INDUSTRIES, INC. FIBER MIX BULK / STREETS	283.62
55060	5/02/2025	STAPLES REC COPY PAPER, KLEENEX / JPD	87.10
55061	5/02/2025	STUMP GRINDING BY MIKE, LLC STUMP GRINDING / PARKS	350.00
55062	5/02/2025	TREETOP PRODUCTS, INC KOBEL, VALENTINO RETIREMENTS PARK BENCH	668.88
55063	5/02/2025	VERMEER-WISCONSIN, INC BELT-5-5VX-92 & FREIGHT / STREETS	21.61
55064	5/02/2025	VON BRIESEN & ROPER S.C PROF SERVICES THRU 03-31-2025 / ADMIN	438.00
55065	5/02/2025	WALTHER, JOHN M. HEALTH INSURANCE / JOHN / MAY 2025	370.00
55066	5/02/2025	WISCONSIN HYDRANT REPAIR LLC WATER HYDRANT MAINTENANCE / WATER	765.00
55067	5/02/2025	WOLLNER PLUMBING & EXCAVATING, LLC WTR SVC 04-01-25 / CREEKSIDE / WATER	4,030.00
55068	5/09/2025	ADVANCE AUTO PARTS BATTERY & CORE / JFD	351.06

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55069	5/09/2025	ALBIERO PLUMBING INC SHOWER SERVICE 04-15-25 / JFD	861.00
55070	5/09/2025	AMAZON CAPITAL SERVICES MISC SUPPLIES PER INVOICE / JFD	63.96
55071	5/09/2025	AT&T ACCT #262 677-1987-152 5 / APR 2025	51.08
55072	5/09/2025	AT&T MOBILITY ACCT #287298726432 / SQ 6 WI-FI / JPD	138.59
55073	5/09/2025	BOUND TREE MEDICAL, LLC MISC MEDICAL SUPPLIES / JFD	812.77
55074	5/09/2025	CATALIS LLC 2025 ASSESSOR CNTRACT INSTALL #5/ ADMIN	3,050.00
55075	5/09/2025	CAWLEY COMPANY, THE BUSINESS CARDS/TAGS / JFD	135.98
55076	5/09/2025	CORE & MAIN LP OMNI+ 1-1/2 T2 / WATER	3,463.53
55077	5/09/2025	DEMPSEY LAW FIRM, LLP LEGAL SERVICES / APRIL 2025	2,266.75
55078	5/09/2025	EAST SIDE MART MONTHLY FUEL / APR 2025 / JPD	2,740.78
55079	5/09/2025	EUROFINS S-F ANALYTICAL LABS, INC BIOSOLID & EFFLUENT TESTS 4-15-25 / WWTP	884.54
55080	5/09/2025	FERGUSON ENTERPRISES LLC #3326 SUPPLIES PER INVOICE / WATER	490.29
55081	5/09/2025	FOX BROTHER'S PIGGLY WIGGLY 9IN PPR PLT / STREETS	75.13
55082	5/09/2025	HALLMAN LINDSAY QUALITY PAINTS ATHLETIC FILED MARKING - WHITE / PARKS	220.56
55083	5/09/2025	HALO BRANDED SOLUTIONS, INC. STYLUS PENS BLUE / JPD	537.53
55084	5/09/2025	IDEXX DISTRIBUTION, INC LAB SUPPLIES / WWTP	1,221.14
55085	5/09/2025	JACKSON PROFESSIONAL POLICE ASSOCIATION POLICE UNION DUES / 05-05-025	645.70
55086	5/09/2025	JWR, INC. GAPVAX PARTS & LABOR / WWTP	376.86
55087	5/09/2025	LAMM GARDENS LANDSCAPE MAINTENANCE / MAY 2025 / ADMIN	525.23

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55088	5/09/2025	LANGE ENTERPRISES, INC. GALVANIZED PIPE W/ANCHOR/SIGN / STREETS	796.94
55089	5/09/2025	LIESENER SOILS INC. 10 YDS LAWN & GARDEN / PARKS	450.00
55090	5/09/2025	MENARDS - WEST BEND OIL DRI / JFD	154.35
55091	5/09/2025	NCL OF WISCONSIN, INC LAB SUPPLIES / WWTP	959.52
55092	5/09/2025	ODP BUSINESS SOLUTIONS, LLC JANITORIAL & CLEANING SUPPLIES / REC	245.71
55093	5/09/2025	PIEPER ELECTRIC, INC SERVICE STREET LIGHT RIDGE / STREETS	400.00
55094	5/09/2025	PROS 4 TECHNOLOGY, INC HID ICLASS KEY FOBS / JFD	175.00
55095	5/09/2025	REINDERS, INC. TURFACE MVP 50# / PARKS	1,171.20
55096	5/09/2025	RELIANT FIRE APPARATUS, INC. PIERCE TRUCK PARTS & SVC / JFD	580.88
55097	5/09/2025	SALGADO, JORGE MONTHLY CLEANING / APR 2025 / ADMIN	1,675.00
55098	5/09/2025	SAN-A-CARE, INC IMOP SERVICE REPAIR / ADMIN	523.20
55099	5/09/2025	SCHLOEMER LAW FIRM APRIL 2025 / JPD	478.50
55100	5/09/2025	SECURIAN FINANCIAL GROUP, INC. JUNE 2025 Life Insurance	1,317.61
55101	5/09/2025	SUPPORT PAYMENT CLEARINGHOUSE 000431284201 / N WELCH / 05/05/25	339.16
55102	5/09/2025	TENNIES ACE HARDWARE INC. SUPPLIES / JPD & JFD	100.65
55103	5/09/2025	TSR SOLUTIONS, INC. DIAL TONE & DISASTER RECOV/MAY 25/ADMIN	275.00
55104	5/09/2025	U.S. CELLULAR INTERNET FAILOVER / APR 25 / ADMIN	800.77
55105	5/09/2025	USA BLUE BOOK TUBE ASSEMBLY FOR PUMPS / WWTP	199.06
55106	5/09/2025	VALENTINO, KELLY HEALTH/DENTAL/VISION MAY 2025	1,207.60

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55107	5/09/2025	WAUKESHA COUNTY TECHNICAL COLLEGE FIREFIGHTER I CERT / HANAMAN G / JFD	3,392.25
55108	5/09/2025	WE ENERGIES GROUP BILL-ELECTRIC/GAS	49,810.20
55109	5/15/2025	A/E GRAPHICS, INC. CONTRACT BASE CHG / WATER	117.53
55110	5/15/2025	AIRGAS USA, LLC OXYGEN RENTAL / APR 2025 / JFD	130.60
55111	5/15/2025	AMAZON CAPITAL SERVICES BATTERIES / JPD	35.97
55112	5/15/2025	AMERICAN WATER WORKS ASSOC. MEMB DUES 05/01/25 - 04/30/26 / J KREUTZ	240.00
55113	5/15/2025	AT&T ACCT #262 R71-0774 270 1 / MAY 2025	77.73
55114	5/15/2025	CENTURY LINK LONG DISTANCE SERVICE / MAY 2025 / WATER	0.66
55115	5/15/2025	CINTAS CORP SIG AIR SVC / 03-25-25 / REC	26.43
55116	5/15/2025	CINTAS CORPORATION MONTHLY FIRST AID SUPPLIES / STREETS	119.87
55117	5/15/2025	CIVICPLUS LLC SUP 8 CODE OF ORDINANCES (2) / ADMIN	2,363.13
55118	5/15/2025	FASTENAL COMPANY SIGNS / STREETS	246.02
55119	5/15/2025	FERGUSON ENTERPRISES LLC #3326 9 FT GATE VLV KEY / WATER	230.00
55120	5/15/2025	FROEDTERT HEALTH/WORKFORCE HEALTH EMPLOYEE PHY / MILLIKIN, SCHEER / JFD	814.00
55121	5/15/2025	GREATAMERICA FINANCIAL SVCS COPIER USAGE / ADMIN, REC	563.80
55122	5/15/2025	GUENTHER SUPPLY INC. MAINS SUPPLIES / WATER	1,448.06
55123	5/15/2025	HAGEN, LARRY DUP PERMIT REFUND / DRIVEWAY APPROACH	60.00
55124	5/15/2025	J.H. HASSINGER, INC. TERTIARY FLTERS & UV PRJ PYMT #14 / WWTP	224,165.80
55125	5/15/2025	JOHNSON CONTROLS FIRE PROTECTION LP PHONE JACK MOVE TO CELL BOX 4-24-25/ REC	2,437.37

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55126	5/15/2025	KUNZ, NATHAN H PROGRAM REFUND / REC	30.00
55127	5/15/2025	LIQUID CRUSH LLC BEER GARDEN MUSIC 5-15-25 / LIQUID CRUSH	1,000.00
55128	5/15/2025	MENARDS - WEST BEND TEMP NO PARKING SIGNS / JPD	161.00
55129	5/15/2025	MINUTEMAN PRESS 2 PART FORMS (500) / BLDG INSP	162.25
55130	5/15/2025	MOORE CONSTRUCTION SERVICES, LLC COMM CENTER / PAY REQUEST #11 / CAP PRJT	194,603.70
55131	5/15/2025	NEENAH FOUNDRY COMPANY MUNICIPAL FRAMES (2) / WWTP	707.00
55132	5/15/2025	NORTH STAR EMERGENCY VEHICLE SERVICE INC FOAM LEAK BALANCER MAINT / JFD	2,583.68
55133	5/15/2025	ODP BUSINESS SOLUTIONS, LLC COPY PAPER, STOCK PAPER / REC	51.24
55134	5/15/2025	ONE SWEET DREAM, LLC BEER GARDEN MUSIC 5-16-25 / THE LAST BEE	1,000.00
55135	5/15/2025	OZAUKEE COUNTY ID #138 KWAZ-7YCKDW / JCC KITCHEN 2025	765.50
55136	5/15/2025	PREMIER REAL ESTATE MANAGEMENT REFUND ACCT #000-5999-23 / MICKELSON	195.77
55137	5/15/2025	PROS 4 TECHNOLOGY, INC MAY - SVC AGREEMENT / ADMIN	17,173.00
55138	5/15/2025	RENNERT'S FIRE EQUIPMENT SERVICE, INC BAL VALVE BODY & CALIB RING / JFD	556.23
55139	5/15/2025	SAN-A-CARE, INC CLEANING SUPPLIES / JFD	182.70
55140	5/15/2025	STRYKER SALES, LLC SMRT BATTERY PACKS (2) / JFD	1,028.04
55141	5/15/2025	SUPERIOR CHEMICAL LLC SNAPPY WIPES-SCRIM WIPER / STREETS	50.88
55142	5/15/2025	TOWN & COUNTRY ENGINEERING, INC. FILTER AND UV CONSTRUCTION	8,952.50
55143	5/15/2025	U.S. CELLULAR MONTHLY PHONES / MAY 2025	593.02
55144	5/15/2025	VEOLIA ES TECHNICAL SOLUTIONS, LLC RECYCLE FLUORESCENT LAMPS / TRASH	224.53

GENERAL VILLAGE CHECKING

Accounting Checks

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55145	5/15/2025	WISCONSIN DNR WASTEWATER MUNICIPAL FEE / WWTP	10,415.20
55146	5/15/2025	WOLLNER PLUMBING & EXCAVATING, LLC VALVE WORK / 3-17, 4-1, 4-3-25 / WATER	2,885.00
55147	5/21/2025	AMAZON CAPITAL SERVICES MISC DEPARTMENT SUPPLIES	299.54
55148	5/21/2025	AMERICAN LITHO JACKSON REC SUMMER 2025 / REC	1,475.00
55149	5/21/2025	AT&T MAY / 262 R71-0993 462 9 / REC	144.15
55150	5/21/2025	BEER CAPITOL DISTRIBUTING, LLC CONCESSIONS BEER / REC	600.54
55151	5/21/2025	BLUM, MIKE JACKSON PARK SHELTER REFUND / REC	430.00
55152	5/21/2025	BMO HARRIS BANK N.A. CREDIT CARD STATEMENT / APRIL 2025	6,215.95
55153	5/21/2025	BOND TRUST SERVICES CORPORATION 95410-PA / 1.465 COMM BOND, SERIES 2023A	1,300.00
55154	5/21/2025	DELTA DENTAL OF WISCONSIN JUNE 2025 DENTAL/VISION INS	1,304.94
55155	5/21/2025	DIGGERS HOTLINE, INC FAX FEES / APRIL 2025 / WATER & WWTP	540.50
55156	5/21/2025	EAST SIDE MART MONTHLY FUEL / APRIL 2025 / DPW	2,559.48
55157	5/21/2025	JACKSON AUTO SERVICE INC MOUNT BALANCE 2023 FORD E9507/ JPD	175.90
55158	5/21/2025	KETTLEBROOK CHURCH CHAIRS & DOLLY SHARED PORTION / JCC EXP	810.96
55159	5/21/2025	KONZAL, LYNDSIE SUMMER 2025 TOT TIME REFUND / REC	580.00
55160	5/21/2025	MASTER PRINTWEAR PRE-BALLET & IRISH DANCE SHIRTS / REC	204.50
55161	5/21/2025	MSA PROFESSIONAL SERVICES INC DOG PARK DESIGN 3/23 - 4/19/25	3,951.50
55162	5/21/2025	NOVAK, DESIRAE PROGRAM REFUNDS / MARTIN ACADEMY / REC	140.00
55163	5/21/2025	PLAYPOWER LT FARMINGTON, INC. COMM CENTER PLAYGROUND EQUIPMENT / REC	29,995.00

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55164	5/21/2025	SAFETY FLOORING SOLUTIONS LLC SPLASH PAD AQUA TILE INSTALLATION #2	34,882.50
55165	5/21/2025	SAN-A-CARE, INC CLEANING SUPPLIES / REC	157.69
55166	5/21/2025	SUPPORT PAYMENT CLEARINGHOUSE 000431284201 / N WELCH / 05/19/25	339.16
55167	5/21/2025	TENNIES ACE HARDWARE INC. APRIL 2025 - ACCT # 51327	723.02
55168	5/21/2025	TREETOP PRODUCTS, INC PICNIC TABLES (17) / JACKSON PARK	16,998.49
55169	5/21/2025	U.S. CELLULAR MAY 2025 / PHONE/INTERNET / JPD	304.19
55170	5/21/2025	VON BRIESEN & ROPER S.C PROF SERVICES THRU 02-28-2025 / ADMIN	5,908.50
55171	5/21/2025	WEST BEND SCHOOL DISTRICT APRIL 2025 MOBILE HOME PARKING FEES	3,124.66
55172	5/21/2025	WESTBURY BANK 3.025M PRINCIPAL PAYMENT / 06-01-2025	216,332.00
55173	5/21/2025	WOODY'S CDL SERVICES LLC CDL TRAINING / J KRUEGER / WATER	860.00
55174	5/30/2025	FALL BACK, LLC AIJ BAND / 05302025 / REC	1,800.00
55175	5/30/2025	NEIRA, DAVID AIJ BAND SUPERDAVE / 05312025 / REC	500.00
55176	5/30/2025	OLD SCHOOL PRODUCTIONS, LLC 05/31/2025 AIJ BAND-FINAL / UNXPECTED	1,500.00
55177	5/30/2025	VANCE, JERRY L 05/30/2025 AIJ BAND / REC	800.00
55178	5/30/2025	A-1 POOLS RUBY SAND (8) / PARKS	239.92
55179	5/30/2025	AMAZON CAPITAL SERVICES MISC DEPARTMENT SUPPLIES	255.78
55180	5/30/2025	AXON ENTERPRISE, INC TASER CARTRIDGES / JPD	2,415.00
55181	5/30/2025	CEDAR CORPORATION RIDGEWAY/CHESTNUT CT RECON THRU 05-17-25	64,072.75
55182	5/30/2025	COMPANION LIFE INSURANCE COMPANY MONTHLY DENTAL INS PREMIUMS / JUNE 2025	503.60

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
 Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55183	5/30/2025	CORE & MAIN LP IPERL (16) ALLY 3 (16) 510M(27) / WATER	7,997.60
55184	5/30/2025	COUNTY WIDE EXTINGUISHER, INC. FIRE EXTINGUISHER ANNUAL INSPECTIONS	1,890.51
55185	5/30/2025	EUROFINS S-F ANALYTICAL LABS, INC EFFLUENT / 04-21-25 / WWTP	462.96
55186	5/30/2025	EWALD'S HARTFORD FORD LLC 2025 FORD SUPER DUTY F550 / WWTP	57,316.00
55187	5/30/2025	FLOCK SAFETY FLOCK SAFETY FALCON / JPD	5,000.00
55188	5/30/2025	GFL ENVIRONMENTAL MONTHLY TRASH PICK-UP / MAY 2025	42,290.80
55189	5/30/2025	GREMMER & ASSOCIATES, INC HICKORY LANE PROF SVCS 231116 / APR 2025	9,975.20
55190	5/30/2025	GUENTHER SUPPLY INC. MAINS SUPPLIES / WATER	1,646.33
55191	5/30/2025	HARTLAND OVERHEAD DOOR, INC. DOOR #4 CABLE REPAIR / STREETS	434.70
55192	5/30/2025	HAWKINS, INC CHLORINE / WATER	180.00
55193	5/30/2025	IMPACT ACQUISITIONS LLC COPIER 05/24-06/23/25 / WATER	466.47
55194	5/30/2025	J & H HEATING, INC SPRING 2025 MAINT MUNI COMP & FILTR/ JPD	4,659.65
55195	5/30/2025	J.F. AHERN CO. PRE-ENGINEERED INSPECTION / JFD	228.00
55196	5/30/2025	J.R. BOEHLKE, INC. CONCRETE (15) 5-12-25 / STREETS	1,500.00
55197	5/30/2025	KRUEPKE PRINTING DISPOSAL RPT, WATER BILL ENVELOPES	578.00
55198	5/30/2025	KRUGER EQUIPMENT PER INVOICE / WWTP	4,614.62
55199	5/30/2025	LANGE ENTERPRISES, INC. 30" YIELD 3M HIP / STREETS	204.45
55200	5/30/2025	LANNON STONE PRODUCTS 3/8" CHIPS, SCREENINGS/ 05-09-25 / STRTS	130.54
55201	5/30/2025	MARSHALL-BOND PUMPS, INC. REGULATORS (3) / WWTP	1,585.30

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
Thru: 5/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
55202	5/30/2025	MENARDS - WEST BEND PEA GRAVEL, 3" TABS 25 LB / PARKS	228.06
55203	5/30/2025	MID-MORAINNE MUNICIPAL ASSOCIATION VB/MMMA DINNER MTG / VILLAGE BOARD	231.00
55204	5/30/2025	MIDWEST FIBER NETWORKS MONTHLY INTERNET / ADMIN / JUNE 2025	805.00
55205	5/30/2025	MILWAUKEE RUBBER PRODUCTS ADAPTER F-NPT 3/4" / WWTP	7.90
55206	5/30/2025	ODP BUSINESS SOLUTIONS, LLC LINER, PAPER TOWELING / REC	115.38
55207	5/30/2025	PIEPER ELECTRIC, INC WELL #5 GENERATOR EMERG REPAIR / WATER	9,989.46
55208	5/30/2025	PITNEY BOWES GLOBAL FINANCIAL SRV LLC SENDPRO CONTRACT / WATER. WWTP	421.74
55209	5/30/2025	PRO 2 PAVE, INC. PAVING / LATERAL/CREEKSID / WATER	4,238.00
55210	5/30/2025	REGISTRATION FEE TRUST TITLE & LIC APP 50049/ 2025 FORD / WWTP	169.50
55211	5/30/2025	RUST LOCK, INC. DUPLICATE "A" PARK KEYS / PARKS	56.00
55212	5/30/2025	SABEL MECHANICAL LLC REINSTALL PINCH VALVE 5/9/25 / WWTP	352.18
55213	5/30/2025	SWAN ANALYTICAL USA, INC. SWANSENSOR, SCREW PLUG / PARKS	874.95
55214	5/30/2025	TOWN & COUNTRY ENGINEERING, INC. AERATION BASINS THRU 04-12-2025 / WWTP	22,012.70
55215	5/30/2025	U.S. CELLULAR INTERNET FAILOVER / MAY 25 / ADMIN	307.04
Grand Total			1,213,371.34

GENERAL VILLAGE CHECKING

Accounting Checks

Posted From: 5/01/2025 From Account:
Thru: 5/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	122,423.87
Total Expenditure from Fund # 150 - HOTEL / MOTEL	6,231.76
Total Expenditure from Fund # 200 - WATER UTILITY	57,308.63
Total Expenditure from Fund # 300 - SEWER UTILITY	407,678.67
Total Expenditure from Fund # 500 - RECREATION	20,270.20
Total Expenditure from Fund # 600 - CAPITAL PROJECT FUND	356,694.70
Total Expenditure from Fund # 670 - TID #7	1,054.00
Total Expenditure from Fund # 700 - DEBT SERVICE FUND	217,632.00
Total Expenditure from Fund # 900 - FIRE & RESCUE	24,077.51
Total Expenditure from all Funds	1,213,371.34

TREASURERS REPORT

(Depository Accounts)

May 31, 2025

	BALANCE 4/30/2025	BALANCE 5/31/2025
<u>GENERAL:</u>		
GENERAL CHECKING	\$573,546.90	\$646,163.08
CREDIT CARD ACCOUNT	\$135,572.09	\$23,273.02
HIPPA ACCOUNT	\$100,033.32	\$29,707.21
MONEY MARKET	\$13,385,610.99	\$12,026,645.61
DONATION ACCOUNT	\$1,679.72	\$1,679.72
PARK FEES	\$167,263.97	\$174,136.29
FIRE/RESCUE RESERVE	\$14,137.02	\$14,189.37
FIRE IMPACT FEE	\$156,603.32	\$162,307.93
POLICE IMPACT FEE	\$104,535.72	\$108,342.63
ANTIQUE FIRE TRUCK	\$3,346.00	\$3,358.39
PERSHING ADVISOR SOLUTIONS LLC - ARPA	\$60,732.82	\$60,937.98
PERSHING ADVISOR SOLUTIONS LLC - GENERAL FUNDS	\$1,576,151.92	\$1,576,784.90
PERSHING ADVISOR SOLUTIONS LLC - MUNI BLDG RESERVE ACCT	\$281,681.17	\$281,700.10
PERSHING ADVISOR SOLUTIONS LLC - 2025A GO PROM NOTES	\$3,715,264.40	\$3,728,725.00
PERSHING ADVISOR SOLUTIONS LLC - 2024A GO PROM NOTES	\$1,281,531.12	\$1,007,476.71
PERSHING ADVISOR SOLUTIONS LLC - DSR REVENUE BOND	\$521,026.42	\$522,130.67
PERSHING ADVISOR SOLUTIONS LLC - 2023B	\$36,779.44	\$36,893.68
	-----	-----
TOTAL GENERAL	\$22,115,496.34	\$20,404,452.29
	-----	-----
<u>WATER UTILITY:</u>		
WATER UTILITY DEPRECIATION FUND	\$26,137.35	\$26,234.15
WATER UTILITY RESERVE	\$135,900.87	\$136,404.16
WATER IMPACT FEES	\$51,454.76	\$56,388.88
	-----	-----
TOTAL WATER UTILITY	\$213,492.98	\$219,027.19
	-----	-----
<u>SEWER UTILITY:</u>		
DNR REPLACEMENT FUND	\$1,174,899.55	\$1,179,250.63
SEWER UTILITY RESERVE	\$84,874.54	\$85,188.86
SEWER DEPRECIATION FUND	\$6,572.63	\$6,596.97
SEWER SERVICE FEES	\$1,771,930.17	\$1,799,005.91
SEWER SPECIAL REDEMPTION FUND	\$2,857.66	\$2,868.24
SO. INTERCEPTOR IMPACT FEE	\$0.00	\$0.00
	-----	-----
TOTAL SEWER UTILITY	\$3,041,134.55	\$3,072,910.61
	-----	-----
GRAND TOTAL:	\$25,370,123.87	\$23,696,390.09
	-----	-----

May 9, 2025

Village of Jackson
N168 W20733 Main Street
PO Box 637
Jackson, WI 53037

Attn: Mr. Jack Straehler II, Director of Public Works

Subject: Contractor's Application for Payment No. 1
Ridgeway Drive & Chestnut Court Reconstruction - REBID
Cedar Project No. 05789-0020

Dear Mr. Straehler:

Enclosed for your use in payment to Advance Construction in the amount of \$299,636.65 is Contractor's Application for Payment No. 1.

Following your review and approval, please complete the application for payment forms within the areas reserved for the Owner. Thereafter, retain one copy for your records, provide the second copy to the Contractor with payment and provide the third copy to our office.

Should you have any questions, please feel free to contact me at our Cedarburg office.

Sincerely,

CEDAR CORPORATION



Douglas T. Kroes
Senior Construction Manager

Enclosed: As Noted

Cc: Shane Kofler, Advance Construction

Contractor's Application for Payment No. 1

Application Period: 4/1/25 - 05/09/25		Application Date: 5/9/2025	
To (Owner): Village of Jackson		From (Contractor): Advance Construction	
		Via (Engineer): Cedar Corporation	
Project: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	Contract: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID		
Owner's Contract No:	Contractor's Project No:	Engineer's Project No: 05789-0020	

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$ 1,636,443.05
2. Net change by Change Orders.....	\$
3. Current Contract Price (Line 1 ± 2).....	\$ 1,636,443.05
4. TOTAL COMPLETED AND STORED TO DATE (Column 1 total on Progress Estimates).....	\$ 315,407.00
5. RETAINAGE:	
a. 5% X \$315,407.00 Work Completed.....	\$ 15,770.35
b. 5% X _____ Stored Material.....	\$
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 15,770.35
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 299,636.65
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$
8. AMOUNT DUE THIS APPLICATION.....	\$ 299,636.65

Contractor's Certification


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

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

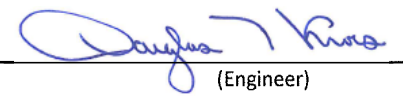
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

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

Contractor Signature

By:  Date: 5/9/25

Payment of: \$ 299,636.65
(Line 8 or other - attach explanation of the other amount)

is recommended by:  5/9/25
(Engineer) (Date)

Payment of: \$ 299,636.65
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

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

Unit Price Progress Estimate

Contractor's Application

Project: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID				Application Number: 1									
Application Period: 4/1/25 - 05/09/25				Application Date: May 9, 2025									
A				B	C	D	E	F	G	H	I	J	
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.	
				Previous Applications		This Application		Materials Stored		Quantity	Amount		
				Quantity	Amount	Quantity	Amount	Quantity	Amount				
1	Sanitary Manhole Chimney & Casting Replacement	1 E.A.	\$2,000.00										
2	48" Sanitary Manhole (4 Units)	56 V.F.	\$550.00			25.02	\$13,761.00			25.02	\$13,761.00	44.7%	
3	8" PVC Sanitary Sewer Pipe	841 L.F.	\$210.00			404	\$84,840.00			404	\$84,840.00	48.0%	
4	6" PVC Sanitary Sewer Lateral (14 Units)	515 L.F.	\$165.50			140	\$23,170.00			140	\$23,170.00	27.2%	
5	Abandon 8" Sanitary Sewer	509 L.F.	\$10.00										
6	Sanitary Lateral Cleanout	1 E.A.	\$500.00			1	\$500.00			1	\$500.00	100.0%	
7	8" PVC Water Main Pipe	353 L.F.	\$131.00			374	\$48,994.00			374	\$48,994.00	105.9%	
8	12" PVC Water Main Pipe	500 L.F.	\$165.00			500	\$82,500.00			500	\$82,500.00	100.0%	
9	8" Gate Valve	1 E.A.	\$2,562.00			1	\$2,562.00			1	\$2,562.00	100.0%	
10	12" Gate Valve	1 E.A.	\$4,580.00			1	\$4,580.00			1	\$4,580.00	100.0%	
11	4" PVC Water Service & Valve & Box (1 Unit)	29 L.F.	\$200.00			6	\$1,200.00			6	\$1,200.00	20.7%	
12	1 1/4" Water Service & Curb Stop & Box (13 Units)	619 L.F.	\$77.00										
13	Hydrant Assembly	3 E.A.	\$8,520.00			2	\$17,040.00			2	\$17,040.00	66.7%	
14	Abandon 6" Water Main	396 L.F.	\$7.00										
15	Abandon 12" Water Main	490 L.F.	\$13.00										
16	Salvage Hydrant and Valve	2 E.A.	\$1,000.00										
17	4" Dia. Storm Lateral (10 Units)	620 L.F.	\$60.00										
18	Common Excavation (Including Pavement Removal)	2400 C.Y.	\$22.00										
19	Saw Cutting Roadway & Driveways	326 L.F.	\$3.50										
20	Remove Concrete Sidewalk	4003 S.F.	\$0.60										
21	4" Concrete Sidewalk	7517 S.F.	\$6.60										
22	Curb Ramp Type 1	2 E.A.	\$1,500.00										
23	Remove Curb & Gutter	1710 L.F.	\$5.50										
24	30" Curb & Gutter Type "D"	1710 L.F.	\$20.00										
25	Remove Concrete Driveway Apron	704 S.F.	\$0.60										
26	7" Concrete Driveway Apron & Sidewalk	3279 S.F.	\$8.40										
27	Remove Concrete Driveway	567 S.F.	\$5.00										
28	7" Concrete Driveway	343 S.F.	\$8.40										
29	Remove Asphalt Driveway	397 S.Y.	\$4.95										
30	Asphalt Driveway	397 S.Y.	\$33.00										
31	Gravel Driveway	5 S.Y.	\$7.50										
32	Excavation Below Subgrade (EBS)	240 C.Y.	\$23.00										
33	EBS Backfill 1 1/4" Dense	480 TONS	\$16.00										
34	1 1/4" Dense Crushed Aggregate Base Course	1956 TONS	\$16.00										
35	Lower Layer HMA Pavement 3-1/4"	633 TONS	\$90.25										

Unit Price Progress Estimate

Contractor's Application

Project: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID				Application Number: 1									
Application Period: 4/1/25 - 05/09/25				Application Date: May 9, 2025									
A				B	C	D	E	F	G	H	I	J	
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.	
				Previous Applications		This Application		Materials Stored		Quantity	Amount		
				Quantity	Amount	Quantity	Amount	Quantity	Amount				
36	Upper Layer HMA Pavement 1-3/4"	341 TONS	\$96.00										
37	Relocate Sign	2 E.A.	\$300.00										
38	Traffic Control	1 L.S.	\$80,000.00			0.25	\$20,000.00			0.25	\$20,000.00	25.0%	
39	Remove Trees	5 E.A.	\$1,000.00										
40	Lawn Restoration	1 L.S.	\$13,000.00										
41	Inlet Protection	10 E.A.	\$65.00			10	\$650.00			10	\$650.00	100.0%	
A1-1	48" Sanitary Manhole (4 Units)	74 V.F.	\$580.00										
A1-2	8" PVC Sanitary Sewer Pipe	468 L.F.	\$260.00										
A1-3	6" PVC Sanitary Sewer Lateral (7 Units)	761 L.F.	\$165.50										
A1-4	12" PVC Water Main Pipe	486 L.F.	\$165.00			68	\$11,220.00			68	\$11,220.00	14.0%	
A1-5	8" Tapping Gate Valve	1 E.A.	\$7,035.00										
A1-6	4" PVC Water Service & Valve & Box (2 Unit)	37 L.F.	\$200.00										
A1-7	1 1/4" Water Service & Curb Stop & Box (3 Units)	98 L.F.	\$77.00										
A1-8	Hydrant Assembly	1 E.A.	\$8,520.00										
A1-9	Salvage Hydrant and Valve	1 E.A.	\$1,000.00										
A1-10	Nyloplast Yard Inlet Manhole with Grate	1 E.A.	\$3,500.00										
A1-11	12" Dia PVC Storm Sewer Pipe	26 L.F.	\$115.00										
A1-12	4" Dia. Storm Lateral (5 Units)	413 L.F.	\$60.00										
A1-13	Storm Lateral Cleanout	2 E.A.	\$500.00										
A1-14	Common Excavation (Including Pavement Removal)	950 C.Y.	\$22.00										
A1-15	Saw Cutting Roadway & Driveways	211 L.F.	\$3.70										
A1-16	Remove Concrete Sidewalk	2376 S.F.	\$0.60										
A1-17	4" Concrete Sidewalk	4078 S.F.	\$6.60										
A1-18	Curb Ramp Type 1	1 E.A.	\$1,500.00										
A1-19	Remove Curb & Gutter	905 L.F.	\$5.50										
A1-20	30" Curb & Gutter Type "D"	905 L.F.	\$20.00										
A1-21	Remove Concrete Driveway Apron	348 S.F.	\$0.60										
A1-22	7" Concrete Driveway Apron & Sidewalk	1074 S.F.	\$8.40										
A1-23	Remove Concrete Driveway	33 S.F.	\$5.00										
A1-24	7" Concrete Driveway	12 S.F.	\$8.40										
A1-25	Remove Asphalt Driveway	102 S.Y.	\$4.95										
A1-26	Asphalt Driveway	186 S.Y.	\$33.00										
A1-27	Gravel Driveway	16 S.Y.	\$7.50										
A1-28	Excavation Below Subgrade (EBS)	100 C.Y.	\$23.00										
A1-29	EBS Backfill 1 1/4" Dense	200 TONS	\$16.00										

Unit Price Progress Estimate

Contractor's Application

Project: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID				Application Number: 1								
Application Period: 4/1/25 - 05/09/25				Application Date: May 9, 2025								
A				B	C	D	E	F	G	H	I	J
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
				Previous Applications		This Application		Materials Stored		Quantity	Amount	
				Quantity	Amount	Quantity	Amount	Quantity	Amount			
A1-30	1 1/4" Dense Crushed Aggregate Base Course	1040 TONS	\$16.00									
A1-31	Lower Layer HMA Pavement 3-1/4"	337 TONS	\$90.25									
A1-32	Upper Layer HMA Pavement 1-3/4"	181 TONS	\$96.00									
A1-33	Traffic Control	1 L.S.	\$16,000.00			0.25	\$4,000.00			0.25	\$4,000.00	25.0%
A1-34	Remove Trees	1 E.A.	\$1,000.00									
A1-35	Lawn Restoration	1 L.S.	\$5,500.00									
A1-36	Inlet Protection	4 E.A.	\$65.00			4	\$260.00			4	\$260.00	100.0%
A2-1	Nyloplast Yard Inlet Manhole with Grate	1 E.A.	\$3,500.00									
A2-2	12" Dia PVC Storm Sewer Pipe	88 L.F.	\$115.00									
A2-3	Storm Cleanout	1 E.A.	\$500.00									
A2-4	Connection to Existing Catch Basin	1 E.A.	\$500.00									
A2-5	Remove & Replace Concrete Sidewalk	50 S.F.	\$26.00									
A2-6	Remove & Replace Curb & Gutter	25 L.F.	\$92.00									
A2-7	Gravel Driveway Restoration	20 S.Y.	\$7.50									
A2-8	Traffic Control	1 L.S.	\$200.00									
A2-9	Lawn Restoration	1 L.S.	\$1,250.00									
A2-10	Inlet Protection	2 E.A.	\$65.00			2	\$130.00			2	\$130.00	100.0%
TOTAL							\$315,407.00				\$315,407.00	

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: Village of Jackson N168 W19851 Main Street Jackson, WI 53037	PROJECT: Jackson Tertiary Filters W194N16658 Eagle Drive Jackson, WI 53037	APPLICATION NO: 15	Distribution to:
FROM CONTRACTOR: J.H. HASSINGER, INC. N60 W16289 Kohler Lane Menomonee Falls, WI 53051	VIA ARCHITECT:	PERIOD TO: 5/15/2025	OWNER <input type="checkbox"/>
		CONTRACT FOR: Jackson Tertiary Filters	ARCHITECT <input type="checkbox"/>
		CONTRACT DATE: 3/11/2024	CONTRACTOR <input type="checkbox"/>
		PROJECT NOS: / /	FIELD <input type="checkbox"/>
		INVOICE NO: 12842	OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

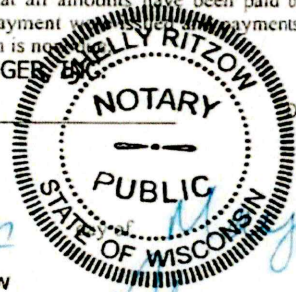
Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	4,715,248.00
2. NET CHANGE BY CHANGE ORDERS	\$	-88,166.05
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	4,627,081.95
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	4,393,502.00
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Columns D + E on G703)	\$	211,575.10
b. <u>5</u> % of Stored Material (Column F on G703)	\$	8,100.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	219,675.10
6. TOTAL EARNED LESS RETAINAGE	\$	4,173,826.90
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	3,672,066.35
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	501,760.55
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$	453,255.05

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 56,233.95	\$ 144,400.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 56,233.95	\$ 144,400.00
NET CHANGES by Change Order	\$ -88,166.05	

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, that all payments received from the Owner, and that current payment shown herein is not in payment of any amounts received from the Owner, and

CONTRACTOR: J.H. HASSINGER
 By: _____ Date: 5/19/2025
 State of: WI
 County of: Waukesha
 Subscribed and sworn to before me this 19th day of May 2025
 Notary Public: Shelly Ritzow
 My commission expires: 8/1/2027
 Shelly Ritzow



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 501,760.55
 (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: 5/19/2025

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.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.:

APPLICATION DATE: 15

PERIOD TO: 5/19/2025

ARCHITECT'S PROJECT NO.: 5/15/2025

Page 2

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		% (G ÷ C)			
1	General Conditions	155,178.00	131,000.00	15,000.00	0.00	146,000.00	94	9,178.00	7,300.00
2	Bonds and Insurance	90,000.00	90,000.00	0.00	0.00	90,000.00	100	0.00	4,500.00
3	Mobilization	20,000.00	20,000.00	0.00	0.00	20,000.00	100	0.00	1,000.00
4	Demolition	64,636.00	57,500.00	7,136.00	0.00	64,636.00	100	0.00	3,231.80
5	Excavation and Shoring	280,000.00	268,500.00	11,500.00	0.00	280,000.00	100	0.00	14,000.00
6	Paving	27,000.00	0.00	0.00	0.00	0.00	0	27,000.00	0.00
7	Landscaping	13,000.00	0.00	0.00	0.00	0.00	0	13,000.00	0.00
8	Concrete Labor	230,000.00	200,000.00	30,000.00	0.00	230,000.00	100	0.00	11,500.00
9	Concrete Materials	150,000.00	127,200.00	22,800.00	0.00	150,000.00	100	0.00	7,500.00
10	Precast Plank	29,500.00	29,500.00	0.00	0.00	29,500.00	100	0.00	1,475.00
11	Masonry	100,000.00	100,000.00	0.00	0.00	100,000.00	100	0.00	5,000.00
12	Steel	235,000.00	202,500.00	32,400.00	0.00	235,000.00	100	0.00	11,750.00
13	Carpentry	100,000.00	90,500.00	9,500.00	0.00	100,000.00	100	0.00	5,000.00
14	Air Barrier and Damp Proofing	9,000.00	9,000.00	0.00	0.00	9,000.00	100	0.00	450.00
15	Roofing	62,000.00	62,000.00	0.00	0.00	62,000.00	100	0.00	3,100.00
16	Caulking	14,000.00	8,500.00	5,500.00	0.00	14,000.00	100	0.00	700.00
17	OH and Doors	34,000.00	34,000.00	0.00	0.00	34,000.00	100	0.00	1,700.00
18	Painting	100,000.00	64,500.00	35,500.00	0.00	100,000.00	100	0.00	5,000.00
19	Plumbing	117,000.00	105,700.00	11,300.00	0.00	117,000.00	100	0.00	5,850.00
20	HVAC	300,000.00	270,000.00	20,000.00	0.00	290,000.00	97	10,000.00	14,500.00
21	Process	600,500.00	504,800.00	85,000.00	0.00	589,800.00	98	10,700.00	29,490.00
22	Electrical Materials	107,561.00	98,900.00	6,500.00	0.00	105,400.00	98	2,161.00	5,270.00



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CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

Page 3

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.

APPLICATION NO.:

15

APPLICATION DATE:

5/19/2025

PERIOD TO:

5/15/2025

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO.:

5/15/2025

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)	% (G ÷ C)		
23	Electrical Labor	175,000.00	160,500.00	12,000.00	0.00	172,500.00	99	2,500.00	8,625.00
24	Electrical Controls	175,340.00	0.00	135,500.00	0.00	135,500.00	77	39,840.00	6,775.00
25	Excavation Allowance	13,000.00	0.00	0.00	0.00	0.00	0	13,000.00	0.00
26	Trench Excavation Allowance	16,000.00	0.00	0.00	0.00	0.00	0	16,000.00	0.00
27	Structural Fill Allowance	52,000.00	0.00	0.00	0.00	0.00	0	52,000.00	0.00
28	Reinforced Concrete Allowance	60,000.00	0.00	0.00	0.00	0.00	0	60,000.00	0.00
29	Crushed Aggregate Base Allowance	2,200.00	0.00	0.00	0.00	0.00	0	2,200.00	0.00
30	Geo Textile Allowance	1,200.00	0.00	0.00	0.00	0.00	0	1,200.00	0.00
31	Sidewalk Allowance	4,500.00	0.00	0.00	0.00	0.00	0	4,500.00	0.00
32	Soil Testing	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
33	Electric Utility	4,000.00	0.00	0.00	0.00	0.00	0	4,000.00	0.00
34	Gas Utility	4,000.00	0.00	0.00	0.00	0.00	0	4,000.00	0.00
35	Polymer Tote	3,000.00	0.00	0.00	0.00	0.00	0	3,000.00	0.00
36	Shop Equipment	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
37	Filters	837,000.00	753,300.00	0.00	0.00	753,300.00	90	83,700.00	37,665.00
38	UV Treatment	209,633.00	209,633.00	0.00	0.00	209,633.00	100	0.00	10,481.65
39	Site Utilities	300,000.00	267,700.00	32,300.00	0.00	300,000.00	100	0.00	15,000.00
40	CO#1	56,233.95	0.00	56,233.00	0.00	56,233.00	100	0.95	2,811.65
41	CO#2	-144,400.00	0.00	0.00	0.00	0.00	0	-144,400.00	0.00
		4,627,081.95	3,865,333.00	528,169.00	0.00	4,393,502.00	95	233,579.95	219,675.10



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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 12	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> 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			
Land or Easement Acquisition			
Engineering / Construction Management	8,952.50		
Construction / Equipment	501,760.55		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	510,713.05		

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.

 Signature of Municipal Representative Date Signed _____
 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.

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 3 of 4

See instructions on last page 4 .
Invoices must be attached for all costs.

Payment Request Worksheet

- Clean Water Fund Program
- Safe Drinking Water Loan Program

Municipality
Village of Jackson
Project Number 4266-04 Request Number 12

6. Other Funding
Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds

1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	5. Budget Categories (Requesting EIF funds for incurred eligible costs.)									6. Other Funding	
				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
05/19/2025	JH Hassinger, Inc.	#15	501,760.55							501,760.55				
04/05/2025	Town and Country Engineering	28112	8,952.50					8,952.50						
(SUB) TOTAL			510,713.05					8,952.50	501,760.55					

*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

RESOLUTION #25-18

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS, UNDER SECTION 66.0703 OF THE WISCONSIN STATUTES

WHEREAS, the Village Board of the Village of Jackson, Washington County, Wisconsin is pursuing the construction and reconstruction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses for the benefit of the properties described on Exhibit A hereto.

BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin:

1. The Village Board hereby declares its intention to exercise its police power under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon the properties described in Exhibit A hereto, for special benefits conferred upon such property by the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
2. The Village Board hereby determines that the construction of such improvements is in the best interest of, and for the health and welfare of the municipality and the property benefited by the improvements, and therefore constitutes an exercise of the police power.
3. The amount of such assessments shall be determined and levied upon completion of the construction of public improvements consisting of water and sanitary sewer mains; storm sewers; pavement; curb and gutter; and sidewalks and the related improvements and expenses.
4. The number of installments, rate of interest, and the terms of payment will be included in the Final Resolution after the Public Hearing; which will be held upon completion of the project, when final costs have been determined.
5. Every Special Assessment levied under this Resolution, shall be a lien against the property assessed, from the date of the Final Resolution of the Village Board determining the levy.
6. The Village Engineer shall prepare a report consisting of the following:
 - a. Preliminary of the final plans and specifications for the Public Works.

- b. An estimate of the entire cost of the proposed improvements.
- c. A schedule of the proposed properties against which the assessments are to benefit.
- d. A statement that each property against which the assessments are proposed, has been inspected and is benefited, setting forth the basis of such benefit.
- e. Upon completion of the report, the Village Engineer shall file a copy with the Village Clerk, and with the Village Treasurer.

7. The Village Clerk shall make a copy of the report available for public inspection.

Introduced by: _____ Seconded by: _____

Vote: ____ ayes ____ nays Passed and Approved: _____

 Brian Heckendorf - Village President

Attest: _____
 Jacqueline Schuh- Village Clerk

Proof of Posting:

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

 Village Official

 Date

Exhibit A - Preliminary Intent to Assess - Hickory Lane



Village of Jackson Community Center Addition
Application and Certification for Payment
March 2025 Summary



Village of Jackson
Parks and Recreation Department
N165W20330 Hickory Lane
Jackson, Wisconsin 53037

Attn: Kelly Valentino, Parks and Recreation Director

RE: Jackson Community Center Addition
Project Pay Application #10
MCS Project # 23033

Enclosed for your use in payment to Moore Construction Services is Pay Application #10 for \$217,326.10.

Moore Construction Services has verified the work completed by project contractors and approved the amounts included in column G of the AIA G702 and G703 Application and Certification for Payment.

Following your review and approval, please complete the application for payment forms within the areas reserved for the OWNER. Thereafter, retain one copy for your records, provide the second copy to Moore Construction Services.

Please feel free to contact me with any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read "JMK", is written over a light blue horizontal line.

Jason M. Kruchko
Moore Construction Services
Project Manager

Enclosed: AIA G702-1992 Application and Certificate for Payment #10 dated March 31, 2025

Application and Certificate for Payment

TO OWNER: Village of Jackson N165 W20330 Hickory Lane Jackson, WI 53037	PROJECT: Jackson Community Center N168 W20330 Hickory Lane Jackson, WI 53037	APPLICATION NO: 10 PERIOD TO: 3/31/2025 CONTRACT FOR: Jackson Community Center CONTRACT DATE: 8/8/2023 PROJECT NOS: 23033 / / INVOICE NO: 3770	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Moore Construction Services LLC W146 N5650 Enterprise Avenue Menomonee Falls, WI 53051	VIA ARCHITECT:		

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$ 5,681,885.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 5,681,885.00
4. TOTAL COMPLETED & STORED TO-DATE (Column G on G703)	\$ 4,983,045.00
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Columns D + E on G703)	\$ 249,152.25
b. <u>0</u> % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 249,152.25
6. TOTAL EARNED LESS RETAINAGE	\$ 4,733,892.75
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 4,516,566.65
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 217,326.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$ 947,992.25

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 137,481.00	\$ 137,481.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 137,481.00	\$ 137,481.00
NET CHANGES by Change Order	\$ 0.00	

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

CONTRACTOR: Moore Construction Services LLC

By: Michael J. Moore

Date: 3/31/25

State of: WI

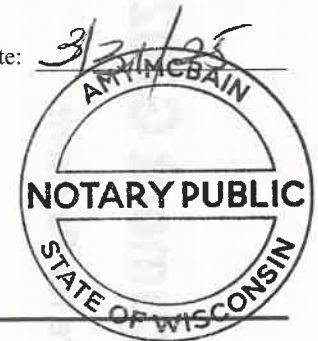
County of: Waukesha

Subscribed and sworn to before me this

Amy McBain
 Notary Public: Amy McBain

31 day of March
 2025

My commission expires: 1/16/2028



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ _____
 (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.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 10
 APPLICATION DATE: 3/31/2025
 PERIOD TO: 3/31/2025
 ARCHITECT'S PROJECT NO: 23033

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
01	Concrete	326,528.00	317,911.00	0.00	0.00	317,911.00	97	8,617.00	15,895.55
02	Concrete Floor	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
03	Masonry	168,168.00	151,168.00	0.00	0.00	151,168.00	90	17,000.00	7,558.40
04	Metal Fabrications	383,684.00	383,684.00	0.00	0.00	383,684.00	100	0.00	19,184.20
05	Colf Form Framing & Gyp	399,101.00	383,450.00	0.00	0.00	383,450.00	96	15,651.00	19,172.50
06	General Trades & Carpentry	531,721.00	414,139.00	116,582.00	0.00	530,721.00	100	1,000.00	26,536.05
07	Roofing	366,500.00	366,500.00	0.00	0.00	366,500.00	100	0.00	18,325.00
08	EIFS	98,604.00	88,164.00	0.00	0.00	88,164.00	89	10,440.00	4,408.20
09	Air Barrier	43,600.00	43,600.00	0.00	0.00	43,600.00	100	0.00	2,180.00
10	Aluminum Storefront Systems	255,649.00	144,000.00	104,149.00	0.00	248,149.00	97	7,500.00	12,407.45
11	Safety Laminates	119,163.00	0.00	0.00	0.00	0.00	0	119,163.00	0.00
12	Tile & Flooring	140,417.00	126,376.00	11,050.00	0.00	137,426.00	98	2,991.00	6,871.30
13	Acoustical Ceiling TILE	94,776.00	85,547.00	5,750.00	0.00	91,297.00	96	3,479.00	4,564.85
14	Wall Coverings & Painting	81,230.00	68,330.00	7,900.00	0.00	76,230.00	94	5,000.00	3,811.50
15	Fire Suppression	51,000.00	51,000.00	0.00	0.00	51,000.00	100	0.00	2,550.00
16	Plumbing	206,984.00	184,000.00	20,000.00	0.00	204,000.00	99	2,984.00	10,200.00
17	HVAC	498,717.00	487,457.00	0.00	0.00	487,457.00	98	11,260.00	24,372.85
18	Electrical	294,387.00	293,600.00	0.00	0.00	293,600.00	100	787.00	14,680.00
19	Low Voltage	121,208.00	74,668.00	46,540.00	0.00	121,208.00	100	0.00	6,060.40
20	Earthwork	158,165.00	145,592.00	0.00	0.00	145,592.00	92	12,573.00	7,279.60
21	Pavement	64,780.00	17,567.00	0.00	0.00	17,567.00	27	47,213.00	878.35
22	Fencing	143,245.00	34,000.00	0.00	0.00	34,000.00	24	109,245.00	1,700.00
GRAND TOTAL									

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 10
 APPLICATION DATE: 3/31/2025
 PERIOD TO: 3/31/2025
 ARCHITECT'S PROJECT NO: 23033

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
23	Landscaping & Retaining Wall	49,929.00	29,195.00	0.00	0.00	29,195.00	58	20,734.00	1,459.75	
24	Utilities	112,534.00	112,534.00	0.00	0.00	112,534.00	100	0.00	5,626.70	
25	Artificial Surfacing	41,086.00	0.00	0.00	0.00	0.00	0	41,086.00	0.00	
26	Wood Floor Rein & Stripe	20,387.00	0.00	0.00	0.00	0.00	0	20,387.00	0.00	
27	General Conditions	321,849.00	235,276.00	59,000.00	0.00	294,276.00	91	27,573.00	14,713.80	
28	Performance Bond	54,000.00	54,000.00	0.00	0.00	54,000.00	100	0.00	2,700.00	
29	Building Permit	11,902.00	11,902.00	0.00	0.00	11,902.00	100	0.00	595.10	
30	Construction Management Fee	313,217.00	226,896.00	36,137.00	0.00	263,033.00	84	50,184.00	13,151.65	
31	Liability Insurance	43,065.00	31,320.00	7,830.00	0.00	39,150.00	91	3,915.00	1,957.50	
32	Owner Contingency	151,289.00	0.00	0.00	0.00	0.00	0	151,289.00	0.00	
33	Allowance Testing Services; Soils & Concrete	10,000.00	1,938.00	1,160.00	0.00	3,098.00	31	6,902.00	154.90	
34	Allowance Soil Borings	5,000.00	3,133.00	0.00	0.00	3,133.00	63	1,867.00	156.65	
GRAND TOTAL		5,681,885.00	4,566,947.00	416,098.00	0.00	4,983,045.00	88	698,840.00	249,152.25	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



YOUR CONSTRUCTION PARTNER

**Partial
WAIVER OF LIEN**

Date: March 30, 2025

For value received, we hereby waive all rights and claims for lien on land and buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, for

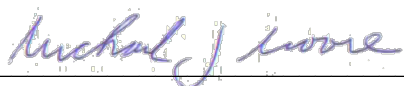
Village of Jackson, Owner
by
Moore Construction Services LLC, Contractor
For
Construction Management Services
same being situated in the State of Wisconsin, described as

Project #23033
Jackson Community Center
N168W20330 Hickory Lane
Jackson, WI 53037

for all labor, services, materials, plans or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, **TO DATE**.

This Waiver also applies to rights and claims on any payment bond(s) furnished in conjunction with the project.

The Contractor also certifies that to the extent Contractor has previously received payment from Village of Jackson all of the Contractor’s Subcontractors and Suppliers have been paid in full, and that this payment will be used to make all payments due Subcontractors and Suppliers. Contractor and the individual executing this Lien Waiver on behalf of Contractor personally, shall indemnify and defend Village of Jackson against any and all claims, costs, damages, liabilities (including reasonable attorneys’ fees) arising out of any matters inconsistent with the foregoing certifications.

By 
Michael J. Moore

Moore Construction Services, LLC



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Advantage Acoustical** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for acoustical ceilings labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment. Acoustech Supply, Inc., EquipmentShare, Inc., L&W Supply Corporation
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Joy Ovadal

Name & Title: Joy Ovadal, administrator

Date: April 16, 2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Check mailed 4/21/25

**WAIVER OF LIEN – FINAL
MATERIALS OR LABOR (Wisconsin)**

State of Wisconsin

TO WHOM IT MAY CONCERN

Whereas, we the undersigned L&W Supply Corporation, 300 S Riverside Plaza, Suite 200, Chicago, IL 60606 have been employed by

Advantage Acoustical

To Furnish Building Materials for the premises known as:

Jackson Community Center
N168W20330 Hickory Ln, Jackson, WI 53037
Owner: Village of Jackson

Washington County

State of Wisconsin

The undersigned for and inconsideration of: Paid in full

And other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby waive and release any and all lien, or claim, or right of lien on said above described building and premises under the Statutes of the State of Wisconsin relating to Mechanic's Liens, on account of labor or materials, or both, furnished by the undersigned for the above described premises.

Dated April 16, 2025

L&W Supply Corporation

By:


Customer Acct. Executive

WAIVER OF LIEN

For value received, We hereby waive our rights and claims for lien on
land and on buildings about to be erected, altered or repaired and to the appurtenances thereunto,
for Village of Jackson owner,
by Advantage Acoustical contractor,
for Acoustical ceiling materials purchased

Same being situated in Washington County, State of Wisconsin, describe _____
as
Jackson Community Center
N168W20330 Hickory Ln
Jackson WI 53037

for all labor performed and for all material furnished for the erection, construction, alteration or repair of
said building and appurtenances, except, None, final in full.

ACOUSTECH SUPPLY, INC.

(Signed)

Joseph Popalisky, Secretary

(Print Name, Title)

April 21, 2025

(Date)

UNCONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

Identifying Information

Name of Claimant: _____
Name of Customer: _____
Job Location: _____
Owner: _____

Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

Exceptions

This document does not affect any of the following:
Disputed claims for extras in the Amount of: \$ _____

Signature

Claimant's Signature: Taylor J. Halliburton
Claimant's Title: _____
Date of Signature: _____

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Blair Commercial Painting, LLC** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for wall coverings and painting labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Signature: Frank Mills

Name & Title: President

Date: 4/14/25

Check Mailed 4/16/2025

UNCONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT

The undersigned has been paid and has received a progress payment in the sum of \$3,907.24

for all labor services, equipment or material furnished to **BLAIR COMMERCIAL PAINTING LLC**

on the job of **10687 JACKSON COMMUNITY CENTER**

located at **N165W20330 HICKORY LN, JACKSON WI 53037 USA**

and does hereby waive and release any right to a mechanic's lien, stop notice, or bond right that the undersigned has on the above referenced job to the following extent. This release covers a progress payment for labor, services, equipment, or materials furnished to

BLAIR COMMERCIAL PAINTING LLC

through **01/31/2025**

only and does not cover any retention before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment or material covered by this release if that furnished labor, services, equipment or material was not compensated by the progress payment.

As of: **04/16/2025**

The Sherwin-Williams Company

State of: Ohio

County of: Cuyahoga

The foregoing instrument was acknowledged before me 16th day of April, 2025

Brittany Wressell
Your Name Here, Notary Public

My Commission Expires 3/4/29

By: [Signature]

PRINT NAME: Kira Wondrak

PRINT TITLE: Financial Analyst

**NOTICE TO PERSONS SIGNING THIS WAIVER:
THIS DOCUMENT WAIVES RIGHTS
UNCONDITIONALLY AND STATES THAT YOU
HAVE BEEN PAID FOR GIVING UP THOSE
RIGHTS. THIS DOCUMENT IS ENFORCEABLE
AGAINST YOU IF YOU SIGN IT, EVEN IF YOU
HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN
PAID, USE A CONDITIONAL RELEASE FORM.**

NOTE: Where the claimant is required to execute a waiver and release in exchange for, or in order to induce payment of, a progress payment and the claimant asserts in the waiver it has, in fact, been paid the progress payment, the waiver and release shall follow substantially the form set forth above.

rev1/94
release2.lwp



BRITTANY WRESSELL
Notary Public
State of Ohio
My Comm. Expires
March 4, 2029

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Purchase Order# 796839** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Block Iron & Supply** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for doors, frames, hardware and toilet accessories labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: _____

Name & Title: Jennifer Treleven Accounting

Manager

Date: 4/16/2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check Mailed
4/16/25



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025


This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Braden Plumbing, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for plumbing labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 
 Name & Title: Jared S. Becker, V.P.
 Date: 4-22-2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check Mailed 4/16/2025

HAJOCA CORPORATION

District Credit Office
4085 McDonald Dr, Dubuque, IA 52003
Phone 800.280.3710 Fax 563.583.0031

www.hajoca.com



Final Waiver

April 22, 2025

STATE OF IOWA

COUNTY OF DUBUQUE

TO ALL WHOM IT MAY CONCERN:

WHEREAS, We, the undersigned Able Distributing-Div. of Hajoca Corp., have been employed by

Braden Plumbing
944 N 45th St
Milwaukee, WI 53208

to furnish materials for the building or other Improvements on the premises known as:

Jackson Community Center
N168W20330 Hickory Lane
Jackson, WI

Owned by Village of Jackson

NOW, THEREFORE, KNOW YE, That We, the undersigned for and in consideration of Payment In Full, the receipt whereof is hereby acknowledged, hereby waive and release any and all lien, or claim or right of lien on said above described building and premises under Statutes, relating to Mechanics Lien, on account of materials furnished to Braden Plumbing for said premises.

GIVEN Under our hand and seal this 22nd day of Apr, 2025.

Able Distributing- Div of Hajoca Corp.

By


Cody Egdorf District Credit Manager

Able Distributing
Division of Hajoca Corp.

FIRST SUPPLY

HVAC | PLUMBING | WATERWORKS | INDUSTRIAL PVF | WELL & SEPTIC

April 22, 2025

Owners: Village of Jackson

Project: Jackson Community Center
Job #1361
N168 W20330 Hickory Lane
Jackson, WI
County: Washington

Fixtures Sold to: Braden Plumbing Inc

This is to advise that Fixtures purchased for the above-mentioned job has been:

- Paid in Full and we waive any lien rights on this material, final lien waiver.
- Partial Lien Waiver: \$
- Paid account through _____ and waive lien rights through that date.
- Paid the following invoice(s):
- This is conditional upon receipt of payment for _____,
and said payment clearing the financial institution.

Sincerely



FIRST SUPPLY LLC
Sandra D. Laux
Credit Manager

CC: Customer File

First Supply LLC | 6800 Gisholt Drive, Madison, WI 53713 | (608) 222-7799

FirstSupply.com

PARTIAL LIEN WAIVER AND RELEASE

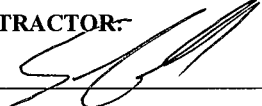
Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Cardinal Fabricating Corp.** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for structural metal framing labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:Signature: Name & Title: Simon Gall, Vice-PresidentDate: 4/16/2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

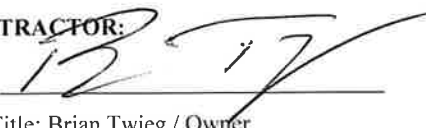
This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Carpet Service Int., Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for tile and flooring labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 

Name & Title: Brian Twieg / Owner

Date: 4-16-25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check Mailed 4/16/2025

Full Waiver of Lien

Date: 2-26-25

FOR value received, as referenced below, we hereby waive all rights and claims for lien on land and on buildings about to erected, being erected, altered or repaired and to the appurtenances thereunto,

For Jackson owner

By CHARTER SERVICE contractor

Same being situated in Milwaukee WI county, state of Wisconsin, described as

for all materials furnished for the erection, construction, alteration or repair of said building and appurtenances, through:

#98978726

amount paid: \$ 1019.72

Mannington

Company Name

Steve Eide

Sr Credit Analyst

Officer of the Company

Full Waiver of Lien

Date: 2.25.25

FOR value received, as referenced below, we hereby waive all rights and claims for lien on land and on buildings about to erected, being erected, altered or repaired and to the appurtenances thereunto,

For Jackson owner

By CSI contractor

Same being situated in Milw. county, state of Wisconsin, described as

for all materials furnished for the erection, construction, alteration or repair of said building and appurtenances, through:

202406155 + 202406158

amount paid: 9,255.30

Gerflor USA

Company Name

Janet Trimble

Officer of the Company

STATE OF Georgia
COUNTY OF Whitfield

UNCONDITIONAL LIEN WAIVER
SHAW INDUSTRIES, INC.

~~Shaw Industries, Inc.~~ (Supplier) has sold material to CARPET SERVICE INTERNATIONAL
INC., located at 5305 W CLINTON AVE MILWAUKEE, WI 53223, covered under invoice 4125914
for the project JACKSON COMMUNITY CENTER.

By signing this lien waiver, the Undersigned represents that he or she has the authority to sign on behalf of said supplier and by such execution hereof, the Undersigned certifies that Shaw Industries, Inc. has been paid in full for invoice(s) listed above.

This lien waiver is made for the purpose of insuring that the Undersigned has no claim for materials and will file no notice of lien for materials supplied under the invoice(s) listed above.

The representations and guarantees being made by the Undersigned are being made only
by him or her in their capacity as an authorized representative of Shaw Industries, Inc., Mail Drop
026-01, P. O. Box 2128, Dalton, GA 30722-2128.

IN WITNESS WHERE OF, this Lien Waiver is executed by the Undersigned on this
24th day of February 2025.

SHAW INDUSTRIES, INC.

By: Barbara Kile
Signature

Barbara Kile Sr. Credit Specialist
Printed Name and Title

Full Waiver of Lien

Date: 2/24/2025

FOR value received, as referenced below, we hereby waive all rights and claims for lien on land and on buildings about to erected, being erected, altered or repaired and to the appurtenances thereunto,

For CARPET SERVICES INTERNATIONAL SUB-CONTRACTOR

By INTERFACE AMERICAS SUPPLIER

Same being situated in _____ county, state of Wisconsin, described as
JACKSON COMMUNITY CENTER

for all materials furnished for the erection, construction, alteration or repair of said building and appurtenances, through: FLOORCOVERING-SEPTEMBER 2024

amount paid: \$5,952.36

INTERFACE AMERICAS _____

Company Name



Officer of the Company

Full Waiver of Lien

Date: 2-26-2025

FOR value received, as referenced below, we hereby waive all rights and claims for lien on land and on buildings about to erected, being erected, altered or repaired and to the appurtenances thereunto,

For CALART Senior - Llo Jackson owner

By ART FLOORING contractor

Same being situated in _____ county, state of Wisconsin, described as

for all materials furnished for the erection, construction, alteration or repair of said building and appurtenances, through:

amount paid: \$11,500

Company Name

Officer of the Company

ART FLOORING LLC


PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

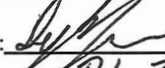
This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Central Door Solutions, LLC** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for coiling doors and grills labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 
Name & Title: Dylan Zarecki Office Manager
Date: 4-22-2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Common Links Construction** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for cold formed metal framing and gypsum board labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Michele Cartwright
 Name & Title: Michele Cartwright, VPO
 Date: 4/24/25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 4/24/25

24-191

PARTIAL WAIVER OF LIEN TO DATE

The undersigned hereby acknowledges receipt of all amounts due through April 2025 from Common Links Construction, LLC, and waives claim for lien upon the real estate hereinafter described for payments due through April 30, 2025, hereby expressly reserving the right to claim a lien for any unpaid balance to become due and owing for labor and or materials hereafter furnished for the improvement of such real estate, situated in Jackson County, State of Wisconsin, described as Jackson CC Addition.

Given under these hands and on this 24th Day of April, 2025.

Tamarack

Penny Davidson

Signature

Penny Davidson A/E Specialist

Name & Title

Job # 24191-hc

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Corcoran Glass, LLC** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for aluminum storefronts system labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Robert A. Corcoran
Name & Title: Rob Corcoran President
Date: 4-16-25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 4/17/25



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Edgar Prager and Sons, Inc.** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for masonry labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: *Patricia Jagobi*
 Name & Title: Patricia Jagobi Sec
 Date: 4/16/25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 4/17/25

WAIVER OF LIEN

Dated: 3/11/25

FOR VALUE RECEIVED, WE hereby waive all rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For: Jackson Community Center

By: Edgar J. Prager & Sons Inc.

For: Material purchased from Lycon, Inc.

Same being situated in Washington County, State of Wisconsin Described as:

N168 W20330 Hickory Lane
Jackson, WI

for all material furnished for the erection, construction, alteration or repair of said building and appurtenances. *through 2/28/25.*

Name of Supplier: Lycon, Inc.

Authorized Signature: Melany Barnes

Print Name: Melany Barnes

Title: Credit Manager



PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025


This Partial Lien Waiver and Release is submitted pursuant to the **Purchase Order #2326264** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Inpro** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for corner guards and divider bars labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 

Name & Title: Kristen Pawlak/Project Closeout Specialist

Date: 4/17/2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 4/17/25



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **JC Building Systems, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for general trades and carpentry labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Amanda Paul

Name & Title: Amanda Paul secretary/treasurer

Date: 4/17/2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **MCS Woodworking** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for furnish and install architectural woodwork labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: *Rachael Ornelas*
 Name & Title: *Rachael Ornelas, VP*
 Date: *April 17, 2025*

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check Mailed 4/22/25



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Nelco Electric, Inc.** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for electric labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature:

Bruce Nelson

Name & Title:

Bruce Nelson President

Date:

4-17-25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 4/17/25

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Schranz Roofing Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for roofing labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature:  _____

Name & Title: Jason Busalacchi, Secretary/Treasurer

Date: 4/16/25

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Check mailed 4/17/25



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Sure-Fire, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for HVAC labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Kristin Eichorst

Name & Title: Kristin Eichorst Assistant PM

Date: April 16, 2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Check mailed 4/24/25

PARTIAL WAIVER OF LIEN

To All Whom It May Concern:

WHEREAS, the undersigned has been engaged by (A) Sure-Fire, Inc. to furnish labor and/or materials for (B) Test & Balance work, under a contract (C) 3-2688-006 for the improvement of the premises described as (D) Jackson Community Center N165W20330 Hickory Ln

in the City/Village of Jackson, County of Washington, State of WI of which Village of Jackson is the Owner.

NOW, THEREFORE, this 22nd day of April, 2025, for and in consideration of the sum of (E) 7,335.00

Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release to the extent only of the aforesaid amount, any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvements thereon, and on the monies or other considerations due or to become due from the Owner, by virtue of said contract, on account of labor, services, materials, fixtures, apparatus or machinery furnished by the undersigned to or for the above-described premises, but only to the extent of the payment aforesaid.



(F) Balance, Technologies Inc. (SEAL)

Signature of Sandra Molenda (SEAL) (Signature)

TITLE: Secretary

DATE: 4/23/25

INSTRUCTIONS FOR PARTIAL WAIVER

- (A) Person or firm with whom you agreed to furnish either labor, or services, or materials, or both.
(B) Fill in nature and extent of work; strike the word labor or the word materials if not in your contract.
(C) If you have more than one contract on the same premises, describe the contract by number if available, date and extent of work.
(D) Furnish an accurate enough description of the improvement and location of the premises so that it can be distinguished from any other property.
(E) Amount shown should be the amount actually received on that date.
(F) If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself or herself as partner.

Application and Certificate for Payment

TO OWNER: Village of Jackson N165 W20330 Hickory Lane Jackson, WI 53037	PROJECT: Jackson Community Center N168 W20330 Hickory Lane Jackson, WI 53037	APPLICATION NO: 12 PERIOD TO: 5/30/2025 CONTRACT FOR: Jackson Community Center CONTRACT DATE: 8/8/2023 PROJECT NOS: 23033 / / INVOICE NO: 3811	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Moore Construction Services LLC W146 N5650 Enterprise Avenue Menomonee Falls, WI 53051	VIA ARCHITECT:		

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$ 5,681,885.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 5,681,885.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 5,457,445.00
5. RETAINAGE:	
a. 5 % of Completed Work (Columns D + E on G703)	\$ 272,872.25
b. 0 % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 272,872.25
6. TOTAL EARNED LESS RETAINAGE	\$ 5,184,572.75
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 4,928,496.45
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$ 256,076.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ 497,312.25
(Line 3 minus Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 245,648.00	\$ 245,648.00
Total approved this month	\$ 54,427.00	\$ 54,427.00
TOTAL	\$ 300,075.00	\$ 300,075.00
NET CHANGES by Change Order	\$ 0.00	

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

CONTRACTOR: Moore Construction Services LLC

By: Michael J Moore

Date: 5/30/25

State of: **WI**

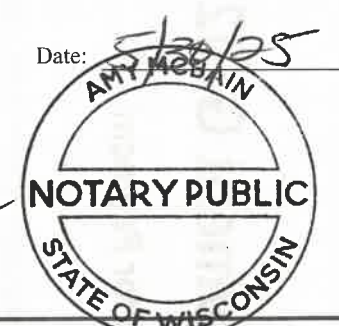
County of: **Waukesha**

Subscribed and sworn to before me this

30 day of May 2025

Amy McBain
Notary Public: Amy McBain

My commission expires: 1/16/2028



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 256,076.30
 (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: Zimmerman Architectural Studios

By: [Signature]

Date: 30 May 2025

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.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 12
 APPLICATION DATE: 5/30/2025
 PERIOD TO: 5/30/2025
 ARCHITECT'S PROJECT NO: 23033

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>		H BALANCE TO FINISH <i>(C - G)</i>	I RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		% <i>(G ÷ C)</i>			
01	Concrete	326,528.00	317,911.00	4,793.00	0.00	322,704.00	99	3,824.00	16,135.20
02	Concrete Floor	2,995.00	2,995.00	0.00	0.00	2,995.00	100	0.00	149.75
03	Masonry	168,168.00	153,168.00	5,260.00	0.00	158,428.00	94	9,740.00	7,921.40
04	Metal Fabrications	383,684.00	383,684.00	0.00	0.00	383,684.00	100	0.00	19,184.20
05	Colf Form Framing & Gyp	399,101.00	399,101.00	0.00	0.00	399,101.00	100	0.00	19,955.05
06	General Trades & Carpentry	544,552.00	540,981.00	3,571.00	0.00	544,552.00	100	0.00	27,227.60
07	Roofing	366,500.00	366,500.00	0.00	0.00	366,500.00	100	0.00	18,325.00
08	EIFS	106,869.00	88,164.00	18,705.00	0.00	106,869.00	100	0.00	5,343.45
09	Air Barrier	43,600.00	43,600.00	0.00	0.00	43,600.00	100	0.00	2,180.00
10	Aluminum Storefront Systems	294,902.00	287,402.00	0.00	0.00	287,402.00	97	7,500.00	14,370.10
11	Safety Laminates	76,293.00	38,146.00	38,147.00	0.00	76,293.00	100	0.00	3,814.65
12	Tile & Flooring	140,417.00	140,417.00	0.00	0.00	140,417.00	100	0.00	7,020.85
13	Acoustical Ceiling TILE	94,776.00	94,776.00	0.00	0.00	94,776.00	100	0.00	4,738.80
14	Wall Coverings & Painting	95,546.00	94,246.00	0.00	0.00	94,246.00	99	1,300.00	4,712.30
15	Fire Suppression	51,000.00	51,000.00	0.00	0.00	51,000.00	100	0.00	2,550.00
16	Plumbing	207,506.00	207,506.00	0.00	0.00	207,506.00	100	0.00	10,375.30
17	HVAC	498,717.00	498,717.00	0.00	0.00	498,717.00	100	0.00	24,935.85
18	Electrical	299,091.00	297,359.00	1,732.00	0.00	299,091.00	100	0.00	14,954.55
19	Low Voltage	121,208.00	121,208.00	0.00	0.00	121,208.00	100	0.00	6,060.40
20	Earthwork	169,162.00	153,165.00	15,997.00	0.00	169,162.00	100	0.00	8,458.10
21	Pavement	68,530.00	17,567.00	45,163.00	0.00	62,730.00	92	5,800.00	3,136.50
22	Fencing	148,115.00	34,000.00	20,000.00	0.00	54,000.00	36	94,115.00	2,700.00
GRAND TOTAL									

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor’s signed certification is attached.
 In tabulations below, amounts are in US dollars.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 12
APPLICATION DATE: 5/30/2025
PERIOD TO: 5/30/2025
ARCHITECT’S PROJECT NO: 23033

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED <i>(Not in D or E)</i>	G		BALANCE TO FINISH <i>(C – G)</i>	RETAINAGE <i>(If variable rate)</i>
			FROM PREVIOUS APPLICATION <i>(D + E)</i>	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE <i>(D+E+F)</i>	% <i>(G ÷ C)</i>		
23	Landscaping & Retaining Wall	68,329.00	39,195.00	19,046.00	0.00	58,241.00	85	10,088.00	2,912.05
24	Utilities	112,534.00	112,534.00	0.00	0.00	112,534.00	100	0.00	5,626.70
25	Artificial Surfacing	66,086.00	0.00	41,086.00	0.00	41,086.00	62	25,000.00	2,054.30
26	Wood Floor Rein & Stripe	20,387.00	0.00	20,387.00	0.00	20,387.00	100	0.00	1,019.35
27	General Conditions	331,763.00	311,354.00	20,409.00	0.00	331,763.00	100	0.00	16,588.15
28	Performance Bond	54,000.00	54,000.00	0.00	0.00	54,000.00	100	0.00	2,700.00
29	Building Permit	11,902.00	11,902.00	0.00	0.00	11,902.00	100	0.00	595.10
30	Construction Management Fee	319,994.00	274,628.00	15,258.00	0.00	289,886.00	91	30,108.00	14,494.30
31	Liability Insurance	43,065.00	43,065.00	0.00	0.00	43,065.00	100	0.00	2,153.25
32	Owner Contingency	31,565.00	0.00	0.00	0.00	0.00	0	31,565.00	0.00
33	Allowance Testing Services; Soils & Concrete	10,000.00	4,600.00	0.00	0.00	4,600.00	46	5,400.00	230.00
34	Allowance Soil Borings	5,000.00	5,000.00	0.00	0.00	5,000.00	100	0.00	250.00
GRAND TOTAL		5,681,885.00	5,187,891.00	269,554.00	0.00	5,457,445.00	96	224,440.00	272,872.25

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

FINAL LIEN WAIVER & RELEASE

Check Date: 5-5-2025

Pursuant to the terms and conditions of the **Subcontractor Agreement** and amendments or modifications thereof, if any (the "Agreement"), between Moore Construction Services, LLC ("Contractor") and **Beautiful Cleaning** ("Subcontractor") for the work as defined in the Agreement (the "Work") for the benefit of Village of Jackson ("Owner") for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property"), Subcontractor states as follows:

1. Subcontractor covenants, represents and warrants that:

(a) Subcontractor has paid or provided for the payment **IN FULL** for final clean labor, services and material relating to the Agreement, whether performed, rendered and furnished by any subcontractor, materialman, laborer or other person;

(b) There are no outstanding change orders, claims or demands or rights to liens against the Owner or Subcontractor, or against the Property arising out of said labor, services and materials, or otherwise, or arising out of the Agreement on the part of any person, firm or corporation, including any such subcontractor, materialmen, laborer or other person; and

(c) The Property is free of and from any and all claims, demands and liens arising out of the Agreement.

2. Subcontractor waives and releases for Subcontractor and, to the extent permitted by law, for Subcontractor's subcontractors, materialmen, laborers and all other persons furnishing services, labor or materials in connection with the Agreement, any and all claims or lien or rights to claims or liens that may now or hereafter exist or be claimed on or against the Owner or the Property for which or upon which the improvements were furnished, Subcontractor agrees to furnish upon demand a good and sufficient full and final lien waiver.

3. Subcontractor covenants and agrees:

(a) To indemnify and save harmless Contractor and/or Owner from any such claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith; and

(b) That any and all moneys received by the undersigned from Contractor shall be received by the undersigned as a trust fund, to be applied first for the purpose of paying for unpaid work performed, services rendered and materials furnished in connection with the Agreement, if any.

4. This Unconditional Final Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all Work performed on the Project.

The undersigned warrants and represents that he or she has full authority to execute this Unconditional Final Lien Waiver and Release.

SUBCONTRACTOR:

Signature: _____

Name & Title: Stone Newsome Accountant

Date: 5/21/2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Check mailed 5/21/2025

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 5-20-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Purchase Order# 797149 and 797603** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Block Iron & Supply** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for doors, frames, hardware and toilet accessories labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: _____

Name & Title: Jennifer Treleven Accounting

Manager _____

Date: 5/21/2025 _____

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 5/21/2025

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 5-20-2025

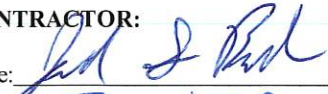
This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Braden Plumbing, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for plumbing labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 
Name & Title: Jarrod S. Beecker V.P.
Date: 5-22-2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 5/23/2025

FINAL WAIVER OF LIEN

May 22, 2025

For value received, we hereby waive all rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

for Village of Jackson owner,
by Bay Industries Inc. contractor,
for Materials same being situated
in Washington County, State of Wisconsin, described
as Jackson Community Center
N168W20330 Hickory Lane
Jackson, WI

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances,

For Invoices BAY2746276, BAY2746750, BAY2762797,
BAY2766380, BAY2772548, BAY2773027

Totalling \$1,129.23

Dawn M. Wendt
Dawn M. Wendt, Authorized Representative

Bay Insulation Supply of Milwaukee, A Division of Bay Industries Inc.
~~BAY INDUSTRIES INC.~~



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 5-20-2025

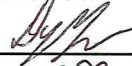
This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Central Door Solutions, LLC** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for coiling doors and grills labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: 
Name & Title: Office Manager
Date: 5-21-2025

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 5/21/2025



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 5-20-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Circle Electric, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for low voltage labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: _____

Name & Title: Ryan Kastanek, President _____

Date: 5.21.25 _____

Please sign and return this form via:

E-Mail: rachael@moore-cs.com



YOUR CONSTRUCTION PARTNER

**Partial
WAIVER OF LIEN**

Date: April 30, 2025

For value received, we hereby waive all rights and claims for lien on land and buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, for

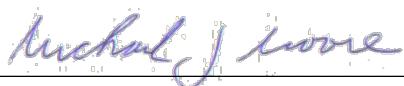
Village of Jackson, Owner
by
Moore Construction Services LLC, Contractor
For
Construction Management Services
same being situated in the State of Wisconsin, described as

Project #23033
Jackson Community Center
N168W20330 Hickory Lane
Jackson, WI 53037

for all labor, services, materials, plans or specifications performed, furnished or procured by undersigned for the erection, construction, alteration or repair of said building and appurtenances, **TO DATE**.

This Waiver also applies to rights and claims on any payment bond(s) furnished in conjunction with the project.

The Contractor also certifies that to the extent Contractor has previously received payment from Village of Jackson all of the Contractor’s Subcontractors and Suppliers have been paid in full, and that this payment will be used to make all payments due Subcontractors and Suppliers. Contractor and the individual executing this Lien Waiver on behalf of Contractor personally, shall indemnify and defend Village of Jackson against any and all claims, costs, damages, liabilities (including reasonable attorneys’ fees) arising out of any matters inconsistent with the foregoing certifications.

By 
Michael J. Moore
Moore Construction Services, LLC



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 5-20-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and **Nelco Electric, Inc.** ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for electric labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Mark Mn
 Name & Title: VP of Operations
 Date: 5-21-25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 5/21/2025

PARTIAL LIEN WAIVER AND RELEASE


Check Date: 5-20-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC ("Contractor") for the benefit of Village of Jackson ("Owner") and Ridge Excavating ("Subcontractor"), for the project known as **Jackson Community Center** (the "Project") located at N168W20330 Hickory Lane, Jackson, Wisconsin (the "Property") with respect to the work to be performed by Subcontractor ("Work").

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor's Application for Payment for earthwork labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic's liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor's Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor's activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor's activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys' fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:Signature: Name & Title: Justin Wolter - OwnerDate: 5/22/25

Please sign and return this form via:
E-Mail: rachael@moore-cs.com

Check mailed 5/22/2025



YOUR CONSTRUCTION PARTNER

PARTIAL LIEN WAIVER AND RELEASE

Check Date: 4-15-2025

This Partial Lien Waiver and Release is submitted pursuant to the **Subcontractor Agreement** between Moore Construction Services, LLC (“Contractor”) for the benefit of Village of Jackson (“Owner”) and **Sure-Fire, Inc.** (“Subcontractor”), for the project known as **Jackson Community Center** (the “Project”) located at N168W20330 Hickory Lane, Jackson, Wisconsin (the “Property”) with respect to the work to be performed by Subcontractor (“Work”).

This Partial Lien Waiver and Release is also submitted pursuant to Subcontractor’s Application for Payment for HVAC labor, materials and equipment installed in or furnished for the Project TO DATE and Subcontractor hereby waives the Project, the Property and Owner from any and all claims, liens, mechanic’s liens, right to liens, and obligations furnished by or through the Application Date, on the Project, except as set forth below.

- (1) The Subcontractor has performed all Work through the date of the Application for Payment, pursuant to the terms and conditions of the Subcontract Documents.
- (2) Any and all subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Subcontractor for use or incorporation into the construction of the improvements to the Property are listed in Subcontractor’s Application for Payment.
- (3) All sums due by Subcontractor to subcontractors or any other party for labor, materials or services used or incorporated into the improvements to the Property, and for which Subcontractor has previously received payment, have been paid and satisfied in full, and there are no outstanding claims of any character arising out of, or related to, Subcontractor’s activities on, or improvements to, the Property, except as set forth below.
- (4) Subcontractor is not aware of any claims which may arise against Contractor and/or Owner for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of any of Subcontractor’s activities or construction work on the Property.
- (5) There are no known Claims of Lien, Preliminary Notices of Lien, or any suits or claims for payment, loss or damage of any kind, nature or description which might constitute a lien upon the Property as of the date of this Partial Lien Waiver and Release Upon Payment, except as set forth below.
- (6) This Partial Lien Waiver and Release constitutes a representation by the undersigned, for and on behalf of the Subcontractor, that the payment referenced above constitutes full and complete payment for all work performed through the date of the Application for Payment, except as set forth below.
- (7) Subcontractor will indemnify and save harmless Contractor and Owner from any claim, demand, lien or right to lien, and to defend all actions arising out of the same, and to pay any costs, expenses and attorneys’ fees incurred by Contractor and/or Owner in connection therewith.
- (8) The Subcontractor certifies and represents that there are sufficient funds remaining in the Subcontract Sum to complete the Project in accordance with the Subcontract Documents.
- (9) Below is a list of items which serve as an exception to the representations set forth herein (items not listed are waived irrevocably):

The undersigned warrants and represents that he or she has full authority to execute this Partial Lien Waiver and Release.

SUBCONTRACTOR:

Signature: Kristin Eichorst

Name & Title: Kristin Eichorst Assistant PM

Date: April 16, 2025

Please sign and return this form via:

E-Mail: rachael@moore-cs.com

Check mailed 6/4/2025

PARTIAL WAIVER OF LIEN

To All Whom It May Concern:

WHEREAS, the undersigned has been engaged by (A) Sure-Fire, Inc. to furnish labor and/or materials for (B) Temperature Control work, under a contract (C) 3-2688-004 for the improvement of the premises described as (D) Jackson Community Center N165W20330 Hickory Ln

in the City/Village of Jackson, County of Washington, State of WI of which Village of Jackson is the Owner.

NOW, THEREFORE, this 3rd day of June, 2025, for and in consideration of the sum of (E) 12,175.20 Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release to the extent only of the aforesaid amount, any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvements thereon, and on the monies or other considerations due or to become due from the Owner, by virtue of said contract, on account of labor, services, materials, fixtures, apparatus or machinery furnished by the undersigned to or for the above-described premises, but only to the extent of the payment aforesaid.

(Affix corporate seal here)

(F) J.M. Brennan, Inc. (SEAL)

Emily Gray (Signature) (SEAL)

TITLE: Accounts Receivable Coordinator

DATE: 06/03/25

INSTRUCTIONS FOR PARTIAL WAIVER

- (A) Person or firm with whom you agreed to furnish either labor, or services, or materials, or both.
(B) Fill in nature and extent of work; strike the word labor or the word materials if not in your contract.
(C) If you have more than one contract on the same premises, describe the contract by number if available, date and extent of work.
(D) Furnish an accurate enough description of the improvement and location of the premises so that it can be distinguished from any other property.
(E) Amount shown should be the amount actually received on that date.
(F) If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself or herself as partner.



MEMO DATE 5/15/2023

TO	FROM	REGARDING
To: Parks and Recreation Commission	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Jackson Community Center – Room Rental Fees

With the completion of the **Jackson Community Center expansion project**, new and exciting opportunities have opened for our community. Parks and Recreation staff have been diligently assessing the needs and interests of residents, and one immediate priority is the development of the new **auditorium** into a rental space for special events such as **weddings, family reunions, birthdays, wedding/baby showers**, and more.

Rental Fee Evaluation Process

In establishing a fair and competitive rental fee structure, staff considered a variety of factors:

- Amenities available within the auditorium
- Range of **event types** of space can accommodate
- **Square footage** and **maximum capacity**
- **Comparable facilities** and pricing from surrounding communities

A summary of this research is included in the table below (note all rentals are 4 hours in length unless otherwise specified:

Jackson Community Center (current pricing)	Town of Jackson	Hartford Parks and Recreation	Cedarburg Parks and Recreation	Port Washington Parks and Recreation	West Bend
Auditorium (160) – N/A	Town Hall R -175 NR – 200	Comm. A (30) R – 45 NR – 80	Gym R-50/hr NR-75/hr	Multi-purpose (80) R – 120 NR - \$175	Regner Beach House (93) R - \$325 NR - \$487.50
Gathering Hall w/ Kitchen (150) M-Th (R-94/NR – 140) F-Su (R-125/NR-190)		Comm B + kitchen (50) R – 75 NR - 110			Sandy Knoll Barn (160) \$500

All Other Rooms M-Th (R-50/NR-75) F-Su (R - 75/NR - 113)		Comm A/B + kitchen (80) R - 100 NR - 160			
Gym M-Th (R-50/hr NR - 75/hr) F-Su (R-100/hr NR-190/hr)		Gym R - 35/hr NR - 70/hr			

Recommended Fee Schedule

Based on this evaluation, staff developed a **recommended fee schedule** for auditorium rentals at the Jackson Community Center:

	Monday - Thursday	Friday - Sunday
Auditorium	R - \$225 NR - \$275	R - \$275 NR - \$325
Gathering Hall with Kitchen	R - \$100 NR - \$150	R - \$150 NR - \$200
All Other Rooms	R - \$60 NR - \$110	R - \$75 NR - \$125
Gymnasium	R - \$50/hr NR - \$100/hr	R - \$100/hr NR - \$150/hr

Next Steps

This information is presented for **discussion purposes** tonight. If the Park and Recreation Commission agrees that the proposed fee structure is appropriate, **staff recommend a motion for approval** to begin offering the space for public rental.

Thank you,

Tyler Mentzel
Jackson Parks and Recreation Director



MEMO

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

FROM: Jen Heidtke, Village Administrator; Darlene Smith, Village Treasurer

CC: Ehlers Financial Advisors Brian Roemer and Ariana Schmidt

RE: Discussion of Schedule for FMP Update and Preparing the 2026 Village Budget

DATE: May 29, 2025

Background

Staff are recommending the following schedule which captures review of the 2024 audit, 2025 Conventional Rate Case, an update to the 5-Year Financial Management Plan (FMP) with Ehlers Financial Advisors, and Staff preparation of an annual budget.

1. June 10, 2025 – Village Board Meeting at 7 PM to include Draft Capital Projects.
2. July 8, 2025 – Village Board Meeting at 7 PM to include a presentation by Ehlers to review the Conventional Rate Case work and a presentation by Lucida to review 2024 Draft Audit of the Financial Statements.
3. August 12, 2025 – Joint Review Board Meeting at 6:15 PM for Annual Meeting.
4. August 12, 2025 – Village Board Meeting at 7 PM to include a Presentation of Draft 2026 Budget and Draft Financial Management Plan. It should be noted the State of Wisconsin releases reports needed for a final budget such as the Statement of Assessment (SOA), Net New Construction (NNC), and 2025 Shared Revenue Estimates, generally in September and October. Once these reports are available, Staff and the Board may need to convene a second budget workshop to manage any meaningful discrepancies in financial forecasting.
5. October 14, 2025 – Hotel/Motel Committee Annual Meeting at 6:15 PM.
6. October 14, 2025 – Village Board Meeting at 7 PM to include a final budget review, review of final FMP report, and direction to Staff to publish a budget hearing notice for November 11th Village Board meeting.
7. November 11, 2025 – Village Board Meeting at 7 PM to include a proposed budget public hearing and consider Resolutions adopting the proposed budgets.

Potential Motion:

Discussion only with the Budget and Finance Committee and the Village Board.



STAFF MEMO

Meeting Date: June 10, 2025

Agenda Item: # 12

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator
Budget and Finance Committee

From: Collin Johnson, Director of Inspections/Zoning

Subject: Review of Proposals - 2025 Village of Jackson Zoning Code Update

Background and Analysis: In 2023, the Village of Jackson entered into a Professional Services Agreement with CIVITEK Consulting to perform a zoning code audit. The audit included a thorough review of the Village’s current zoning code, Chapter 48, including (text/map), as well as internal administrative policies and procedures. The intent of the audit was to evaluate what is working and what is not and to provide detailed recommendations on potential changes. The scope of work included 15 separate areas to be included in the review.

The audit report was presented to the Village Plan Commission at their January 18th, 2024, meeting. The Plan Commission recommended the Village Board authorize staff to proceed with an RFP to revise and update Village Zoning Codes. The Village Board considered the matter at their January 30th, 2024, special meeting and approved the matter unanimously.

The scope of the RFP included a full rewrite of Chapter 48 of the Village’s Ordinances, the Zoning Code, along with potential updates to other associated code sections, including but not limited to, Chapter 8 Buildings and Construction, Chapter 16 Environment, Chapter 26 Manufactured and Mobile Homes, and Chapter 38 Subdivisions. It further identified 13 individual items outlined by village staff, detailing specific goals of the RFP including:

1. The new zoning ordinance will be simpler and more user-friendly than the current ordinance. It will include charts, diagrams, tables, and other graphics where appropriate.
2. The new ordinance will maintain consistency across all districts. Where applicable, lists of allowed uses will be broad-based and adaptable to changing economic environments.
3. The new ordinance will legalize traditional development patterns that are present in the Village’s older neighborhoods and provide flexibility to allow those neighborhoods to maintain their character and to redevelop.
4. The new ordinance should have a hybrid format, including some elements of a traditional Euclidean framework, particularly in existing neighborhoods which developed under that framework, along with some elements of Form Based or other innovative systems such as middle housing, affordable rental and homeowner units, adaptive reuse, and accessory dwelling units.
5. The new ordinance will provide for means to require Traffic Impact Analysis from a developer and set qualifying standards for such analysis.



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6. The new ordinance will give consideration to the regulation of special land uses, including items such as antenna and other telecommunication facilities, publicly accessible electric vehicle charging stations, Payday lenders, Adult Family Homes, Community Living Arrangements, Foster Homes, home occupations, solar and wind energy systems, and adult uses.
7. The new ordinance will provide for updates to the existing sign code and incorporate “content-neutral” regulations.
8. The new ordinance will establish parameters for the review and issuance of Conditional Uses.
9. The new ordinance will update and codify the Plan Commission’s building and site design policies and ensure that the design review process is as simple and predictable as possible. This includes landscaping, outdoor lighting, building design/material, and site improvement requirements.
10. The new ordinance will shift the focus away from density maximums to permitted housing types in the residential and any mixed-use zoning districts.
11. The new ordinance should also create a framework to reduce the need to use Planned Unit Development ordinances for mixed-use, commercial/industrial, and residential housing developments.
12. The new ordinance will improve the review procedures to shorten review times while achieving the overall intent of the zoning code.
13. The new ordinance will incorporate the Village’s Comprehensive Plan and will account for changes to the Land Use Plan. It will also incorporate recommendations from other planning documents, such as the Village of Jackson Zoning Code Audit Report (attached), the Washington County Next Generation Housing Initiative, and the Village of Jackson Wastewater Treatment Facility Facilities Planning Document.

The RFP also developed a Scope of Work and Project Outline which included:

- Review of the Comprehensive Plan and other relevant plans. The consultant will review the current Comprehensive Plan, the housing studies, and other relevant plans to ensure the new code will be consistent with recent planning documents.
- Evaluation of Existing Neighborhoods, Corridors and Districts. Staff will work with the consultant to identify context-sensitive regulations for existing neighborhoods throughout the Village, as well as regulations to guide new development and redevelopment where applicable.
- Public Outreach. The consultant will develop a public outreach strategy to inform community stakeholders and the general public about the benefits of the proposed code updates, as well as conduct meetings and/or a charette and web interaction throughout the process. The Plan Commission will be the project steering committee and will receive regular updates throughout the process either by the consultant or by Village staff.
- Drafting the Document. The consultant will prepare drafts of the zoning ordinance, including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Plan Commission and the Village Board. The consultant will also complete any required revisions to the ordinance.
- Stress Tests. Prior to final approval, the consultant will work with staff to test the draft on existing properties, likely development scenarios, and common code enforcement situations in the Village of Jackson to anticipate and correct for unintended problems.

The RFP also established a selection criterion and assigned point values to each of the six items as a means to evaluate potential submittals.



Taking the lead in Washington County.

While the RFP was sent out to 20 separate entities, CIVITEK Consulting, in partnership with GRAEF, was the only entity to submit a proposal.

Staff have reviewed the proposal from CIVITEK/GRAEF and found it to meet each of the goals established in the RFP as well as the items detailed in Scope of Work and Project Outline. Additionally, the consultant(s) favorably met each of the selection scoring criteria.

The budget proposal provided also falls within the expected range for this type of service. Staff have identified two optional “tasks” (#15 and #16) listed under Section 7 of the RFP which are believed to be unnecessary and therefore will not be included in the overall scope of the project. Project updates will be hosted on the Village website. The total proposed cost for the zoning code update project, as proposed, is \$65,900.00.

Finally, the RFP also established a project performance timeline with the project commencing on or before July 14th, 2025, and a completion date on or before October 30th, 2026. The CIVITEK proposal identifies a completion date within 14 months of project kick-off, which is well within the established completion date.

Potential Action:

Motion to recommend the Village Board approve the RFP for planning services from CIVITEK Consulting to perform a zoning code update for the Village of Jackson for an amount not to exceed \$65,900.00.

Attachments:

1. Jackson Zoning Code Audit Report
2. Village of Jackson Zoning RFP - 04072025
3. Civi Tek + GRAEF proposal for zoning code update project

1. Introduction

The Village of Jackson retained Civi Tek Consulting to conduct an audit of the Village's existing zoning code as an initial first step in developing a workplan to update the code, which was first adopted in 1994.

The overall intent of the audit is to generally identify potential changes that are intended to:

- align the code to court rulings;
- align the code to new/revised state law;
- align the code with the comprehensive plan and other local plans;
- improve overall transparency;
- right-size dimensional standards;
- include new land uses;
- address affordable housing;
- clearly articulate requirements;
- make the code more user-friendly (easier navigation, use of plain English); and
- improve review procedures to shorten review times, while achieving the overall intent of the zoning code.

Findings and recommendations in this report are not prioritized; staff will evaluate potential changes consistent with time and budget constraints.

2. Code Organization

A well-designed table of contents provides the highest level of organization. As with most things, there are a number of ways zoning code content can be organized. The author prefers a "flatter" structure rather than a "pyramidal" scheme. With a flatter structure, the reader can visually see all of the major parts of the code in a single page. In contrast, a pyramid requires the reader to open up the highest levels to see what is within.

A sample table of contents for the zoning code is included as Appendix A. It pulls in land-use regulations found in other parts of the municipal code including floodplain regulations (Chapter 16, Article II) and adult-use standards (Chapter 10).

Some communities are pulling all of the land development regulations into a single chapter of the municipal code under the umbrella of a "unified land development code". If that is desired, land division procedures and requirements would be incorporated into the overall table of contents.

The parts in the table of contents that are less obvious are explained in varying level of detail in the following pages of this report.

3. Land Uses

A comprehensive list of permissible land uses is one of the key building blocks of a good zoning code. The list should be crafted to meet unique needs of the Village and include existing uses and new land use types that area reasonably anticipated to occur in the future. Land uses should be defined so there are no overlapping terms.

Because this master list can be lengthy, land uses should be grouped to help the reader more easily find the land uses they are trying to find. Below are typical groups.

Typical Land Use Groups

- Residential
- Special Care Facilities
- Food and Beverage Sales
- Vehicle Rental, Sales, and Service
- General Commercial
- Recreation and Entertainment
- Government & Community Services
- Transportation
- Telecommunications and Utilities
- Industrial & Manufacturing
- General Storage
- Agriculture & Resource-Based Uses
- Accessory Uses for all Principal Use
- Accessory Uses for Residential Uses
- Accessory Uses for other Principal Uses
- Temporary Uses

As a starting point, a typical list of land uses is included in Appendix B. It should be noted, the current code has a rather limited listing of land uses due in large part how conditional uses are handled; more about that later.

4. Land Use Table

A land use table (aka use table) is a great organizational tool because it lists of all land uses allowed within the jurisdiction and identifies where the uses are allowed by right or as a special exception (aka conditional use). Below is a snippet of what a typical table looks like. Depending on the number of zoning districts, a land use table may in fact consist of two; one for residential districts and one for all other districts.

Not only does a table like this identify where the uses are allowed, it can also indicate if there is secondary review, such as architectural review, site plan review, or zoning permit review.

A land use table efficiently helps answer two fundamental questions.

- What can I do with this property? (columns)
- Where can I put my business? (rows)

Sample Code from Another Jurisdiction

	Secondary Review	Base Zoning District													
		P-1	Q-1	C-1	UC	AP	RR	R-1	B-1	B-2	B-4	M-1	M-2	T-1	
9 General Sales															
9.01 Convenience retail sales	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	C	-	-	
9.02 General retail sales	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	C	-	-	
9.03 General retail sales, large format	BP, SP, ZP	-	-	-	-	-	-	-	-	-	C	C	-	-	
9.04 Outdoor sales	BP, SP, ZP	-	-	-	-	-	-	-	-	-	P	C	-	-	
10 General Services															
10.01 Administrative services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-	
10.02 Adult-oriented establishment	BP, SP, ZP	-	P	-	-	-	-	-	-	-	-	P	P	-	
10.03 Body-piercing establishment	BP, SP, ZP	-	-	-	-	-	-	-	-	C	C	C	-	-	
10.04 Commercial kennel	BP, SP, ZP	-	-	-	-	C	-	-	-	-	-	-	-	-	
10.05 Commercial stable	SP, ZP	-	-	-	-	C	C	-	-	-	-	-	-	-	
10.06 Equipment rental	BP, SP, ZP	-	-	-	-	-	-	-	-	C	P	P	-	-	
10.07 Financial services	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-	
10.08 Funeral home	BP, SP, ZP	-	-	-	-	-	-	-	C	C	P	C	-	-	
10.09 General repair	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-	
10.10 General services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-	
10.11 Health care center	BP, SP, ZP	P	-	-	-	-	-	-	-	-	P	C	-	-	
10.12 Health care clinic	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	C	-	-	
10.13 Instructional services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-	
10.14 Landscape business	SP, ZP	-	-	-	-	-	-	-	-	C	P	P	-	-	
10.15 Professional services	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-	
10.16 Tattoo establishment	BP, SP, ZP	-	-	-	-	-	-	-	-	C	-	-	-	-	

Where can I put it?

What can I do?

5. Land Use Descriptions and Standards

Building off of the organization created with a land use table (i.e., groupings), all of the related information should be found in one part of the code. For each land use, there should be a description of the use and any parking and supplemental standards as appropriate.

By way of example, each land use should include the following parts:

- Description
- Vehicle parking requirements
- Bicycle parking requirements (required or recommended)
- Loading requirements
- Supplemental standards

Below is snippet for an artisan shop. What is important here is the organization, not necessarily the specific content in each of the parts.

In term of organization, all of the land use descriptions and standards could be located in an appendix. In the proposed table of contents, this is Appendix B.

Sample Code

Artisan shop

Description: A place where handmade craft items or works of art are made on a small-scale and offered for retail sale. Examples of such items include paintings, textiles, weaving, photography, sculptures, pottery, leather products, handmade paper, jewelry, hand-blown glass, small furniture and other similar wooden items, candles, soaps, and lotions.

Vehicle Parking: 1 space for each 350 square feet of display area; plus 1 space for each employee on the largest work shift

Bicycle Parking: Recommended - 5 percent of required vehicle parking spaces, but not less than 4

Supplemental Standards:

(A) Generally. All materials and activities, except loading and unloading, must be conducted entirely within an enclosed building.

(B) Demonstrations and workshops. The operator may conduct demonstrations and workshops within the confines of the building.

6. Zoning Districts

There are more than 20 zoning districts in the current code as listed below. The number of zoning districts for single-family residential is unusually large. As part of a code rewrite, the Village should consider merging some of the residential districts to reduce the overall number.

It also appears the floodplain districts serve as base zoning districts. A better approach is to use overlay districts for the floodplain regulations.

- A-1 Agricultural District
- R-1 Single-Family Residential District
- R-2 Single-Family Residential District
- R-3 Single-Family Residential District
- R-4 Single-Family Residential District
- R-5 Single-Family Residential District

- R-6 Two-Family Residential District
- R-8 Multiple-Family Residential District
- R-9 Mobile Home Park District
- RT-10 Single-Family Residential District
- RT-11 Single-Family Residential District
- B-1 Community Business District
- B-2 Downtown Business District
- M-1 Limited Manufacturing District
- M-2 General Manufacturing District
- P-1 Park and Recreation District
- I-1 Institutional and Public Service District
- FW Floodway district (Chapter 16, article II)
- FC Floodplain conservancy district (Chapter 16, article II)
- FF Flood fringe district. (Chapter 16, article II)
- GFP General floodplain district. (Chapter 16, article II)
- PUD-01 Miller Mixed-Use Planned Unit Development District
- PUD-02 Sysco Planned Unit Development District
- PUD-03 KARM Planned Unit Development District

7. Definitions

Section 48-1 of the zoning code includes more than 90 definitions, many of which relate to floodplain regulations. Additional sign definitions are found in s. 48-299. For the sake of completeness, all definitions should be gathered and put in one part of the code.

While it is legally sufficient to include both general definitions and land use definitions in one section, its easier for the reader if land uses were part of a separate section. Recommendations for handling land use definitions are included in the previous section (Land Use Descriptions and Standards).

Recommendations:

1. Definitions should be compiled into a master list and placed in a single section of the code. In the sample table of contents, general definitions would be placed in an appendix.
2. Remove land use definitions.
3. Definitions should simply describe the word/term, not go beyond that to include development standards or how various elements are measured.
4. Include illustrations when the meaning of a definition is not readily apparent after a first reading. By way of example, an illustration should be added to building height.
5. Ensure that all defined words/phrases are actually used in the code and if so, in the way intended.

8. Comprehensive Plan and Zoning Consistency

While a comprehensive plan is not a regulatory tool, rezoning petitions need to be generally consistent with the future land use map. To help facilitate that consistency and take some of the guesswork out of the equation, some zoning codes and/or comprehensive plans show the zoning districts that may fit with the various land use categories.

10. Bicycle Parking Standards

It is becoming more common for communities to include standards for bicycle parking in their zoning codes as more people bike for pleasure and as one of their modes of transportation.

Recommendation: The Village should consider how the zoning code could be modified to address this small, but growing, part of the transportation mix. In particular, the following provisions should be evaluated:

- Establish site design standards for both short-term parking (2 hours or less) and long-term parking (more than 2 hours).
- Allow reductions in on-site vehicle parking when bicycle parking is provided and maintained.
- Establish standards for businesses and institutional uses, or recommended levels of bicycle parking as an initial starting point.
- Identify whether the required or recommended parking is more geared to short-term or long-term parking. For example, a library would be geared to short-term parking while a government office may be more geared to long-term (employee) parking.

11. Electric Vehicles

While electric vehicles (EVs) currently account for a fraction of motor vehicles on the road today, the number of EVs in Wisconsin is only expected to grow, slowly at first but then more aggressively when there is more infrastructure and ownership costs come down.



Projected Electric Vehicle Registrations in Wisconsin

Year	EV Registrations	Percent of Total Fleet
2022	9,039	0.1
2027	217,048	4.1
2030	334,097	6.1
2035	553,686	9.9
2040	843,623	14.7
2050	1,863,585	31.0

Source: Wisconsin Electric Vehicle Infrastructure Plan; Wisconsin Department of Transportation (2022)

To proactively address the growing demand, the Village should evaluate two related points.

- **Charging Stations as Infrastructure** Some communities have established requirements in their codes that require the installation of charging stations in commercial and multifamily developments. Other communities have opted to require a certain percentage of them be EV-ready, which means underground conduit is in place so that a charging station can be more easily installed at future date.

Recommendation: The Village should evaluate whether it is appropriate to require EV infrastructure or simply incorporate recommendations into the code. If EV infrastructure is required, the code should indicate if that means EV-ready or EV-installed.

- **Charging Stations as a Distinct Land Use** When a bank of charging stations is installed in a parking lot, there is a potential that these charging stations become a unique land use (i.e., a gas station in the parking lot for

EVs). This is especially true when they are located in a place that is highly visible to the travelling public. EV drivers who otherwise wouldn't patronize the commercial establishment will turn in to plug in. While its great to have more plug-in options for the travelling public, a bank of stations can have the effect of using parking spaces that are needed for the principal use on the property. As with most land uses, the location on the parcel and the number of stations matters a lot.

Recommendation: The Village should add a land use type in the zoning code to account for EV stations as a land use. This may be established based on the number stations provided (e.g., 10 or more) and/or the proximity to a major roadway (e.g., 8 or more charging stations within 200 feet of a major collector).

More reading: Brian Ross, Jessica Hyink and Rebecca Heisel. "Zoning Practice - Preparing for the Electric Vehicle Surge" October 2022, Vol. 39, No. 10, American Planning Association.

12. Cottage Housing

Cottage housing is a unique development type characterized by smaller single-family homes arranged in a cluster with shared common areas. Housing units are generally single-family units, although a few duplex units could be incorporated as well. This housing type generally appeals to singles, couples, and small families. A cottage housing project could occur in a greenfield setting or as an infill/redevelopment project.



Given the need for affordable housing and to expand housing choice, the Village may want to add this development option to the zoning code. This development option is included in the sample table of contents in Appendix A.

A typical ordinance will address the following matters.

- Review procedure
- General design principles
- Housing density
- Parking requirements (number and placement)
- Yard setbacks
- Building heights
- Common area requirements (amount and use)
- Maximum and minimum floor area
- Number of units in a project
- Perimeter landscaping
- Unified architectural style

Sample Code from Another Jurisdiction

The Common Council makes the following legislative findings:

- (1) Cottage housing is a new type of housing in Wisconsin Rapids that can fill an unmet housing need.
- (2) Cottage housing can provide opportunities for homeownership that may not otherwise exist.
- (3) Cottage housing responds to demographic trends occurring locally, in the region, and nationally. These include a declining household size and more people living alone and longer.
- (4) It is not possible to define specific areas in the City where cottage housing should be developed. Rather, cottage housing is a development option that developers can explore.
- (5) Cottage housing will likely have the same or fewer people than the single-family homes that could be built on the site.
- (6) Given the size restrictions on the housing unit, the bulk of a cottage housing project is similar to the single-family homes that could be built on the site.
- (7) Cottage housing is consistent with the City's comprehensive plan and supports the findings in the Housing Study completed in 2016.
- (8) Rather than codifying all parameters of cottage development, the standards in this article are intended to provide sufficient guidance without becoming overly prescriptive, with the understanding that the City and the developer will work together to craft a detailed development plan that meets community needs and works well with the site and the target market.

Source: City of Wisconsin Rapids

13. Adaptive Reuse

The Village's code could potentially allow institutional uses (e.g., nursing homes, child day care centers, schools) in residential districts as a conditional use. While allowing institutional uses in residential districts makes a great deal of common sense (i.e., supportive services are located where people live) the code should anticipate that sooner or later these uses may no longer be needed because of market and demographic shifts. Rather than allowing these buildings to sit vacant and a potential drag on the surrounding properties, the Village should consider allowing adaptive reuse. This development option is included in the sample table of contents in Appendix A.

Sample Code from Another Jurisdiction

Section 510-250 Generally

An adaptive reuse project allows the use of an existing building in a residential zoning district that has been used for an institutional use (e.g., school, day care, nursing home, library, worship facility) that for practical purposes is no longer usable for the most recent use or any other institutional use allowed in the zoning district where it is located. Such institutional use must have been legally established and operated and the building must not be dilapidated or in a state of disrepair, or partly or wholly destroyed by fire, flood, wind, or other disaster.

Source: Village of East Troy

14. Architectural Review Standards

The Village's code does not directly address the architecture of multi-family and non-residential buildings (e.g., massing, continuous blank walls) or exterior building materials. The Village will need to determine what if any guidance should be added to the zoning code. These standards can range from simple to wide-ranging. They can be offered as guidelines or stated as a requirement.

As an initial starting point, the Village should evaluate standards used by cities and villages in the area and mirror those elements deemed appropriate. If the Village determines requirements are not needed, in whole or in part, guidelines could be developed.

15. Effect of a Land Transfer on Zoning Designation

Under state law, adjoining property owners are able to transfer land from one lot to another provided the resulting parcels comply with local zoning requirements. In those situations where the affected lots are in different zoning districts, a provision should be added to the Village code stipulating that the transfer does not alter the location of the zoning district boundary until such time as the zoning map has been amended. Alternatively, a provision could be drafted stipulating that a parcel may only have one base zoning designation, which would disallow such land transfers until the zoning has been adjusted to reflect the proposed lot line.

16. Traffic Impact Analysis

Historically, development in the village has been relatively small scale. However, the Village should consider adopting requirements for a traffic impact analysis (TIA). Such provision would state when a TIA is mandatory and what content should be part of a TIA. Below is an example set of requirements.

Sample Code from Another Jurisdiction

Traffic impact analysis

A. When required. A traffic impact analysis is required when the anticipated number of trips per day of the proposed development at build-out is 500 or more. When the number of trips is 300 or more but less than 500, the Village may, in its sole discretion, require a traffic impact analysis when circumstances warrant such review.

B. Purpose. A traffic impact analysis evaluates the adequacy of the existing transportation system to serve the proposed development and determine the expected effects of the proposed development on the transportation system. The traffic impact analysis must provide adequate information for Village staff to evaluate the development proposal and to provide recommended conditions of approval in the event approval is recommended.

C. Preparation. When a traffic impact analysis is required, the applicant must hire an engineer as approved by the Zoning Administrator to prepare the report. The approved engineer shall have expertise in transportation planning.

D. Trip generation rates. Trip generation rates for various land uses shall be based on the manual entitled "Trip Generation" (latest edition) published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if it can be shown that the alternative source better reflects local conditions.

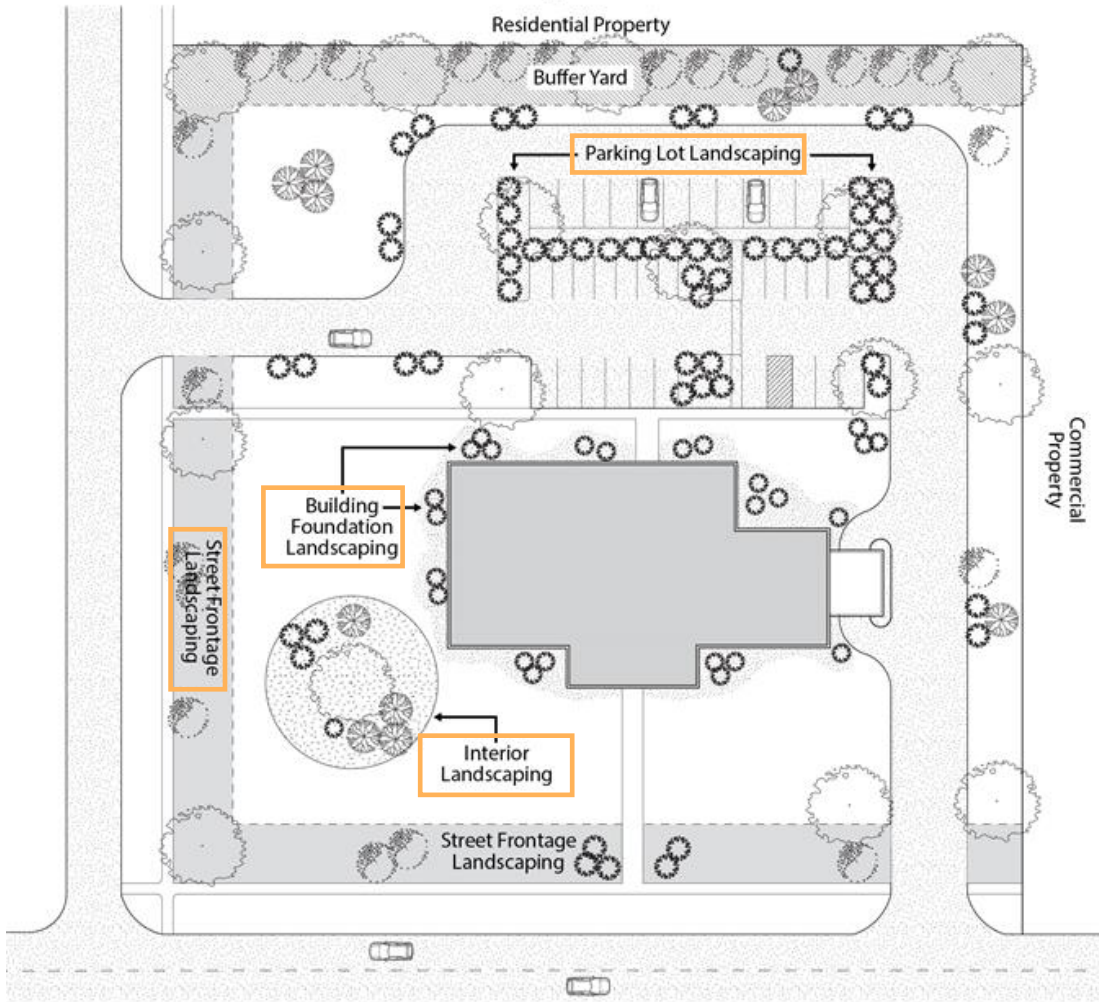
E. Form and content. A traffic impact analysis must be completed consistent with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation.

17. Landscaping

The current zoning code does not provide adequate guidance to applicants or those who must review development projects. While there is merit in allowing for flexibility, standards are needed from a practical and legal perspective so everyone knows what is required.

Landscaping standards can be adopted for different parts of a lot and stated as a defined level of landscaping per a defined unit of measure. Often landscaping is required along the street frontage, in parking areas, around buildings, and sometimes within the interior of a lot.

Types of Landscaping in Different Parts of a Development Project



The required level of landscaping can be adjusted based on where the project is located (commercial or industrial). Below is a generic way to think about minimum landscaping requirements.

<u>Location</u>	<u>Plants per Unit of Measure</u>
Street side landscaping	# plants per 50 feet of street frontage
Building foundation	# plants per 100 feet of building perimeter
Parking lots	# plants per 500 square feet of pavement
Interior lot	# plants per 1,000 square feet of building floor area

By way of example, it's quite common to require one shade tree for every 50 feet of street frontage. In that way, a more or less continuous canopy of shade can be provided over time.

Screening (e.g., landscaping, fencing) between incompatible land uses is a common technique in many zoning codes. The Village's zoning code doesn't mention screening except for around mobile home parks. The Village should consider adopting more standards.

18. Outdoor Lighting

Outdoor lighting is an important design component, that is really not addressed in the current code except for a brief mention with regard to conditional uses. The Village should consider establishing standards for multifamily, commercial, institutional and industrial developments. Lighting standards usually focus on a few key points that should be part of a site plan review. From a developer's perspective, submitting the required information is a rather routine process.

19. Signs

Division 7 of the zoning code addresses signage. As drafted, the regulations are not content neutral because they regulate content in varying degrees. This part of the code should be revised to comply with court rulings including *Reed v. Town of Gilbert* (U.S. Supreme Court, 2015) and *Austin v. Reagan*.

Recommendations:

1. The Village should expand the scope of the sign regulations to address things typically included in sign codes.
2. Existing and new provisions must be drafted to be content neutral.
3. Sign regulations should also address electronic message displays with regard to size, lighting levels, number, and placement.

20. Design Principles

The Village's zoning code, as is common, requires a site plan review to evaluate proposed development projects. In its simplest form, this evaluation looks at the basics such as building placement and ensuring the number of required parking spaces are provided. Beyond that, there are many factors that play into a site's design. The Village's code does not include design principles in a meaningful way. From a practical and legal perspective, the code should include basic design principles that are considered during a site plan review process. This would include the design of on-site parking, pedestrian movements, building placement, landscape design, and outdoor lighting to name a few.

Recommendation: The code should include meaningful design principles that can be used in the site review process.

Sample Code from Another Jurisdiction

Minimum Design Standards for Parking

Parking areas must be designed based on the following principles:

1. Provide continuous flow of traffic through the parking area.
 2. Allow safe movement of pedestrians from parking to buildings.
 3. Allow for appropriate landscaping of parking areas without conflicting with outdoor lighting.
 4. Ensure that emergency service vehicles are able to travel through parking areas, including fire trucks (having a curb-to-curb turning radius of 40 feet) and tow trucks (having a curb-to-curb turning radius of 47 feet with a car in tow).
 5. Minimize impervious surfaces.
 6. Allow for the logical expansion of parking areas to accommodate different land uses or an expansion of an existing use.
 7. Ensure that the stormwater generated on the site is accommodated consistent with adopted requirements.
-

21. Review Procedures

Overview As shown in the potential table of contents (Appendix A), all of the procedures are grouped together from an organizational standpoint. To help understand the basics of each, a chart is included in Appendix C. Existing procedures are shown along with potential revisions and new procedures that are not in the zoning code. Potential changes are intended to simplify the process and reduce the overall length of the process.

Typical content While there are differences between the different review procedures, each should generally include the following elements.

- Applicability and exemptions
- Initiation
- Review procedures
- Decision criteria
- Imposition of conditions in approval
- Content of decision notice (letter)
- Effect of approval
- Effect of denial
- Expiration of approval
- Appeal

Decision criteria From a practical and legal perspective, everyone should know the criteria decision-makers will be using to evaluate whether an application should be approved or denied. Sometimes, the criteria can be stated in terms of things decision-making process should consider. In some instances, though, it is appropriate to more definitively state the criteria that must be satisfied in order to grant approval.

Sample Code for Factors as Decision Criteria from Another Jurisdiction

The review authority must consider the following factors in making their decision:

- (1) effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
 - (2) effects of the project on the natural environment;
 - (3) effects of the project on surrounding properties;
 - (4) compliance with the general site design principles and requirements in Article ___;
 - (5) compliance with the design principles for parking lots in Article ___;
 - (6) compliance with other applicable requirements in this chapter; and
 - (7) any other factor that relates to the purposes of this chapter set forth in § ___ or as allowed by state law.
-

Sample Code for Mandatory Determinations from Another Jurisdiction

The Plan Commission and Village Board must compare the known and anticipated impacts of the existing nonconforming use on properties in the area and those of the proposed nonconforming use. The Plan Commission may not recommend and the Village Board may not approve a conversion when the new nonconforming use would be more of a nonconformity than the existing nonconforming use.

Burden of proof. To avoid any confusion, it's always helpful to describe who has the burden of proof for each of the different types of reviews and during an enforcement proceeding.

Sample Code from Another Jurisdiction

- A. **Application review process.** During the application review process, the applicant has the burden of proof to show that the application should be approved based on the decision criteria relating to that application.
 - B. **Appeal of an administrative decision.** During an administrative appeal proceeding, the petitioner has the burden of proof to show that such decision is not consistent with this chapter.
 - C. **Enforcement proceedings.** During an enforcement proceeding, the zoning administrator or administrative unit taking enforcement action has the burden of proof to show that the action or development is in violation of this chapter.
-

Step-by-step descriptions The section describing the steps in the review process can be a running list of who does what and when. Alternatively, the process can be graphically depicted as a flowchart. An example is shown below.

New procedures

- **Reasonable accommodations** Under federal law, a person with a disability can request a local government to make a reasonable accommodation in their zoning regulations. While a zoning code can be silent on this matter, the best approach is to incorporate provisions in the zoning code rather than crafting a process on the fly when a request has been made. The code should include legislative findings, a clear process how such requests are to be handled, and confidentiality provisions.
- **Registration of nonconforming uses.** While nonconforming land uses are allowed to continue and exist, there are instances where the nonconforming use expands overtime and/or morphs into something quite different. When that happens, the municipality faces challenge in terms of enforcement. In addition, a person who owns a nonconforming use may also face challenges when they attempt to sell their business because the buyer or the lender may not know with certainty if what is being sold qualifies as a nonconforming use.

For these reasons, the Village should consider adding a way in the zoning code to formally register a nonconforming use. At the conclusion of the process there would be an evidence-based determination that establishes when the use became nonconforming and the nature of the use at that time. The process can be initiated by the municipality or by the property owner. This procedure is included in the sample table of contents in Article 5 (Appendix A).

22. Outstanding Violations and Payments

Approvals granted under a zoning code are considered a privilege and not a per se right. Therefore, the Village can refuse to consider any application so long as the subject property is currently violating the zoning code or when taxes and other required payments are delinquent. Below is a sample provision.

Sample Code from Another Jurisdiction

- If the zoning administrator determines that a parcel is in violation of this chapter, no permit or approval of any kind can be granted under this chapter that would benefit such parcel, except to correct the violation or as may be required by state law.
 - No permit or approval of any kind can be granted under this chapter that would benefit a parcel for which taxes, assessments, special assessments, or other required payments are delinquent and unpaid.
-

23. Specific Land Uses

Antenna facilities State law preemptively The zoning code should be revised to regulate this use consistent with any standards.

Amateur radio antennas State law preemptively regulates amateur radio antennas. The zoning code should be revised to regulate this use consistent with any standards.

Payday lenders Section 59.69 (4f), Wis. Stats., preemptively regulates payday lenders. The Village should determine if this use should be regulated as allowed in that section.

Foster homes The Village should amend the zoning code to regulate this use consistent with state law.

Adult family homes State law preemptively regulates adult family homes. The Village should amend the zoning code to regulate this use consistent with that section.

Community living arrangements Section 59.69 (15), Wis. Stats., preemptively regulates community living arrangements (CLAs). The zoning code includes CLAs, but does not explicitly address the number of residents and where they are specifically allowed. Under state statutes, CLAs with 8 or fewer residents are allowed in any residential zoning district. CLAs with 9 to 15 residents may locate in any multi-family zoning district by right and with approval as a special exception in a single-family or two-family zoning district. CLAs with more than 15 residents may locate in any residential district with approval as a special exception. The code should be amended to reflect the different permissions based on the number of residents.

Accessory dwellings and in-law suites Accessory dwellings are currently not allowed. The Village may want to consider allowing them as a means to promote workforce housing.

In-law suites are another housing option that can work to expand choices. With this type of housing the additional unit is an integral part of a single-family, but provides separate areas for related family members. An in-law suite has separate bedrooms, bath rooms, and kitchenette but does not have a front separate entrance.

Sample Description for In-Law Dwelling Unit from Another Jurisdiction

An arrangement and use of rooms within a single-family dwelling that allows for one or two family members to reside separate from the single housekeeping entity while remaining part of and having nonlockable direct interior access to the entire single-family dwelling. The arrangement of rooms may contain a kitchenette with associated living areas, bedrooms, and a bathroom.

Note: Also known as secondary suite.

Home occupations The current zoning code allows two distinct types of home businesses: home occupations and professional home offices. However, there are few limitations on those uses, which may be fine if that is the intent.

Telecommunication facilities Section 66.0404, Wis. Stats., preemptively regulates telecommunication facilities. While the review process for a new tower of Class 1 collocation, is similar to a conditional use, it is recommended to create a new review process that is tailored to this specific use.

Solar and wind energy systems Section 66.0401, Wis. Stats., preemptively regulates solar and wind energy systems. The Village should amend the zoning code to regulate these uses consistent with that section. Rather than use the conditional use process as the means of review, a new review process should be created. That way, there won't be any confusion on the part of the applicant, neighbors, and the reviewing body.

As with most land uses, the scale of the operation, the size of the subject property, the location of the use on the property, and operating characteristics matter a lot. It would be appropriate to specify the minimum lot area for many of these and to exclude them from a platted subdivision. While some of these uses can be allowed by right, most would be reviewed as a special exception.

Adult Uses The zoning code does not include any regulations for adult uses. Rather, licensing requirements are found in Chapter 10 of the municipal code. While the licensing requirements can remain outside of the zoning code, provisions should be added to the zoning code to identify where the use may be allowed.

Chapter 10 suggests that the use can occur in any zoning district so long as the Village issues a conditional use permit. Again, with the changes to state law in 2017, there is not enough control with the conditional use process to deny a permit application.

- **Definition.** The definition for adult establishments should also include "adult health/sport clinic". A corresponding definition should be added to the section with all of the general definitions.
- **Secondary negative effects.** Local communities can regulate adult uses as they relate to potential secondary negative effects they can create. The part of the code addressing adult uses should therefore be revised to include legislative findings specifically related to this matter. Below is a sample set of findings.

If the Village wants to include such legislative findings, it is important to not only enumerate them in the code, but to be fully aware of what is being addressed beyond a casual understanding. A reading packet of related materials should be prepared and made available to those recommending adoption of the code and Village board members.

Sample Code from Another Jurisdiction

(A) Legislative findings. The town board makes the following legislative findings regarding adult-oriented establishments:

- (1) Negative secondary effects associated with adult, sexually-oriented establishments have been confirmed by the United States Supreme Court in its decisions in, for example, *City of Renton v. Playtime Theatres, Inc.* (475 U.S. 41 (1986)) and by the United States Court of Appeals in its decisions in, for example, *Hang On, Inc. v. City of Arlington* (65 F.3d 1248 (5th Cir., 1995)), *Fantasy Ranch v. City of Arlington Texas* (459 F.3d 546 (5th Circuit, 2006)), and *Andy's Restaurant & Lounge, Inc. v. City of Gary* (466 F.3d 550 (7th Cir., 2006)) and such negative secondary effects include, for example, personal and property crimes, prostitution, lewd behavior, assault, public indecency, obscenity, illicit drug use and drug trafficking, potential spread of disease, negative impacts on surrounding properties, urban blight, litter, and sexual assault and exploitation.
- (2) The decisions issued by the appellate courts constitute reliable sources of information that may be reasonably relied upon by the Town Board.
- (3) Each of the foregoing negative secondary effects constitutes a harm that the Town has a substantial governmental interest in preventing and/or abating.
- (4) Continued regulation of adult-oriented establishments is necessary to limit the aforementioned negative secondary effects associated with adult-oriented establishments and thereby promote the health, safety, and welfare of the Town of Mukwonago.
- (5) The Town Board intends, via this chapter, to establish reasonable regulations on adult-oriented establishments, while preserving free speech pursuant to the First Amendment to the United States Constitution and Article I, Section 3 of the Wisconsin Constitution.

- **Proximity to other land uses.** Section 54-235 (c)(1) prohibits adult uses within 2,000 feet of any land used or zoned for residential purposes or within 2,000 feet of any church or school. Other similar uses should be considered including public libraries, play grounds and parks, family day care homes, group day care homes, taverns, or any youth-oriented establishment. The separation distances do not need to be the same. One word of caution is in order. It's not possible to use these separation standards to in effect not allow adult uses in the Village's jurisdiction.

- **Prohibition on sale of alcohol.** If the Village determines that on-premise consumption of alcohol creates a negative effect deemed unacceptable, a prohibition can be part of the development standards for an adult use. Again, this restriction must be related to the secondary negative effects.

Shared-use kitchen The Village may want to consider allowing shared-use kitchens, described below, in certain zoning districts and with appropriate development standards.

Sample Description for Shared-use Kitchen

A commercial-grade kitchen that is open to community groups and local food entrepreneurs who produce food products for sale to restaurants, food stores, and other outlets that will sell the product to the ultimate consumer. A shared-use can be operated by a university or other secondary school, governmental agency, non-profit organization, or private company.

Business incubator The Village may want to consider allowing business incubators, described below, in certain zoning districts and with appropriate development standards.

Sample Description for Business Incubator

A place where multiple start-up companies can operate within a single building for a defined period of time not exceeding two years. While each of the participating companies may have their own defined space, a business incubator will often have office space for the operator and common areas for the start-up companies including conference rooms, co-work areas, an employee lounge, copying and computer services, 3D printers, light machinery, and the like. In addition to a physical space, a business incubator provides access to business resources such as mentors, networking opportunities, training and educational programs, and other forms of material support. A business incubator can be operated by a university or other secondary school, governmental agency, non-profit organization, or private company.

Wind test towers Section 66.0401 (3), Wis. Stats., allows wind test towers throughout the municipality. While not a common occurrence, this use should be added to the Village code.

Community gardens The Village may want to add a use type for community gardens and allow them in areas where they fit.

Sample Description for Community Garden

A place where a group of unrelated individuals grow vegetables, fruits, and flowers for their personal use. A community garden can be divided into individual plots of land for the exclusive use of the person assigned each plot, or the entire garden may be a cooperative effort of any number of people, or a combination thereof.

Twin homes For the casual observer, a twin home looks like a typical duplex. The only difference is the common wall is located on a property line separating the two dwelling units. The Village should consider adding this type of housing to the land use table and establishing supplemental standards.

24. Conditional Uses

A new paradigm The state legislature in 2017 changed how conditional uses are reviewed across the state. Prior to the new law, conditional uses were reviewed on a case-by-case basis. If the proposed use was appropriate for the given location, it was approved potentially subject to unique conditions intended to help make the project fit its surroundings.

Now, the conditional use review process turns on the petitioner being able to comply with the municipality's code requirements. As long as the standards can be met, then the conditional use is generally approved. For that reason, some communities have rethought how they use the conditional use review process. Most noticeably, conditional uses now include various requirements that are tailored to each of the conditional uses. Some address operational characteristics including noise, hours of operation, outdoor storage, and the like. Other standards address special landscaping and screening requirements unique to the use.

The current zoning code is ill-equipped to handle conditional uses under the new law, which is a prominent center piece of the Village's land use strategy.

By way of example, there is no list of permissible conditional uses. In fact, a number of the zoning districts state that "all uses and accessory uses are conditional in this district." In practical terms, that means that a property owner can propose any land use and as long as they meet the standards in the code, most likely none, the

Village will have little chance to deny the project or impose conditions, with rare exception. Of all the potential revisions to the code, this is the most critical.

Intermediary review In determining where the various conditional uses should be allowed, a typical lot in the zoning district is generally envisioned. However, there are lots that do not comply with the minimum lot size applied throughout the district. In addition, there may be existing nonconforming uses on a lot and there may already be a conditional use on a lot. Those are unique situations that affect whether a conditional use on a given lot would be appropriate or not. These are atypical situations that need to be handled differently.

The Village may want to consider an intermediate review to determine whether a conditional use would be appropriate or not given the atypical nature of the lot. Below is a sample provision creating an intermediate review before a special use application can be considered.

Sample Code from Another Jurisdiction

Nonconforming lots In the event a lot is classified as a nonconforming lot (e.g., lot area, lot width), all conditional uses are prohibited, unless the Plan Commission determines, on a case-by-case basis, that the nature of the nonconformity does not affect the appropriateness of the lot for the conditional use. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Existing nonconforming uses In the event a lot has a nonconforming use, all conditional uses are prohibited, unless the Plan Commission determines, on a case-by-case basis, that the nonconforming use and proposed conditional use are compatible. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Existing conditional uses In the event a lot has an approved conditional use, all other conditional uses are prohibited, unless the Plan Commission determines, on a case-by basis, that the existing and proposed conditional uses are compatible. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Inappropriate use of the conditional use process The current code also uses the conditional use review process to review things that are not land uses per se. Such instances include:

- § 48-108 (a) Maximum height of accessory structures
- § 48-108 (b) Maximum floor area of accessory structures
- § 48-108 (c) Maximum floor area of shed
- § 48-267 Special use permits
- § 48-302 Exceeding multiple standards for ground signs

Following the statutory changes in 2017 for how conditional uses are reviewed, these sections should be revised to incorporate a different review process that gives the Village the needed discretion.

25. Financial Guarantees

While it is common to include provisions in a land division code addressing financial guaranties for infrastructure, there are instances in the zoning code where the use of financial guarantee may be warranted. For example, if weather inhibits installation of required landscaping or the completion of a site improvement, temporary occupancy may occur if an adequate financial guarantee is in place. Sometimes a financial guarantee is required to ensure a telecommunication tower is removed when it is no longer in service.

The zoning code should describe when financial guarantees may be used and most importantly what types of guarantees are acceptable. In this regard, bonds are the least desirable and should not be used. Cash deposits and letters of credit are far more desirable, because the money is easier to access.

26. Floodplain Regulations

The Village's floodplain regulations are currently not part of the zoning code, with the exception of floodplain terms and references to the different floodplain districts. Since the regulations were adopted, the Department of Natural Resources published a new model ordinance that is intended to comply with statutory changes (2019 Act 175, regarding regulation of nonconforming structures). As proposed in the table of contents (Appendix _??_), the floodplain regulations should be part of the zoning code.

27. Shoreland Regulations

The Village's zoning code does not address shoreland-wetlands as required under § 62.231, Wis. Stats.

28. Specific Revisions to Existing Code

1. The definition for family should be renamed to household unit and revised accordingly.
2. Include details on how lot area is measure. In particular, lot area should only include developable land. Potential exclusions are shown below. All of the numbers are illustrative.

Sample Definition for Lot Area

Lot area means the total horizontal area within the lot lines of the lot, but excludes the following:

- 100 percent of any waterbodies
- 50 percent of any slopes exceeding 18 percent
- 100 percent of any wetlands
- 85 percent of any floodfringe areas
- 100 percent of any floodways
- Etc.

3. The term "church" is used a number of times in the zoning code. While not entirely inappropriate, the more appropriate term is "place of worship" or "worship facility".
4. Remove "parties in interest" from the list of definitions in § 48-1, because it is not referenced in the zoning code in any meaningful way. A review should be done to remove any unused terms from the definitions section.
5. The current code establishes prescriptive front yard setbacks. Setback averaging is a tool that works well in older established neighborhoods that may have been developed before the advent of the zoning code being adopted.
6. Mobile homes and manufactured homes are distinctly different housing types based on their construction specifications. It appears the code uses these terms somewhat interchangeably. The code should clarify where these different housing types are allowed.
7. Review § 48-1 to make sure all unique terms are defined. By way of example, impervious surface should be defined.
8. The code should be revised to comply with 2023 Wisconsin ACT 16 which was enacted in June of 2023. The act addresses (i) the procedure for amending zoning ordinances and appeal rights, (ii) approval of "permits" for residential housing developments, (iii) judicial review of local residential development decisions, and (iv) planned development district zoning.

9. The code should be revised to comply with 2017 Wisconsin Act 67 which was enacted in November of 2017. The Act (i) limits the authority of local governments to regulate the development on substandard lots and repair, rebuilding, and maintenance of nonconforming structures, (ii) requires the issuance of conditional use permits under certain circumstances (previously discussed above), and (iii) provides standards for the granting of variances.
10. The definitions for front, side and rear yard leave land unclassified (i.e., not part of any yard area).
11. Section 48-150 address the requirements for a PUD and include requirements for “proof of financial capability.” How is that evaluated? It should be removed as a requirement.
12. Section 48-174 establishes a standard of one loading space for every 3,000 feet of floor area for businesses. That standard is excessive and should be revised.

Appendix A. Sample Table of Contents

Article

1. General Provisions

2. Interpretation, Construction, and Definitions

3. Administrative Bodies

Division 1 – Plan Commission

Division 2 – Board of Adjustment

Division 3 – Zoning Administrator

4. General Procedural Requirements

Division 1 – Generally

Division 2 – Notice Requirements

Division 3 – Public Hearings

Division 4 – Site Visits

Division 5 – Financial Guarantees

5. Specific Procedural Requirements

Division 1 – Code Amendment

Division 2 – Planned Development District

Division 3 – Special Exception

Division 4 – Wireless Telecommunication Facility

Division 5 – Wind Energy System Facility

Division 6 – Solar Energy System Facility

Division 7 – Site Plan

Division 8 – Registration of a Nonconforming Use

Division 9 – Conversion of a Nonconforming Use

Division 10 – Zoning Permit

Division 11 – Floodplain Permit

Division 12 – Code Interpretation

Division 13 – Administrative Appeal

Division 14 – Variance

Division 15 – Reasonable Accommodations

6. Zoning Districts and Land Use

Division 1 – General Provisions

Division 2 – Zoning Map

Division 3 – Zoning Districts

Division 4 – Allowable Land Uses

7. Use and Development Standards

Division 1 – Dimensional and Related Standards

Division 2 – General Standards

Division 3 – Environmental and Engineering Standards

Division 4 – Performance Standards

Division 5 – Site Design Standards

8. Building Types (optional)

9. Alternative Development Options

Division 1 – Conventional Planned Unit Development

Division 2 – Cottage Housing Project

Division 3 – Adaptive Reuse Project

Division 4 – Conservation Subdivision

10. Specific Planned Development Districts

11. Floodplain Overlay District (Ch. 16, Art. II)

Division 1 – General Provisions

Division 2 – Maps and Districts

Division 3 – General Provisions Applicable to all
Floodplain Districts

Division 4 – Floodway District

Division 5 – Floodfringe District

Division 6 – General Floodplain District

Division 7 – Flood Storage District

Division 8 – Administration

Division 9 – Nonconformities

12. Wellhead Protection Overlay District

13. Shoreland-Wetland Overlay District

14. Shoreland Overlay District

15. Landscaping and Buffers

16. Parking, Loading and Access

17. Outdoor Lighting

18. Signs

19. Nonconformities

20. Enforcement

Appendix

A. Land Use Table

B. Land Use Descriptions and Supplemental Standards

C. Zoning Districts and Dimensional Standards

D. Building Type Illustrations (optional)

E. General Definitions

F. Mapping Requirements

Appendix B. Sample of Typical Land Uses

1. Residential

- Mixed-use residential
- Multi-family, 2 units
- Multi-family, 3 to 4 units
- Multi-family, 5 or more units
- Single-family dwelling
- Townhouse, 2 units
- Townhouse, 3 to 4 units
- Townhouse, 5 or more units

2. Special Care Facilities

- Assisted living center
- Community living arrangement, 8 or fewer residents
- Community living arrangement, 9 to 15 residents
- Community living arrangement, more than 15 residents
- Group day care center
- Group day care center (company)
- Hospice care center
- Nursing home
- Temporary residential shelter

3. Food and Beverage

- Banquet hall
- Craft brewery, winery, distillery
- Restaurant
- Tavern

4. Vehicle Sales and Service

- Marine sales and service
- Truck stop
- Truck-trailer rental establishment
- Vehicle fuel station
- Vehicle repair shop
- Vehicle sales and service
- Vehicle service shop

5. General Commercial

- Adult-oriented establishment
- Body-piercing establishment
- Business incubator
- Commercial greenhouse
- Conference - exposition center
- Equipment rental, large (new subtype)
- Equipment rental, small (new subtype)
- Financial services
- General services
- Healthcare clinic
- Instructional studio
- Multipurpose business
- Office
- Overnight lodging
- Retail sales, 15,000 square feet or less
- Retail sales, more than 15,000 square feet
- Secondhand store
- Shared-use kitchen
- Tattoo establishment
- Tobacco/vape/smoke store
- Veterinary clinic

6. Recreation and Entertainment

- Golf course
- Indoor entertainment
- Indoor recreation
- Marina
- Outdoor recreation
- Park, community
- Park, neighborhood
- Recreational trail

7. Government & Community Services

- Administrative government center
- Animal shelter
- Cemetery
- Community center
- Community cultural facility
- Community garden
- Delivery/pickup hub
- Food pantry
- Funeral establishment
- Health care center
- House museum (needed?)
- Place of worship
- Public safety facility
- School, K-12

8. Transportation

- Airport
- Park and ride lot
- Parking structure
- Railroad
- Transit center
- Truck terminal

9. Utilities and Telecommunication

- Large wind energy system
- Public utility office and yard
- Solar power plant
- Telecommunication tower and Class 1 collocation
- Telecommunication, Class 2 collocation
- Utility installation, major
- Utility installation, minor

10. Industrial & Manufacturing

- Artisan shop
- Composting facility
- Construction equipment sales and service
- Contractor yard
- General repair
- Makers space
- Manufacturing
- Recycling center
- Solid waste transfer station

11. Storage

- Bus storage facility
- Dry boat storage
- Personal storage facility
- Vehicle storage yard
- Warehouse

12. Agriculture & Resource-Based Uses

- General cultivation
- Open lands

13. Accessory Uses for All Principal Uses

- Amateur radio and/or citizens band antenna
- EV charging facility, 1 to 4 stations
- EV charging facility, 5 or more stations
- Exterior communications device
- Firewood storage
- Little free library
- Rain garden
- Retaining wall
- Small wind energy system
- Solar energy system, building-mounted
- Solar energy system, ground-mounted

14. Accessory Uses for Residential Uses

- Accessory building, residential
- Accessory dwelling unit (ADU)
- Amateur radio tower
- Backyard chickens
- Bed and breakfast
- Boat house
- Family day care home
- Gardening
- Home occupation
- Hot tub
- Household livestock
- Household pets
- In-family suite
- Keeping of bees
- Outdoor fireplace
- Outdoor kitchen
- Patio
- Pergola
- Play structure
- Private kennel
- Sport court (private)
- Swimming pool
- Tourist rooming house

15. Accessory Uses for Other Principal Uses

- Accessory building, non-residential
- Drive-through window
- Outdoor food and beverage service
- Outdoor play area
- Parking lot
- Roof-top greenhouse

16. Temporary Uses

- Construction office
- Livestock for vegetation management
- Mobile food establishment
- Model home
- Party tent
- Portable storage container
- Rummage sale
- Sale of vehicles and recreational equipment
- Seasonal retail sales
- Sidewalk café
- Topsoil removal and sale
- Wind test tower



REQUEST FOR PROPOSALS

Village of Jackson Zoning Code Update

Issue Date: March 31, 2025
RFP Due Date: May 23, 2025
4:00 PM CST

Please Submit to:

Collin Johnson
Director of Inspections & Zoning
W194 N16660 Eagle Drive
Jackson, WI 53037
Ph: 262.677.9696
Email: collin.johnson@villageofjacksonwi.gov

REQUEST FOR PROPOSALS: ZONING CODE UPDATE

General Information

The Village of Jackson seeks a qualified consultant to prepare a full rewrite of Chapter 48 of the Village's Ordinances, the Zoning Code, along with potential updates to other associated code sections including but not limited to Chapter 8 Buildings and Construction, Chapter 16 Environment, Chapter 26 Manufactured and Mobile Homes, and Chapter 38 Subdivisions.

Background:

With a population of approximately 7,844 people, the Village of Jackson is considered the fastest-growing community in Washington County, Wisconsin. The Village of Jackson was originally settled in 1872 and was incorporated as a Village on March 14, 1912.

The Village of Jackson is located northwest of Milwaukee and south of West Bend, at the intersection of U.S. Highway 45 and State Highway 60, in the heart of the Kettle Moraine Area, and was named after President Andrew Jackson. Jackson is an ideal place for people to work and live. Jackson enjoys many of the conveniences of a suburban city, with a small-town atmosphere.

The Village features a downtown main street district with small lots, various businesses, and a mix of housing types within walkable neighborhoods. Neighborhoods developed since the 1970's follow a more typically suburban pattern, larger lot sizes, and irregular street patterns. The Village also features three industrial/business parks with a mix of industrial, manufacturing, fabrication, warehouse, general commercial, and service-oriented businesses. The downtown (Main Street) business district stretches east and west along Highway 60 and features a mix of retail, professional services, gas/convenience stores, and fast-food restaurants.

The last comprehensive update to the Village's zoning ordinance was completed in 2017. It generally maintained the organizational structure as well as many specific regulations from previous versions of the code, dating to the 1960's and 70's. It is comprised of traditional residential zoning districts, business and manufacturing districts, manufacturing districts, as well as park and recreational, floodway, and institutional districts.

The current Zoning Code also relies heavily on PUD or Planned Unit Development District zoning for both residential and commercial development. The PUD zoning code lacks "uses by right" and other traditional zoning standards mandated under current law. It is a conventional Euclidian-style code, with separation of use types and lot size mandates. Most of the Village's downtown business and residential districts are non-conforming and outdated or absent use lists often make it difficult for businesses to

locate in districts where they would otherwise be appropriate. Several piecemeal updates have been made throughout recent years, and while they have helped keep it functional, they have also introduced inconsistencies which complicate enforcement of the code.

The Village also maintains extraterritorial plat review jurisdiction within the Towns of Jackson and Polk.

In order to continue growing, and to continue providing housing and services for the existing population, the Village will need to encourage both new and redevelopment opportunities, higher densities, and mixed uses.

The Village is nearing completion of minor updates to its Comprehensive Plan which will update the Future Land Use Map and Land Use Plan. The updated Zoning Ordinances must be aligned with the Village's Comprehensive Plan which provides a framework for the new Zoning Code. The intended purpose of the Zoning Code update is to re-orient the Village toward a future growth pattern more focused on the Village defining and expanding uses by right, higher density residential development, and continued expansion of Village boundaries in more clear and concise language that is straightforward and simpler to navigate.

Selection Timeline:

- **April 7th, 2025 - RFP Issued**
- **May 23rd, 2025 - Proposals Due**
- **May 26th – June 13th, 2025 – Review of Proposals**
- **June 16th – 27th, 2025 - Interviews with candidate firms.**
- **July 8th, 2025 – Village Board Project Approval**
- **July 14th, 2025 – Project Commencement**
- **For budget purposes all work must be completed by October 30th, 2026.**

Goals:

- The new zoning ordinance will be simpler and more user friendly than the current ordinance. It will include charts, diagrams, tables, and other graphics where appropriate.
- The new ordinance will maintain consistency across all districts. Where applicable, lists of allowed uses will be broad based and adaptable to changing economic environments.
- The new ordinance will legalize traditional development patterns that are present in the Village's older neighborhoods and provide flexibility to allow those neighborhoods to maintain their character and to redevelop.
- The new ordinance should have a hybrid format, including some elements

of a traditional Euclidean framework, particularly in existing neighborhoods which developed under that framework, along with some elements of Form Based or other innovative systems such as middle housing, affordable rental and homeowner units, adaptive reuse, and accessory dwelling units.

- The new ordinance will provide for means to require Traffic Impact Analysis from a developer and set qualifying standards for such analysis.
- The new ordinance will give consideration towards regulation of special land uses including items such as antenna and other telecommunication facilities, publicly accessible electric vehicle charging stations, Payday lenders, Adult Family Homes, Community Living Arrangements, Foster Homes, home occupations, solar and wind energy systems, and adult uses.
- The new ordinance will provide for updates to the existing sign code and incorporate “content neutral” regulations.
- The new ordinance will establish parameters for review and issuance of Conditional Uses.
- The new ordinance will update and codify the Plan Commission’s building and site design policies and ensure that the design review process is as simple and predictable as possible. This includes landscaping, outdoor lighting, building design/material, and site improvement requirements.
- The new ordinance will shift the focus away from density maximums to permitted housing types in the residential and any mixed-use zoning districts.
- The new ordinance should also create a framework to reduce the need to use Planned Unit Development ordinances for mixed use, commercial/industrial, and residential housing developments.
- The new ordinance will improve the review procedures to shorten review times while achieving the overall intent of the zoning code.
- The new ordinance will incorporate the Village’s Comprehensive Plan and will account for changes to the Land Use Plan. It will also incorporate recommendations from other planning documents, such as the [Village of Jackson Zoning Code Audit Report \(attached\)](#), the [Washington County Next Generation Housing Initiative](#), and the Village of Jackson Wastewater Treatment Facility Facilities Planning Document (*available upon request*).

Scope of Work and Project Outline:

The final work program and timeline will be developed in conjunction with Village staff, but the scope of work should include the following:

- Review of Comprehensive Plan and other relevant plans. The consultant will review the current Comprehensive Plan, the housing studies, and other relevant plans to

ensure the new code will be consistent with recent planning documents.

- Evaluation of Existing Neighborhoods, Corridors and Districts. Staff will work with the consultant to identify context sensitive regulations for existing neighborhoods throughout the Village, as well as regulations to guide new development and redevelopment where applicable.
- Public Outreach. The consultant will develop a public outreach strategy to inform community stakeholders and the general public on the benefits of the proposed code updates, as well as conducting meetings and/or a charette and web interaction throughout the process. The Plan Commission will be the project steering committee and will receive regular updates throughout the process either by the consultant or by Village staff.
- Drafting the Document. The consultant will prepare drafts of the zoning ordinance, including graphics, for review by staff and the steering committee, culminating in a final version to be acted upon by the Plan Commission and the Village Board. The consultant will also complete any required revisions to the ordinance.
 - Stress Tests. Prior to final approval the consultant will work with staff to test the draft on existing properties, likely development scenarios, and common code enforcement situations in the Village of Jackson to anticipate and correct for unintended problems.

Deliverables:

- Submittal of a final version of the code in both an editable, mutually agreed upon format such as Microsoft Word, Microsoft Publisher, or Adobe InDesign and in Adobe Portable Document Format (PDF) that can seamlessly integrate into our CivicPlus Municode system.
- Proposal shall provide a 12-month consultation period to the Village of Jackson for administration of updated zoning code. Consultation period shall commence upon the effective date of the zoning code.

Budget:

Proposals should provide a total not-to-exceed fee to prepare the Chapter 48 zoning code update including hourly rates and estimated number of hours to complete the project, travel, and any other incidental costs associated with the project. Costs should be provided separately for any updates to Chapter 8, Chapter 16, Chapter 26 and Chapter 38.

Proposal Requirements:

At minimum to be considered complete, the proposal should include the following:

- Firm contact (name, work position, phone number, and email).
- Office address, main telephone number, and website for the firm.
- Three qualified references based on public sector experience.
- A brief proposal for the project work program including an estimated timeline to ensure that tasks can be completed within the established deadline.
- A description of anticipated meetings with and outreach to Village Boards and Commissions, Village staff, and the public.
- A brief overview of your firm, including a summary of experience with zoning code updates and examples of similar completed projects.
- A biography of key personnel who will be providing the services, and their roles.
- If partnering or contracting any of the work with another consultant or professional, please indicate this in the proposal and include that firm's (or individual's) biography and relevant experience.
- A detailed fee proposal, including a "not to exceed" fee to complete the work.
- Any other relevant information that the proposer would like to include.

Consultant Selection:

From completed proposals received by the deadline, a final consultant will be selected based on the criteria listed below. Finalists will be expected to participate in an interview with a selection committee consisting of a combination of Village staff. Consultant will be notified of the expected award in mid to late May, with final approval by the Village Board expected in early June.

Selection Criteria:

- Relevant experience of firm and project team (40 pts)
- Quality of similar completed projects (20 pts)
- Understanding of the issues (10 pts)
- Proposed project program, deliverables, and timeline (15 points)
- Public outreach process (10 pts)
- Proposed project cost (5 pts)

Please submit questions and requests for clarification to Collin Johnson at collin.johnson@villageofjacksonwi.gov or (262) 677-9696

Proposals should be emailed in PDF format to collin.johnson@villageofjacksonwi.gov and jen.heidtke@villageofjacksonwi.gov. A download link to a Dropbox site or another other secure site will also be accepted.

Complete proposals must be received by 4:00 PM on Friday, May 23rd, 2025, to be considered.

Reservation of Rights

The Village reserves the following rights in regard to the Request for Proposals:

- To pose questions to respondents prior to the deadline to clarify the content and to ensure a complete understanding of each submission. Additionally, the Village of Jackson may request additional information or an in-person or phone interview or presentation.
- To cancel or withdraw the RFP prior to the submission deadline.
- To modify or issue clarifications to the RFP prior to the submission deadline or to modify the deadline for submissions or other actions. Any modification will be updated on the Village's website.
- To reject any response it deems incomplete or unresponsive to the submission requirements.
- To reject all submissions submitted under the RFP.
- To reissue the RFP, a modified RFP, or a new RFP, or other process (Request for Qualifications) whether or not any submissions have been received in response to the initial RFP

Ownership and Use of Submissions

- All submissions shall become the property of the Village of Jackson. The Village may use any and all ideas in any submission whether the submission is selected or rejected.

Links to current code and planning documents:

Current Zoning Code: [Mini TOC: Chapter 48 - ZONING | Code of Ordinances | Jackson, WI | Municode Library](#)

Current Subdivision Code: [Chapter 38 - SUBDIVISIONS | Code of Ordinances | Jackson, WI | Municode Library](#)

Current Zoning Map: [400](#)

Current Comprehensive Plan: [Document Center • Jackson Village, WI • CivicEngage](#)

Web GIS Property Finder Application: [Real Estate Tax Parcel](#)

Attachments:

1. Village of Jackson Zoning Code Audit Report

DRAFT

Proposal for Planning Services Zoning Code Update Project



Prepared For:

Collin Johnson, Director of Inspections & Zoning
Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

CIVITEK
CONSULTING

GRÄEF

May 22, 2025

Collin Johnson, Director of Inspections & Zoning
Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

Dear Mr. Johnson:

In collaboration with GRAEF, Civi Tek Consulting is pleased to submit this proposal for the zoning code update project. As you review our proposal, please keep the following in mind:

- **Recognized Experience** The members of our team have hands-on experience administering zoning regulations at the local level. That insight matters—it ensures the new code will be drafted with staff needs in mind. Our goal is to deliver a code that is both simple to use and effective.
- **Commitment** We are committed to being responsive to your needs and making this a successful project—one we can all be proud of.
- **Value** Dollar for dollar, we will produce a great product and give you more value. Given our competitive fee structure, we can give you more effort and create more value when compared to a comparable budget proposal.
- **Custom-Tailored Products** You will receive a work product that meets your needs.
- **Proven Track Record** We encourage you to contact any of our references—they can speak best to our experience and capabilities.

We would welcome the opportunity to meet with you and others to refine the scope of services, timeline, and corresponding budget to fully meet the Village's needs.

Thank you for considering our team. If you should have any questions, please contact me at 920.728.2814 or at tim.schwecke@civitekconsulting.com.

Sincerely,



Tim Schwecke
Civi Tek Consulting



Craig Huebner
GRAEF

1. Project Team

To meet the unique needs of this project, Civi Tek Consulting will be teaming with GRAEF. Resumes for the key team members are included at the end of our proposal.

Civi Tek Consulting

Civi Tek Consulting ([website](#)) helps communities master the challenges and opportunities they face by offering a full suite of municipal planning services, including:

- Unified land development codes
- Zoning codes
- Subdivision regulations
- Sign codes
- Landscaping regulations
- Conservation subdivision design regulations
- Hazard mitigation plans
- Comprehensive plans
- Neighborhood plans
- Recreation and park plans
- Community surveys
- Environmental reviews
- Zoning code administration
- General municipal consulting

Tim Schwecke formed Civi Tek Consulting in 2003 after having worked for local government and consulting firms in Wisconsin and Florida. As a consultant, Tim has worked with large and mid-sized communities and rural towns on a wide variety of projects but specializes in land use regulations.

Tim authored an article for American Planning Association's Planning Magazine (February 2020) that presents a framework that local planning offices can use to put their residents front and center in everything they do.

In addition, Tim is the founder of Civic Webware, a technology firm that works at the intersection of innovative technology and community planning to help communities become Smart + Connected.

Civic Webware's flagship product, ZoningHub, is an online service that municipalities can use to post their land development codes and related materials online in a new map-based platform that is both user-friendly and fun to use.



GRAEF

Since its inception in 1961, GRAEF ([website](#)) has grown from a small individual partnership to a prominent, multi-disciplinary international firm. GRAEF has a team of nearly 300 employees spread across ten offices in the Midwest, Florida, and Turks and Caicos.

Over 63+ years, GRAEF's unwavering dedication to excellence has been fueled by core values such as integrity, quality, and a steadfast commitment to exceptional customer service. These principles form the bedrock of GRAEF's operations, ensuring that clients receive the highest level of satisfaction and a seamless experience.

GRAEF has remained at the forefront of the industry, consistently adapting to emerging trends and embracing advancements, and is proud to be a reliable partner for clients seeking top-tier services and unmatched expertise.

There is a team of seven planners at GRAEF that have vast municipal planning experience across the Midwest. Beyond our experienced planning team, we offer a broad range of engineering, landscape, architectural, GIS, legal, and environmental services that can often fill the gap when special questions arise relating to different aspects of the zoning ordinance.

Craig Huebner, AICP, will be the lead planner at GRAEF. He works on a complimentary mix of projects including zoning code rewrite projects, comprehensive planning, neighborhood master planning, commercial redevelopment, streetscape corridor planning/design, urban design, park and open space planning, and design guidelines.

He is the project manager for the zoning code projects for the City of Janesville and City of Port Washington.

2. Project Understanding

The Village's current zoning code is outdated and does not always reflect best zoning and planning practices. Most importantly, the code does not fully implement the goals and objectives in the Village's Comprehensive Plan (2017).

Some parts of the existing zoning code will be carried forward into the new code, while other parts will be substantially revised. Entirely new sections will be added as well.

When completed, the new zoning code will look and feel different. It will be more user-friendly. It will be integrated into other land-use regulations and be internally consistent, with no overlapping or contradictory provisions.

The primary objectives for the project are as follows:

- The new zoning ordinance will be simpler and more user friendly than the current ordinance. It will include charts, diagrams, tables, and other graphics where appropriate.
- The new ordinance will maintain consistency across all districts. Where applicable, lists of allowed uses will be broad based and adaptable to changing economic environments.
- The new ordinance will legalize traditional development patterns that are present in the Village's older neighborhoods and provide flexibility to allow those neighborhoods to maintain their character and to redevelop.
- The new ordinance should have a hybrid format, including some elements of a traditional Euclidean framework, particularly in existing neighborhoods which developed under that framework, along with some elements of Form Based or other innovative systems such as middle housing, affordable rental and homeowner units, adaptive reuse, and accessory dwelling units.
- The new ordinance will provide for means to require Traffic Impact Analysis from a developer and set qualifying standards for such analysis.
- The new ordinance will give consideration towards regulation of special land uses including items such as antenna and other telecommunication facilities, publicly accessible electric vehicle charging stations, Payday lenders, Adult Family Homes, Community Living Arrangements, Foster Homes, home occupations, solar and wind energy systems, and adult uses.
- The new ordinance will provide for updates to the existing sign code and incorporate "content neutral" regulations.
- The new ordinance will establish parameters for review and issuance of Conditional Uses.
- The new ordinance will update and codify the Plan Commission's building and site design policies and ensure that the design review process is as simple and predictable as possible. This includes landscaping, outdoor lighting, building design/material, and site improvement requirements.
- The new ordinance will shift the focus away from density maximums to permitted housing types in the residential and any mixed-use zoning districts.

Our overall approach is intended to create a zoning code that enjoys broad public support.

- The new ordinance should also create a framework to reduce the need to use Planned Unit Development ordinances for mixed use, commercial/industrial, and residential housing developments.
- The new ordinance will improve the review procedures to shorten review times while achieving the overall intent of the zoning code.
- The new ordinance will incorporate the Village's Comprehensive Plan and will account for changes to the Land Use Plan. It will also incorporate recommendations from other planning documents, such as the Village of Jackson Zoning Code Audit Report, the Washington County Next Generation Housing Initiative, and the Village of Jackson Wastewater Treatment Facility Facilities Planning Document.

3. Proposed Approach

Drafting Principles

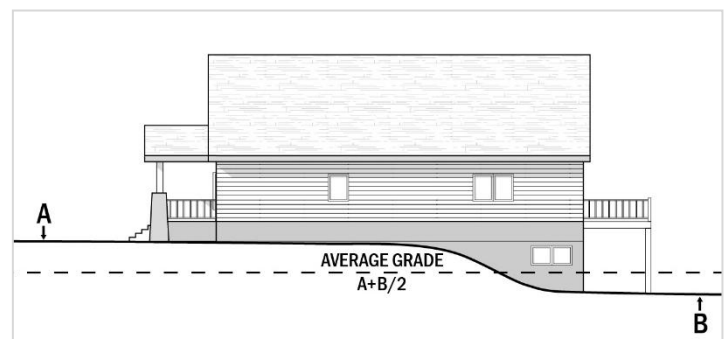
While drafting land-use regulations seems fairly straightforward, the result can be less than satisfying if not done well. We will use the following principles in drafting the zoning code:

- Divide the code into logical parts
- Include legislative findings – also called findings of fact
- Include purpose statements to define what the code is intended to accomplish
- Devise a simple scheme for numbering sections
- Use descriptive section headings
- Keep each of the sections short by covering only one topic
- Write simply and clearly
- Use tables and charts
- Incorporate pictures and graphics
- Eliminate inconsistencies and duplicative language
- Develop clear definitions
- Craft the code so subsequent amendments can be easily incorporated
- Eliminate legalese and vague language
- Focus on details in the context of the larger picture
- Differentiate between legislative, quasi-judicial, and administrative decisions
- Establish step-by-step procedures for each of the development review processes
- Include examples where a formula is used
- Keep the code simple – but effective

Our overall approach is intended to create land-use regulations that enjoy broad public support.

Graphics and Illustrations

In addition to using stock illustrations in our image library, we will create custom graphics for the zoning code as needed. Below are some samples.





Public Participation

Although the importance of public participation is generally understood, it takes experience and sensitivity to local conditions to really do it well and in a cost-effective manner. A successful public participation effort is necessary to garner public support for a project, especially land-use regulations.

Public participation is about connecting with people.

Near the end of this project, the Village Board will need to decide whether or not the proposed zoning code is in the public interest. We want to make it as easy as possible to cast an affirmative vote in favor of adoption. For that to happen, they need to feel confident that all the voices have been heard and considered, and that the regulations strike an appropriate balance between potentially competing interests.

As discussed in the scope of services in more detail, a number of tools will be used to first of all gather input and then secondly to share information with Village residents. They include the following:

- Stakeholder listening sessions
- Scoping workshop
- Community open house
- Project website (Village hosted or a dedicated site)
- Online polling

Village Staff Involvement

Collin Johnson, Director of Inspections & Zoning, will serve as the Project Manager for the Village. Although the final list of responsibilities will be negotiated through the contract process, staff could assist with the following tasks:

- Provide background information and documents as may be required
- Offer continuous feedback to the project team
- Review and submit comments on various drafts
- Participate in working sessions with the project team
- Provide notices and secure venues for public meetings
- Serve as a liaison between the public and consultant

Communication between the project team and Village staff will be critical. During the project, we will be in constant contact to document our progress and accomplishments and to discuss unresolved issues, upcoming milestones, and logistics for completing the project on time.

The unique characteristics created by the Village's long history and the resulting wide range of land uses as well as current land demand will be important to consider in the creation of an effective zoning code.

4. Scope of Services and Deliverables

We have developed a proposed scope of services as outlined below for your consideration and would welcome the opportunity to meet with you and further refine it to fully meet your needs.

Task 1 – Public Participation Plan

We will develop a public participation plan that describes the ways in which the public and others will be involved in the preparation, review, and adoption of the zoning ordinance. This plan needs to be realistic and solicit public input in cost-effective and meaningful ways.

Our approach fosters a positive environment for:

- sharing,
 - learning,
 - creating,
 - problem solving, and
 - decision-making.
-

Task 2 – Project Orientation and Kick-off Meeting

At the onset of the project, we will conduct an orientation and kick-off meeting with Village staff, the Plan Commission, and others. Our intent is to confirm the goals of the project, review the timeline for the project, and to identify specific issues the project will need to address.

In addition, the recommended public participation plan will be reviewed. The plan may be approved by the Plan Commission and/or Village Board.

Task 3 – Continuing Coordination. We will maintain constant contact with Village staff and others throughout the process to ensure the project is moving forward consistent with the adopted timeline and resolve any issues that arise during the project. We will provide regular updates and maintain regular contact.

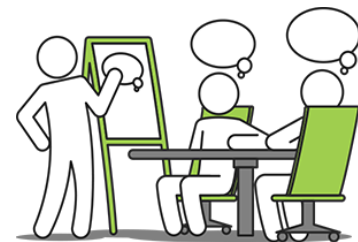
Task 4 – Issue Identification (Project Scoping)

In this task, we will actively solicit input from a wide variety of people and groups regarding current zoning code requirements, administration procedures, zoning code deficiencies, suggested changes and implementation procedures.

4.1 – Stakeholder Listening Sessions. We will conduct confidential listening sessions with key stakeholders, which could include elected and appointed officials, department staff, and representatives of civic organizations, the local chamber of commerce, business groups, neighborhood groups, and the like. We will work with you to identify a list of potential participants. Up to 8 sessions are anticipated.

4.2 – Scoping Session with Village staff. In this subtask, we will meet with Village staff to identify issues and concerns they may have regarding the code rewrite.

4.3 – General Scoping Session. The consultant team will conduct a workshop for the Plan Commission, and other invited participants to identify issues the new zoning code should address in new or different ways. The purpose of this exercise is to develop a consensus on what needs to be addressed in the rewrite and sufficient direction to begin drafting the zoning ordinance.



Task 5 – Background Analysis/Evaluation

5.1 – Review of Comprehensive Plan and other Plans. We will review the Village's adopted comprehensive plan (2017) to determine the extent to which the current zoning code conforms to the Village's plan and analyze and document where it does not conform. Part of this analysis will include the review of the Village's current zoning map to identify areas where there is an inconsistency between the zoning district designation and the desired future land use as recommended in the plans.

5.2 – Review of other Village Regulations. We will review other Village regulations, in particular Chapters 8, 16, 26, and 38 of the municipal code, to identify potential inconsistencies and gaps. The overall intent is to ensure consistency and integration. Recommendations will be provided to address any deficiencies identified in this step. This subtask is limited to 6 hours.

5.3 – Review Land Use Decisions Made Under the Existing Code. We will work with Village staff to review a number of recent development projects that were relatively controversial, did not proceed efficiently through the development review process, faced a legal challenge or threats of a legal challenge, or resulted in an undesirable end product. The intent of this task is to identify areas where the current zoning code functions well and where the new code needs to do things differently.

5.4 – Review of 2024 Code Audit. We will use the 2024 Code Audit as a starting point for reworking the Village's new zoning code.

Task 6 – Preliminary Discussion Draft (Draft 1)

We will prepare a discussion draft of the zoning code. The new zoning code will be organized into logical topics, which will help create a user-friendly code. The code will include extensive use of graphics, tables, flow charts, matrices, and other methods for facilitating easy use and understanding of the zoning code.



The discussion draft will be presented in distinct modules that will permit easy review. It is anticipated that the review will involve 6 meetings with staff (virtual and/or in person) and 4 with the Plan Commission.

Task 7 – Stress Testing

The consultant will work with staff to test the draft on existing properties, likely development scenarios, and common code enforcement situations in the Village of Jackson to anticipate and correct for unintended problems.

This work will involve up to 5 different scenarios and one working-style meeting with Village staff.

Task 8 – Final Discussion Draft (Draft 2)

Based on input received from Village staff and the Plan Commission, a final draft of the zoning code will be prepared. This draft will be widely distributed to the public for review and comment. Various public meetings will be held to solicit input from the general public, stakeholders, and others.

It is anticipated there will be 2 meetings with the Plan Commission to review the final draft.

Task 9 – Online Survey

The consultant team will develop an interactive survey to gather resident feedback on key changes proposed for the Village's zoning code. The results will be compiled and shared with the Plan Commission and others.



Task 10 – Open House

An open house will be held to create an informal setting for residents and others to learn more about the zoning code and to offer their suggestions and comments. Poster sessions will be used to describe the code and what it is intended to accomplish. A formal presentation may be given to highlight the key aspects of the proposed code. Comments collected from this session will be organized and submitted to the Plan Commission for review and consideration.

At this point, we would suggest that the open house be held on a weekday from late afternoon into the evening hours to fit the schedule of more residents. Residents tend to like this format because they are able to focus on those areas that interest them and have their questions answered quickly and efficiently.



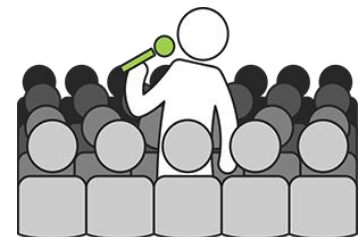
Task 11 – Public Hearing Draft (Draft 3)

In this step, we will prepare a public hearing draft zoning code and map based on input from the previous steps. In addition, we will prepare an executive summary explaining the public hearing draft and map and changes from the discussion draft and map. The executive summary will be distributed to the general public and the media prior to the public hearing.

If needed, one meeting with the Plan Commission is anticipated. It is anticipated that the final set of revisions to the proposed code will be limited to 18 hours.

Task 12 – Public Hearing

The consultant team will attend the public hearing at which time the public hearing draft of the proposed zoning code and map will be presented and public input accepted. We will give a presentation regarding the project, explain the proposal, and respond to questions.



One meeting is anticipated.

Task 13 – Code Adoption

Civi Tek will attend a Village Board meeting to present the consensus zoning code and map, as recommended by the Plan Commission.

Task 14 – Ongoing Consultation

The consultant team will provide support for a 12-month period following the adoption of the zoning code. This task is limited to 15 hours.

Task 15 – Project Website (Village Hosted or Dedicated Site)

The consultant team can either provide Village staff with project-related content and materials for posting on the Village's website, or we can create a dedicated project website and maintain the content for the duration of the project.

We have successfully used both. The Port Washington Zoning Code Rewrite Project is an example of a Village-hosted webpage, and the City of Janesville has a dedicated project website. Links are below.

<https://www.portwashingtonwi.gov/departments/planning-and-development/downtown-parking-initiative/city-of-port-washington-zoning-code-rewrite-project>

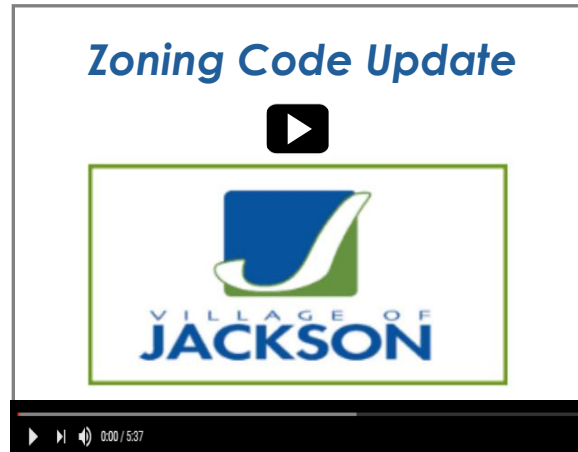
<https://graef-usa.mysocialpinpoint.com/janesvillezoning>

Task 16 - Project Kickoff Video (optional)

As an optional service, the consultant team can produce a short video to introduce the public to the project. It will be narrated by a Village official and can be posted on the project website and shared via the Village's social media and other channels.

While we will work with you to craft the message, key points include major objectives of the rewrite, the timeline, and ways in which the public can become involved and more informed.

By way of example, please view the short video we produced for Port Washington's current code rewrite project.



<https://vimeo.com/938833074>

Task 17 – Interactive Code with ZoningHub (optional)

To truly maximize the impact of the Village's significant investment in a new zoning code, we offer an optional service to create a one-stop online portal for the Village's zoning regulations using ZoningHub—at no up-front cost.

ZoningHub is a web-based service that seamlessly merges the zoning map, key parts of the text, and administrative functions to create an exceptional end-to-end solution.

The interactive zoning map is especially powerful. It allows a person to quickly find zoning details at the parcel level with a few clicks. It shows what land uses are allowed in each of the zoning districts along with the applicable dimensional standards, and also what procedures are needed to move ahead with a project.

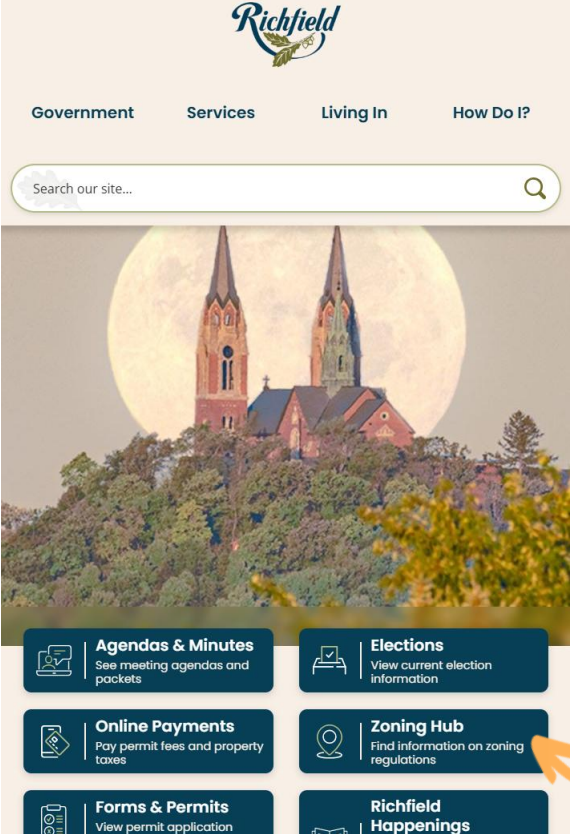
Given the amount of time and money the Village will spend on a new zoning code, it doesn't make a lot of sense to simply put it online in the usual way.

Why not make it interactive and fun to use? It will soon become the go-to place for property owners, realtors, builders, local officials, and others to find the information they need.

ZoningHub
zoning made simple

More than 100 communities across the U.S. use the ZoningHub platform, ranging from small towns with 3,200 residents to large cities with more than 320,000 residents.

Close to home, the Village of Richfield and the City of Hartford leverage the power of ZoningHub.



villageofrichfield.zoninghub.com

5. Proposed Timeline

Before taking on additional work, we evaluate our current workload to ensure that we are able to provide the highest quality service to our current clients and meet the demands of a new project.

Given our current workload and staffing levels, we will be able to complete the project in 14 months. If the Village determines additional time is needed, we can adjust the timeline accordingly.

Key Tasks	Month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15-26
1. Public Participation Plan	■														
2. Project Orientation and Kick-off Meeting	■														
3. Continuing Coordination	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
4. Issue Identification (Project Scoping)	■	■													
5. Background Analysis/Evaluation	■	■	■												
6. Preliminary Discussion Draft (Draft 1)	■	■	■	■	■	■	■	■							
7. Stress Testing								■	■						
8. Final Discussion Draft (Draft 2)									■	■					
9. Online Survey											■				
10. Open House												■			
11. Public Hearing Draft (Draft 3)													■		
12. Public Hearing														■	
13. Code Adoption														■	
14. Ongoing Consultation (12 Months)															■
15. Project Website (Village Hosted or Dedicated Site)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
16. Project Kickoff Video (optional)	■	■													
17. Interactive Code with ZoningHub (optional)														■	

6. Recent Projects

City of Janesville, City of Port Washington, City of Manitowoc

Currently working with GRAEF (Milwaukee office) on three major code rewrites. Each of these are in progress.

City of Hartford Zoning Code and Sign Code Rewrite (2025) (Subconsultant with GRAEF)

Jacob Maas, City Planner/Director of Community Development
City of Hartford
109 North Main Street
Hartford, WI 53027
262-673-8265
jmaas@hartford.wi.gov

Town of West Bend Zoning Code Amendments (2024)

Troy Zagel, Town Chairman
Town of West Bend
6355 County Road Z
West Bend, WI 53095
414-531-7391
chairperson@townofwestbend.com, troyzagel@gmail.com

Village of Richfield Zoning Code Rewrite (2022)

Jim Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
262-628-2260
administrator@richfieldwi.gov

Outagamie County Zoning Code Audit (2023)

Sadie DiNatale Burda, Principal Planner
Outagamie County Development and Land Services
20 S Walnut Street
Appleton WI 54911
920-832-7821
Sadie.Dinataleburda@outagamie.org

Village of Mukwonago Zoning Code and Sign Code Rewrite (in progress)

Diana Dykstra, Village Clerk
Village of Mukwonago
440 River Crest Ct
Mukwonago, WI 53149
262-363-6420
ddykstra@villageofmukwonago.gov

City of Manitowoc Sign Code Rewrite (2021)

Adam Tegen, Community Development Director
City of Manitowoc
900 Quay Street
Manitowoc, WI 54220
920-686-6930
ategen@manitowoc.org

Town of Mukwonago (Waukesha County) Zoning Code Update Project (2020)

Kathy Karalewitz, Town Administrator
Town of Mukwonago
W320 S8315 Beulah Road
Mukwonago, WI 53149
262.363.4555
kkaralewitz@townofmukwonago.us

Zoning Ordinance Updates & Development Standards (GRAEF)

- City of Hartford (with Civi Tek)
- Park East Land Development Code
- Madison Old University Ave
- City of Oak Creek Drexel and PD Zoning
- City of Port Washington Zoning Rewrite* (with Civi Tek)
- City of Manitowoc Zoning Rewrite* (with Civi Tek)
- City of Janesville Zoning Rewrite* (with Civi Tek)

Zoning Ordinance Updates (Civi Tek)

- Town of West Bend
- City of Bayfield*
- Village of Richfield
- Town of Mukwonago
- Village of Mukwonago*
- City of Wisconsin Rapids
- Town of Eagle
- City of Washburn
- Village of Sturtevant
- Winnebago County
- City of Wisconsin Dells

Specialized Codes (GRAEF)

- City of Kenosha
- City of South Milwaukee
- Village of Whitefish Bay

Specialized Codes (Civi Tek)

- City of Manitowoc Sign Code
- Village of Mukwonago Sign Code
- City of Wisconsin Rapids Sign Code

Zoning Code Audits (GRAEF)

- Village of Bristol
- City of Cudahy

Zoning Code Audits (Civi Tek)

- Village of Jackson
- Outagamie County

(*) = ongoing



7. Budget Proposal

We will complete the base tasks identified in the scope of work for a total fixed fee amount of \$65,900. Optional tasks are included for your consideration.

While there is no upfront cost to build a ZoningHub site for the new zoning code, there is an annual subscription fee of \$1,680, with an additional \$900 per year for the optional Permitting Module. These costs include website hosting through Amazon Web Services (AWS), as well as site maintenance, security, regular backups, future site enhancements, and ongoing support from a dedicated account manager.

We welcome the opportunity to meet with you to refine the scope of services and the corresponding budget.

Task	Cost Proposal
1. Public Participation Plan	\$300
2. Project Orientation and Kick-off Meeting	\$1,100
3. Continuing Coordination	\$2,000
4. Issue Identification (Project Scoping)	\$2,400
5. Background Analysis/Evaluation	\$3,800
6. Preliminary Discussion Draft (Draft 1)	\$34,000
7. Stress Testing	\$2,300
8. Final Discussion Draft (Draft 2)	\$8,000
9. Online Survey	\$1,300
10. Open House	\$2,900
11. Public Hearing Draft (Draft 3)	\$2,600
12. Public Hearing	\$1,300
13. Code Adoption	\$600
14. Ongoing Consultation	\$2,500
15. Project Website - Dedicated Site (optional)	\$2,400
Project Website - Village Hosted	\$800
16. Project Kickoff Video (optional)	\$1,800
17. Interactive Code with ZoningHub (optional)	No Cost
Base Cost (without optional tasks)	\$65,900

8. Resumes

Professional Resume

TIMOTHY SCHWECKE

PROFESSIONAL EXPERIENCE

CiviTek Consulting (2003-Present)

Lake Mills, Wisconsin

ZoningHub (2017-Present)

Lake Mills, Wisconsin

Vierbicher Associates, Inc.

Madison, Wisconsin
Senior Planner (2002-2003)

Mid-America Planning Services

Madison, Wisconsin
Project Planner (2000-2002)

Ravalli County, Montana

Hamilton, Montana
Director of Planning (1991-2000)

Prosser, Hallock & Kristoff

Jacksonville, Florida
Project Planner (1989-1991)

EDUCATION

University of Wisconsin-Madison
M.S., Urban and Regional Planning (1989)

University of Montana
B.S., Recreation Resources Management (1986)

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Wisconsin Chapter of the American Planning Association

PUBLISHED WORK

"User-Centered Planning" February 2020, Planning magazine
(American Planning Association)

PRESENTATIONS

- APA National Planning Conference – 2024
- Illinois APA Chapter Conference – 2021
- North Carolina APA Chapter Conference – 2021
- Pennsylvania APA Chapter Conference – 2021
- Southern New England APA Conference (SNEAPA) – 2020
- Upstate New York APA Chapter Conference – 2020
- Cross-Chapter Collaborative Conference (AR, KS, LA, NM, OK, TX) – 2020
- Pennsylvania APA Chapter Conference – 2018

PROJECT EXPERIENCE

LAND USE REGULATIONS

- Zoning Code Rewrite, City of Janesville (In progress) Subconsultant
- Zoning Code Rewrite, City of Port Washington (In progress) Subconsultant
- Zoning Code Rewrite, City of Manitowoc (In progress) Subconsultant
- Zoning Code Rewrite, City of Hartford (2025) Subconsultant
- Zoning Code Rewrite, City of Bayfield (Adoption anticipated in Q3 2025)
- Sign Code and Zoning Code, Village of Mukwonago (Adoption anticipated in Q2 2025)
- Subdivision and Zoning Code Audit, Outagamie County (2024)
- Zoning Code Audit, Village of Jackson (2023)
- Zoning Code Rewrite, Village of Richfield (2022)
- Sign Code Rewrite, Manitowoc (2021)
- Zoning Code Rewrite, Town of Mukwonago (2020)
- Sign Code Rewrite, Wisconsin Rapids (2019)
- Zoning Code Rewrite, Wisconsin Rapids (2018)
- Zoning Code Rewrite, Town of Eagle (2017)
- Zoning Code Rewrite Project, City of Washburn (2017)
- Zoning Code Rewrite Project, Winnebago County (2011)
- Zoning Code Rewrite, Wisconsin Dells (2007)
- Unified Land Development Code, Great Falls, MT (2003)

ZONING CODE ADMINISTRATION AND PLANNING SERVICES

- Town of West Bend (Since 2022)
- Village of Jackson (Since 2021)
- Village of Mukwonago (Interim Planner in 2020 and also 2022)
- Village of East Troy (2013-2024)
- Village of North Prairie (2012-2024)
- Town of Eagle (Waukesha County) (2010-2024)
- Village of Richfield (2009-2024)
- Town of Mukwonago (Waukesha County) (2007-2024)
- City of Evansville (2005-2007)



Craig Huebner, AICP

LEAD PLANNER

Craig is a Senior Planner for GRAEF. Craig’s academic background is in both architecture and urban planning, and he has several years of experience working in both fields. His work experience includes comprehensive planning, neighborhood master planning, commercial redevelopment, streetscape corridor planning/design, urban design, park and open space planning, and design guidelines. In addition, Craig has extensive experience in the creation of innovative public participation plans for a variety of planning projects.

EDUCATION

B.S., Architectural Studies, University of Wisconsin-Milwaukee, Milwaukee, WI

Master of Architecture; Master of Urban Planning, University of Wisconsin-Milwaukee, Milwaukee WI

REGISTRATION

American Planning Association (APA) – WI

CERTIFICATIONS

American Institute of Certified Planners (AICP)

PROJECT EXPERIENCE

Urban Design & Property Development

Craig leads urban design strategies throughout the firm’s work. His focus exemplifies coordination between the multiple disciplines that make visions into realities. At GRAEF he combines his urban design concepts with technical needs through his clear coordination with civil engineering, landscape architecture, architecture, transportation and traffic engineering, and environmental planning. Craig’s experience in urban design includes developing design strategies for a variety of commercial corridors and specific properties as well as corresponding design guidelines.

Municipal Planning

Craig has extensive experience acting as an extension of municipal staff in the role of ongoing planning consultant in over a dozen communities across Wisconsin. In this role, Craig analyzes existing land use and zoning codes and policies, understands and interprets municipal master plans and ordinances, prepares staff reports for private sector development approval procedures, assists in economic development tasks (TIF analysis, grant assistance, etc.), and leads special planning projects (master plans, design guidelines, incentive programs, ordinance amendments, site planning/design, etc.). Craig’s experience in different municipalities allows him to share best practices found in other communities for current projects.

Mapping & Design Visualizations

Craig uses a number of mapping resources to communicate data effectively in the form of maps, infographics, diagrams, and 3-dimensional visualizations. Using his technical abilities, he is able to clearly communicate a broad range of information with data-driven maps, including: site conditions, existing and future property information, and conceptual development plans. In addition to mapping, Craig has experience in creating effective 3-d models, rendered plans and perspective drawings of conceptual development designs.