

*** AMENDED AGENDA**
VILLAGE BOARD MEETING
Tuesday, September 14, 2021 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign In)
4. Presentation – “Our Great Community” Washington County Executive Josh Schoemann
5. Public Hearing – Conditional Use Permit – Greg Beaudry/On Demand Transportation – Sign – W212N17470 Alcan Court
6. Public Hearing – Conditional Use Permit – Matt Sweeney/Jade Group International – Business Development – W225N16718 Cedar Park Court
7. Public Hearing – Conditional Use Permit – Design 2 Construct/Delaney Group LLC – Sign – N173W21710-60 Northwest Passage
8. Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinances Regarding Violations and Penalties (2nd Reading)
9. Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records (2nd Reading)
10. Approval of Minutes for the Village Board Meeting of August 10, 2021
11. Approval of Licenses
 - Operator’s Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Tera Garza, Riley Laetsch, Janos Mariahazy, Brian Truss
12. Budget & Finance Committee
 - Pay Request #17 – Municipal Complex Building
 - Change Order #10 – Municipal Complex Building
 - Authorization of Repayment of Taxes – Kerry Inc
 - Pay Request #4 (Final) – Village of Jackson Improvements – Payne & Dolan
 - Pay Request #1 Willow Ridge Reconstruction Project – Soper Companies

13. Plan Commission
 - Concept Plan – Ryan Fritsch/Neumann Developments – Proposed Subdivision 3245 Maple Road
(Plan Commission Draft Minutes)
14. Board of Public Works
 - Review of Water Connection Application - Feilbach
(Board of Public Works Draft Minutes)
15. Joint Parks & Recreation
 - No Recommendations
16. Request for Letter of Credit Reduction – Home Path Financial LP – Morning Meadows Phase II *
17. Village Municipal Complex – Update – Cedar Corp
18. 2022 Budget Workshop Dates – Discussion and Possible Action
19. West Bend School District Report
20. Washington County Board Report
21. Greater Jackson Business Alliance Report
22. Departmental Reports
23. Mid-Moraine Municipal Association Report
24. Citizens to Address the Village Board
25. Future Agenda Items
26. Jackson Police Association Successor Collective Bargaining Agreement
27. Closed Session pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session. Wis. Stats. §19.85(1)(c)

During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson, the purchase of public land and the tentative Collective Bargaining Agreement with the Jackson Police Association.

28. Reconvene into Open Session
29. Possible Action related to the closed session, including possible termination of Development and Operations Agreement with Town of Jackson, possible offer to purchase public land, and possible ratification of the Jackson Police Association successor Collective Bargaining Agreement.
30. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.



OUR GREAT COMMUNITY

The tie that binds us!

HIGH QUALITY EDUCATION

One of the primary reasons people live in and move to Washington County is the high quality education institutions. Every year, these wonderful institutions produce some of the best and brightest students that the state of Wisconsin has to offer.



NEXT GENERATION HOUSING

Filling the market void in our suburban/exurban communities, combined with compounding negatives of urban living, will bring our kids back home.

EMPLOYER CONNECTION

Businesses throughout Washington County are experiencing major challenges in maintaining an adequate workforce and talent pipeline. Inspire to connect kids, to careers and employers, and then to work.



SOCIAL CAPITAL

Working together with leaders in government, nonprofit, religious, and business sectors, will help create a social capital initiative and build connections among individuals.

START LOCAL. STAY LOYAL.

COUNTY.EXEC@WASHCOWISCO.GOV

WWW.WASHCOWISCO.GOV

262-306-2200

@washcowisco



Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

- ☐ COMMERCIAL ☐ INDUSTRIAL ☐ RESIDENTIAL ☒ OTHER BUSINESS
- ☐ CONDITIONAL USE ☐ PLANNED UNIT DEVELOPMENT ☐ CERTIFIED SURVEY MAP
- ☐ New ☐ New ☐ CONCEPT PLAN
- ☐ Amendment ☐ Amendment
- ☐ Special Use ☐ Special Use ☐ OTHER _____
- (For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: W212N17470 ALCAN CT. JACKSON Unit: Jackson, WI

Parcel #: 3 Lot Size: 135.928 sq. ft. Building Area: 15 sq. ft.

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

APPLICANT INFORMATION

Name(s): GREG BEAUDRY

Mailing Address: 2650 RUTHERFORD PL. JACKSON State WI Zip 53037

Office: (____) Cell: (414) 793-6213 Fax: (____)

Email: GBMILWAUKEE@YAHOO.COM

BUSINESS INFORMATION (If New Business)

Legal Business Name: ON DEMAND TRANSPORTATION SERVICES, INC.

D/B/A: _____ FEIN #: 30-0561521

Mailing Address: P.O. BOX 448 JACKSON State WI Zip 53037

Office: (262) 345-5307 Cell: (414) 793-6213 Fax: (262) 345-5312

Email: INFO@ONDEMANDTRANS.COM

Website: ONDEMANDTRANS.COM

PROPERTY OWNER INFORMATION

Name(s): GREG BEAUDRY

Address: 2650 RUTHERFORD PL. JACKSON State WI Zip 53037

Office: (____) Cell: (414) 793-6213 Fax: (____)

Email: GBMILWAUKEE@YAHOO.COM

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: POBLOCKI SIGN COMPANY

Primary Contact: KEITH MOEN

Address: 922 S. 70TH ST. MILWAUKEE State WI Zip 53214

Office: (414) 453-4010 Cell: (____) Fax: (____)

Email: KMOEN@POBLOCKI.COM

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

Briefly explain what you are requesting to be reviewed and/or approved: INSTALL A NEW SIGN ON THE FRONT OF OUR BUILDING. OUR BUILDING IS A YEAR OLD, THIS WILL BE OUR FIRST AND ONLY SIGN.

Provide a brief overview of proposed use(s) of entire property and/or lease space: WE ARE A TRANSPORTATION BROKER / STORAGE / TRUCKING COMPANY.

Hours of Operation: 6AM - 4:30 PM M-F

Provide a brief overview of proposed daily on-site operations: MOVING SKIDS OF PRODUCT IN / OUT OF BUILDING.

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

Describe all businesses, properties and other entities located adjacent to the proposed use: ABC SUPPLY, GERMANTOWN IRON & STEEL, D.W. WALSH, BADGER TIRE

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

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

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

Describe any proposed on-site security measures including site lighting: N/A

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

Describe the projected traffic circulation and impacts: N/A

List all setbacks from rights-of-way and property lines and height limitations: N/A

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: N/A

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

Describe any proposed signage including type, size, and location: PROPERLY TREATED STEEL SIGN ANCHORS, NON-CORROSIVE BOLTS, 144" X 39"

If construction is proposed, describe proposed exterior building materials (type, color, etc.): _____

Describe any site specific features/constraints, etc.: N/A

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: N/A

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): N/A

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: N/A

Projected Sewer/Wastewater Usage: _____ gal/year
Projected Water Usage: _____ gal/year

ACKNOWLEDGEMENT & SIGNATURES

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

Applicant Name (Print):

GREG BEAUDRY

Applicant Signature:



Co-Applicant Name (Print):

CO-Applicant Signature:

Date of Application:

You MUST sign and date this Application!

SUBMIT TO:

Village of Jackson – Village Hall (*Checks shall be made payable to Village of Jackson*)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**
Phone: (262) 677-9696
Email: collin.johnson@villageofjackson.com

TERMS OF THIS PERMIT

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

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

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

Approved by: Village Administrator

Conditions and Duration of Approval:

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

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

Date Received: 7/28/21
Amount: \$ 175.00
Payment Type: CH / CC / CASH
Check/Rcpt. #: 15645
Received By: [Signature]

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

On Demand Transportation, Inc. 12/09
PO Box 448
JACKSON, WI 53037
(262) 345-5307

US BANK
MENOMONEE FALLS, WI 53051
12-2/750

15645

7/28/2021

PAY TO THE
ORDER OF Village of Jackson

\$**175.00

One Hundred Seventy-Five and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

Village of Jackson

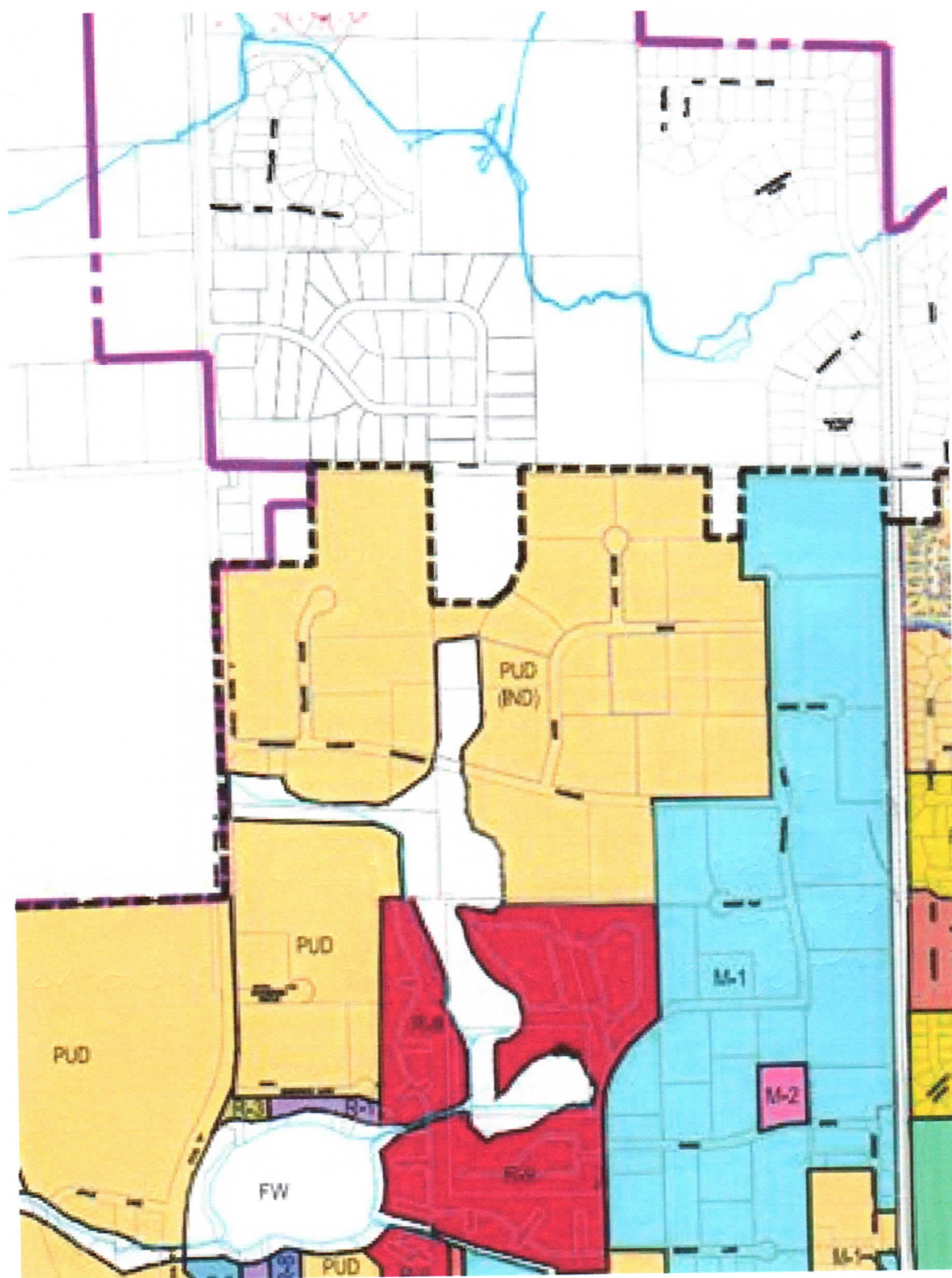


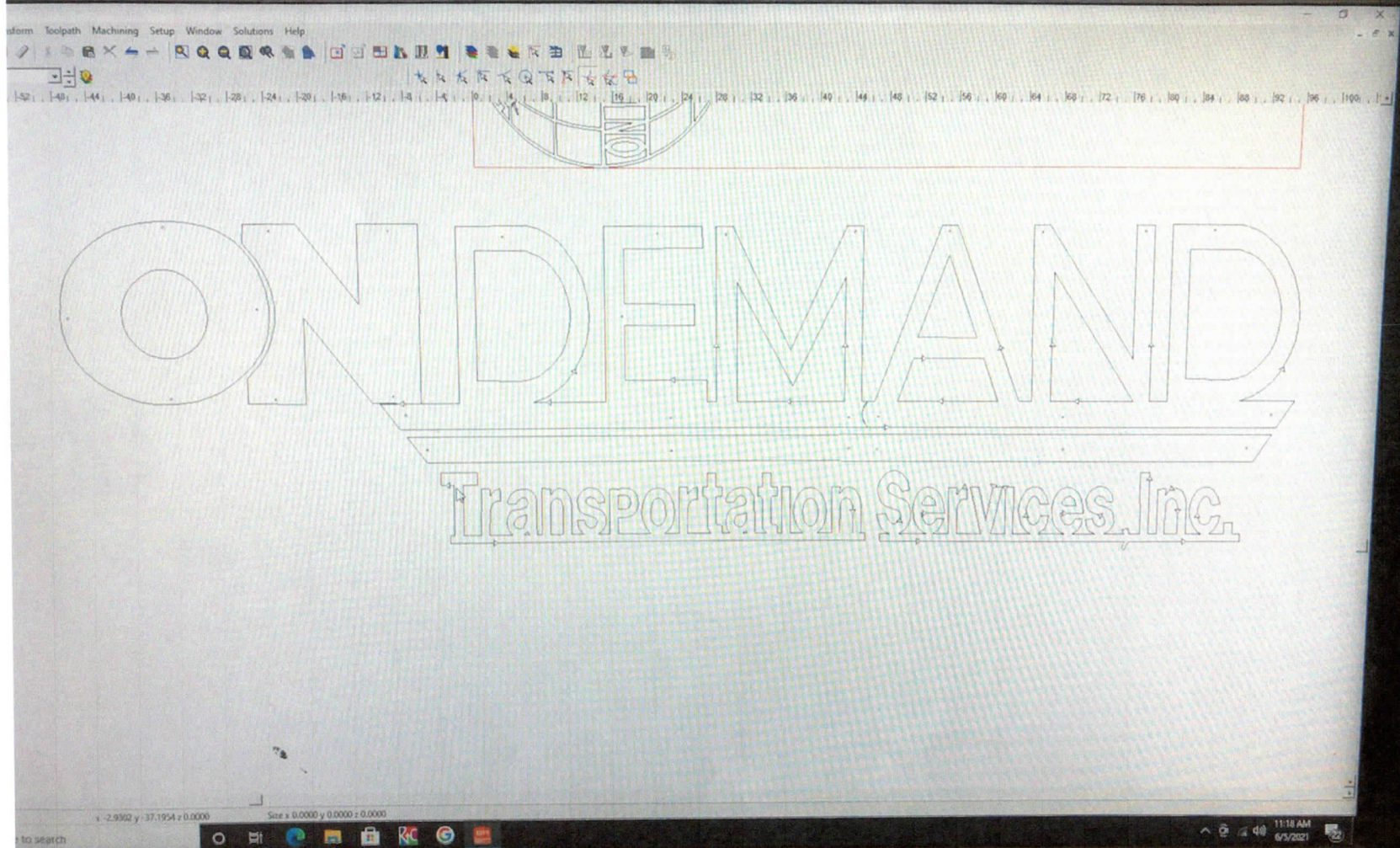
[Signature] MP

MEMO

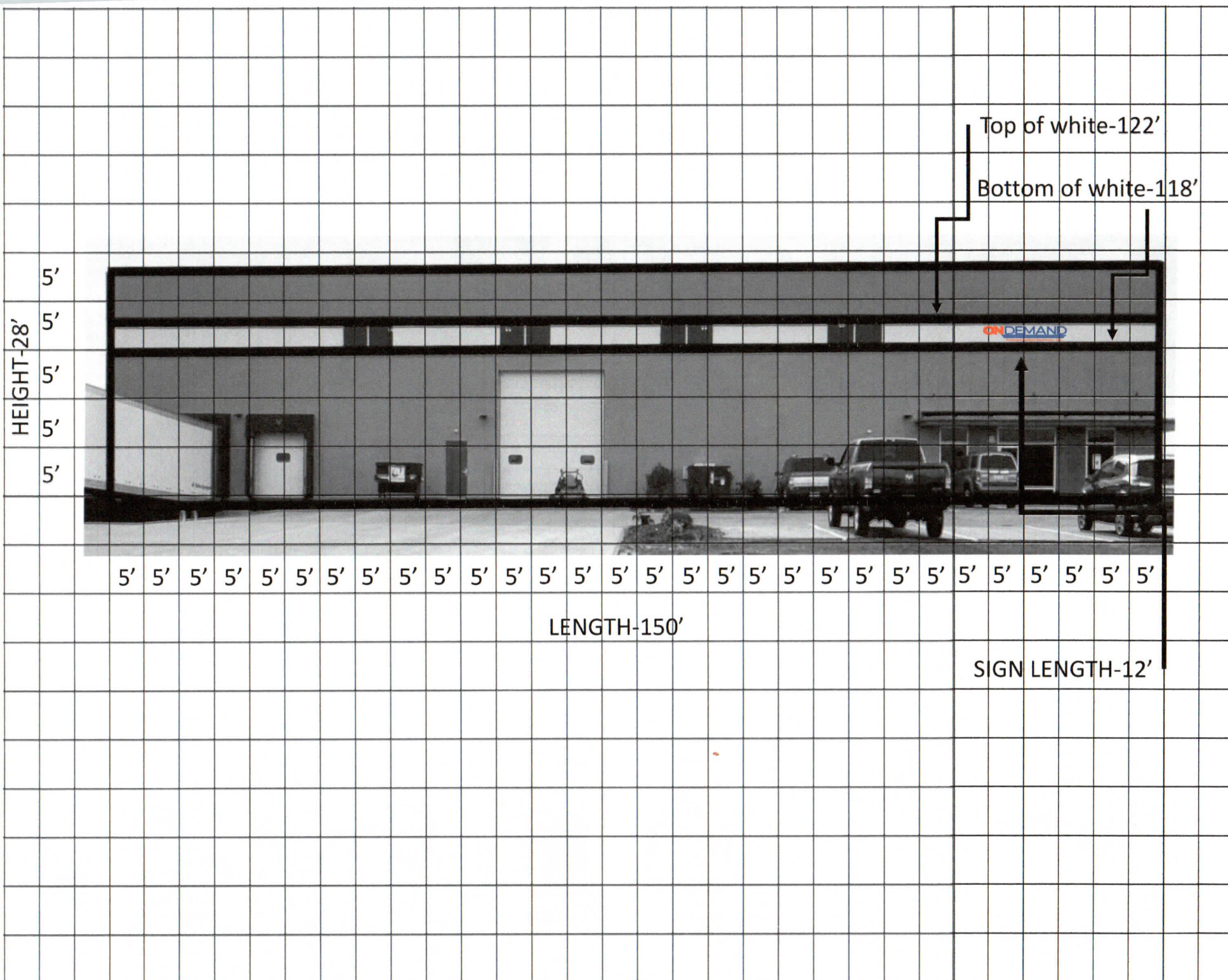
⑈015645⑈ ⑆075000022⑆ 182378092361⑈

Envelopes & Stamps are provided
for adjacent property owners.









Info

From: Paige Schmitt <pschmitt@design2construct.com>
Sent: Thursday, July 22, 2021 5:13 PM
To: Info
Subject: Industrial Park Covenants

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

I confirmed with Jim Blise that the park doesn't have any covenants, but rather it is all conditional use approved by planning commission.

If you have any additional questions please let me know.

Thank you!

Paige Schmitt

Administrative Coordinator

Design 2 Construct Development Corporation

N173 W21010 Northwest Passage

Jackson, Wisconsin 53037

Office – 262.677.9933

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: 21-20721

PROPERTY INFORMATION

☐ COMMERCIAL ☒ INDUSTRIAL ☐ RESIDENTIAL ☐ OTHER _____

☐ CONDITIONAL USE ☐ PLANNED UNIT DEVELOPMENT ☐ CERTIFIED SURVEY MAP

☐ New ☐ New ☐ CONCEPT PLAN

☐ Amendment ☒ Amendment

☐ Special Use ☐ Special Use ☐ OTHER _____

(For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: W225 N16718 Cedar Park Court Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: _____ sq. ft. Building Area: _____ sq. ft.

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

APPLICANT INFORMATION

Name(s): Matt Sweeney

Mailing Address: 1176 State Road 164 Hubertus State WI Zip 53033

Office: (____) _____ Cell: (989) 560-9889 Fax: (____) _____

Email: matt@jgi.global

BUSINESS INFORMATION (If New Business)

Legal Business Name: Jade Group International

D/B/A: JGI USA FEIN #: 46-2060913

Mailing Address: 143 Main Street West Bend State WI Zip 53095

Office: (____) _____ Cell: (989) 560-9889 Fax: (____) _____

Email: matt@jgi.global

Website: Jademolds.com

PROPERTY OWNER INFORMATION

Name(s): Cedar Creek Business Center

Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Existing Building

Primary Contact: _____

Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

Describe the projected traffic circulation and impacts: None

List all setbacks from rights-of-way and property lines and height limitations: None

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

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

Describe any proposed signage including type, size, and location: _____
possible vinyl window graphic, 24"x36", on front window of jade group k

If construction is proposed, describe proposed exterior building materials (type, color, etc.): None

Describe any site specific features/constraints, etc.: None

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: _____
Parking lot is Existing

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): _____
NA

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: _____
Waste Management dumpster, small approximately 5yd

Projected Sewer/Wastewater Usage: NA gal/year

Projected Water Usage: NA gal/year

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

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

Approved by: Village Administrator

Conditions and Duration of Approval:

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

Conditions of Approval: _____

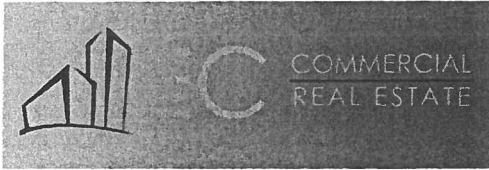
APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

Date Received: 8/4/21
Amount: \$ 150.00
Payment Type: CH (CC) CASH
Check/Rcpt. #: 021016
Received By: CM



EC COMMERCIAL REAL ESTATE
A DIVISION OF ENER-CON COMPANIES, INC.
8575 W. FOREST HOME AVENUE, SUITE 140
GREENFIELD, WI 53228
P: 414.235.4324
WWW.ECCOMMERCIAL.NET

July 30, 2021

Village of Jackson

To whom it may concern:

Please let this notice serve as verification that a lease agreement has been executed between Mike's No. 3, LLC, 2 &s and 1 K, LLC and S Anderson, LLC owners of Cedar Creek Business Center [Landlord] and JADE Group International LLC [Tenant] for JADE to occupy the property at W225 N16718 Cedar Park Court, Jackson, WI effective August 1, 2021.

Please feel free to contact me at 414-235-4324 or kcapps@eccommercial.net, should you have any questions.

Sincerely,

Kirsten Capps ARM CMCA CPM
Director of Operations | Broker
EC Commercial Real Estate for
Mike's No. 3, LLC, 2 &s and 1 K, LLC and S Anderson, LLC

To: Village of Jackson Plan Commission

Describe the intended use and operation,

The property at Cedar Creek Business Center with the address of W225 N16718 Cedar Park Court is being leased by Jade Group International LLC starting August 1, 2021.

Jade Group is an American company that has all their manufacturing in China. Jade Group manufactures Plastic Injection Tooling overseas for USA Plastic Injection molders. Jade Group has leased the space in Jackson to bring manufacturing back to the states. After 15+ years in the business of offshore tooling, Jade Group has realized the benefits of having manufacturing operations in both locations. A lot of Injection molders are asking for state side sources and offshore sources and now with this business in Jackson we will be able to offer both options. Also, We will be able to offer Injection molding as we have plans to purchase 2-3 Injection molding presses to put in the space.

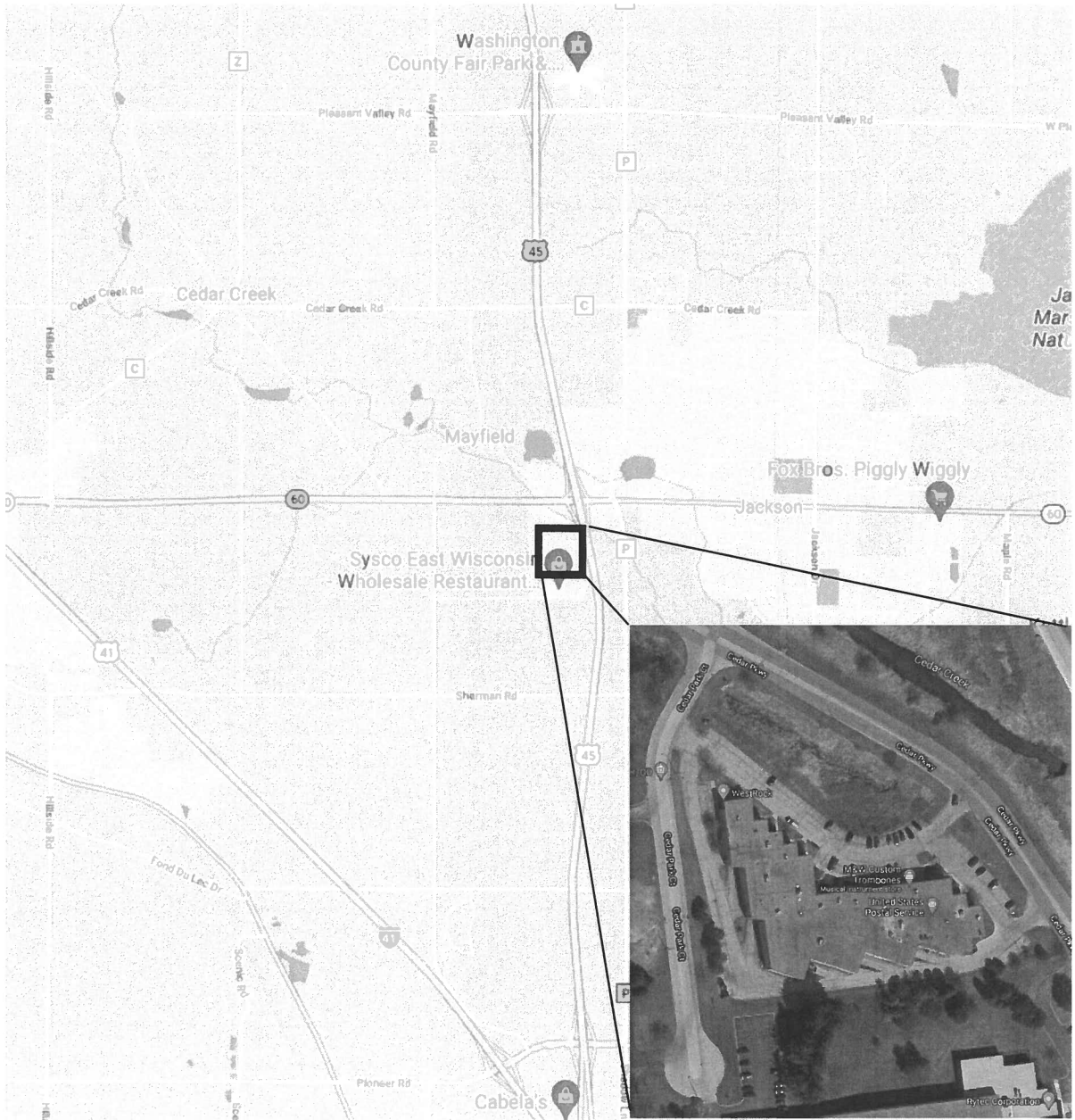
The plan is to employ 3 people initially and hire 2 more in 6 months. Then 2-3 more employees in the following year.

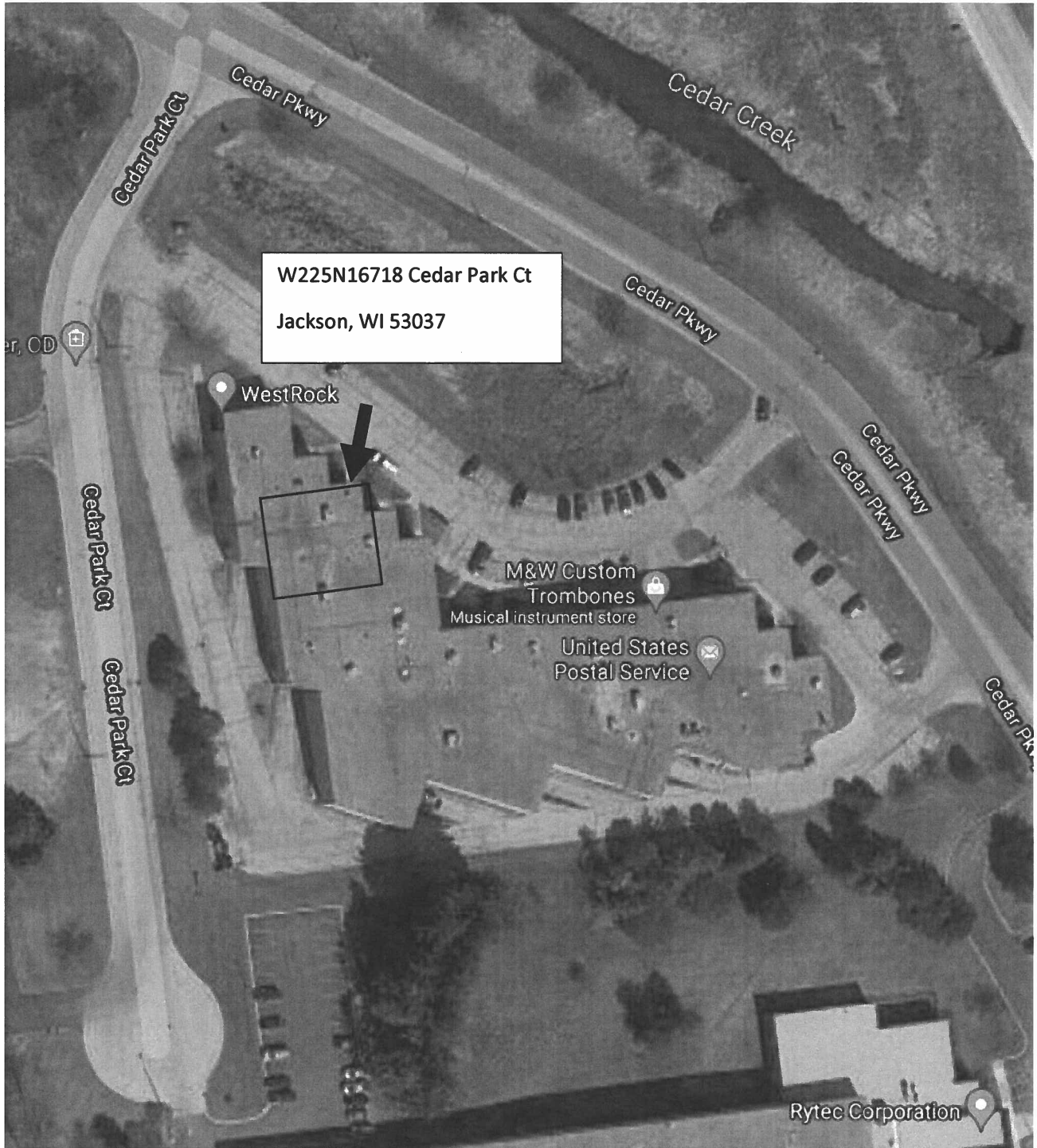
Sincerely

Matt Sweeney

VP of Engineering

Jade Group





W225N16718 Cedar Park Ct
Jackson, WI 53037

WestRock

M&W Custom
Trombones
Musical instrument store

United States
Postal Service

Rytec Corporation



AllPaid
7820 Innovation Boulevard Suite 250
Indianapolis, IN 46278
24hr. Customer Service #: 888-604-7888

Utilities/fees Payment Confirmation (Ref #: 32368599)

PLC: Village Of Jackson
A00048 N168 W20733 Main Street
Jackson, Wisconsin 53037
For: Utilities/fees

Date: 08/04/2021 14:54 EDT

TRANSACTION INFORMATION

Name: Matthew Sweeney

Transaction Reference #:

32368599

Utility Account #:

Transaction Date/Time:

08/04/2021 14:54 EDT

Building Permit #:

Parking Ticket #:

General: Comm Occ#21-20721Plan Comm
Application

BILLING INFORMATION

Name:

Matthew Sweeney

Address:

Msr

Msr

City, State Zip:

Msr, WI 53037

Phone #:

(989)560-9889

Card #:

xxxx-xxxx-xxxx-9315

PAYMENT INFORMATION

Approval #:

02101G

Payment Amount:

\$430.00

Service Fee:

\$12.00

Total Amount:

\$442.00

The service fee is not refundable.

ATTENTION CARDHOLDER

If you have questions about the processing of your payment, please call AllPaid at 888-604-7888.

Thank you for using AllPaid

Kinetec
W225 N16708 Cedar Park Court
Jackson, WI 53037

Profile Plastics
W225 N16706 Cedar Park Court
Jackson, WI 53037

USPS
W225 N16702 Cedar Park Court
Jackson, WI 53037

M&W Custom Trombones
W225 N16700 Cedar Park Court
Jackson, WI 53037

Express Employment Professionals
W225 N16722 Cedar Park Court
Jackson, WI 53037

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: 21 - 20763

PROPERTY INFORMATION

- ☒ **COMMERCIAL** ☒ **INDUSTRIAL** ☐ **RESIDENTIAL** ☐ **OTHER** _____
- ☒ **CONDITIONAL USE** ☐ **PLANNED UNIT DEVELOPMENT** ☐ **CERTIFIED SURVEY MAP**
☐ *New* ☐ *New* ☐ **CONCEPT PLAN**
☐ *Special Use* ☐ *Special Use* ☒ **OTHER** Sign Application
(For existing CU ONLY) (For existing PUD ONLY)

Property Address: N173W21010-60 NW Passage **Unit:** _____ **Jackson, WI**

Parcel #: 048900A007 **Lot Size:** 145.802 **sq. ft.** **Building Area:** 36,456 **sq. ft.**

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ **PUD** ☐ Other _____ ☐ Floodplain

APPLICANT INFORMATION

Name(s): Mark Hertzfeldt - Design 2 Construct

Mailing Address: N173W21010 Northwest Passage , Jackson **State** WI **Zip** 53037

Office: (262) 677-9933 **Cell:** (262) 224-1342 **Fax:** (262) 677-9934

Email: mhertzfeldt@design2construct.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: TBD

D/B/A: _____ **FEIN #:** _____ -

Mailing Address: _____ **State** _____ **Zip** _____

Office: (_____) _____ **Cell:** (_____) _____ **Fax:** (_____) _____

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): James Blise - Delaney Group. LLC

Address: N173W21010 Northwest Passage , fJackson **State** WI **Zip** 53037

Office: (262) 677-9933 **Cell:** (262) 224-1333 **Fax:** (262) 677-9934

Email: jblise@design2construct.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Design 2 Construct

Primary Contact: Mark Hertzfeldt

Address: N173W21010 Northwest Passage , fJackson **State** WI **Zip** 53037

Office: (262) 677-9933 **Cell:** (262) 224-1342 **Fax:** (262) 677-9934

Email: mhertzfeldt@design2construct.com

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

Briefly explain what you are requesting to be reviewed and/or approved: Sign application.
This sign application is for a monument sign to be located at Northwest Passage and Delaney Court.
This site and building has recently been approved for a conditional use through the Village Plan
Commission. all information from that application is applicable for this signage application.

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

Hours of Operation: _____

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

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

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

Proposed, development, on-site improvements or other construction/remodeling activities: _____

Proposed grading and/or stormwater management plan: _____

Proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

Proposed on-site security measures including site lighting: _____

Life Safety Systems – Existing or Proposed (Includes fire hydrants, fire suppression & fire alarm systems): _____

Projected traffic circulation and impacts: _____

Setbacks from rights-of-way and property lines and height limitations: _____

Status of State/Federal License(s) or Certificate(s) required for operation: _____

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

Describe any proposed signage including type and location: See attached drawing.

Exterior Building Materials (type, color, etc.): _____

Site Specific Features/Constraints: _____

Parking (Total No. of spaces plus number of dedicated handicapped parking and type): _____

Proposed screening/buffering from adjacent properties: _____

Proposed provisions for refuse and recycling collection/storage: _____

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ gal/year

ACKNOWLEDGEMENT & SIGNATURES

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

Applicant Name (Print): Mark Hertzfeldt _____

Applicant Signature:  _____

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: 07.09.2021 _____

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (*Checks shall be made payable to Village of Jackson*)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**
Phone: (262) 677-9696
Email: collin.johnson@villageofjackson.com

TERMS OF THIS PERMIT

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

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

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

Approved by: John Walther, Village Administrator

Conditions and Duration of Approval:

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

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

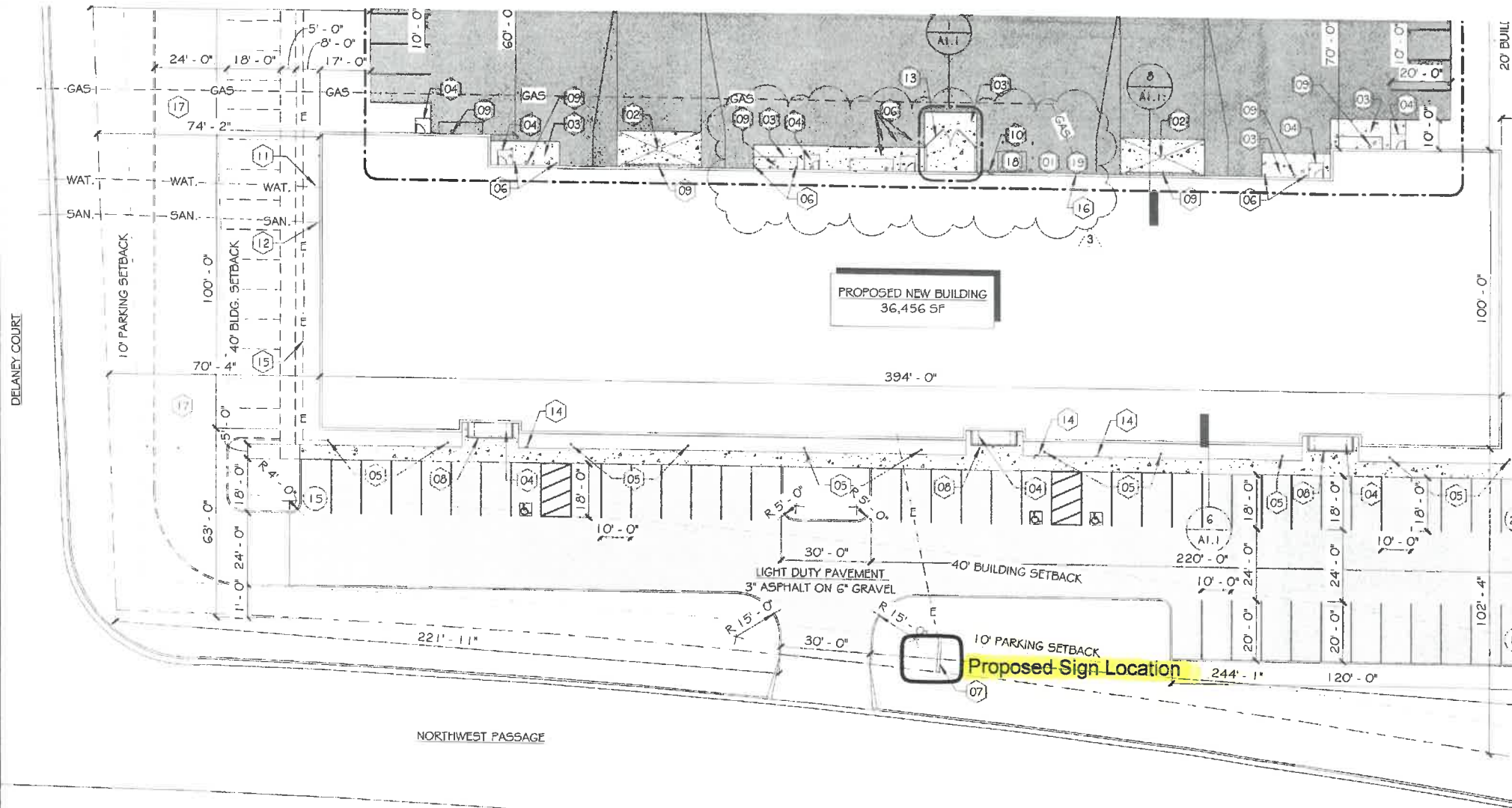
Date Received: 8-12-21

Amount: 150.00

Payment Type: CH / CC / CA

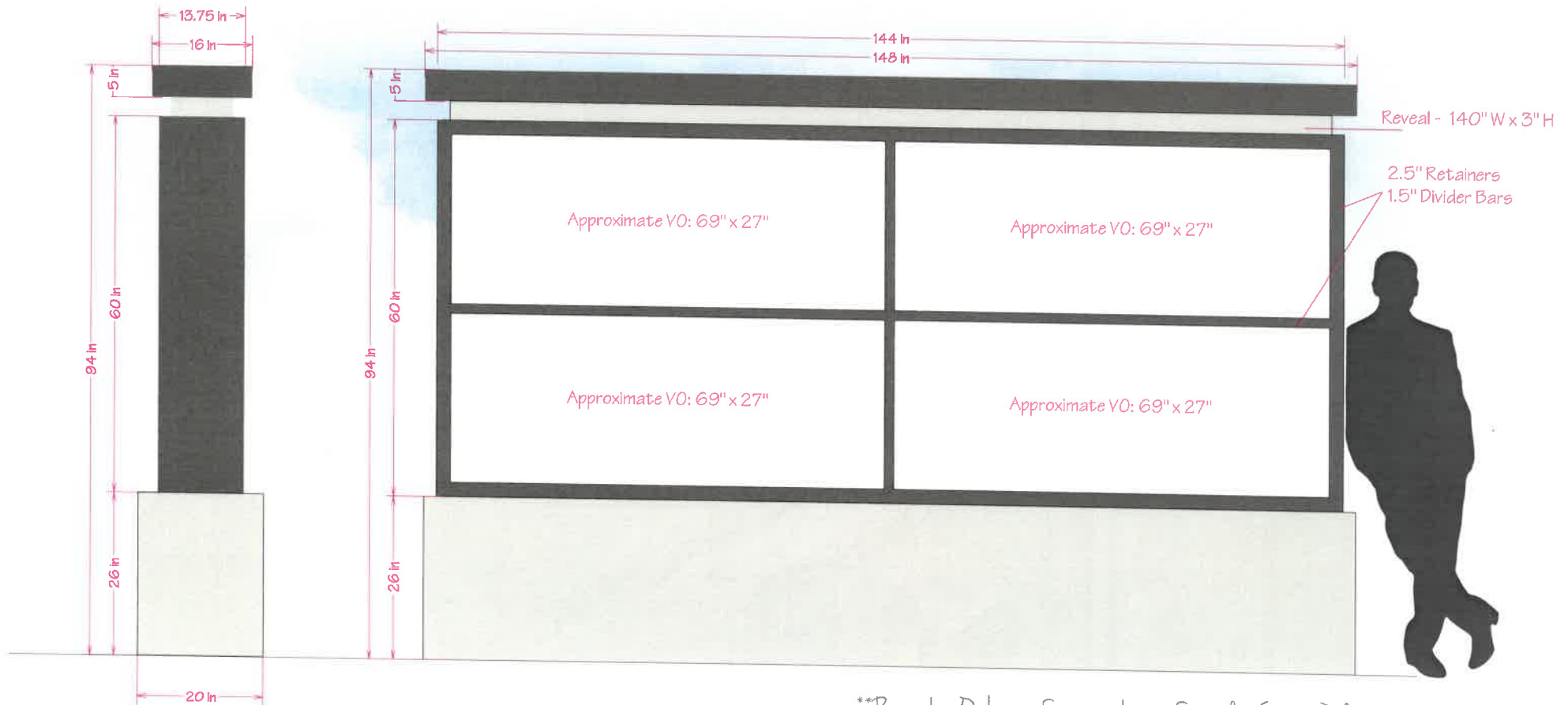
Check/Receipt #: 1017

Received By: cmf



1 ARCHITECTURAL SITE PLAN
SCALE: 1" = 30'-0"

Qty One - Double Sided - LED Illuminated Sign -
 - Divider Bars - Removable for Interchangeable Tenant Panels
 Lexan Sign Panels - Layout TBD
 Cabinet/Top Cap: Duranodic Bronze
 Reveal Painted: SW 7022 Alpaca



Location: N173W21710 Northwest Passage, Jackson, WI

**Base by Others - Signworks to Supply Center Pole
 - Mounted by Customer - Electrical by Customer

ROAD SIDE

144 in
148 in

5 in

94 in

60 in

26 in

MASTER
PRINTWEAR

Wakeman**EQUIPMENT**
Complete Collision Equipment Solutions
Sales - Service - Training

BANILLA
GAMES

Representing

GARMAT
USA

GREENGLASS
DRYERS

EUROVAC

CAR-O-LINER[®]



7/16/2021 FINAL



Precision Graphics, Inc.



CBC



WORLD GROUP
B ASSOCIATES



marine
biochemists



GRAPHIC
& L SOLUTIONS

Delaney Group, LLC Leasing Information 262-677-9933

JACKSON DGW, LLC
N173 W21010 NORTHWEST PASSAGE WAY
JACKSON, WI 53037-9394

1017
79-562/759

8/12/2021
Date

CHECK NUMBER

Pay to the
Order of

Village of Jackson

\$ 150.00

One hundred fifty and 00/100

Dollars



Photo
Safe
Deposit
Details on back



HORICON BANK

1.888.343.3040
www.horiconbank.com

For

Sun Pln Commision

Jay Lape

⑆075905622⑆ 1000156762⑈ 1017

1000156762⑈ 1017

INTRODUCTION

D2C/GC Jackson LLC
6938 N Santa Monica Blvd
Fox Point, WI 53217

Jackson Emery Investments LLC
N173W21010 NORTHWEST PASSAGE
JACKSON WI 53037

Jackson Warehouse LLC
7518 State Hwy 60
Cedarburg, WI 53012

Village of Jackson
PO Box 637
Jackson, WI 53037

FKS Realty LLC
N172W21640 Northwest Passage
Jackson, WI 53037

ORDINANCE #21-06

AMENDING CHAPTER 1 AND CHAPTER 20 OF THE VILLAGE CODE REGARDING VIOLATIONS AND PENALTIES

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN, does ordain the following changes to the Village Code:

SECTION I. Amending Chapter 1 Section 1-15 (a). of the Village Code of the Village of Jackson is hereby changed as follows:

(a) *General penalty.* Except as otherwise provided, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty of not less than \$25.00 nor more than ~~\$500.00~~ \$1000.00 as determined by the board in the schedule of deposits.

SECTION II. Amending Chapter 20 Article III. Section 20-40 Enforcement of the Sex Offender Residency Ordinance of the Village Code of the Village of Jackson is hereby changed as follows:

A person violating this article shall be subject to forfeitures in an amount of not less than \$200.00 nor more than ~~\$500.00~~ \$1000.00 for each violation plus the costs of prosecution (including reasonable attorneys' fees). For purposes of calculating forfeitures, each day that a violation exists shall constitute a separate offense. Violations of this article are also deemed public nuisances, and the village may bring an action in circuit court to enjoin or abate any violation.

SECTION III. This Ordinance shall take effect from and after its passage and posting.

Introduced by: _____

Seconded by: _____

Vote: ____ aye ____ nay

Passed and Approved: _____

VILLAGE OF JACKSON

By: _____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

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

Dated: _____ Village Official: _____

ORDINANCE #21-07

AMENDING CHAPTER 2 OF THE VILLAGE CODE OF ORDINANCES REGARDING PUBLIC RECORDS, DESTRUCTION OF RECORDS

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN, does hereby ordain the following changes to the Village Code:

Section 2-344. of the Village Code of the Village of Jackson is hereby changed for the addition of wording to read as follows:

Sec. 2-344. – Destruction of records.

- (a) The Village adopts the General Records Schedule for Wisconsin Municipal and Related Records (the "Wisconsin Municipal Records Schedule" or "WMRS") promulgated by the Wisconsin Public Records Board. A copy of the currently effective Wisconsin Municipal Records Schedule shall be kept on file in the office of the Village Clerk. Unless a different retention period is required by law, any record kept and preserved under this section which is considered obsolete may be destroyed pursuant to the schedule established in the WMRS. For any obsolete record which is not specifically identified in the WMRS, destruction shall occur not less than 7 years after the record was effective. This section shall supersede any previous records scheduled adopted by the Village.
- (b) The Wisconsin State Historical Society shall be notified at least 60 days prior to the destruction of any record under Wis Stat. § 19.21(4)(a), unless the State Historical Society has otherwise waived the notification requirement.
- (c) Any tape recordings of a government meeting of the Village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published if the purpose of the recording was to make minutes of the meeting.
- (d) This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

All other provisions of the Village of Jackson Code of Ordinances remain in full force and effect.

All relevant Village officials are hereby authorized and directed to take all action necessary to implement this Ordinance.

Introduced by:_____

Seconded by:_____

Vote: _____aye _____nay

Passed and approved_____

VILLAGE OF JACKSON

By:_____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

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

Village Official

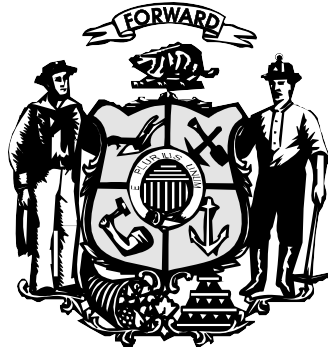
Date

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

Table of Contents

Introduction 3

 I. Applicability:..... 3

 II. Purpose: 4

 III. Implementation: 4

 IV. Using the Schedule:..... 5

 V. Confidential Records and Personally Identifiable Information (PII): 6

 VI. Additional Schedules:..... 7

Administrative Records..... 9

Cemetery Records..... 21

Community Development/Public Services 23

Election Records..... 28

Finance Records 33

Public Works 37

Revenue Records 48

Appendix A: Chapter Adm 12 - ELECTRONIC RECORDS MANAGEMENT- STANDARDS AND REQUIREMENTS 55

Appendix B: Public Records Board > Counties & Municipalities..... 57

Appendix C: Notifying the Wisconsin Historical Society 59

Appendix D: GUIDANCE FOR THE PERMANENT RETENTION OF RECORDS..... 61

Appendix E: Steps to Preserve State Electronic Records 63

Appendix F: Managing Electronic Communications in Government 65

Appendix G: PUBLIC SERVICE COMMISSION - Chapter PSC 113: Service Rules for Electrical Utilities 66

Appendix H: PUBLIC SERVICE COMMISSION - Chapter PSC 134: Standards for Gas Services 68

Appendix I: PUBLIC SERVICE COMMISSION - Chapter PSC 185: Standards for Water Public Utility Service..... 70

Appendix J: Wis. Stat. 165.87- Body cameras and law enforcement 72



Printed with the support of the National Historical Publications and Records Commission and Wisconsin Historical Records Advisory Board



Introduction

Wisconsin Municipal Records Schedule

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

The WRMS is available for adoption by all Wisconsin cities, villages, and towns; along with other non-county local units of government. County governments should refer to the County General Schedule for their record retention requirements. The WMRS is intended to serve as guidance for records that are created or received by your particular unit. Adopting the schedule does not require local units to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems,

tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in Chapter Adm. 12 (See Appendix A).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

Adopting the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption Form (PRB-002) (Available at <https://bit.ly/3wB1NjM>) to the following address:
State Archivist
Wisconsin Historical Society
816 State Street
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

All municipalities may adopt the PRB approved General Records Schedules to supplement the WMRS. See Section VI of this instruction for more information.

Specific schedules may also be set by Records Disposition Authorizations (RDAs). Visit the following PRB webpage for more information: Information for Counties and Municipalities (See Appendix B)

Municipalities that choose not to adopt the WMRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(4). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

IV. Using the Schedule:

The Municipal Schedule is arranged into seven different sections, which include similar types of record series. Sections may be broken down into subsections for easier reference. All individual schedules include the title of a series, description, retention times, confidential status, and information about notifying the Historical Society. The following is an example of the format:

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If an RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* An RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)
 - **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See Guidelines for the Permanent Retention of Records (See Appendix D) for more information.
 - General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not the record series contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.

- **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
- **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
- **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title. Information on transferring records can be found on the Society’s webpage (See Appendix C or visit <https://bit.ly/3dGNdys>).
- **Permanent:** Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII):

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual's representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. § 19.35(1)(am), must be considered. Wis. Stat. § 19.35(1)(am) exceptions include:

- endangering an individual's life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, Office of Open Government's website (<https://bit.ly/3a5qBqv>).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances" (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked "yes" in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules (<https://bit.ly/3sUurda>) that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). Information on adopting schedules can be found on the PRB Counties and Municipalities Resource Webpage (See Appendix B).

Municipalities should also be aware that there are two separate General Records Schedules for the following (Both available at <https://bit.ly/39QoSfK>):

- Wisconsin School Districts
- Wisconsin Public Libraries and Library Systems

In addition, municipalities should refer to recommended retention periods for Electric, Gas, and Water utilities as specified in the administrative codes for the Public Service Commission of Wisconsin (PSC). Please refer to Appendixes G, H, and I for more information. These schedules have not been approved by the Wisconsin Public Records Board. Local governments should submit any utilities scheduled using these guides to the Public Records Board prior to use.

Municipal Court Records are scheduled by Supreme Court Rule 72 (See <https://bit.ly/3s46Tl7>), which specifies the retention periods for court records and requires municipal courts to give 60-day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which "the historical society has indicated, by blanket waiver, that it has no interest for historical purposes." The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records

dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Administrative Records

Wisconsin Municipal Records Schedule

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below (See <https://bit.ly/3sUurda>):

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by Supreme Court Rule 72, which specifies the retention periods for court records and requires municipal courts to give 60-day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waived
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6 years; Event=End date or cancellation of contract	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term (<i>Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule</i>)	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt (<i>Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule</i>)	No	Waived
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waived
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. (<i>Note: May also be called administrative practices or directives or executive directives</i>).	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waived
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waived
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waived
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waived
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waived
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waived
Common Council/Board Meeting Minutes	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A
Emergency Planning¹				
Continuity of Government/ Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=Superseded by revised plan	No	Waived
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=Superseded by revised plan	No	Waived
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waived

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Retention is 3 years from the date of the final Financial Services Report when Federal Grant money is involved.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waived
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waived
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

Cemetery Records

Wisconsin Municipal Records Schedule

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Includes records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grave Registration Records	Records that identify the deceased's name, date of death, and internment and location of remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Include records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waived
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. § 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m)	Permanent	No	N/A
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local registrar, but may also be filed with the cemetery to serve as a record of interment. See Wis. Admin. Code § DHS 135.06(1)(a)(1) for more information.	Permanent	No	N/A

Community Development/Public Services

Wisconsin Municipal Records Schedule

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the County General Schedule (See <https://bit.ly/39QoSfK>) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

Public Transportation Surveillance Recording records should follow the schedule for Surveillance Recording records found in the *Public Works* section; *Maintenance and Operations* subsection.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waived
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes (Patient health information may be protected by Wis. Stat. § 146.82)	Waived
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waived
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waived
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waived
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waived
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=Superseded	No	Waived
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=Superseded	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waived
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waived
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

Election Records

Wisconsin Municipal Records Schedule

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the Commission's *Election Administration Manual* (See <https://bit.ly/3dDZvHL>) for in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials.	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election (see footnote 3)	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(f).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting.	Event+22 months; Event=Election	No	Waived
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

Finance Records

Wisconsin Municipal Records Schedule

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created (See <https://bit.ly/3sUurda>):

- Budget & Related General Records Schedule
- Fiscal & Accounting Related Records General Schedule
- Purchasing & Procurement General Schedule

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. *Please consult Section V: Confidential Records and Personally Identifiable Information (PII) of the Introduction for more information on this topic.*

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived
Payments and Receipts				
Bank Statements and Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Financial Support Records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid/Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹³ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5)	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

¹³ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Wisconsin Municipal Records Schedule

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below (See <https://bit.ly/3sUurda>):

- Facilities Management and Related Records

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Electric, Water, and Gas Utilities (See Appendix G, H, and I).

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device. Municipal police departments should follow Wis. Stat. § 165.87 regarding the retention of body camera data (See Appendix J).

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁴	Event+4 years; Event=Construction completed	No	Waived
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+7years; Event=Construction completed	No	Waived

¹⁴ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7 years; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify
Municipal Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Municipal Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects. <i>(Typically large-scale projects. May include construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=life of structure	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁵	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A
Municipal Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Municipal Project Records (Historically Significant)	Use for historically significant projects. <i>(Projects are typically large-scale and may include new construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=Life of structure	No	Notify

¹⁵ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁶	Event+30 years; Event=Completion of the project	Yes ¹⁷	Waived
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived

¹⁶ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁷ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁸	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived

¹⁸ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. Example: Certified survey maps sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ¹⁹	Event+120 days ²⁰ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²¹	No	Waived
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²²	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify

¹⁹ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device. See [Appendix J](#) for additional information.

²⁰ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²¹ Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

²² Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stats. §§ 66.0201 - 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation. May also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=Termination of conditional use permit	No	Waived
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Utilities ²³				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A

²³ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A
Wind Energy System Applications (Approved)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(c).	Event+7 years (Event=Wind energy system decommissioned)	No	Waived
Wind Energy System Applications (Denied)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(b)	Event+7 years (Event=year decision was issued)	No	Waived

Revenue Records

Wisconsin Municipal Records Schedule

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the County General Schedule (See <https://bit.ly/39QoSfK>) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Assessment				
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁴	No	Notify
Low Income Property Owner's Certification of Occupancy (PR-231)	Form used to determine property tax exemption as low-income housing, as defined by Wis. Stat. § 70.11(4a).	Event+5 years; Event=Form submitted to local assessor	No	Waived
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor. Use this schedule for any Master Property Record Cards (PA-500), Agricultural Work Cards (PA-703), or Residential Record Card Inserts.	Event+5 years; Event=Life of structure	No	Notify
Municipal Assessment Report	Reports a taxation district's annual assessed values. It is a summary of all the Real Estate and Personal Property assessed values for a taxation district as of the close of January 1.	Event+5 years; Event=Final report filed with DOR	No	Waived

²⁴ Wis. Stat. § 19.21(4)(a) states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Notice of Increased Assessment (PR-301)	Notices sent to property owners informing them of change in valuation from the previous year for any real property. Also includes Notice of Personal Property Assessment (PR-299) and Agricultural Land Conversion Change (PR-298).	Creation+7 years	No	Waived
Occupational Tax Forms (PA-002; PA-006; PA-014)	Forms submitted by property owner/agent regarding iron ore concentrates, coal, and petroleum, to the local assessor.	Event+5 years; Event=Date submitted to assessor	No	Waived
Property Tax Exemption Request (PR-230)	Form used for requesting exemption from property taxes; real and personal property.	Event+6 months; Event=Submission of Taxation District Summary Report to DOR	No	Waived
Request to View Property Notice (PR-300)	Notifies property owner of their rights, options, and responsibilities with regard to view property for assessment.	Event+5 years; Event=Date of assessment	No	Waived
Statement of Assessment (PA-521C)	Report of the aggregate assessed value of all personal and real property.	Event+7 years; Event=Form submitted to DOR	No	Waived
Statement of Personal Property (PA-003)	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Tax Exemption Reports (PC-220)	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the municipal clerk. Use this schedule for Multi-Parcel Tax Exemption Reports (PC-220A).	Event+6 months; Event=Submission of Taxation District Exemption Summary Report to DOR	No	Waived
Taxation District Exemption Summary Reports (PC-226)	Reports the total number of exempt properties by purpose and value. Compiled from Tax Exemption and Multi-Parcel Tax Exemption Reports.	Event+2 years; Event=Report submitted to DOR	No	Waived
Board of Review				
Board of Review Support Materials	Includes notes taken by clerk, written objections and all other materials submitted to the board of review, audio recordings, and any transcripts of board of review proceedings. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
Minutes of the Board of Review Proceedings	Record of all proceedings of the board of review. Also includes the Summary of Board of Review Proceedings (PA-800) Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Notice of Board of Review Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waived
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. See Wis. Stat. § 66.0703(4) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stats. §§ 66.0703(5)-(6) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waived
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waived
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waived
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waived

Appendix A: Chapter Adm 12 - ELECTRONIC RECORDS MANAGEMENT– STANDARDS AND REQUIREMENTS

Adm 12.01	Authority.
Adm 12.02	Purpose.
Adm 12.03	Scope.
Adm 12.04	Definitions.
Adm 12.05	Provisions.
Adm 12.06	Initial applicability.

Note: Chapter Adm 12 as it existed on November 30, 2000 was repealed and a new chapter Adm 12 was created effective May 1, 2001.

Adm 12.01 Authority. This chapter is promulgated under the authority of s. 16.611, Stats., state public records, s. 16.612, Stats., local government records, and s. 227.11 (2) (a), Stats., to implement s. 16.61, Stats.

History: Cr. Register, November, 2000, No. 539, eff. 5–1–01.

Adm 12.02 Purpose. The purpose of this chapter is to ensure that public records in electronic format are preserved and maintained and remain accessible for their designated retention period.

History: Cr. Register, November, 2000, No. 539, eff. 5–1–01.

Adm 12.03 Scope. This chapter establishes defined requirements, standards and guidelines for state and local government accessibility of electronic public records from creation through active use, long-term management, preservation and disposition. This chapter does not require an agency to maintain public records in electronic format.

History: Cr. Register, November, 2000, No. 539, eff. 5–1–01.

Adm 12.04 Definitions. In this chapter:

(1) “Accessible” means information arranged, identified, indexed or maintained in a manner that permits the custodian of the public record to locate and retrieve the information in a readable format within a reasonable time.

(2) “Accurate” means all information produced exhibits a high degree of legibility and readability and correctly reflects the original record when displayed on a retrieval device or reproduced on paper.

(3) “Authentic” means the retained electronic record correctly reflects the creator’s input and can be substantiated.

(4) “Content” means the basic data or information carried in a record.

(5) “Context” means the relationship of the information to the business and technical environment in which it arises. “Context” can include, but is not limited to, such elements as: the origin of the record; date and time the record was created; identification of the record series to which the information belongs.

(6) “Electronic format” includes information created, generated, sent, communicated or stored in electrical, digital, magnetic, optical, electromagnetic or similar technological form.

(7) “Information system” means a system for generating, sending, receiving, storing or otherwise processing data.

(8) “Legible” means the quality of the letters, numbers or symbols can be positively and quickly identified to the exclusion of all other letters, numbers or symbols when displayed on a retrieval device or retrieved by device or reproduced on paper.

(9) “Life cycle” means all phases of a record’s existence: creation, active use, preservation and management through to disposition. “Disposition” includes permanent preservation as well as designation for destruction.

(10) “Meaning” means a record carries its original content, context and structure throughout its life cycle.

(11) “Public record” has the meaning given in s. 16.61 (2) (b), Stats.

(12) “Readable” means the quality of a group of letters, numbers or symbols is recognized as words, complete numbers or distinct symbols.

(13) “Reliable” means the electronic record produced correctly reflects the initial record each time the system is requested to produce that record.

(14) “Structure” means the appearance or arrangement of the information in the record. “Structure” can include, but is not limited to, such elements as heading, body and form.

History: Cr. Register, November, 2000, No. 539, eff. 5–1–01.

Adm 12.05 Provisions. State and local agencies shall comply with all statutes and rules relating to public records. With regard to public records stored exclusively in electronic format, state and local agencies shall do all of the following:

(1) Maintain electronic public records that are accessible, accurate, authentic, reliable, legible, and readable throughout the record life cycle.

(2) Document policies, assign responsibilities, and develop appropriate formal mechanisms for creating and maintaining electronic public records throughout the record life cycle.

(3) Maintain confidentiality or restricted access to records or records series maintained in electronic format, limiting access to those persons authorized by law, administrative rule or established agency policy.

(4) Utilize information systems that accurately reproduce the records they create and maintain.

(5) Describe and document public records created by information systems.

(6) Document authorization for the creation and modification of electronic public records and, where required, ensure that only authorized persons create or modify the records.

(7) Design and maintain new information systems so that these systems can provide an official record copy for those business functions accomplished by the system.

(8) Develop and maintain information systems that maintain accurate linkages, electronically or by other means, to transactions supporting the records created where these linkages are essential to the meaning of the record.

(9) Utilize information systems that produce records that continue to reflect their meaning throughout the record life cycle.

(10) Utilize information systems that can delete or purge electronic records created in accordance with the approved retention schedule.

(11) Utilize information systems that can export records that require retention to other systems without loss of meaning.

(12) Utilize information systems that can output record content, structure and context.

(13) Utilize information systems that allow records to be masked to exclude confidential or exempt information.

History: Cr. Register, November, 2000, No. 539, eff. 5–1–01

Adm 12.06 Initial applicability. This rule first applies to public records stored exclusively in electronic format and to information systems acquired or substantially modified after the effective date of the rule.

Full citation for Chapter Adm 12 can be found at the following: <https://bit.ly/3mqrUVB>

Appendix B: Public Records Board > Counties & Municipalities

Wisconsin state law varies slightly between State agencies and local units of government with regards to record retention and disposition. Pursuant to Wis. Stat. §16.61(4), State agencies may not dispose of a public record unless they have a current record retention schedule approved by the Public Records Board (PRB) that covers that particular record series. However, pursuant to Wis. Stat. §19.21, with some specific exceptions, local units of government must maintain all public records for a minimum of seven years, unless a different retention period is set by another state statute or a shorter retention period has been approved by the PRB. Records Disposition Authorizations (RDAs) are reviewed and approved on a quarterly basis by the PRB. RDAs are the mechanism for requesting PRB approval. All approved record retention schedules for state agencies and local units of government are accepted as public policy documents.

For additional information contact:

Public Records Board Support Staff: (608) 266-2996

Wisconsin Historical Society, Local Government Records Archivist: (608) 264-6469

Three Easy Steps to Records Managements for Local Units of Government

1. Follow the general retention requirements under Wis. Stat. §19.21
 - Schedule your public records for the minimum requirement of 7 years, unless a different retention is set by another statute
 - Give 60-day notice to Wisconsin Historical Society before destruction of obsolete records
 - Destroy or Transfer as instructed
2. Adopt General Records Schedules (GRS)
 - Complete General Schedule Adoption Form for each GRS you are adopting (PRB-002)
 - All GRSSs, Statewide and Local Unit, are available for adoption by Counties and Municipalities
 - Complete and submit any time of the year
3. Submit to PRB
 - For remaining, unique records with less than 7-year retention
 - Submit one of the RDA forms, PRB-001 or PRB-003, for review during one of the quarterly cycles

The process for getting a records retention schedule approved by the PRB is the same for state agencies and local units of government and is outlined below;

- Once you've identified a record series that needs to be scheduled, amended or renewed draft your RDA using one of the approved RDA forms, PRB-001 or PRB-003. Review the instructions and ensure all appropriate data and signatures are included.
- When you have completed the RDA form, submit the draft to the PRB Executive Secretary at DOARDASubmissions@wisconsin.gov.
- The RDA draft will be reviewed by PRB Support Staff and feedback provided regarding any changes that need to be made before the RDA is submitted to the Records Management Committee (RMC) of the PRB.
- All RDAs submitted for the quarter will be compiled into packets. Compiled packets are distributed to members of the RMC for review. The RMC meets on a quarterly basis. See the [Meetings](#) tab for submission deadlines and meeting dates of the PRB and its committees.
- At the RMC meeting the committee reviews each RDA submitted for content, completeness, compliance and conformity to legal, audit, operational and historical significance. It is recommended that you attend this meeting in case questions arise about your submission that

you may be able to resolve during the meeting. If you can't attend, PRB Support Staff will follow-up with you after the meeting.

- If there are outstanding questions or issues that need resolved, PRB Support Staff will communicate with you regarding them. You will have 1-2 weeks to work with staff in resolving those issues and return the updated/edited RDA.
- Completed RDAs are then presented to the PRB at its quarterly meeting. The PRB votes on approval of the submitted RDAs. If there are any last-minute issues that arise during this meeting, or an agency failed to resolve any issues of their submission, those schedules will be held and placed into the next quarterly cycle.

The approved RDAs are sent to the State Archivist for their signature and then to the PRB Executive Secretary for their signature. Once those signatures are secured, approval letters and copies of the RDA(s) will be sent to you. The originals are maintained for the PRB by the Executive Secretary at the State Records Center.

Taken in part from the PRB Resources for Counties and Municipalities, available on their website: <https://bit.ly/3sWE0Zf>

Appendix C: Notifying the Wisconsin Historical Society

The Wisconsin Historical Society has statutory responsibility to collect, maintain, and provide access to permanently valuable records of Wisconsin's local governments. This means all counties, cities, villages, towns, school districts, and any other local government units in Wisconsin are required to provide written notification to the Society at least 60 days before any obsolete records are destroyed.

Notification Process

All local governments should do the following in order to ensure they are meeting statutory requirements as listed above:

- Verify that all records have passed their required retention periods.
- Notify the Society in writing at least 60-days prior to destruction.
- Notification letter should include series titles, year ranges, and approximate quantity
- Include the contact information of staff who can answer questions.
- Mail letters to the following address (notifications by email or other electronic means are not currently accepted):

State Archivist
Wisconsin Historical Society
816 State Street
Madison, WI 53706-1482

The Society will issue a written reply before the end of the 60-day notification period. Response letters will indicate if the records are accepted or declined. Local governments should retain all response letters.

Declined Records

Records that are declined may be destroyed at the local government's earliest convenience. Records that are out of retention are still subject to public records laws, regardless of if the Society has declined them for long-term preservation. Local governments should take steps to make sure all declined records are thoroughly destroyed. Methods of thorough destruction include incineration and shredding.

Accepted Records

This includes records that have been identified for transfer and/or further appraisal. Society staff will contact the local government soon after the arrival of the official letter to discuss a time to inspect and transfer the records in question. Accepted records should be identified and set aside from other active records until Society staff can schedule a transfer.

Waiving the 60-day Notification Period

The Society has authority to waive the 60-day notification period for any record series that does not have historical or informational value. Local governments do not have to give the required notification on record series that have been waived. Record series may be waived in two ways:

- Through written responses to notification letters.
- Through records schedules that have been approved by the Public Records Board and adopted for use by the local government.

Make sure to keep all letters issuing waivers and update your records schedules to state future notifications do not need to be issued.

The Society requires that notification be given on all records that are 75 years or older. This applies to any record series for which the 60-day notification period has been waived.

Sample Local Government Notification Letter

City of Badger Junction
Wisconsin
54545

State Archivist
Wisconsin Historical Society
816 State Street
Madison, Wisconsin 53706-1488

Dear _____,

The City of Badger Junction intends to destroy the following obsolete city records pursuant to our municipal ordinance 75.3.

Vouchers, 1956-1962. 3 cubic feet
Justice of the Peace court dockets, 1898-1925. 16 volumes
Absentee ballots, 1950-1975. 2 file cabinet drawers.

I understand that we are required to notify the Wisconsin Historical Society at least sixty days prior to destroying these records. If you have any questions about these materials, do not hesitate to contact me at (555) 555-5555 or by email at badgerjunction@wi.city.gov. Thank you for your prompt review of this request.

Sincerely,

John Schermerhorn
City Clerk

Appendix D: GUIDANCE FOR THE PERMANENT RETENTION OF RECORDS

The Public Records Board (PRB) reviews Records Retention Disposition Authorizations (RDAs) that stipulate the permanent retention of a record series. The preferred method to ensure that a series remains accessible over time for review, analysis, historical research, and consultation is to transfer the records to the State Archives at the Wisconsin Historical Society. There are limited instances, however, when the state agency or local unit that created or received the records should keep them permanently. In such cases, they must cite the supporting statute, code, other legal authority which specifies the permanent retention, or provide sufficient justification when they submit the RDA, following the instructions on the PRB-001 or PRB-003 forms. The PRB will review and approve the request if convinced the retention is necessary and appropriate based on the provided citation.

When a state agency or local unit requests permanent retention of records, it implicitly commits to carrying out functions that maintain the integrity of the records and their information over time. These are detailed in Administrative Rule 12, and include:

- Public access
- Preservation
- Storage and format migration
- Security
- Arrangement and description

Undertaking these functions makes the state agency or local unit a *de facto* archival repository; this is a serious choice to make, and they must carefully gauge the costs, benefits, and handicaps involved in retaining records permanently. Because of the responsibilities involved with retaining records permanently, the PRB recommends permanent retention for vital records, records that document land and property ownership, plat maps, records that establish jurisdiction, and UW student academic records.

The PRB does not recommend the permanent retention of operational records, case files, administrative rulemaking records, policy documents (once superseded), and reports. Agencies and local units should not retain record series permanently for purposes of reference, to respond to public inquiries, or to document the agency/unit's history. These records should be retained by the agency or unit for an appropriate retention and then transferred to the State Archives who can fulfill these administrative needs.

The following function guidelines help define the responsibilities accepted when keeping records permanently; they are not mandated directives from the PRB with the force of law or administrative rules. The guidelines apply to records in any format: paper, electronic/digital, audio recording, video recording, photographic, etc. They briefly explain each of the functions for maintaining permanent records and what outcomes the functions accomplish.

The PRB will apply these guidelines on a case-by-case basis as situations call for them and as points for discussion between the PRB and the requesting state agency or local unit about a specific request for permanent retention.

Function Guidelines for Permanent Record-Keeping

1. **Public Access:** Except in certain cases enumerated by statute, permanently retained records are still available to the public for inspection. Open records laws apply to these records as they do to all other records.
2. **Preservation:** To ensure permanent records remain accessible over time, state agencies and local units keeping them must take reasonable measures to maintain them physically intact. Appropriate measures for doing this differ according to record formats, but it is always important to use archival-quality storage enclosures and containers. Maintaining proper temperature and relative humidity in storage

areas also does a great deal to prolong the useful life of records. Disaster plans should include procedures for the salvage and recovery of permanent records in case of fire, flood, or other disasters

Permanently retained electronic records have specific concerns surrounding the file formats, the system the created or holds the records, and record integrity. Additionally, permanent records on file servers or in databases require care over time; they must be migrated as formats and standards change, checked periodically to ensure readability, and appraised periodically to ensure the continued retention is necessary. Wisconsin state agencies and local units are increasingly turning to the digitization of their public records, often with the plan to retain these digital files permanently.

When considering whether to scan a record series, the agency should examine records schedules and amend the Records Disposition Authorization (RDA) to reflect the new format, any changes to identifying the official record and changes in retention time that may apply to the digitized documents. After scanning is completed, agencies must:

- Ensure the records are stored, maintained and migrated to accessible formats throughout the lifecycle of the record until deletion or transfer according to the RDA.
- Ensure there is a procedure in place to delete or transfer digitized records at the end of their approved retention time.
- Ensure the scanned records are not subject to accidental or unauthorized destruction.

Particular care must be applied when scanning confidential records. During the scanning process, and throughout the record's lifecycle, agencies must maintain confidentiality and limit access to those persons authorized by law, administrative rule or established agency policy.

3. **Storage and Format Migration:** Permanent records must be stored in such a way as to provide the appropriate access to them. This storage must protect and maintain the necessary physical arrangement of the records. It should also allow for the retrieval of the records in a timely way when staff need to consult them. Storage should enable the proper administration of confidential records. Administrative Rule 12 outlines the requirements for the long-term storage of electronic records. Any records retained permanently by the creating agency should comply with this rule.
4. **Security:** Keeping a sizeable volume of permanent records is a significant commitment of resources. Protecting the investment in these records requires adequate security. Not only must permanent records be kept safe from theft or vandalism, they must also be protected against unauthorized access and use. State agencies and local units should establish security procedures and assign staff responsibilities in accordance with those procedures. Permanent records form a vital component of a state agency or local unit's administrative documentation. Therefore, the agency's disaster recovery plan must explicitly incorporate permanent records.
5. **Arrangement and Description:** This function ensures the state agency or local unit will maintain intellectual and physical control over the records it keeps permanently. Carrying out these functions renders the records understandable and accessible to interested members of the public and researchers. Permanently retained records should be arranged in an appropriate manner and described in a way that captures the form and content of the records, their filing structure, and their relationships to other records. The state agency or local unit must perform these tasks in order to facilitate the records' continued use by their staff and by citizens at large.

The above guidance was taken from the Wisconsin Public Records Board's guidance for Permanent Retention of Records: <https://bit.ly/3sVXJbf>

Appendix E: Steps to Preserve State Electronic Records

Understand the Need

Electronic records (e-records) are more complex than paper records. They require attention to ensure they are preserved and accessible for the long-term. State government is in the information business and data is its lifeblood. Public records are public information. Records are key to the documentation of government policies, actions, and intent.

- 1693% growth in state and territorial electronic records between 2006-2016
- 445% growth in electronic versus paper records in state and territorial archives
- 1371.1TB of electronic government records held by states and territorial archives

Collaborate for Success

E-records management is a cross-boundary group effort—a number of state agencies need to collaborate to ensure success. Collaborative effort is key to developing and adopting best practices and sustainable models for the long-term preservation and accessibility of electronic records.

Communicate Plans and Expectations

Communicate to state electronic records creators: Employees must have information and training to ensure they correctly carry out new or existing policies and procedures. Employees should understand how to use any new technologies associated with electronic records management.

Communicate with the Public: Electronic records touch the public at all the significant points in life: vital statistics record birth and death; courts record marriages, divorces, deeds, and trusts. The public needs to be confident that the security, confidentiality, and integrity of those records are maintained.

Keep Public Business on Public Platforms

Any account that is used for state business is subject to public records laws. The accounts must be managed and archived according to public records laws. If personal social media accounts are used for government business, the content created is a public record. To simplify compliance, be sure that all public officials use official media accounts for state business. Personal accounts should be used for personal communication. Personal communications should not be made via public accounts. Likewise, it is best practice for campaign accounts and public accounts to be separate and used only for their intended purposes. Official accounts should be used for all government business that happens via social media. Keeping public records on public accounts simplifies the management and preservation of e-records, limits costly legal battles over public records, and makes long-term access of state electronic records much simpler.

Manage Email Records

Email is one of the most important electronic communication tools in the workplace, including in state government business. Identifying emails that are permanent or long-term electronic records within an email account and properly managing them for long-term use is an important responsibility. Email messages are subject to public records laws and statutes and need to be managed accordingly.

Manage Legacy Data

Electronic objects require special monitoring to maintain the evidentiary status of the records. Establishing fixity, or the property of a digital file or object being fixed or unchanged is a critical part of confirming evidentiary status of electronic records. States must select technologies that properly manage and store electronic records, while ensuring that the inevitable obsolescence of the technology does not compromise the records' integrity or accessibility.

Identify Records; Delete Non-records

It is critical to preserve e-records for the appropriate amount of time as specified under state law or statute and in records retention schedules and policies. State archives and records management personnel can help determine which electronic files qualify as electronic records. While laws vary from state-to-state, a record normally is a piece of information that documents an organization's "functions, policies, decisions, procedures, operations" or other significant activities. From there, decisions can be made about whether a record can be made publicly available or produced in the event of open records or Freedom of Information Act request. Disposing of non-records when appropriate minimizes the amount of data that needs to be stored. When the records management schedule indicates that it is appropriate to dispose of or delete electronic records, do so in compliance with retention policies.

Security and Risk Management

Security and risk management are critical topics for digital preservation of state electronic records. State archives have to protect data themselves while simultaneously ensuring that third-party service providers are properly protecting data. Contracts with third-party digital preservation service providers should establish responsibility for functions that are critical to ensuring the integrity of state data including fixity checking, audits, and compliance with state government legal responsibilities.

Implement Social Media Policies and Standards

Social media are an important and pervasive part of modern life. Facebook, Twitter, Instagram, and other social media are where people go to get significant and timely information—including government information. Significant governance is happening via social media. Social media communications have been used in court cases and to calm the public in times of uncertainty. As a result, social media content and accounts are required to be preserved as public records. State archives and records management personnel can help determine which records have long-term value and how to preserve them.

Records in social media that should be captured and preserved may include:

- Evidence of an administration's policies, business, or mission
- Information only available on the social media site
- Official agency information
- Direct communication with the public using social media

Dedicate Funding

States and territories spend on average .007% of the amount of the total annual budget on all archives and records management functions, including preservation of electronic records. Ongoing resources are needed to ensure the long-term management and accessibility of state electronic records. Sustained funding and increased investment in collaborative research are key to identifying best practices and models for the long-term preservation and accessibility of electronic records.

About NASS

Founded in 1904, the National Association of Secretaries of State (NASS) is the nation's oldest, nonpartisan professional organization for public officials. Membership is open to the 50 states, the District of Columbia and all U.S. Territories. NASS serves as a medium for the exchange of information between states and fosters cooperation in the development of public policy. The association has key initiatives in the areas of elections and voting, state business services, and state heritage/archives.

Learn more about NASS at www.nass.org.

About CoSA

The Council of State Archivists (CoSA) is a nonprofit membership organization of the state and territorial government archives in the fifty states, five territories, and District of Columbia. Through collaborative research, education and advocacy, CoSA provides leadership that strengthens and supports state and territorial archives in their work to preserve and provide access to government records. CoSA facilitates networking, information sharing, and project collaboration among its member organizations to help state and territorial government archives with their responsibilities for protecting the rights and historical documents of the American people.

Read more at www.statearchivists.org.

This handout is based on the National Association of State Chief Information Officers (NASCIO) and CoSA report "State Archiving in the Digital Era: A Playbook for the Preservation of Electronic Records" which can be found in its entirety at: https://www.nascio.org/Portals/0/NASCIO_CoSA_Pub18.pdf

Support for this publication was provided by the Institute of Museum and Library Services (IMLS) through a National Leadership Grant to the Council of State Archivists (CoSA) for Archives Collaborating and Cooperating with External Strategic Stakeholders (ACCESS), a project of the State Electronic Records Initiative (SERI).



NATIONAL ASSOCIATION OF SECRETARIES OF STATE
444 North Capital Street,
NW Suite 401 Washington, DC 20001
202.624.3525 | www.nass.org



COUNCIL OF STATE ARCHIVISTS
PO Box 1583
Frankfort, KY 40602-1583
502.229.8222 | www.statearchivists.org

Appendix F: Managing Electronic Communications in Government



Council of State Archivists

Documenting government · Promoting history · Securing rights

Email, text, instant messages, and social media have changed the way government agencies communicate with their employees and the public, but management of digital communications records are often neglected. Consider these points to help keep the governor-elect's administration out of legal trouble and ensure that critical records are preserved.

- **Content, not format is important.** Just as you wouldn't keep a letter on yellow paper longer than one on white paper just because of its color, you wouldn't keep or destroy communications based solely on format. Whether a message is sent via email, text, social media, or other means, the content of the message is what determines its value and retention.
- **If public business is being conducted, it's an official record.** Not all communications rise to the level of official record, but generally if you're conducting official government business; any related communication is a public record. Check with your state archives or local authorities for your specific legal and retention requirements.
- **Public business on private accounts is still public.** As recent news stories and court cases have shown, private accounts and personal devices are subject to public records laws if they are used to conduct public business. This helps ensure transparency in government and ensures accountability of public employees and officeholders.
- **Avoid combining public and private communications.** In the event of a FOIA, sunshine law, public records, or e-discovery request, someone may search through your correspondence. Keep personal and business communications separate if you wish to protect your privacy.
- **Understand third-party tools.** Using social media or text messages for government communication complicates the process of capturing and preserving records, since these platforms are typically operated by parties outside of government. The governor's office and state agencies must clearly understand the limits and user agreements of the technologies being used and plan for records management before public records requests come in.
- **Think hard about Bring Your Own Device (BYOD).** Both records management and information security can be a challenge when allowing employees to use their own devices for public work. Clear policies regarding the use of such devices are essential, as are plans for retrieval of record information from those devices. Mobile device management software can help, but only if implemented properly.
- **Is there a policy for that?** The governor's office and state agencies should have policies in place that clearly lay out how each communication technology should be used, set limits on what content may be transmitted by such technologies, and outline procedures for retention, retrieval, preservation, and disposition of communication content. Both record and non-record communication should be addressed.

Contact your state archives or records management agency for more information about specific laws and policies in your state. A state-by-state directory of archival and records management agencies can be found at: <https://www.statearchivists.org/connect/resources-state/>

COUNCIL OF STATE ARCHIVISTS · PO BOX 1583 · FRANKFORT, KY 40602-1583 502.299.8222 (VOICE) · WWW.STATEARCHIVISTS.ORG

Appendix G: PUBLIC SERVICE COMMISSION - Chapter PSC 113: Service Rules for Electrical Utilities

PSC 113.0614 Preservation of records. A utility shall preserve the following records in a readable format and keep them available for inspection by the commission for the periods indicated. The list is not a complete list of all types of utility records.

Description of Records	Period to be Retained
(1) Maps showing the location and physical characteristics of existing facilities	Perpetually
(2) Engineering records in connection with construction projects if construction of projects results wholly or in part	Until record is superseded or 6 years after plant is retired
Production Records	
(3) Station and system generation records	Permanently
(4) All other records taken in the plant	6 years
Operation Records:	
(5) Load dispatcher date	6 years
(6) Interruption records	6 years
(7) Meter test records	Until the information in the meter test records is entered into the meter history record and the meter is tested again. <i>(Note that if meter test records are being used as meter history records under PSC 113.0919 (2) (b), the meter test records must be preserved for the time period required for meter history records).</i>
(8) Meter history record	Life of meter plus 6 years
(9) Annual meter accuracy summary	6 years
(10) Voltmeter records	2 years or until replace by more recent records
(11) All other records of operation	6 years
(12) Equipment records <i>(Must be placed in mortality study before destroying)</i>	Life of equipment

Customers' Records	
(13) Inspection of customers' premises	6 years
(14) Customers' complaint record	6 years after complaint is resolved
(15) Meter reading records used for billing	6 years
(16) Billing record	6 years
(17) Customer deposits	6 years
(18) Filed rates and rules	Permanently

Note: See also "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities" adopted by the commission in docket 5-US-114, December 12, 2006, as amended March 19, 2009, for a more comprehensive listing of retention periods of specific records.

History: Cr. Register, July, 2000, No. 535, eff. 8-1-00; CR 13-033: am. Register July 2015 No. 715, eff. 8-1-15.

This outline was formatted from PSC 113.0614 and is not intended to serve as a citation when drafting local government records schedules. Please reference and refer to the original citation for PSC 113.0614 at the following: <https://bit.ly/2PZkcpA>

A PDF version of the PSC 113.0614 can be found here: <https://bit.ly/3mmcMZy>

Appendix H: PUBLIC SERVICE COMMISSION - Chapter PSC 134: Standards for Gas Services

PSC 134.20 Preservation of records. A utility shall preserve the following records in a readable format and keep them available for inspection by the commission for the periods indicated. The list is not a complete list of all types of utility records.

Description of Records	Period to be Retained
(1) Maps showing the location and physical characteristics of existing plant	Currently
(2) Engineering records in connection with construction projects	Permanently
(3) Supply Records	
(a) Station and system supply records	Permanently
(b) All other records taken in the plant	6 years
(4) Operating Records:	
(a) Load dispatcher data	6 years
(b) Interruption records	6 years
(c) Meter test records	Until the information in the meter test records is entered into the meter history record and the meter is tested again*
(d) Meter history record	Life of meter plus 6 years
(e) Annual meter accuracy summary	6 years
(f) Heating value record	6 years
(g) Pressure records	6 years
(h) Specific gravity records	6 years
(i) All other records of operation	6 years
(5) Equipment record (<i>Must be placed in mortality study before destroying</i>)	Life of equipment
(6) Customers' Records	
(a) Inspection of customers' equipment	10 years
(b) Complaint record	6 years after the complaint is resolved

(c) Meter reading records used for billing	6 years
(d) Billing record	6 years
(e) Customer deposits	6 years after refund
(7) Filed rates and rules	Permanently

Note: See Federal Power Commission Orders 54 and 156 for preservation of records. Public Service Commission's Classification of Accounts, and s. 18.01, Stats.

Note: * Note that if meter test records are being used as meter history records under PSC 134.19 (1) (c), the meter test records must be preserved for the time period required for meter history records.

Note: See also "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities" adopted by the commission in docket 5-US-114, December 12, 2006, as amended March 19, 2009, for a more comprehensive listing of retention periods of specific records.

History: Cr. Register, February, 1959, No. 38, eff. 3-1-59; CR 13-033: am. Register July 2015 No. 715, eff. 8-1-15.

This outline was formatted from PSC 134.20 and is not intended to serve as a citation when drafting local government records schedules. Please reference and refer to the original citation for PSC 134.20 at the following: <https://bit.ly/3wylZ5O>

A PDF version of the PSC 134.20 can be found here: <https://bit.ly/3rZyPGy>

Appendix I: PUBLIC SERVICE COMMISSION - Chapter PSC 185: Standards for Water Public Utility Service

PSC 185.19 Retention of records.

(1) A utility shall preserve the following records in a readable format and keep them available for inspection by the commission for the period indicated. The list is not to be taken as comprehending all types of utility records.

Description of Records	Period to be Retained
(a) Maps showing the location and physical characteristics of the utility plant	Until maps are superseded or 6 years after plant is retired, provided mortality data are retained
(b) Engineering and original cost records in connection with construction projects	Until records are superseded or 6 years after plant is retired, provided mortality data are retained. An exception is allowed when a utility maintains approved continuing property records; then, engineering and original cost records need only be preserved for a period of 6 years after construction is completed.
(c) Operating Records:	
(1) Station pumpage records	15 years or 3 years after the source is abandoned, whichever is shorter
(2) Interruption records	6 years
(3) Meter test records	Until the information in the meter test records is entered into the meter history record and the meter is tested again
(4) Meter history record	Life of meter plus 6 years
(5) Annual meter accuracy summary	6 years
(d) Customer Records	
(1) Complaint record	3 years after the complaint is resolved
(2) Customer deposits	6 years after refund
(3) Meter reading records used for billing	6 years
(4) Billing record	6 years
(e) Filed rates and rules	Permanently

Note: See also "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities" adopted by the commission in docket 5-US-114, December 12, 2006, as amended March 19, 2009, for a more comprehensive listing of retention periods of specific records.

(2) A utility may apply for a waiver from any portion of pars. (a) through (e) of this section. Such application shall include a list of the paragraphs to which the waiver would apply. Also, include the reasons the utility believes it cannot or shall not have to comply with pars. (a) through (e) and the impacts such a waiver would have on the utility's ability to maintain usable continuing property records, if any.

History: Cr. Register, January, 1997, No. 493, eff. 2-1-97; CR 13-033: am. (1) Register July 2015 No. 715, eff. 8-1-15.

This outline was formatted from PSC 185.19 and is not intended to serve as a citation when drafting local government records schedules. Please reference and refer to the original citation for PSC 185.19 at the following: <https://bit.ly/2Opc0hK>

A PDF version of the PSC 185.19 can be found here: <https://bit.ly/39NwCYE>

Appendix J: Wis. Stat. 165.87- Body cameras and law enforcement

165.87

(1) If a law enforcement agency uses a body camera on a law enforcement officer, the law enforcement agency shall do all of the following:

(a). Administer a written policy regarding all of the following:

1. The use, maintenance, and storage of body cameras and data recorded by the body cameras.
2. Any limitations the law enforcement agency imposes on which law enforcement officers may wear a body camera.
3. Any limitations the law enforcement agency imposes on situations, persons, or encounters that may be recorded by a body camera.

(b). Train all law enforcement officers wearing a body camera on the policy under par. (a) and on the requirements under sub. (2).

(c). Train all employees that use, maintain, store, or release data from a body camera on the policy under par. (a) and on the requirements under subs. (2) and (3).

(d). Periodically review practices regarding the body cameras and data from body cameras to ensure compliance with the policy under par. (a) and the requirements under subs. (2) and (3).

(e). If the law enforcement agency maintains an Internet site or has an Internet site maintained on its behalf, make the policy under par. (a) available to the public on the Internet site.

(2)

(a). Except as provided in pars. (b), (c), and (d), all data from a body camera used on a law enforcement officer shall be retained for a minimum of 120 days after the date of recording.

(b). Data from a body camera used on a law enforcement officer that record any of the following shall be retained until final disposition of any investigation, case, or complaint to which the data pertain, except as provided in pars. (c) and (d):

1. An encounter that resulted in the death of any individual or actual or alleged physical injury to an individual.
2. An encounter that resulted in a custodial arrest.
3. A search during an authorized temporary questioning as provided in s. 968.25.
4. An encounter that included the use of force by a law enforcement officer, unless the only use of force was the use of a firearm to dispatch an injured wild animal.

(c). Retention beyond the period determined under par. (a) or (b) may be directed by a law enforcement officer or law enforcement agency, a board of police and fire commissioners, a prosecutor, a defendant, or a court that determines that the data have evidentiary value in a prosecution. A person making a preservation directive under this paragraph shall submit the directive to the law enforcement agency having custody of the record within 120 days after the date of recording.

(d). Data from a body camera used on a law enforcement officer that are used in a criminal, civil, or administrative proceeding may not be destroyed except upon final disposition, including appeals, a determination from the court or hearing examiner that the data are no longer needed, or an order from the court or hearing examiner.

(e). Notwithstanding pars. (a) to (d), data from a body camera used on a law enforcement officer may not be destroyed during the period specified in s. 19.35 (5).

(3)

(a). In this subsection:

1. "Authority" has the meaning given in s. 19.32 (1).
2. "Record subject" means an individual recorded by a body camera used on a law enforcement officer to whom all of the following apply:

- a. The individual is depicted in the recording, or the individual's voice is audible in the recording.
 - b. The individual's identity is known to the law enforcement agency.
 - c. The individual is not suspected of committing a crime or other violation of law in connection with the law enforcement officer's presence in the location that was recorded.
 - d. The individual is not a law enforcement officer who was acting in an official capacity, unless a crime or other violation of law has been committed or is alleged to have been committed against the law enforcement officer while the law enforcement officer was present at the location that was recorded.
- 3. "Requester" has the meaning given in s. 19.32 (3).
- (b). Data from a body camera used on a law enforcement officer are subject to the right of inspection and copying under s. 19.35 (1), except as provided in par. (c).
- (c).
 - 1. It shall be the public policy of this state to maintain the privacy of a record subject who is a victim of a sensitive or violent crime or who is a minor and that access to data from a body camera used on a law enforcement officer that record such a record subject shall be provided only if the public interest in allowing access is so great as to outweigh that public policy. In that case, the record subject's face and anything else that would allow the record subject to be identified may be redacted using pixelization or another method of redaction. The presumption under this subdivision regarding the privacy of a record subject who is a victim of a sensitive or violent crime does not apply if the record subject, or his or her next of kin if the record subject is deceased, does not object to granting access to the data. The presumption under this subdivision regarding the privacy of a record subject who is a minor does not apply if the parent or legal guardian of the record subject does not object to granting access to the data.
 - 2. It shall be the public policy of this state to maintain the privacy of a record subject who is in a location where the record subject has a reasonable expectation of privacy and that access to data from a body camera used on a law enforcement officer that record a record subject in such a location shall be provided only if the public interest in allowing access is so great as to outweigh that public policy. In that case, the record subject's face and anything else that would allow the record subject to be identified may be redacted using pixelization or another method of redaction. The presumption under this subdivision does not apply if the record subject does not object to granting access to the data.
 - 3. If a requester believes that an authority has improperly made a decision to redact or deny access to data under subd. 1. or 2., the requester may pursue the remedies under s. 19.37 (1).
- (d). For purposes of requests under s. 19.35 (1) for access to data from a body camera used by a law enforcement agency, the law enforcement agency is the legal custodian of the record, and if any other authority has custody of any such data, that authority is not the legal custodian of that data. If any other authority receives a request under s. 19.35 (1) for that data, that authority shall deny any portion of the request that relates to that data.
- (e). Nothing in this subsection prohibits the release of data from a body camera under s. 175.47 (5) (b).

History: 2019 a. 108; s. 35.17 correction in (1) (e), (2) (b) 4.

Local governments should refer to the full statute for citation: <https://bit.ly/3wDrrUG>

DRAFT MINUTES

Village Board Meeting

Tuesday, August 10, 2021 at 7:30 p.m.

Jackson Village Hall

N168 W20733 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:30 p.m.

Members Present: Trustees Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Member Excused: Trustee Emmrich

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works Brian Kober, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Clerk Jilline Dobratz.

Also Present: Cory Scheidler of Cedar Corp. and Scott Harrington of Vandewalle & Associates, Inc.

2. Pledge of Allegiance

Pres. Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item

None.

4. Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinance Regarding Violations and Penalties

Motion by Tr. Heckendorf, second by Tr. Matter to introduce Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinance Regarding Violations and Penalties.

Vote: 6 ayes, 0 nays. Motion carried.

5. Resolution #21-17 – Amending the Village of Jackson 2021 Fee Schedule

Motion by Tr. Heckendorf, second by Tr. Kruepke to approve Resolution #21-17 – Amending the Village of Jackson 2021 Fee Schedule.

Vote: 6 ayes, 0 nays. Motion carried.

6. Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records

Administrative Keller gave background information. Adopting the General Records Schedule will help to streamline records management and will eliminate the need to obtain Wisconsin Public Records Board approval of records retention/disposition schedules.

Motion by Pres. Schwab, second by Tr. Heckendorf to introduce Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records.

Vote: 6 ayes, 0 nays. Motion carried.

7. Approval of Minutes for the Village Board Meeting of July 13, 2021.

Motion by Tr. Matter, second by Tr. Engelhardt to approve the Village Board Minutes of July 13, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

8. Approval of Licenses

- Class B Picnic License:
 - Democratic Party of Washington County – Spaghetti Dinner Fund-Raiser, October 17, 2021
 - Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Joseph Heather Jr, Evan Williams
- Motion by Tr. Wells, second by Pres. Schwab to approve the licenses as listed.
Vote: 5 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

9. Budget & Finance Committee

- Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company
Motion by Tr. Engelhardt, second by Tr. Wells to approve Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company Option 1, \$20,000 retention.
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #16 – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Engelhardt to approve payment for Pay Request #16 – Municipal Complex Building in the amount of \$317,450.27.
Vote: 6 ayes, 0 nays. Motion carried.
- Change Order #9 – Municipal Complex Building
Motion by Tr. Matter, second by Tr. Engelhardt to approve Change Order #9 – Municipal Complex Building in the amount of \$28,195.02.
Discussion on vehicle exhaust ventilation system, electrical cord drop offsets, precast concrete cores and data cables ensued.
Vote: 6 ayes, 0 nays. Motion carried.
- Review Proposals for Memorial Plaque – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the purchase of a bronze Memorial Plaque for the Municipal Complex Building.
The wording of the plaque was reviewed.
Vote: 6 ayes, 0 nays. Motion carried.
- Review Proposals for Purchase of Workbench – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Purchase of Workbench – Municipal Complex Building in the amount of \$5,088.59.
Vote: 6 ayes, 0 nays. Motion carried.
- TID #7 Planning Services Proposal for Housing Development – Vandewalle & Associates, Inc.
Scott Harrington from Vandewalle & Associates, Inc. gave a presentation on the scope of services for housing development assistance.

Motion by Pres. Schwab, second by Tr. Heckendorf to engage the services of Vandewalle & Associates, Inc. Phase 1 TID #7 Planning Services for Housing Development in the amount of \$9,050.00.

Vote: 6 ayes, 0 nays. Motion carried.

- Review of Preliminary Special Assessment Willow Ridge Dr Reconstruction Project
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the Jackson Sewer Utility Subsidize Storm Sewer Improvements for Willow Ridge Dr Reconstruction Project.
Vote: 6 ayes, 0 nays. Motion carried.
- Review of One Ton Truck Street Department Quote
Motion by Tr. Heckendorf, second by Tr. Kruepke to approve the Purchase of a 2022 One Ton Truck in the amount of \$32,509.00.
Vote: 6 ayes, 0 nays. Motion carried.
- Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc.
Motion by Tr. Matter, second by Tr. Heckendorf to approve Pay Request #7 – Spruce St. & Ridgeway Dr. Extensions – Wondra Construction, Inc. in the amount of \$122,388.21.
Vote: 6 ayes, 0 nays. Motion carried.
- Review of US Cellular & Verizon Cellular Antenna Agreements - White Water Tower
Motion by Pres. Schwab, second by Tr. Heckendorf to approve the US Cellular & Verizon Cellular Antenna Agreements; US Cellular in the amount \$33,744.77 to be increased \$3,000.00 annually, and Verizon in the amount of \$29,284.50 to be increased 10% annually.
Vote: 6 ayes, 0 nays. Motion carried.

Pres. Schwab asked permission of the Board to take a brief recess immediately following item #10 to sign the Extra Territorial Plat/Certified Survey Map for Mr. Weyker if approved. The Board had no objections.

10. Plan Commission

- Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Spring Valley Road
Motion by Pres. Schwab, second by Tr. Kruepke to not take exception to Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Spring Valley Road.
Vote: 6 ayes, 0 nays. Motion carried

Recessed to sign documents. Reconvened at 8:09 p.m.

11. Board of Public Works

- Resolution #21-16 – Jackson Sewer Utility 2020 CMAR
Motion Tr. Heckendorf, second by Tr. Engelhardt to approve Resolution #21-16 – Jackson Sewer Utility 2020 CMAR.
Vote: 6 ayes, 0 nays. Motion carried.

12. Joint Parks & Recreation

- Rental Agreement – Democratic Party of Washington County – Spaghetti Dinner Fundraiser – October 17, 2021
Motion Pres. Schwab, second by Tr. Kruepke to approve Rental Agreement – Democratic Party of Washington County – Spaghetti Dinner Fundraiser – October 17, 2021.
Vote: 6 ayes, 0 nays. Motion carried.

13. Facility Use Policy – Discussion and Possible Action

Tr. Matter inquired on the types of groups that could potentially use the spaces. Administrative Keller stated the types of eligible groups that could reserve the spaces in the Municipal Complex and clarified that business groups are frequently utilizing the Community Center which meets the needs of those groups best. Additional discussion included the recommendation to amend item #4 to include that smoking/vaping/e-cigarettes and alcoholic beverages are not permitted in the building or on the grounds. Motion Pres. Schwab, second by Tr. Wells the Facility Use Policy be adopted as amended for use in the Municipal Complex.
Vote: 6 ayes, 0 nays. Motion carried.

14. Sale of Village Owned Property – Located at N168 W20733 Main Street - Discussion and Possible Action

Administrator Keller gave information regarding the future of the property and beginning the process to market the property. Motion Tr. Heckendorf, second by Tr. Kruepke to direct staff to draft an RFP for commercial real estate broker service. Additional discussion regarding signage of Village Hall, the property's future use, beautification of the Village, and long range planning followed the motion.
Vote: 6 ayes, 0 nays. Motion carried.

15. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corporation gave a presentation. 85% of the building is complete. Highlights were given explaining items to be completed in August and September. October will be final completion, a move in date and the Open House. The project budget status was reviewed.

16. West Bend School District Report

Tr. Wells stated school will start on September 1st, registration is open online. Currently, the plan is to start school without masks.

17. Washington County Board Report

None.

18. Greater Jackson Business Alliance Report

Tr. Matter reported four scholarships were awarded to students from the Jackson area. They continue to work with Administrator Keller on the Municipal Complex Open House October 5th.

19. Department Reports

Fire Chief Swaney reported they will have a High School student intern starting in September. Call volume is up 17%. The paramedic program was reviewed by the medical control doctor. Paramedic advanced procedures in the field will be starting in the future. Fire Prevention week will be pushed to the end of October depending on moving into the new building. Promotions are being considered internally. Production of the next Command vehicle has been scheduled for mid-August.

Police Chief Vossekuil commented National Night out went extremely well, over 600 people attended. He thanked the Department Heads who helped with the planning and executing the event. Officer Katie Brogli started the Police Academy last week and will be in the academy until December.

Building Inspector Johnson gave information on year-to-date revenues. They are significantly up from previous years.

Parks & Recreation Director Valentino reminded everyone the circus will be held on August 26th and 27th, tickets are available now. This week interviews will be conducted for a new 4K teacher. The 3K program is full and a waiting list has been started. The Head Start program will be full days this year. The fall winter guide is currently being worked on.

Director of Public Works Kober stated the approval has not been received yet from the DOT for the Coffee Connection Trail or the Ridgeway project. Job trailers have been moved from the old Park n Ride to the new Park n Ride on CTH P.

Administrator Keller provided an update on budget preparations. Formal dates will be prepared at next month's meeting. In September, presentations at the committee level will begin. An Open House email blast will be sent out. The Open House will be from 2:30 to 5:00 p.m. on October 5th.

20. Citizens to Address the Village Board

None.

21. Future Agenda Items

None.

22. Closed Session pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conduction other public business because competitive and bargaining reasons require a closed session. Wis Stats. §19.85(1)(c)

During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson and the Paloroma Farms LLC Development, and public evaluation of an employee of which the Village Board exercises responsibility.

Motion by Pres. Schwab, second by Tr. Wells to convene into closed session at 8:53 p.m. to include the Village Board, Village Administrator, Parks and Recreation Director, and the Village Engineer.

Roll Call Vote: 6 ayes, 0 nays. Motion carried.

Reconvene into Open Session with Possible Action related to the closed session, including possible termination of Development and Operations Agreement with the Town of Jackson, and including possible termination or draw on letter of credit for Paloroma Farms, possible action to accept withdrawal of the Paloroma Farms Plat, and possible action to amend or terminate the Development Agreement for Paloroma.

Motion by Pres. Schwab, second by Tr. Heckendorf to reconvene into open session at 9:48 p.m.

Vote: 6 ayes, 0 nays. Motion carried.

Motion by Pres. Schwab, second Tr. Wells to release the Letter of Credit for Paloroma Farms LLC, to accept the withdrawal of Dittmar Realty of Preliminary Plat, and to terminate existing Developers Agreement for Paloroma Farms.

Vote: 6 ayes, 0 nays. Motion carried.

23. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 9:49 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk

Licenses: September 14, 2021 Village Board Meeting

Name	Establishment	Police Chief Recommendation
OPERATOR'S LICENSES		
Tera Garza	East Side Mart, Main Street Mart & The Village Mart	Approval
Riley Laetsch	East Side Mart, Main Street Mart & The Village Mart	Approval
Janos Mariahazy	East Side Mart, Main Street Mart & The Village Mart	Approval
Brian Truss	East Side Mart, Main Street Mart & The Village Mart	Approval



engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

W61 N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360
800-472-7372
FAX 262-375-2688
www.cedarcorp.com

September 7, 2021

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

Attn: Mr. Brian Kober, P.E., Director of Public Works

Re: Contractor's Application for Payment No. 17
Municipal Complex
Project No. J05789-0002

Dear Mr. Kober:

Enclosed for your use in payment to Mike Koenig Construction Co., Inc. in the amount of \$230,133.69 is Contractor's Application for Payment No. 17.

Please Note: As the Contractor received payment from the Village related to their Application for Payment No. 16 on August 23, 2021, this application does not include lien waivers from subcontractors and/or material suppliers associated with Application No. 16. These lien waivers will be submitted and included with Contractor's application for payment no. 18.

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

A handwritten signature in blue ink, appearing to read 'Doug Kroes', written over the printed name.

Douglas T. Kroes
Senior Construction Manager

Enclosed: Contractor's Application for Payment No. 17
Lien Waivers – Application for Payment No. 15

Cc: Pete Schmoll, Project Manager – Mike Koenig Construction Co., Inc.

☒ Owner ☐ Engineer
☐ Contractor ☐ Funding Agency

Contractor's Application for Payment No. 17

Application Period: 8/1/2021 to 8/31/2021		Application Date: 8/27/2021
To (Owner): Village of Jackson	From (Contractor): Mike Koenig Construction Co., Inc.	Via (Engineer): Cedar Corporation
Project: Municipal Complex	Contract: B-20	
Owner's Contract No:	Contractor's Project No: 200500	Engineer's Project No: J5789-0002

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1 & 2	\$98,969.67	
3		\$16,234.00
4	\$16,392.00	
5		\$759.00
6	\$5,897.68	
7	\$23,689.07	
8	\$13,193.67	
9	\$28,195.02	
TOTALS	\$186,337.11	\$16,993.00
NET CHANGE BY CHANGE ORDERS	\$169,344.11	

1. ORIGINAL CONTRACT PRICE.....	\$	\$11,595,340.00
2. Net change by Change Orders.....	\$	\$169,344.11
3. Current Contract Price (Line 1 ± 2).....	\$	\$11,764,684.11
4. TOTAL COMPLETED AND STORED TO DATE (Column 1 total on Progress Estimates).....	\$	\$10,795,504.69
5. RETAINAGE:		
a. 5% X \$10,789,084.69 Work Completed.....	\$	\$539,454.23
b. 5% X \$6,420.00 Stored Material.....	\$	\$321.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$539,775.23
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$10,255,729.46
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$10,025,595.77
8. AMOUNT DUE THIS APPLICATION.....	\$	\$230,133.69

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: [Signature] Date: 8/30/21

Payment of: \$ \$230,133.69
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] (Engineer) 9-7-21 (Date)

Payment of: \$ \$230,133.69
(Line 8 or other - attach explanation of the other amount)

is approved by: (Owner) (Date)

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

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Municipal Complex				Application Number: 17				
Application Period: 8/1/2021 to 8/31/2021				Application Date: 8/27/2021				
			Work Completed		E	F		G
Specification Section No.	A	B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
	General Conditions	\$280,000.00	\$252,000.00	\$14,000.00		\$266,000.00	95.0%	\$14,000.00
	Bond	\$80,000.00	\$80,000.00			\$80,000.00	100.0%	
	Site Utilities	\$225,200.00	\$225,200.00			\$225,200.00	100.0%	
	Site Work	\$106,330.00	\$96,371.10			\$96,371.10	90.6%	\$9,958.90
	Asphalt	\$213,247.00	\$137,065.60			\$137,065.60	64.3%	\$76,181.40
	Fencing	\$23,834.00	\$20,838.00			\$20,838.00	87.4%	\$2,996.00
	Landscaping	\$45,000.00						\$45,000.00
	Concrete Foundations	\$180,000.00	\$180,000.00			\$180,000.00	100.0%	
	Concrete Flatwork	\$515,000.00	\$515,000.00			\$515,000.00	100.0%	
	Precast Concrete	\$1,690,000.00	\$1,690,000.00			\$1,690,000.00	100.0%	
	Masonry	\$325,000.00	\$325,000.00			\$325,000.00	100.0%	
	Structural Steel	\$780,000.00	\$759,774.00	\$20,226.00		\$780,000.00	100.0%	
	Carpentry	\$180,000.00	\$150,000.00	\$12,000.00		\$162,000.00	90.0%	\$18,000.00
	Cabinets	\$162,080.00	\$110,000.00	\$30,000.00		\$140,000.00	86.4%	\$22,080.00
	Insulation	\$5,165.00	\$2,980.00			\$2,980.00	57.7%	\$2,185.00
	Roofing	\$330,875.00	\$330,875.00			\$330,875.00	100.0%	
	EIFS	\$21,782.00	\$21,782.00			\$21,782.00	100.0%	
	Caulking	\$15,000.00	\$15,000.00			\$15,000.00	100.0%	
	HM & Wood Doors	\$206,860.00	\$163,504.00	\$34,000.00		\$197,504.00	95.5%	\$9,356.00
	Aluminum Entrances	\$297,800.00	\$199,132.00		\$6,420.00	\$205,552.00	69.0%	\$92,248.00
	Overhead Doors	\$304,999.00	\$212,785.71			\$212,785.71	69.8%	\$92,213.29
	Gypsum Board Assemblies	\$543,000.00	\$543,000.00			\$543,000.00	100.0%	
	Flooring	\$217,739.00	\$131,846.75	\$39,304.01		\$171,150.76	78.6%	\$46,588.24
	Epoxy Flooring	\$100,749.30	\$76,915.02			\$76,915.02	76.3%	\$23,834.28
	Painting	\$153,577.00	\$110,785.00	\$21,190.00		\$131,975.00	85.9%	\$21,602.00
	Acoustic Ceilings	\$85,250.00	\$41,325.00	\$13,892.62		\$55,217.62	64.8%	\$30,032.38
	Specialties	\$80,000.00	\$37,687.00			\$37,687.00	47.1%	\$42,313.00
	Lockers	\$109,673.00						\$109,673.00
	Mobil Storage Shelving	\$35,000.00	\$9,000.00			\$9,000.00	25.7%	\$26,000.00
	Furnishings - Blinds	\$7,245.00						\$7,245.00
	Elevator	\$59,050.00	\$56,098.00			\$56,098.00	95.0%	\$2,952.00
	Firehose Lift	\$53,000.00	\$53,000.00			\$53,000.00	100.0%	
	Firehouse Slide Pole	\$21,500.00	\$6,666.66	\$14,021.34		\$20,688.00	96.2%	\$812.00
	Mechanical HVAC	\$1,215,000.00	\$1,037,308.00			\$1,037,308.00	85.4%	\$177,692.00
	Sprinklers	\$109,510.00	\$108,650.00			\$108,650.00	99.2%	\$860.00
	Plumbing	\$613,850.00	\$613,850.00			\$613,850.00	100.0%	
	Electrical	\$1,146,400.00	\$1,116,400.00	\$30,000.00		\$1,146,400.00	100.0%	
	OH, Supervision & Profit	\$394,749.70	\$373,914.15			\$373,914.15	94.7%	\$20,835.55

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Municipal Complex				Application Number: 17				
Application Period: 8/1/2021 to 8/31/2021				Application Date: 8/27/2021				
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
		\$10,933,465.00	\$9,803,752.99	\$228,633.97	\$6,420.00	\$10,038,806.96		\$894,658.04

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 17						
Application Period: 8/1/2021 to 8/31/2021						Application Date: August 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Imported Fill Material-Soil Class D-2	115 CY	\$22.75	115	\$2,616.25					115	\$2,616.25	100.0%
2	Footing Foundation Stabilization											
	Excavation	700 CY	\$12.50	700	\$8,750.00					700	\$8,750.00	100.0%
3	Footing Foundation Stabilization											
	Backfill - 1 1/4" CABC Dense	1400 TN	\$16.00	1400	\$22,400.00					1400	\$22,400.00	100.00%
4	Excavation Below Subgrade (EBS) - Building											
		1115 CY	\$12.55	1115	\$13,993.25					1115	\$13,993.25	100.00%
5	Structural Backfill - Building Pad - Soil Class D-3											
		4400 TN	\$16.00	4400.03	\$70,400.00					4400.03	\$70,400.00	100.00%
6	Crushed Aggregate Base Course - 1 1/4" Dense - Site											
		17500 TN	\$16.80	17433.91	\$292,889.69					17433.91	\$292,889.69	99.62%
7	Crushed Aggregate Base Course - 1 1/4" Dense -Building											
		TN	\$16.80									
8	Geogrid - Site											
		13000 SY	\$2.80	13000	\$36,400.00					13000	\$36,400.00	100.0%
CO1	Add Transoms to Entry Doors (8 EA)											
		1 LS	\$3,566.50	1	\$3,566.50					1	\$3,566.50	100.0%
CO1	Removal & Disposal of Concrete Debris Pile											
		1 LS	\$7,363.00	1	\$7,363.00					1	\$7,363.00	100.0%
CO1	CREDIT Fire Dept. Log w/i Precast Panel											
		1 LS	-\$1,722.00	1	-\$1,722.00					1	-\$1,722.00	100.0%
CO2	Geogrid - Building Pad Stabilization											
		5450 SY	\$3.55	4905	\$17,412.75					4905	\$17,412.75	90.0%
CO2	3" Dense Graded Base - Building Pad Stabilization											
		7500 TN	\$19.75	5858.87	\$115,712.68					5858.87	\$115,712.68	78.1%
CO2	4"-8" Stone (6/18/20 Bldg Pad Stabilization Test Strip)											
		42.45 TN	\$40.00	42.45	\$1,698.00					42.45	\$1,698.00	100.0%
CO2	Existing Foundation Debris Disposal											
		1 LS	\$4,258.17	1	\$4,258.17					1	\$4,258.17	100.0%
CO2	Alternate Exterior Brick Material											
		1 LS	\$38,274.00	1	\$38,274.00					1	\$38,274.00	100.0%
CO3	Water Main Extension											
		1 LS	\$4,445.00	1	\$4,445.00					1	\$4,445.00	100.0%
CO3	Export Surplus Excavated Material											
		1 LS	\$58,690.00	1	\$58,690.00					1	\$58,690.00	100.0%
CO3	Additional Roof Drain Lateral											
		1 LS	\$4,231.00	1	\$4,231.00					1	\$4,231.00	100.0%
CO3	Tornado Siren Electrical Siren											
		1 LS	\$4,633.00	1	\$4,633.00					1	\$4,633.00	100.0%
CO3	Increased Window Size - Fire Dept. K											
		1 LS	\$3,142.00	1	\$3,142.00					1	\$3,142.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 17						
Application Period: 8/1/2021 to 8/31/2021						Application Date: August 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
CO4	Revision to Monument Sign Conduits	1 LS	\$673.00	1	\$673.00					1	\$673.00	100.0%
CO4	Revision to Elevator shaft wall locations and footings/structural slab	1 LS	\$4,848.00	1	\$4,848.00					1	\$4,848.00	100.0%
CO4	Addition of Rip Rap to 6" roof drain discharge to pond embankment	1 LS	\$847.00	1	\$847.00					1	\$847.00	100.0%
CO4	Enlarge Window Size - Fire Dept. Resource Report Watch Room	1 LS	\$4,165.00	1	\$4,165.00					1	\$4,165.00	100.0%
CO4	Building D Stairwell, West - Add access door to stairwell from hallway	1 LS	\$5,424.00	1	\$5,424.00					1	\$5,424.00	100.0%
CO4	CMU Partition Wall Footing - Room 1D27/1D28	1 LS	\$435.00	1	\$435.00					1	\$435.00	100.0%
CO5	Movable Partition Wall Strt. Support	1 LS	\$3,045.00	1	\$3,045.00					1	\$3,045.00	100.0%
CO5	High Speed OH Doors - PD	1 LS	\$2,254.00	1	\$2,254.00					1	\$2,254.00	100.0%
CO5	Waste Line Relocations - ADA rtrms	1 LS	\$697.00	1	\$697.00					1	\$697.00	100.0%
CO5	Precast Plank Support Hanger/CMU	1 LS	-\$1,677.00	1	-\$1,677.00					1	-\$1,677.00	100.0%
CO5	Tower Windows - Material Revision	1 LS	-\$12,140.00	1	-\$12,140.00					1	-\$12,140.00	100.0%
CO5	Countertop - Material Revision	1 LS	-\$295.00			1	-\$295.00			1	-\$295.00	100.0%
CO5	Thin brick Handling Charge	1 LS	\$7,357.00	1	\$7,357.00					1	\$7,357.00	100.0%
CO6	Burn Tower Structure Foundation	1 LS	\$26,455.00	1	\$26,455.00					1	\$26,455.00	100.0%
CO6	Interior Bollards - Bldg E - Fire Dept	1 LS	-\$5,758.00	1	-\$5,758.00					1	-\$5,758.00	100.0%
CO6	Additional Electrical Outlets Bldg D	1 LS	\$2,803.28	1	\$2,803.28					1	\$2,803.28	100.0%
CO6	Revision to Hallway Windows Glass	1 LS	\$144.00			1	\$144.00			1	\$144.00	100.0%
CO6	HVAC Return Air Ductwork Bldg D	1 LS	\$4,203.00	1	\$4,203.00					1	\$4,203.00	100.0%
CO6	Relocation of Emergency Services	1 LS	-\$958.71	1	-\$958.71					1	-\$958.71	100.0%
CO6	IT Switch Gear - Bldg D 2nd Floor	1 LS	\$898.75	1	\$898.75					1	\$898.75	100.0%
CO6	Changes to Proposed Ceiling Bldg D	1 LS	\$2,180.14	1	\$2,180.14					1	\$2,180.14	100.0%
CO6	Work Station Case Work - Bldg A	1 LS	-\$1,135.00			1	-\$1,135.00			1	-\$1,135.00	100.0%
CO6	653 CY Footing Foundation Excavat.	653 CY	-\$12.50	653	-\$8,162.50					653	-\$8,162.50	100.0%
CO6	1265.33 TN Ftg Foundation Backfill	1265.33 TN	-\$16.00	1265.33	-\$20,245.28					1265.33	-\$20,245.28	100.0%
CO6	Modify Ceiling Sound Break Gypsum	1 LS	\$5,473.00	1	\$5,473.00					1	\$5,473.00	100.0%
CO7	2 Windows w/ Building C Village Adm	1 LS	\$4,087.00			1	\$4,087.00			1	\$4,087.00	100.0%
CO7	Electric and Data Outlets Floor Box	1 LS	\$2,465.07	1	\$2,465.07					1	\$2,465.07	100.0%
CO7	Heated Air Curtin Rough-in Prov.	1 LS	\$2,500.00	1	\$2,500.00					1	\$2,500.00	100.0%
CO7	12'W x 4'-2" H Display Cabinet	1 LS	\$11,022.00									
CO7	Depository Recepticle	1 LS	\$3,615.00			1	\$3,615.00			1	\$3,615.00	100.0%
CO8	Excavation Below Subgrade (EBS)	1000 CY	-\$12.55	1000	-\$12,550.00						-\$12,550.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 17						
Application Period: 8/1/2021 to 8/31/2021						Application Date: August 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
CO8	Structural Backfill - Building Pad	410.05 TN	-\$16.00	410.05	-\$6,560.80						-\$6,560.80	100.0%
CO8	Crushed Aggregate Base Course	900 TN	-\$16.80	900	-\$15,120.00						-\$15,120.00	100.0%
CO8	Revision to Police Department	1 LS	\$369.00									
CO8	Electrical Fused Panel - Panel 4-EM-1	1 LS	\$3,714.20	1	\$3,714.20						\$3,714.20	100.0%
CO8	Valley Curb Installation - STH60	1 LS	\$3,132.00	1	\$3,132.00						\$3,132.00	100.0%
CO8	Owner Furnished Rm Access. Inst	1 LS	\$2,000.00									
CO8	Revisions to Sidewalk/ Curb & Gutter	1 LS	-\$3,966.00	1	-\$3,966.00						-\$3,966.00	100.0%
CO8	Add Clothers Dryer Exhaust Fan	1 LS	\$536.00	1	\$536.00						\$536.00	100.0%
CO8	Rev Location of Four-Fold Door Swit	1 LS	\$2,365.85	1	\$2,365.85						\$2,365.85	100.0%
CO8	Revision to Electrical Dist System	1 LS	\$2,357.00	1	\$2,357.00						\$2,357.00	100.0%
CO8	Revision to Curb Inlet Casting Types	1 LS	\$11,052.42	1	\$11,052.42						\$11,052.42	100.0%
CO8	Reconfigure Air Drop Locations	1 LS	\$12,872.00			1	\$12,872.00				\$12,872.00	100.0%
CO8	Metal Canopy - Main Lobby Entrance	1 LS	\$12,992.00									
CO9	Deduct security bollard	1 EA	-\$2,325.00			1	-\$2,325.00				-\$2,325.00	100.0%
CO9	Tornado Siren Circuit Wiring	1 LS	\$1,972.90			1	\$1,972.90				\$1,972.90	100.0%
CO9	Security Monitor Provisions	1 LS	\$1,738.50			1	\$1,738.50				\$1,738.50	100.0%
CO9	Data Cables Addit Security Cameras	1 LS	\$5,413.50			1	\$5,413.50				\$5,413.50	100.0%
CO9	Deduct Revised Plantings & Landscape	1 LS	-\$993.20			1	-\$993.20				-\$993.20	100.0%
CO9	Electrical Cord Drop Offsets	1 LS	\$3,171.32			1	\$3,171.32				\$3,171.32	100.0%
CO9	Precast Concrete Cores	1 LS	\$4,608.00			1	\$4,608.00				\$4,608.00	100.0%
CO9	Upgrade to Appartus Bay Veh Exh	1 LS	\$12,681.00									
CO9	Install of Owner Supplied Data Rack	1 LS	\$1,928.00			1	\$1,928.00				\$1,928.00	100.0%
	TOTAL				\$721,895.71		\$34,802.02				\$756,697.73	

Stored Material Summary

Contractor's Application

[illegible]

WAIVER OF LIEN

August 31, 2021

For value received, we hereby waive partial 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 **Mike Koenig Construction Co., Inc.**, contractor

for **Application No. 17 Invoice #11319 \$230,133.69** *contingent on payment*
same being situated in **Washington County, State of Wisconsin**, described as

Village of Jackson Municipal Complex

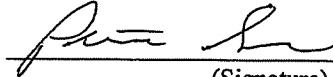
New facility

N168W19721 Main Street

Jackson, WI 53037

for all labor performed and for all material furnished for the erection, construction, alteration, repair of said buildings and appurtenances, upon receipt of payment.

MIKE KOENIG CONSTRUCTION CO., INC.



(Signature).

8/30/21

(Date)

NAME: Pete Schmoll
TITLE: Project Manager

UNCONDITIONAL WAIVER OF LIEN

DATE CHECK RECEIVED: 8/23/21

**For value received, we hereby waive partial 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 Mike Koenig Construction Co., Inc., contractor
for Application #16 Invoice #10297 \$317,450.27 same being situated in Washington County, State of Wisconsin, described as**

**Village of Jackson Municipal Complex
New facility
N168W19721 Main Street
Jackson, WI 53037**

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

MIKE KOENIG CONSTRUCTION CO., INC.

Donna Tewelis

(Signature)

8/23/21

(Date)

NAME: Donna Tewelis
TITLE: Office Manager

WAIVER OF LIEN

DATE: July 30, 2021

Company: Germantown Iron & Steel Corp.

FOR VALUE RECEIVED, \$87,875.00, WE hereby waive (**PARTIAL**) 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 (owner), Village of Jackson

By (contractor), Mike Koenig Construction Co., Inc.

For (work/material): Structural and miscellaneous steel

Same being situated in **Washington County**, State of Wisconsin,

Described as (address),

Village of Jackson Municipal Complex
N168W19721 Main St.
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

Signature: Breanna Bartmann

Name: Breanna C. Bartmann

Title: Accountant

PARTIAL UNCONDITIONAL WAIVER

RE: Jackson Municipal
N168 W19721 Main Street
Jackson, WI 53037

IN CONSIDERATION OF THE SUM OF: (\$ 125,254.41)

The receipt of which is hereby acknowledged, the undersigned does hereby WAIVE, RELEASE AND FOREVER DISCHARGE any and all liens, claims or rights of liens on or against the premises described above for and on account of work performed and labor, equipment and or materials supplied at or in connection with construction or improvement at the premises described above.

THROUGH DATE: June 30, 2021 SERVICE SUPPLIED: Ceramic, Resilient, Carpet Materials

BY:

Joseph G. Watermolen
COMPANY NAME: JW Flooring Inc.
COMPANY ADDRESS: 2289 Main Street
Green Bay WI 54311

Subscribed and sworn before me this 30 day of JULY, 2021

State of: WISCONSIN

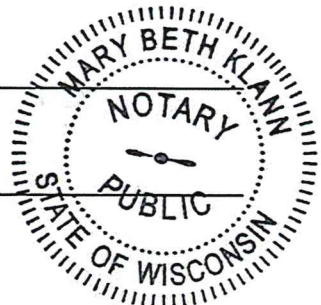
County of: BROWN

Notary Public:

My commission expires:

Mary Beth Klann

August 25, 2021



WAIVER OF LIEN

Friday, July 30, 2021

For value received, we, hereby waive out 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 Mike Koenig Construction Co contractor, for doors frames & hardware, same being situated in Washington County, State of Wisconsin, described as

Jackson Municipal Complex

N168 W19721 Main St

Jackson WI 53037

for all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, Amount of \$98,431.00

Block Iron & Supply Inc.



WAIVER OF LIEN

7-30-21

19

For value received, We hereby waive Partial 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 owner
by Mike Koenig Construction contractor

for Installation of storefront

same being situated in Washington County, State of Wisconsin, described as

Jackson Municipal Complex

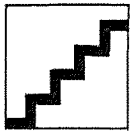
N 168 W 19721 Main St.

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,

Tri City Glass + Door

[Signature] President



DJG SALES LLC

W6203 30th Street • New Lisbon, WI 53950-9394

Phone: 608-565-3354 • Fax: 608-565-3352 • E-mail: djgsales@mwt.net

UNCONDITINAL LIEN WAIVER

State of Wisconsin _____
County of Juneau _____

The undersigned Paul E Gindt of DJG Sales LLC hereby releases, waives, and quitclaims rights to a construction lien in the amount of \$ 15,405.00 for improvements to, or materials furnished to, the property described as Village of Jackson Municipal Complex – N168 W19721 Main Street Jackson, WI 53037 _____ through the date of 07-30-21 _____.

The undersigned warrants that all laborers and subcontractors employed by it, and all suppliers from which it has acquired materials, have been paid their respective portion of prior claims, and that none of such laborers, subcontractors, or suppliers have any claim of lien against the project through 07-30-21 _____.

This waiver is conditioned upon full satisfaction of the amount shown above.

Signed on 7/30/2021

Signature: Paul E Gindt

Address: W6203 30th Street
New Lisbon, WI 53950



STATE OF Wisconsin

COUNTY OF Waukesha

WAIVER OF LIEN TO DATE

Gty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Mike Koenig Construction Co., Inc.
to furnish Fire Protection
for the premises known as Village of Jackson Municipal Complex
of which Village of Jackson is the owner.

THE undersigned, for and in consideration of Nine hundred ninety-five and 12/100 Dollars
(\$995.12) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Wisconsin, relating to
mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures,
apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account
of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described
premises, INCLUDING EXTRAS.*

DATE 8/2/2021 COMPANY NAME TOTAL-Mechanical Inc.

ADDRESS W234 N2830 Paul Road, Pewaukee, WI 53072

SIGNATURE AND TITLE*Tara Davis*

Tara Davis, Controller

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF Wisconsin

COUNTY OF Waukesha

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Tara Davis BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) Controller OF
(COMPANY NAME) TOTAL-Mechanical Inc. WHO IS THE
CONTRACTOR FURNISHING Fire Protection WORK ON THE BUILDING
LOCATED AT N168 W19721 Main Street, Sussex, WI 53037
OWNED BY Village of Jackson

That the total amount of the contract including extras* is \$109,510.00 on which he or she has received payment of
\$101,227.24 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all
parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific
portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the
items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TOTAL-Mechanical Inc.	Fire Protection	109,510.00	101,227.24	995.12	7,287.64
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material,
labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 8/2/2021

SIGNATURE:

Tara Davis

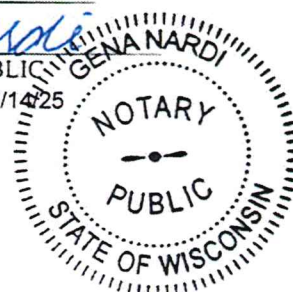
SUBSCRIBED AND SWORN TO BEFORE ME THIS 2nd DAY OF August, 2021

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE
ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT*Yena Nardi*
NOTARY PUBLIC

My Commission Expires: 7/14/25

f.1722 R5/96

Provided by Chicago Title Insurance Company



UNCONDITIONAL LIEN WAIVER

STATE OF Wisconsin DATE 8/6/2021
COUNTY OF Waukesha

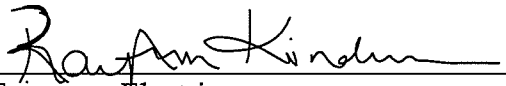
For value received, I hereby waive **partial** rights and claims for lien on land and on buildings about to be erected, erected, altered, or repaired and to the appurtenances thereunto,

For: Village of Jackson owner
Contractor: Mike Koenig Construction Co., Inc.
For: Electrical
\$76950.00

Said lands being situated in Washington County, State of Wisconsin, and being described as follows:

Village of Jackson Municipal Complex
N168W19721 Main Street
Jackson, WI 53037

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



Empower Electric

PARTIAL WAIVER OF LIEN
20.20156

State of Wisconsin
County of Waukesha

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by **Mike Koenig Construction** to furnish Labor and Materials for Asphalt Construction for the premises known as **Jackson Municipal Complex** invoice 39713 (\$130,212.22)

THE undersigned, for and in consideration of amount received to date the receipt whereof is hereby acknowledged, do(es) hereby waive and release lien or claim of, or right to, lien, under the statutes of the State of Wisconsin relating to mechanics' lien with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, only for work for which Wolf Paving Co., Inc. has been paid, in the amount noted above. As directed by Wis. Stat. § 779.05(1), this waiver specifically and expressly does not apply to any lien claims for work that CONTRACTOR has not been paid for, including but not limited to retainage amounts and any disputed amounts.

Given under our hand and seal this 3rd day of August, 2021

Signature: 

Title: President

Wolf Paving Co., Inc.
612 N. Sawyer Road
Oconomowoc, WI 53066

WAIVER OF LIEN

Date: 7/27/2021

For the amount received of \$7,472.70 we hereby waive partial rights and claims for lien on land and buildings about to be erected, altered or repaired and to the appurtenances thereunto.

For: Village of Jackson Owner

By: JT Rams LLC Contractor,

Reason: Labor and Materials

Same being situated in State of Wisconsin, describe

As located Jackson, WI

For all labor performed and/or for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, including disposal unit except none.

Mark R Schmidt - JT Rams

Contractor Signature- Company- Title

Mark R Schmidt - JT Rams

Print Contractor Name – Company - Title

LIEN WAIVER

STATE OF Wisconsin

DATE 8/10/2021

COUNTY OF Washington

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

For: Village of Jackson, owner
Contractor: Mike Koenig Construction Co., Inc.
By: Kohel Drywall LLC
 Drywall labor & materials
 Invoice #1399-8 \$5,937.50

Said lands being situated in Washington County, State of Wisconsin, and being described as follows:

**Jackson Municipal Complex
N168 W19721 Main Street
Jackson, WI 53037**

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



Kohel Drywall LLC



WAIVER OF LIEN

Mike Koenig Constructoin Co
3502 Behrens Parkway
Sheboygan WI 53081

Date: Aug 18, 2021

Project: Village of Jackson

N168W19721 Main Street
Jackson WI 53037

The undersigned does herby acknowledge payment from Absolute Concrete In the amount of \$72,903.12 And does hereby release its construction lien rights and any other right to claims against the above referenced property and project for ☐all/☒partial labor, materials, equipment and services provided, and further agrees to indemnify and hold the owner and prime contractor harmless from and against all claims damages, losses, and expenses, including but not limited to attorneys fees arising out of or related to construction liens filed or claims made by sub-contractor or suppliers of the undersigned.

Invoice covered on this lien:

Invoice #	Invoice Date	Paid Date	Amount Paid
1091	6/23/21	8/18/21	\$72,903.12

ABSOLUTE CONCRETE LLC
1772 S VANDENBERG RD
GREEN BAY, WI 54311

By: Moshe Mahoney

Signature: *Moshe Mahoney*

Title: Owner Date: 8/18/21

UNCONDITIONAL LIEN WAIVER

STATE OF Wisconsin

DATE 8/18/2021

COUNTY OF Dane

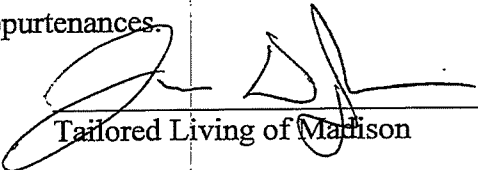
For value received, I hereby waive **partial** rights and claims for lien on land and on buildings about to be erected, erected, altered, or repaired and to the appurtenances thereunto,

For: Village of Jackson owner
Contractor: Mike Koenig Construction Co., Inc.
By: Tailored Living of Madison
 Invoice #4998 \$47,865.42

Said lands being situated in Washington County, State of Wisconsin, and being described as follows:

**Village of Jackson Municipal Complex
New facility
N168W19721 Main Street
Jackson, WI 53037**

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



Tailored Living of Madison

Waiver of Construction Lien

Contractor's Name: HOHMANN PAINTING & DEC, INC.
Address: 4618 EVERGREEN DR. SHEBOYGAN, WI. 53081

Property Improved by Contractor's work or material located in WASHINGTON County, WI
Name and Address of the Project: JACKSON MUNICIPAL
HWY 60 JACKSON WI. 53033

Contractor's work furnished at request of: MIKE KOENIG CONSTRUCTION
Description of labor and/or material furnished: PAINTING

Waiver of lien rights: (Select A or B)

A. WAIVER OF ALL LIEN RIGHTS

☐ Full waiver of all lien rights is made for all labor performed and/or material furnished at any time by contractor, in past or in the future, for the project and property described above.

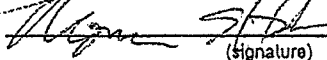
B. PARTIAL WAIVER OF LIEN RIGHTS

☒ A full waiver of all lien rights is made for all labor and/or materials furnished by the contractor for all work completed through Payment Application # 3 dated 6/28/2021 in the amount of \$20,577.00

Title companies, lenders or others may require disclosure of the subcontractors and material suppliers before disbursement of funds related to the Contractor's above-described work. Please specify the name(s), contact name & phone number, description of materials/work and amounts of Contractor's subcontractors and material suppliers furnishing any portion of the work being waived.

Name(s)	Contact Name/Phone Number	Description of Materials/Work	Amount

Contractor's Name: HOHMANN PAINTING & DEC, INC.

By:  Address: 4618 EVERGREEN DR.
(signature)

THOMAS E. HOHMANN SHEBOYGAN, WI. 53081
(print name of authorized agent signing above)

Title: V. P. Phone: 920-452-1261

§779.05 Waivers of Lien. Provides, in part, "(1) Any document signed by a lien claimant or potential claimant and purporting to be a waiver of construction lien rights under this subchapter, is valid and binding as a waiver whether or not consideration was paid therefor and whether the document was signed before or after the labor or material was furnished or contracted for. Any ambiguity in such document shall be construed against the person signing it. Any waiver document shall be deemed to waive all lien rights of the signer for all labor and materials furnished or to be furnished by the claimant at any time for the improvement to which the waiver relates, except to the extent that the document specifically and expressly limits the waiver to apply to a particular portion of such labor and materials. A lien claimant or potential lien claimant of whom a waiver is requested is entitled to refuse to furnish a waiver unless paid in full for the work or material to which the waiver relates. A waiver furnished is a waiver of lien rights only, and not of any contract rights of the claimant otherwise existing."

Contractor's failure to pay its subcontractors or material suppliers from monies received for its Work may result in civil or criminal liability under Wisconsin's theft by contractor statute, §779.02(5), Wis. Stats.

Waiver of Construction Lien, Payment
Bond and Lien on Funds

Sept 1 2021

For good and valuable consideration, the undersigned hereby irrevocably and unconditionally waives and releases any and all (a) rights and claims for a construction or other lien on land and buildings being constructed, altered, erected or repaired and to the appurtenances thereunto, (b) rights and claims on any payment bond(s) furnished in conjunction with said construction, alteration, erection or repair, and (c) rights and claims for lien on money, bonds, or warrants due or to become due to the prime contractor therefor. The property covered by this waiver is owned by Village of Jackson

(owner), is located at N 168 W 19721 Main St Jackson WI
in the County of Washington Wisconsin is described as

and this waiver pertains to a portion of the work to be performed by JAK Enterprises
(prime contractor).

This waiver covers all labor, material and supplies for construction alteration, erection, and repairs furnished by the undersigned under a contract with Mike Koenig Construction Co, Inc.
through the dated of this waiver in the amount of \$47,500.00

Company Name JAK Enterprises
By Jim M. Dahl
Its Adm. Mgr.

Subcontract Waiver Form
Wisconsin Chapter, AGC

SECTION 00 63 63 CHANGE ORDER

Change Order No. 10

Date of Issuance: September 7, 2021	Effective Date: September 15, 2021
Owner: Village of Jackson	Owner's Contract No.: B-20
Contractor: Mike Koenig Construction Co.	Contractor's Project No.:
Engineer: Cedar Corporation	Engineer's Project No.: J5789-002
Project: Municipal Complex	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

1 DEDUCT Lump Sum Traffic Alert System	=	(\$3,792.00)
2 ADD Lump Sum Raise Cabinet Base Height	=	\$2,737.00
3 ADD Lump Sum Pylon/Monument Sign Electric Circuit Wiring/Equipment	=	\$1,420.00
4 ADD Lump Sum Reroute Data Cable to Additional Switch Gear	=	\$4,168.75
5 ADD Lump Sum Revised Speaker Wiring Plan/Volume Controls	=	\$4,714.50
TOTAL	=	\$9,248.25

Reason for Change Order:

- a) Change Order Item No.1: Owner's staff decided to facilitate the purchase of the Traffic Alert System proposed within STH 60 outside of the Municipal Complex contract. Owner's staff coordinated a system more specific to the Fire Department's needs including compatibility with their current pre-emptive system as well as the inclusion of a service and maintenance aspect. Therefore, the traffic alert system included within the Municipal Complex contract is deleted.
- b) Change Order Item No. 2: Owner's staff requested the adjustment in planned height to island cabinetry section located within the Police Department's Front Office area (Room 1B12). Planned cabinetry height = 34", Adjusted cabinetry height = 40"
- c) Change Order Item No. 3: Addition of the furnishing and installation of circuit wiring and equipment components associated with the Owner provided Monument/Pylon signs. Work was initially removed from within the contract scope and then again added by the Owner upon finalizing the sign design and resolution.
- d) Change Order Item No. 4: Additional work associated with rerouting of data cabling to Owner (IT) supplied switch gear located within the upper level of Building D. Intent of the rerouting of data cable to the switch gear is to intercept data cable runs longer than 300 feet as cables longer than 300 feet would negatively affect the flow of data through the cable.
- e) Change Order Item No. 5: Revisions to speaker wire plan as revised by Owner's Audio Visual vendor (AVI) to accommodate system needs as prescribed by Owner; Revision to speaker cabling locations and addition of volume controls.

Attachments: (List documents supporting change)

- a) Change Order Item No.1: Contract Work Change Directive No. 45
- b) Change Order Item No. 2: Contract Work Change Directive No. 46
- c) Change Order Item No. 3: Contract Work Change Directive No. 47
- d) Change Order Item No. 4: Contract Work Change Directive No. 44
- e) Change Order Item No. 5: Contract Work Change Directive No. 48

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>11,595,340.00</u>	Original Contract Times: Substantial completion (date): <u>September 17, 2021</u> Ready for Final Payment (date): <u>October 15, 2021</u>
Increase (Decrease) from previous approved Change Orders No. <u>1</u> to No. <u>9</u> : \$ <u>169,344.11</u>	from previous Change Orders: No. <u>1</u> to No. <u>9</u> : Substantial Completion (days): <u>0</u> Ready for Final Payment (days): <u>0</u>
Contract Price prior to this Change Order: \$ <u>11,764,684.11</u>	Contract Times prior to this Change Order: Substantial completion (date): <u>September 17, 2021</u> Ready for Final Payment (date): <u>October 15, 2021</u>
Increase (Decrease) of this Change Order: \$ <u>9,248.25</u>	Increase (Decrease) this Change Order: Substantial Completion (days): <u>0</u> Ready for Final Payment (days): <u>0</u>
Contract Price incorporating this Change Order: \$ <u>11,773,932.36</u>	Contract Times with all approved Change Orders: Substantial completion (date): <u>September 17, 2021</u> Ready for Final Payment (date): <u>October 15, 2021</u>

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ CONTRACTOR (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: _____	Title: _____
Date: <u>September 7, 2021</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable):

By: _____ Date: _____
Title: _____

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

**SECTION 00 63 49
WORK CHANGE DIRECTIVE**

Work Change Directive No. 45

Date of Issuance:	August 3, 2021	Effective Date:	August 4, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

Contractor is directed to proceed promptly with the following change(s):

Description:

Owner's staff decided to facilitate the purchase of the Traffic Alert System proposed within STH 60 outside of the Municipal Complex contract. Owner's staff coordinated a system more specific to the Fire Department's needs including compatibility with their current pre-emptive system as well as the inclusion of a service and maintenance aspect. Therefore, the traffic alert system included within the Municipal Complex contract is deleted.

Attachments:

- 1) 4/14/21 Progress meeting minutes – Page 6, Item 3: STH60 Emergency Vehicle Exit Flashers
- 2) 6/2/21 Progress meeting minutes – Page 5, Item 3a: Update: Traffic Alert System
- 3) Contractor's Cost Proposal, PCO #56 dated 8/2/21

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- ☐ Non-agreement on pricing of proposed change.
☒ Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 3,792.00 [Decrease] .
Contract Time 0 days [increase] [decrease].

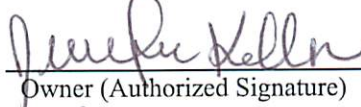
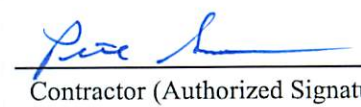
Basis of estimated change in Contract Price:

- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 	By: 	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Administrator</u>	Title: <u>PM</u>
Date: <u>8/3/21</u>	Date: <u>8/5/21</u>	Date: <u>8/4/21</u>

- b) Shop Floor System – Heaviness of texture: *Chief Swaney reported that the texture in the mock-up is too heavy for their cleaning process. Contractor to provide additional mock-up containing less texture..alternate broadcast rate..*
- 3) *STH 60 Emergency Vehicle Exit Flashers: B. Kober reported that he and Chief Swaney are researching flasher system options. He further stated that they may remove this item from the contract and address internally. If removed from the contract, a contract credit amount would be established.*
- 4) *J. Keller reported that she would like to coordinate a building tour with interested board members. She stated that she would expect approx. 12 persons attending and that a preliminary schedule for the tour would be 4/27/21 at 4:00PM...J. Keller will confirm schedule and report accordingly. Contractor to verify PPE requirements with their safety director.*

L. Next Progress Meeting – Schedule & Location

Day/Date: Wednesday, 4/21/21
Time: 9:00 AM
Location: Jackson DPW Office

ADJOURN

Respectfully submitted,
Cedar Corporation



Douglas Kroes
Senior Construction Manager
Date Issued: 4/20/21

These minutes will be distributed to all attendees. The information contained in these minutes represents the author's interpretation and understanding of the discussions and decisions that occurred during the meeting. Any clarifications or corrections to these minutes should be submitted in writing to the author within ten calendar days of the issued date of these minutes. No response implies that the information contained herein is agreed to be correct as written.

- 3) Work within STH 60 R.O.W.:
 - a) **Update: Traffic Alert System – B. Kober/A.Swaney: It was clarified that once the Contractor obtains a quote related to the specified alert system, that amount will be deducted from the contract amount. Thereafter, the Owner will facilitate the installation of their chosen system with cost to be paid for outside of the building contract (contingency funds)**
- 4) Site Castings: Owner schedule regarding site pick-up – 8 EA: Owner will be on site this afternoon to pick up the castings. Contractor will assist with loading the castings.
- 5) Contractor Site Superintendent Schedule: J. Kossman will be out of the office starting Thursday, 6/3/21 and returning on Tuesday, 6/8/21.
- 6) Update – Vehicle Exhaust Ventilation System: Contractor reported that he expects to receive the quote today.
- 7) Update - STH 60 10' Sidewalk contract construction: B. Kober reported that he will schedule a meeting with Poblocki Paving for following next Wednesday's progress meeting...10:00AM. B. Kober also invited the Contractor to attend the meeting for coordination purposes. Project start is anticipated in early July.
- 8) Update – Flaked Floor System – Alternate Materials – Color Samples: The Contractor reported that the floor manufacturer has limited their selection of colors since the Owner's flaked color selection. Contractor to provide color chart of available colors for Owner's review and selection.

L. Next Progress Meeting – Schedule & Location

Day/Date: Wednesday, 6/9/21
Time: 9:00 AM
Location: Jackson DPW Office

ADJOURN

Respectfully submitted,
Cedar Corporation



Douglas Kroes
Senior Construction Manager
Date Issued: 6/8/21

These minutes will be distributed to all attendees. The information contained in these minutes represents the author's interpretation and understanding of the discussions and decisions that occurred during the meeting. Any clarifications or corrections to these minutes should be submitted in writing to the author within ten calendar days of the issued date of these minutes. No response implies that the information contained herein is agreed to be correct as written.



August 2, 2021
Revised

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #56: Deduct Traffic Alert System

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to deduct the Traffic Alert System as specified per note 19 on C102 per the following specifications.

- See attached Tapco sales quote for details
- Deduct Concrete bases including excavation, and anchor rods
- Deduct Freight

Labor & Material: \$ 3,541.00
Mark-up: \$ 177.00
Bond: \$ 74.00
DEDUCT: \$ 3,792.00

Please sign below to indicate your approval.

Owner Signature

Date

Respectfully Submitted,

MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager



Safe travels:

Traffic and Parking Control Co., Inc.

5100 West Brown Deer Road
Brown Deer, Wisconsin 53223

Phone (800) 236-0112 • TAPCOnet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Number	Q21010442
Date	6/23/2021
Page	1

Sell To Cust. C5245	Town of Jackson Pete Julia Oliver 3146 Division Road Jackson, WI 53037			Ship To Cust.	Town of Jackson Pete Julia Oliver 3146 Division Road Jackson, WI 53037		
Customer PO #		Expires	Slsp	Terms		Freight	Ship Via
JACKSON FD/MIKE KOENIG		7/23/2021	Aaron Guilbault	Net 30 DAYS		PREPAY/ADD	BEST RATE

Item	Description	Quantity	UM	Price	Extension
373-1080	Standard Aluminum Pole,10' Schedule 80,4.5"OD 6061-T6, T.O.E. Stamped MUST BE STAMPED ASTM B429 6061T6 SCH80	1	EA	375.00	\$375.00
203-00010	Cap, 4.5" OD Pole, Raw, 4C Signal with(3) 1/4x3/4-20 stainless steel hex head Bolts	1	EA	19.95	\$19.95
203-00014	Base,Aluminum Square Pedestal, No Paint Door, SP-5444-PNC	1	EA	171.95	\$171.95
2505-00065	Pushbutton,Bull Dog, Yellow,No LED	1	EA	150.00	\$150.00
2505-00090	Universal Bull Dog Pole Mount (Yellow) BDPM3-Y	1	EA	21.00	\$21.00
112512	R10-3BR,9"x12"x.080 HIP, Start Crossing...Don't Start, Don't Cross (w/Right Arrow)	1	EA	40.95	\$40.95
139916	Sign Mounting Kit, Z-Bracket, 4.5", Anti-Vandal, Mounts One Blinker or Static Sign to 4.5" OD Pole	1	EA	45.00	\$45.00
136852	Signal SIG Pedestrian 1 Sec 16" w/Combo/Cntdwn LED Yellow Poly Egg Crate	1	EA	275.00	\$275.00
122-FR1JPYWI	Bracket,Tapco, Poly, Yellow, 2 FR1JPYWI	1	EA	85.00	\$85.00
373-1380	Standard Aluminum Pole,13' Schedule 80 6061-T6 4.5" O.D., T.O.E. Stamped	1	EA	385.00	\$385.00
203-00010	Cap, 4.5" OD Pole, Raw, 4C Signal with(3) 1/4x3/4-20 stainless steel hex head Bolts	1	EA	19.95	\$19.95
203-00014	Base,Aluminum Square Pedestal, No Paint Door, SP-5444-PNC	1	EA	171.95	\$171.95
122-FR1JPYWI	Bracket,Tapco, Poly, Yellow, 2 FR1JPYWI	1	EA	85.00	\$85.00
141086	Signal SA 1 Sec 12" w/ Yellow Ball LED Yellow Poly Cutaway Visors	1	EA	200.00	\$200.00

Shipment within _____
Acceptance By _____
Date _____
By _____

Merchandise	Freight	Tax	Total
\$2,791.20	\$0.00	\$0.00	\$2,791.20

All prices are listed in **US Dollars (USD)**

For terms and conditions, please visit: <https://www.tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.

5100 West Brown Deer Road
Brown Deer, Wisconsin 53223

Phone (800) 236-0112 • TAPConet.com • Fax (800) 444-0331

SALES QUOTE

Customer Copy

Number	Q21010442
Date	6/23/2021
Page	2

Sell To Cust. C5245	Town of Jackson Pete Julia Oliver 3146 Division Road Jackson, WI 53037			Ship To Cust.	Town of Jackson Pete Julia Oliver 3146 Division Road Jackson, WI 53037	
Customer PO #		Expires	Slsp	Terms	Freight	Ship Via
JACKSON FD/MIKE KOENIG		7/23/2021	Aaron Guilbault	Net 30 DAYS	PREPAY/ADD	BEST RATE

Item	Description	Quantity	UM	Price	Extension
373-4	Standard Aluminum 4 feet, Schedule 80, 4.5" OD	1	EA	96.70	\$96.70
203-00014	6061-T6 T.O.E. STAMPED				
	Base, Aluminum Square Pedestal, No Paint	1	EA	171.95	\$171.95
203-00010	Door, SP-5444-PNC				
	Cap, 4.5" OD Pole, Raw, 4C Signal with(3)	1	EA	19.95	\$19.95
2505-00065	1/4x3/4-20 stainless steel hex head Bolts				
2505-00090	Pushbutton, Bull Dog, Yellow, No LED	1	EA	150.00	\$150.00
	Universal Bull Dog Pole Mount (Yellow) BDPM3-Y	1	EA	21.00	\$21.00
112512	R10-3BR, 9"x12"x.080 HIP, Start Crossing...Don't	1	EA	40.95	\$40.95
139916	Start, Don't Cross (w/Right Arrow)				
	Sign Mounting Kit, Z-Bracket, 4.5", Anti-Vandal,	1	EA	45.00	\$45.00
	Mounts One Blinker or Static Sign to 4.5" OD Pole				
300476	W11-8,36"x36" HIP, Fire Truck (Symbol) Fed Spec	2	EA	99.95	\$199.90

Thank you- Aaron Guilbault
#920-728-1792
aaron@tapconet.com
#888-806-8885

Pricing does not include freight

Lead Time: Determined at time of order

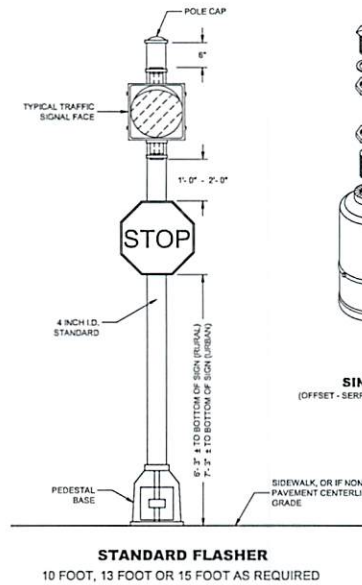
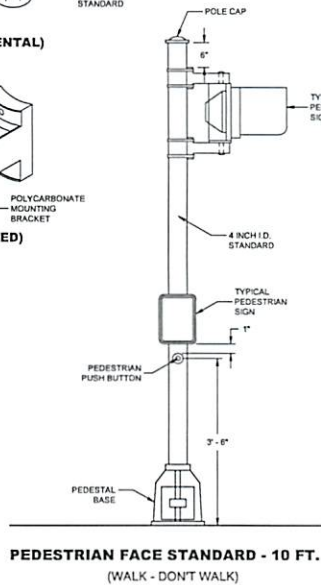
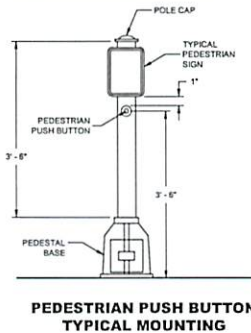
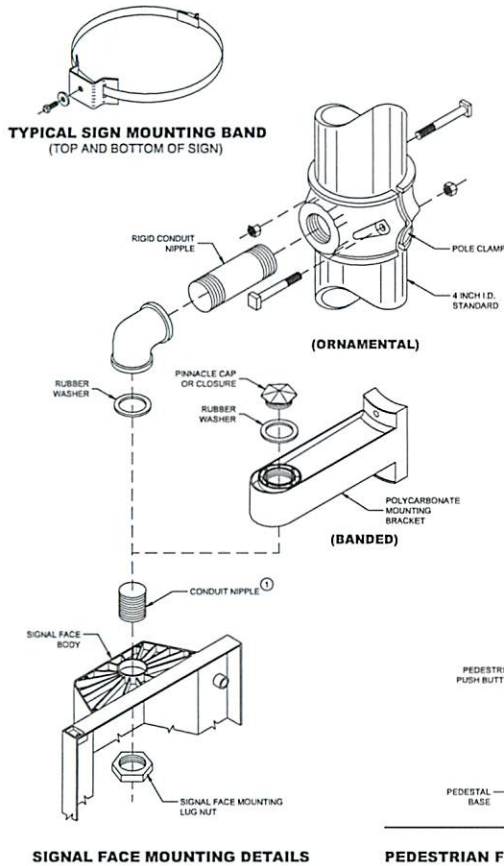
Shipment within _____
Acceptance By _____
Date _____
By _____

Merchandise	Freight	Tax	Total
\$2,791.20	\$0.00	\$0.00	\$2,791.20

All prices are listed in **US Dollars (USD)**

For terms and conditions, please visit: <https://www.tapconet.com/terms-conditions>

SDD 09E07 Traffic Signal Standard Pedestrian and Flasher Typical Mounting Details



GENERAL NOTES

DETAILS OF CONSTRUCTION, MATERIALS AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE CONTRACT.

SEE THE SIGNAL PLAN FOR REQUIRED SIGNAL FACE SIZES.

LOCATIONS SHALL BE AS SHOWN ON THE PLANS, UNLESS APPROVED BY THE ENGINEER IN THE FIELD.

ALL PEDESTAL BASES SHALL BE MOUNTED ON CONCRETE BASE - TYPE 1.

FOR APPROVED MOUNTING HARDWARE, SEE THE CONTRACT SPECIFICATIONS.

POLYCARBONATE SIGNAL FACE MOUNTING BRACKETS SHALL BE USED UNLESS ORNAMENTAL POLE CLAMPS ARE SPECIFIED.

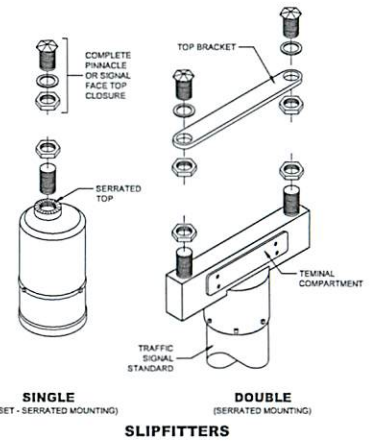
LENGTH OF TRAFFIC STANDARDS SHALL BE AS SHOWN ON THE PLANS.

MOUNTINGS AND BRACKETS SHALL BE AS SHOWN ON THE PLANS OR DESCRIBED IN THE SPECIAL PROVISIONS (BY THE REGION TRAFFIC ENGINEER).

PEDESTRIAN SIGNS SHALL BE AS DESIGNATED IN THE PLANS.

FURNISH AND INSTALL VENTILATED, CAST, METALLIC (ALUMINUM ALLOY) CAPS. FASTEN CAPS WITH ONE (1) 1/2" X 3/4" - 20 TPI STAINLESS STEEL, HEX HEAD BOLT.

① USE 1 1/2" ID NIPPLES ZINC-COATED RIGID METAL CONDUIT, LONG ENOUGH TO ACCOMMODATE FULL DEPTH THREADING INTO THE HEAD MOUNTING LOCK NUT IN ORDER TO TIGHTEN THE FACE, BUT THAT DO NOT INTERFERE WITH REFLECTOR CLOSURE. THREAD THE NIPPLE INTO THE MOUNTING BRACKET/ELBOW UNTIL TIGHT. USE APPROVED PINNACLE TYPE HARDWARE FROM A DEPARTMENT APPROVED MANUFACTURER TO CLOSE THE UNUSED 1 1/2" OPENING IN SIGNAL FACES AND BRACKET ENDS.



TRAFFIC SIGNAL STANDARD PEDESTRIAN AND FLASHER TYPICAL MOUNTING DETAILS	
STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION	
APPROVED November 2018	DATE
STATE ELECTRICAL ENGINEER	

*Traffic Signal Standard Pedestrian and Flasher Typical Mounting Details***References:**[Standard Spec 657](#) Poles, Arms, Standards, and Bases[Standard Spec 658](#) Traffic Signals**Bid items associated with this drawing:**

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT</u>
654.0101	Concrete Bases Type 1	EACH
655.0200 - 0299	Cable Traffic Signal (# of Conductors) (AWG).....	LF
657.0100	Pedestal Base Type 1	EACH
657.0400 - 0499	Traffic Signal Standards Aluminum (length)	EACH
658.0100 - 0199	Traffic Signal Face (section) (size)	EACH
658.0400 - 0499	Pedestrian Signal Face (inch).....	EACH
658.0500	Pedestrian Push Buttons	EACH
658.1100 - 1199	Programmable Traffic Signal Face (sections) (size).....	EACH
658.5069	Sign Mounting Hardware (location).....	LS

Standardized Special Provisions associated with this drawing:

<u>STSP NUMBER</u>	<u>TITLE</u>
NONE	

Other SDDs associated with this drawing:

SDD 9C2	Concrete Bases Types 1, 2, 5 and 6
SDD 9C3	Transformer/Pedestal Bases

Design Notes:

NONE

Contact Person:

Ahmet Demirbilek (414) 220-6801

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

**SECTION 00 63 49
WORK CHANGE DIRECTIVE**

Work Change Directive No. 46

Date of Issuance:	August 10, 2021	Effective Date:	August 11, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

Contractor is directed to proceed promptly with the following change(s):

Description:

Owner's staff requested the adjustment in planned height to island cabinetry section located within the Police Department's Front Office area (Room 1B12). Planned cabinetry height = 34", Adjusted cabinetry height = 40"

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated 7/14/21
- 2) A/E Exhibit dated 7/14/21
- 3) E-mail correspondence between A/E and Owner's staff dated 8/9/21 & 8/10/21
- 4) Contractor's Cost Proposal, PCO #69 dated 8/2/21

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- ☐ Non-agreement on pricing of proposed change.
☒ Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 2,737.00 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: <u>[Signature]</u> Engineer (Authorized Signature)	By: <u>[Signature]</u> Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Director of Public Works</u>	Title: <u>pm</u>
Date: <u>8/10/21</u>	Date: <u>8/11/2021</u>	Date: <u>8/11/21</u>

Doug Kroes

From: Kristopher Dressler
Sent: Wednesday, July 14, 2021 3:50 PM
To: 'Pete Schmoll'
Cc: 'Jason Kossman'; Doug Kroes
Subject: Jackson Municipal Complex PD Front Office Cabinet Revision
Attachments: EXHIBIT Front Office Cabinet Revisions 071421.pdf

Pete and Jason,

Attached is a revision the PD would like to see some pricing on to increase the cabinet base and add a filler just below the counter to raise the counter height to 3'-4". Please, provide a cost proposal for this revision.

Thank you,

Kristopher Dressler, R.A.

Architect

Cedar Corporation

604 Wilson Avenue | Menomonie | WI | 54751

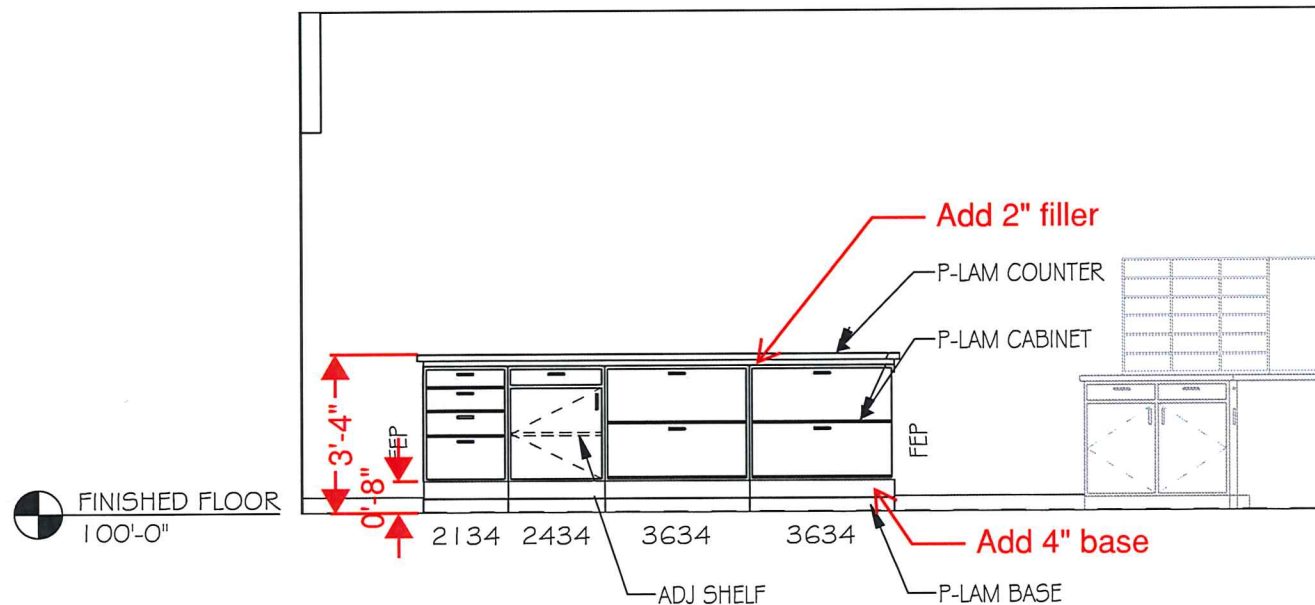
Office: 715-235-9081 | TF: 800-472-7372

kris.dressler@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.



L FRONT OFFICE ELEVATION 4
A221B NTS

Village of Jackson
Municipal Complex
Front Office 1B02 Casework
Revision



engineering . architecture . environmental . surveying .
landscape architecture . planning . economic development

800-472-7372
www.cedarcorp.com

PROJECT NO. J5789-002

DRAWN BY: K. DRESSLER

DATE: 7/14/21

SCALE: NTS

Doug Kroes

From: Doug Kroes
Sent: Tuesday, August 10, 2021 5:51 PM
To: Ryan Vossekul
Cc: Brian Kober; Kristopher Dressler; Cory Scheidler; Aaron Swaney; Jen Keller
Subject: RE: Jackson Municipal Complex: Updated Schedule & Cabinet Alteration Cost Proposal

Thank you Chief. In response I will prepare the associated contract work change directive.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Ryan Vossekul <chief@jacksonpolice.org>
Sent: Monday, August 9, 2021 1:52 PM
To: Doug Kroes <doug.kroes@cedarcorp.com>
Cc: Brian Kober <brian.kober@villageofjackson.com>; Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Aaron Swaney <aswaney@jfdwi.com>; Jen Keller <jen.keller@villageofjackson.com>
Subject: RE: Jackson Municipal Complex: Updated Schedule & Cabinet Alteration Cost Proposal

Thank you. Please proceed with the attached proposal.

RV



Chief Ryan Vossekul

Jackson Police Department

N168W20733 Main Street

Jackson, Wisconsin 53037

(262) 677-4949

From: Doug Kroes <doug.kroes@cedarcorp.com>
Sent: Monday, August 9, 2021 1:39 PM
To: Ryan Vossekul <chief@jacksonpolice.org>
Cc: Brian Kober <brian.kober@villageofjackson.com>; Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Aaron Swaney <aswaney@jfdwi.com>; Jen Keller <jen.keller@villageofjackson.com>
Subject: Jackson Municipal Complex: Updated Schedule & Cabinet Alteration Cost Proposal

Chief:

In regard to your request for information related to the Contractor's updated overall construction schedule and discussion related to the same, I have included that information (7/30/21 schedule & discussion) within the 8/4/21 progress meeting minutes as distributed this morning. Please let me know if you have any questions on this item.

Also, our office has received a cost proposal from the Contractor related to the alteration of the PD's reception area work island cabinet. This proposal is attached (proposed cost also included within the 8/4/21 minutes). Our office has reviewed the cost and it appears to be in line with the efforts involved. Please let us know if you'd like to proceed with this work.

Again, please feel free to contact me should you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Ryan Vossekul <chief@jacksonpolice.org>

Sent: Thursday, August 5, 2021 9:42 AM

To: Aaron Swaney <aswaney@jfdwi.com>; Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Doug Kroes <doug.kroes@cedarcorp.com>

Cc: Brian Kober <brian.kober@villageofjackson.com>; Jen Keller <jen.keller@villageofjackson.com>

Subject: RE: Above ceiling

I'd like to be included in the discussion related to this.

Also, I understand that there were some potential completion schedules reviewed at yesterday's meeting. Would someone be able to share those documents with me?

Thank you,

RV



Chief Ryan Vossekul

Jackson Police Department

N168W20733 Main Street

Jackson, Wisconsin 53037

(262) 677-4949

From: Aaron Swaney <aswaney@jfdwi.com>

Sent: Wednesday, August 4, 2021 11:54 AM

To: Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Doug Kroes <doug.kroes@cedarcorp.com>

Cc: Brian Kober <brian.kober@villageofjackson.com>; Jen Keller <jen.keller@villageofjackson.com>; Ryan Vossekul
<chief@jacksonpolice.org>

Subject: Above ceiling

Hey everyone,

I heard in our meeting today that the owner requested a proposal to have the insulation removed above the ceilings. Although I understand the reasoning, we need discuss this in full before making any decision like this. It is not something that should be made by one person when there are many departments involved that can be effected.

While the drywalling was taking place throughout the building, I question why the drywall was not going to the ceiling in-between departments and shared space due to bleed over of noise and security. I was told, by both Cedar Corp and Koenig, that this did not need to happen as we were insulating above the ceiling. I was also told this will give a better insulation factor for the building, keeping all the heat in the offices vs up in the above ceiling area. So I would like to discuss all options at this point and make sure that we are meeting what is needed and making sure that this project not only meets deadlines but is being done right the first time. In the long run, the insulation may be more cost efficient and also provide a sound barrier. From my experience in other departments and buildings, this should be taken into consideration. Plus, I know that we will not get a full refund for this as nothing throughout the project has.

Please let me know everyone's thoughts. Thanks.

Aaron A. Swaney

Fire Chief, BS

Jackson Fire Department

aswaney@jfdwi.com

262-677-3811

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.



August 2, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #69: Raise PD Reception Cabinet

Mike Koenig Construction Co. Inc. proposes to raise the PD Reception Counter to 3'4" per the following specifications.

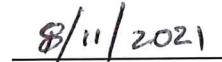
- Raise toe kicks and provide filler just below countertop to raise counter height to 3'-4" \$2,180.00
- Modify electrical components already installed \$375.00

Labor and Material: \$ 2,555.00
Mark-up: \$ 128.00
Bond: \$ 54.00
DEDUCT: \$ 2,737.00

Please sign below to indicate your approval.



Owner Signature



Date

Note: If this proposal is accepted an official contract change order will be issued which will adjust the total contract amount accordingly.

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 47

Date of Issuance:	August 31, 2021	Effective Date:	September 1, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

Contractor is directed to proceed promptly with the following change(s):

Description:

Addition of the furnishing and installation of circuit wiring and equipment components associated with the Owner provided Monument/Pylon signs. Work was initially removed from within the contract scope and then again added by the Owner upon finalizing the sign design and resolution.

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated 7/27/21 and 8/3/21
- 2) A/E Exhibit dated 7/27/21
- 3) Sign Vendor, Appleton Sign, design information
- 4) Contractor's Cost Proposal, PCO #70 dated 8/18/21

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- ☐ Non-agreement on pricing of proposed change.
☒ Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 1,420.00 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: <u>[Signature]</u> Engineer (Authorized Signature)	By: <u>[Signature]</u> Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Director of Public Works</u>	Title: <u>PM</u>
Date: <u>8/31/21</u>	Date: <u>9/1/2021</u>	Date: <u>9-1-21</u>

Doug Kroes

From: Doug Kroes
Sent: Tuesday, August 3, 2021 8:41 AM
To: Pete Schmoll (petes@mikekoenigconstruction.com)
Cc: Kris Dressler (kris.dressler@cedarcorp.com); 'Jason Kossman'; jen.keller@villageofjackson.com; 'brian.kober@villageofjackson.com'; Jason Mengert
Subject: RE: Jackson Municipal Complex: REQUEST FOR COST PROPOSAL - Pylon (Monument) Sign Circuit Wiring - Addtl. Information
Attachments: Appleton Sign Pylon Sign Info to Contractor 080221.pdf; 2019101_Pylon Sign Revisions_07-27-21.pdf

Pete:

As discussed at last week's meeting, attached please find information related to the Pylon Sign design. The attached information indicates the locations of the electrical panel in which the breaker panel shall be furnished/installed under this proposal plus, the portion of conduit to be installed by the sign vendor.

ALSO as discussed, the connection of the currently installed conduit and the conduit installed by the vendor shall be included within your proposal. Again, the current schedule for the sign installation is 9/9/21.

Please let us know if you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Doug Kroes
Sent: Tuesday, July 27, 2021 11:55 AM
To: Pete Schmoll (petes@mikekoenigconstruction.com) <petes@mikekoenigconstruction.com>
Cc: Kris Dressler (kris.dressler@cedarcorp.com) <kris.dressler@cedarcorp.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>
Subject: Jackson Municipal Complex: REQUEST FOR COST PROPOSAL - Pylon (Monument) Sign Circuit Wiring

Pete:

Please provide a lump sum cost proposal related to the all-inclusive installation of electrical circuit wiring for the proposed Pylon Sign. Attached please find detailed information related to the scope of the work. Please base your proposal on this information.

Please let us know if you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

NAME	KVA RATING	PRI. VOLT	SEC. VOLT.	LOCATION		MOUNTING	ENCLOSURE DIMENSIONS
				NAME	NUMBER		
T-41	75 KVA	480/277V	208/120V	ELEC.	1003	WALL	361 x 270 x 371
T-41	75 KVA	480/277V	208/120V	APPARATUS BUS	1011	WALL	361 x 270 x 371
T-43	75 KVA	480/277V	208/120V	STORAGE/RECORD	1115	FLOOR	361 x 270 x 371
T-C1	75 KVA	480/277V	208/120V	MECHANICAL	2001	FLOOR	361 x 270 x 371
T-C5-B	30 KVA	480/277V	208/120V	MECHANICAL	2001	FLOOR	261 x 160 x 271
T-C5-A	75 KVA	480/277V	208/120V	ELEC. ROOM	1002	WALL	361 x 270 x 371
T-5-B	75 KVA	480/277V	208/120V	ELEC.	1419	WALL	261 x 160 x 271
T-5B-A	75 KVA	480/277V	208/120V	ELEC.	1419	WALL	261 x 160 x 271

NO.	LOAD DESCRIPTION	LOCATION	KW	FLA	VOLTS	PH	PANEL	CKT	BREAKER	SIZE	POLES	SEE NOTE
1	DRYER	1467	5	24	208V 1		OSL	1615				2, 5, 3
2	DOOR ACCESS CABINET	1865	0.05	4.2	120 V 1		OSL	18	20	1		
3	WATER SOLENOID	1817	0.2	10.0	120 V 1		A2R	1	20	1		7
4	WATER SOLENOID	1462	0.2	10.0	120 V 1		A2R	3	20	1		1, 3
5	DRYER	1011	5	24	208 V 1		B1	6, 8	30	2		2, 5, 8
6	ELEV. CONTROL PANEL	1100	0.5	4.2	120 V 1		EP	2	20	1		1
7	LIGHTING W/AY	1028	0.5	4.2	120 V 1		OSL	10	20	1		
8	GRN. BLK. HEATER	GENERATOR	1.8	15	120 V 1		EMA	1	20	1		1
9	GRN. STRIP HEATER	GENERATOR	1.6	13	120 V 1		EMA	2	20	1		
10	GRN. BATTERY CHARGER	GENERATOR	0.5	4.2	120 V 1		EMA	3	20	1		
11	FIRE ALARM CONTROL PANEL	1028	0.5	4.2	120 V 1		EMA	8	20	1		1
12	DRYER	2008		24	208 V 1		OSL	11, 13				2, 5
13	DRYER	2010		24	208 V 1		OSL	11, 13				2, 5
14	EVILON GRN. PANEL	5121	5.3	25.4	208 V 1		A1	21, 23	60	2		1, 5
15	TWO-WAY COMM. AUTO-ALER	2001	0.5	4.2	120 V 1		EMA	18	20	1		
16	TWO-WAY COMM. CONTROL PANEL	2001	0.5	4.2	120 V 1		EMA	18	20	1		
17	LIGHTING FLOOR	1028	0.5	4.2	120 V 1		OSL	10	20	1		
18	FUTURE CAR CHARGER	817E	7	7	208 V 1		B3	1, 3	40	2		1, 3
19	FUTURE CAR CHARGER	817E	7	7	208 V 1		B3	2, 4	40	2		1, 3
20	FUTURE CAR CHARGER	817E	7	7	208 V 1		B3	5, 7	40	2		1, 3
21	FUTURE CAR CHARGER	817E	7	7	208 V 1		B3	6, 8	40	2		1, 3
22	ELEVATOR CAR LIGHTING	1020	0.1	4.2	120 V 1		EMA	8	20	1		4
23	SMOK. MACHINE	1021	0.1	4.2	120 V 1		EMA	7	20	1		4
24	AUTODOOR	1001	0.5	4.2	120 V 1		EMA	6	20	1		1, 6
25	AUTODOOR	1002	0.5	4.2	120 V 1		EMA	6	20	1		1, 6
26	AUTODOOR	1003	0.5	4.2	120 V 1		EMA	7	20	1		1, 6
27	AUTODOOR	1001	0.5	4.2	120 V 1		A1	16	20	1		1, 6
28	AUTODOOR	1002	0.5	4.2	120 V 1		A1	16	20	1		1, 6
29	GRN. BATTERY HEATER/RECEPT.	GENR	0.4	3.3	120 V 1		OSAR	4	20	1		1
30	GAS SHUT OFF SOLENOID	1021	0.5	10.0	120 V 1		OSAR	7	20	1		
31	ELEC. WATER HEATER ENH-1	2603	2	8.6	208 V 1		B2	13, 15	20	2		5
32	CUH-1	1889	0.7	5.8	120 V 1		A2R	19	20	1		4
33	CUH-2	1021	0.8	7.2	120 V 1		B3	32	20	1		4
34	CUH-1	1029	0.7	5.8	120 V 1		B3	33	20	1		4
35	CUH-2	1021	0.7	5.8	120 V 1		B1	44	20	1		4
36	GAS-FIRED RILER B-1	1001	1.8	16	120 V 1		OSB	8	20	1		4
37	GAS-FIRED RILER B-2	1001	1.8	16	120 V 1		OSB	8	20	1		4
38	CUH-3	1021	0.5	4.4	120 V 1		A1	9	20	1		4
39	CUH-3	1033	0.5	4.4	120 V 1		A1	22	20	1		4
40	KITCHEN HOOD CONTROL PANEL	1006	1.8	16.3	120 V 1		EMA	12	20	1		10, 13
41	CUH-3											

NO.	DESCRIPTION	LOC	HP	FLA	VOLTAGE	PH	FANEL CIRCUIT	FEED FROM BREAKER	SIZE POLES	SEE NOTE
1	ELEVATOR	1001	2	28 A	208 V 3	1	06AL	2	30	2
2	OVERHEAD DOOR	1A01	0.5	9.8 A	120 V 1	1	06AL	1	20	2, 3
3	OVERHEAD DOOR	1A01	0.5	9.8 A	120 V 1	1	06AL	2	30	1
4	OVERHEAD DOOR	1A15	2	3.4 A	480 V 3	1	06AL	25,27,29	30	3
5	OVERHEAD DOOR	1A15	2	3.4 A	480 V 3	1	06AL	25,27,29	30	3
6	OVERHEAD DOOR	1029	0.5	9.8 A	120 V 1	A	1	3	20	1, 2, 3
7	OVERHEAD DOOR	1029	0.5	9.8 A	120 V 1	A	1	4	20	1, 2, 3
8	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	21	30	1
9	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	10	20	1, 2, 3
10	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	11	20	1, 2, 3
11	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	12	20	1, 2, 3
12	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	22	30	1
13	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	30	20	1, 2, 3
14	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	29	20	1, 2, 3
15	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	31	20	1, 2, 3
16	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	31	20	1, 2, 3
17	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	34	20	1, 2, 3
18	OVERHEAD DOOR	1021	0.5	9.8 A	120 V 1	1	06AR	33	20	1, 2, 3
19	WCC	1021	1	4.6 A	208 V 3	1	06AL	12,14,16	30	3
20	MAL1	1A15	3	6.9 A	480 V 3	4A	9,11,13	20	3	8
21	S/CAR AIR COMPRESSOR	2003	10	14 A	480 V 3	1	C4B	7,8,11	30	3
22	CU1	100F	10	19 A	208 V 3	1	C1AR	14,16	30	2, 3
23	RTU1	200A	40	480 V 3	1	MDP	20	3	2	
24	FOUR FOLD DOOR	1001	0.75	3.5 A	208 V 3	3	06AR	36,38,40	30	2, 3
25	FOUR FOLD DOOR	1001	0.75	3.5 A	208 V 3	3	06AR	35,37,39	30	2, 3
26	FOUR FOLD DOOR	1001	0.75	3.5 A	208 V 3	3	06AR	41,43,45	30	2, 3
27	SUMP PUMP SR1	1001	0.5	9.8 A	120 V 1	06AL	2	30	1	2
28	HMRP-1	2001	0.7	5.8 A	120 V 1	1	C1L	15	20	1, 2
29	HMR1	2001	5	7.5 A	480 V 3	1	C4B	1,3,5	20	3
30	HMR2	2001	5	7.5 A	480 V 3	1	C4B	2,4,6	20	3
31	EXHAUST FAN-1	ROOF	10	16.8 A	480 V 3	4C	1,3,5	20	3	2
32	EXHAUST FAN-1	ROOF	15	3 A	480 V 3	3	4C	7,8,11	20	3
33	EXHAUST FAN-2	ROOF	15	3 A	480 V 3	3	4C	6,8,10	20	3
34	EXHAUST FAN-3	ROOF	0.16	4.0 A	120 V 1	25	06AL	20	30	1
35	EXHAUST FAN-4	ROOF	0.75	1.6 A	480 V 3	4C	19,21,23	20	3	2
36	EXHAUST FAN-5	ROOF	0.75	1.6 A	480 V 3	3	4C	15,17,19	20	3
37	EXHAUST FAN-6	ROOF	0.1	2.5 A	120 V 1	1	C1R	28	20	1
38	EXHAUST FAN-7	ROOF	0.1	2.5 A	120 V 1	1	C1R	6	20	1
39	DESTRATATION FAN	1022	0.8 A	1.0 A	120 V 1	1	B1	35	20	1
40	UH1	1A15	0.05	1.3 A	120 V 1	1	A2R	10	20	1
41	UH2	1A15	0.05	1.3 A	120 V 1	1	A2R	11	20	1
42	UH3	1021	0.05	1.3 A	120 V 1	1	B1	24	20	1
43	UH4	1021	0.05	1						

[illegible]

CONSULTANT: **ibc engineering services, inc.**
 WILSONVILLE, OR 97158
 800 PROJECT NO. 201948

ARCHITECT/ENGINEER: **Cedar Corporation**
 800-472-7372
 WWW.CEDARCORP.COM

engineers • architects • planners • environmental specialists
land surveyors • landscape architects • interior designers

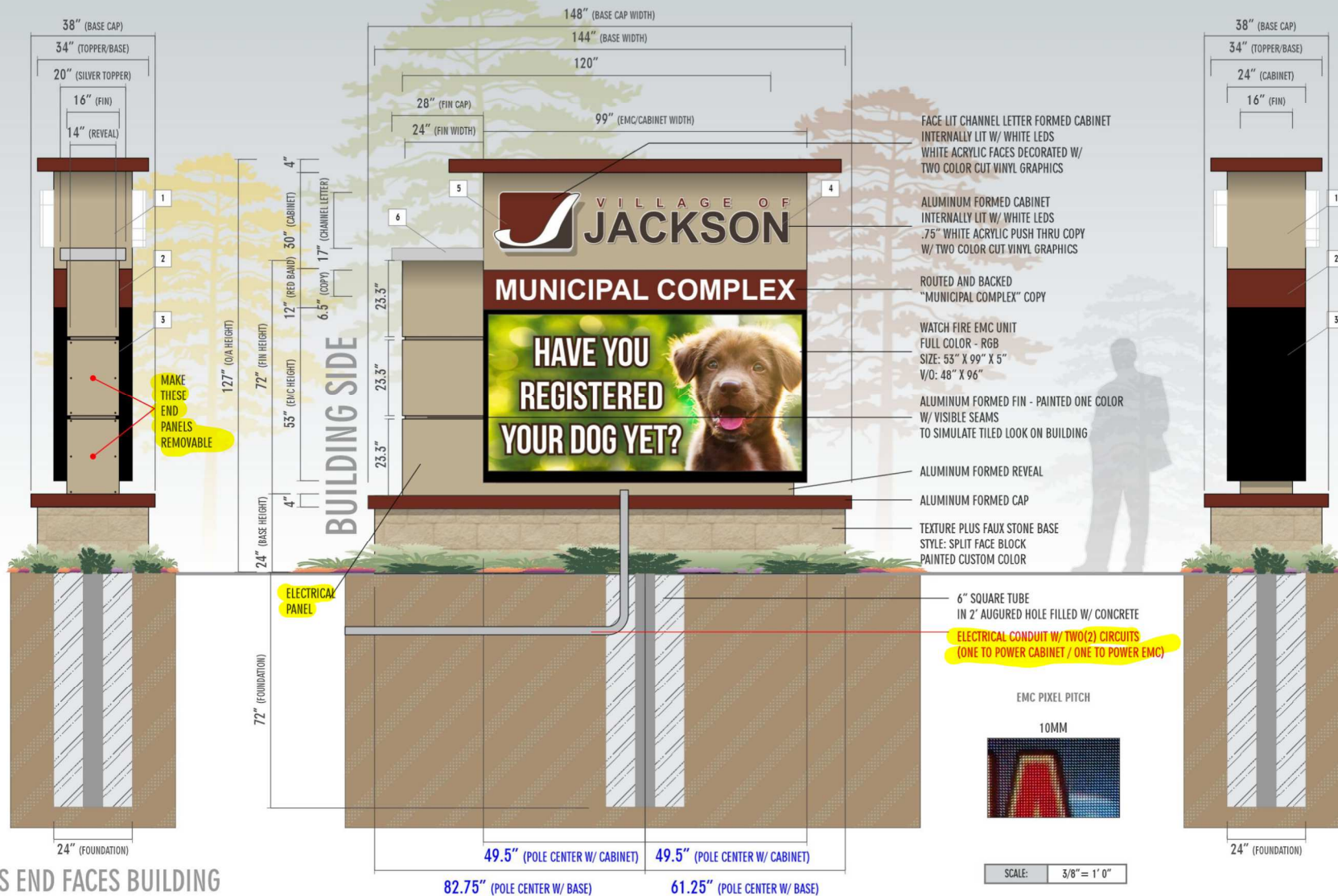
VILLAGE OF JACKSON
MUNICIPAL COMPLEX
STATE HWY 60
JACKSON, WI 53037

JOB NO.	
J5789-002	
DRAWN BY:	CHECKED BY:
DMS	DM
ISSUE DATE	
MARCH 18, 2020	
SET TYPE	
CONSTRUCTION	
ELECTRICAL SCHEDULES	

SHEET NO.
E601

A

DETAIL VIEW



AppletonSIGN
COMPANY

2400 Holly Road • Neenah, WI 54956
Tel: 920.734.1601 • Fax: 920.734.1622

www.AppletonSIGN.com

CLIENT:	VILLAGE OF JACKSON MUNICIPAL COMPLEX
STREET ADDRESS:	N168 W19851 MAIN ST
CITY / STATE:	JACKSON, WI
DATE:	6/7/21
SALES:	MONICA SCHNEIDER
DESIGNER:	MIKE FRASSETTO
GENERAL SPECIFICATIONS	
VOLTAGE:	120v - 277v - POWER SUPPLIES USED
POWER DRAW:	40 AMPS - FOR EMC 2 AMPS - FOR SIGN
SQUARE FOOTAGE:	127

REQUIRED ITEMS FROM CLIENT

BRANDING STANDARDS?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
---------------------	--

COLOR SCHEDULE	
1	PAINT: SW 6141 SOFTER TAN
2	PAINT: SW 6335 FIRED BRICK
3	PAINT: SATIN BLACK
4	VINYL: ORACAL 8500851 MIDDLE BROWN - TRANS
5	VINYL: DURAHODIC - OPAQUE
6	PAINT: METALLIC SILVER
7	SPRINK CALL OUT
8	SPRINK CALL OUT

SURVEY ITEMS REQUIRED

FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED PRICE/MATERIALS
---------------	--

☒ ON SITE COLOR MATCH	☒ TRUCK ACCESS?
☒ AVAILABLE AREA	YES ☒ NO
☒ FACE DETAILS	☒ BEHIND WALL ACCESS?
☒ POLE DETAILS	YES ☒ NO
☒ ALL SIGN DETAILS	☒ ELECTRICAL EXISTING?
☒ OTHER:	YES ☒ NO
ADDITIONAL SURVEY DETAILS HERE	

SURVEY UPDATE

RECEIVED COMPLETED

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

X

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING & THE PROPOSAL MATCHING THE DESIGN ID #. PRODUCTION OF THIS PROJECT WILL NOT BE ALLOWED WITHOUT A SIGNATURE.

A OPT. 1 210624-04

**DETAILED DESIGN!
CAN BE USED FOR PRODUCTION**

A: MANUFACTURE AND INSTALL QTY: ONE(1) D/F MONUMENT SIGN W/ LED MESSAGE CENTER

DISCLAIMERS:

THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. ©

COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS/COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.

BUILDING SIDE

A

LOCATION VIEW



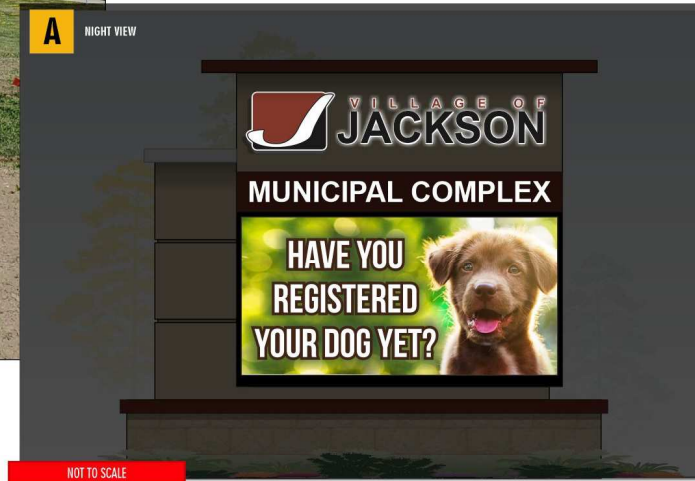
SCALE: 3/8" = 1' 0"



EXISTING VIEW - STAKE IS SOUTHWEST CORNER OF SIGN

A

NIGHT VIEW



NOT TO SCALE

AppletonSIGN
COMPANY

2400 Holly Road • Neenah, WI 54956
Tel: 920.734.1601 • Fax: 920.734.1622

www.AppletonSIGN.com

CLIENT:	VILLAGE OF JACKSON MUNICIPAL COMPLEX
STREET ADDRESS:	N168 W19851 MAIN ST
CITY / STATE:	JACKSON, WI
DATE:	6/7/21
SALES:	MONICA SCHNEIDER
DESIGNER:	MIKE FRASSETTO
GENERAL SPECIFICATIONS	
VOLTAGE:	120V - 277V - POWER SUPPLIES USED
POWER DRAW:	10A 000 AMPS - TOTAL UNKNOWN
SQUARE FOOTAGE:	100 - APPROX

REQUIRED ITEMS FROM CLIENT

☒ BRANDING STANDARDS?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
---	--

COLOR SCHEDULE	
1	PAINT TO MATCH BUILDING - TBD
2	PAINT TO MATCH BUILDING - TBD
3	PAINT TO MATCH BUILDING - TBD
4	PAINT TO MATCH BUILDING - TBD
5	PAINT TO MATCH BUILDING - TBD
6	PAINT TO MATCH BUILDING - TBD
7	PAINT TO MATCH BUILDING - TBD
8	PAINT TO MATCH BUILDING - TBD

SURVEY ITEMS REQUIRED

☒ FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FURNISHING DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
---	---

☒ ON SITE COLOR MATCH	☒ TRUCK ACCESS?
☒ AVAILABLE AREA	YES OR NO
☒ FACE DETAILS	☒ BEHIND WALL ACCESS?
☒ POLE DETAILS	YES OR NO
☒ ALL SIGN DETAILS	☒ ELECTRICAL EXISTING?
☒ OTHER:	YES OR NO
ADDITIONAL SURVEY DETAILS HERE	

SURVEY UPDATE

UNCOMPLETED COMPLETED

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

☒

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING & THE PROPOSAL MATCHING THE DESIGN ID #. PRODUCTION OF THIS PROJECT WILL NOT BE ALLOWED WITHOUT A SIGNATURE.

A OPT. 1 210624-04

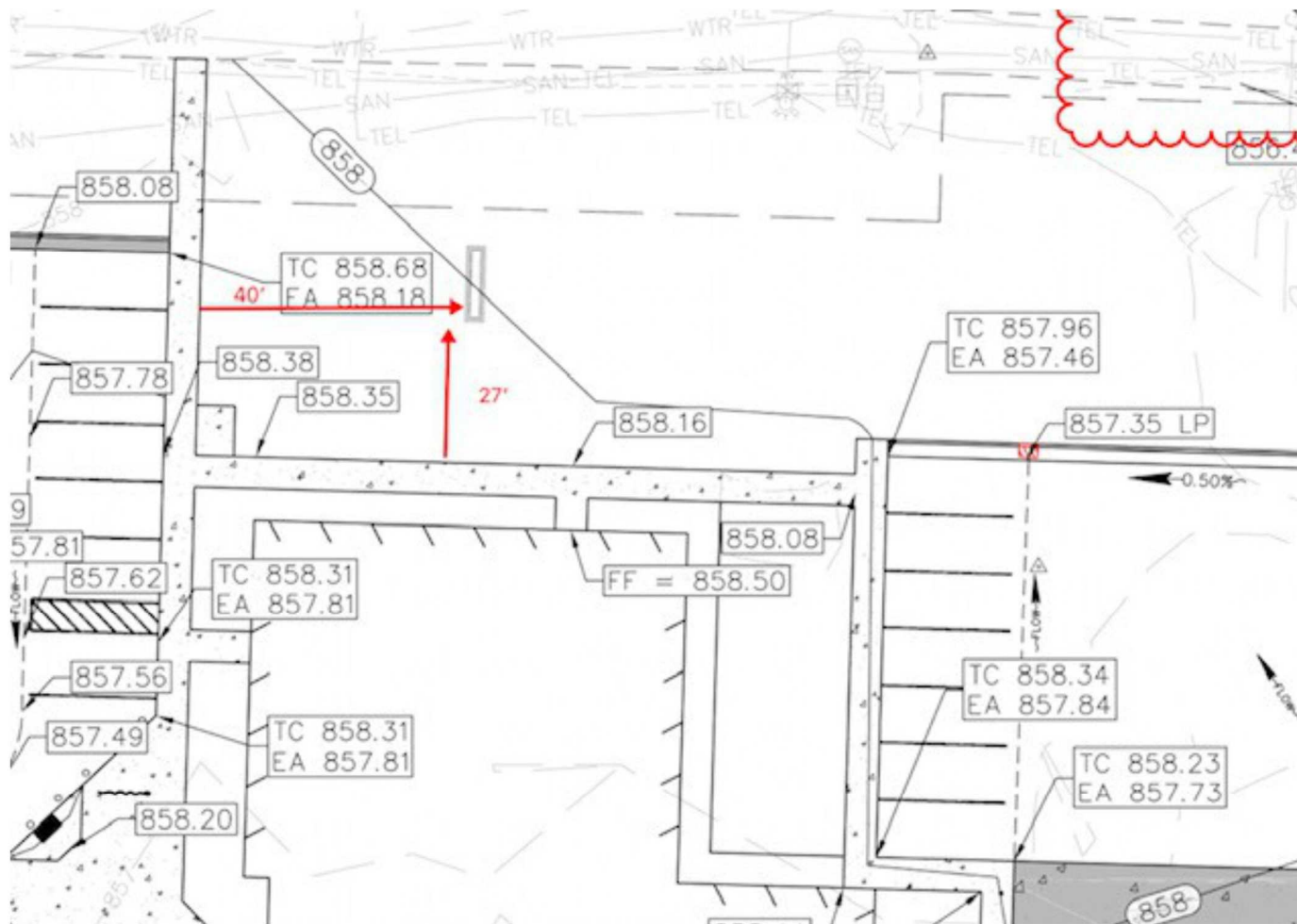
DETAILED DESIGN!
CAN BE USED FOR PRODUCTION

A: SEE PAGE ONE FOR DESCRIPTION

DISCLAIMERS:

THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. ©

COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS/COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.



NOT TO SCALE



2400 Holly Road • Neenah, WI 54956
Tel: 920.734.1601 • Fax: 920.734.1622

www.AppletonSIGN.com

CLIENT:	VILLAGE OF JACKSON MUNICIPAL COMPLEX
STREET ADDRESS:	N168 W19851 MAIN ST
CITY / STATE:	JACKSON, WI
DATE:	6/7/21
SALES:	MONICA SCHNEIDER
DESIGNER:	MIKE FRASSETTO
GENERAL SPECIFICATIONS	
VOLTAGE:	120V - 277V - POWER SUPPLIES USED
POWER DRAW:	10A 000 AMPS - TOTAL UNKNOWN
SQUARE FOOTAGE:	100 - APPROX

REQUIRED ITEMS FROM CLIENT

☒ BRANDING STANDARDS?	AN ART RESTORATION FEE MAY BE APPLIED TO PROJECT IF PRODUCTION READY ARTWORK IS NOT PROVIDED BY CLIENT PRIOR TO PRODUCTION
---	--

COLOR SCHEDULE	
1	PAINT TO MATCH BUILDING - TBD
2	PAINT TO MATCH BUILDING - TBD
3	PAINT SATIN BLACK
4	POW TO MATCH BUILDING - TBD
5	POW: CHALKY TINTED BLACK
6	PAINT METALLIC SILVER
7	COLOR CALL OUT
8	COLOR CALL OUT

SURVEY ITEMS REQUIRED

☒ FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FIDUCIARY DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
---	--

☒ ON SITE COLOR MATCH	☒ TRUCK ACCESS?
☒ AVAILABLE AREA	YES OR NO
☒ FACE DETAILS	☒ BEHIND WALL ACCESS?
☒ POLE DETAILS	YES OR NO
☒ ALL SIGN DETAILS	☒ ELECTRICAL EXISTING?
☒ OTHER: ADDITIONAL SURVEY DETAILS HERE	YES OR NO

SURVEY UPDATE

PROPOSED	COMPLETED
----------	-----------

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

☒

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING & THE PROPOSAL MATCHING THE DESIGN ID #. PRODUCTION OF THIS PROJECT WILL NOT BE ALLOWED WITHOUT A SIGNATURE.

A **OPT. 1** **210624-04**

DETAILED DESIGN!
CAN BE USED FOR PRODUCTION

A: SEE PAGE ONE FOR DESCRIPTION

DISCLAIMERS:

THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. ©

COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS/COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.



August 18, 2021

Jackson Municipal Complex

N168W19721 Main St
Jackson, WI 543037

PCO #69: Pylon Sign Wiring

Mike Koenig Construction Co. Inc. proposes to complete the pylon sign wiring per the following specifications.

- Install electrical panel mounted in sign NEMA 1R
- Provide and install sign wiring
- Sign controls are wireless

Item	QTY	Price	Subtotal
Material	1.00	\$916.23	\$916.23
Labor	12.00	\$100.00	\$1,200.00
Material Original Scope	1.00	(\$410.00)	(\$410.00)
Labor Original Scope	4.00	(\$95.00)	(\$380.00)

Labor and Material: \$1,326.00

Mark-up: \$ 66.00

Bond: \$ 28.00

NET SUM OF: \$1,420.00

Please sign below to indicate your approval.

Owner Signature

Date

Note: If this proposal is accepted an official contract change order will be issued which will adjust the total contract amount accordingly.

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

☒ Owner ☐ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49 WORK CHANGE DIRECTIVE

Work Change Directive No. 44

Date of Issuance:	August 3, 2021	Effective Date:	August 4, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional work associated with rerouting of data cabling to Owner (IT) supplied switch gear located within the upper level of Building D. Intent of the rerouting of data cable to the switch gear is to intercept data cable runs longer than 300 feet as cables longer than 300 feet would negatively affect the flow of data through the cable.

Attachments:

- 1) 1/27/21 Progress meeting minutes – Page 6, Item 1: IT Coordination
- 2) Contractor's Cost Proposal, PCO #68 dated 8/2/21

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- ☐ Non-agreement on pricing of proposed change.
☒ Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 4,168.75 [Increase] .
Contract Time 0 days [increase] [decrease].

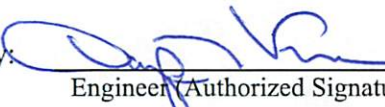
Basis of estimated change in Contract Price:

- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 	By: 	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Administrator</u>	Title: <u>PM</u>
Date: <u>8/3/21</u>	Date: <u>8/5/21</u>	Date: <u>8/4/21</u>

MEETING NOTES

Owner's Contracted Work/Coordination Items Meeting

Meeting with Owner's IT Service Provider – Pros 4 Technology, Inc.

Meeting Start Time: 10:00AM

In Attendance:

Company	Representative
Village of Jackson	Brian Kober
Village of Jackson	Jen Keller
Jackson Police Department	Chief Ryan Vossekuil
Jackson Fire Department	Chief Aaron Swaney
Mike Koenig Construction	Pete Schmoll
Mike Koenig Construction	Jason Kossman
Pros4 Technology	Dave Becker
Pros4 Technology	Bill Prusow
Pros4 Technology	Derek DeMaa
Cedar Corporation	Kris Dressler
*Cedar Corporation	Cory Scheidler
Cedar Corporation	Doug Kroes
	*Remote Attendance

Discussion Items:

1) IT Coordination:

- Cable installation is included within the Municipal Complex contract.
- Pros4 will be installing server racks within the new IT room.
- CAT 6 cable has a run limit of 350 feet. Pros4 review of the Municipal Complex plans resulted the need to add switch gear to the second floor of the Fire Department within Storage Room 2D19. Discussion was held related to mounting the switch gear cabinet directly south of the entrance door. Pros4 stated that the cabinet size is 18" square and that backing for mounting should be provided as well as an electrical receptacle located inside of the cabinet. Cabinet will be mounted 5-6' off of floor elevation. CAT 6 cables will need to be installed from the IT room to the Storage Room as part of the Municipal Complex contract. Pros4 to provide A/E with the specification sheet related to the switch gear cabinet.
- Police Department will have its own separate server. Existing server will be utilized.
- Village and Fire Department will share a server. B. Kober requested a price quote from Pros4 for a new server.
- Pros4 to review and evaluate all existing hardware and provide an inventory/evaluation list to the Village.



August 2, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #68: Overlength Cable Rerouting

Mike Koenig Construction Co. Inc. proposes to re-route overlength data cable per the following specifications.

- Provide labor to reroute (20) cables feeding the Apparatus Bay from IDF 1Bo5 to new wall mount rack location on the 2nd Floor.
- Rack supplied and installed by others.

Labor and Material: \$ 3,892.75
Mark-up: \$ 195.00
Bond: \$ 81.00
DEDUCT: \$ 4,168.75

Please sign below to indicate your approval.

Owner Signature

Date

Note: If this proposal is accepted an official contract change order will be issued which will adjust the total contract amount accordingly.

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49 WORK CHANGE DIRECTIVE

Work Change Directive No. 48

Date of Issuance:	August 31, 2021	Effective Date:	September 1, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

Contractor is directed to proceed promptly with the following change(s):

Description:

Revisions to speaker wire plan as revised by Owner's Audio Visual vendor (AVI) to accommodate system needs as prescribed by Owner; Revision to speaker cabling locations and addition of volume controls.

Attachments:

- 1) Revision Notes – Drawing Sheets E301AB, E301C, E301D, E301E, E302D & E302E
- 2) E-mail correspondence between A/E and Contractor dated 8/18/21 – 8/20/21
- 3) Contractor's Cost Proposal, PCO #72 dated 8/20/21 signed by Owner

Purpose for Work Change Directive:

Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to:

- ☒ Non-agreement on pricing of proposed change.
☒ Necessity to proceed for schedule or other Project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price \$ 4,714.50 (NTE) [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

- ☐ Lump Sum ☐ Unit Price
☒ Cost of the Work ☐ Other

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: <u>[Signature]</u> Engineer (Authorized Signature)	By: <u>[Signature]</u> Owner (Authorized Signature)	By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Director of Public Works</u>	Title: <u>9-1-21</u>
Date: <u>8/31/21</u>	Date: <u>9/1/2021</u>	Date: <u>PM</u>

Doug Kroes

From: Doug Kroes
Sent: Friday, August 20, 2021 1:39 PM
To: Pete Schmoll
Cc: Cory Scheidler; Jason Kossman; Brian Kober (dirpubwks@villageofjackson.com); Kristopher Dressler; jen.keller@villageofjackson.com
Subject: RE: 963277 Jackson Municipal Complex - Submittal Drawings Approval: Revised Speaker Wire Plan - PCO#72 - Proceed with Work
Attachments: Jackson PCO#72 Speaker Wiring.pdf

Pete:

Thank you for your response. In regard to the same, please schedule to proceed with the work as proposed with the understanding that the related cost as proposed may be adjusted based upon further discussion.

Thank you for coordinating this so quickly.

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Pete Schmoll <petes@mikekoenigconstruction.com>
Sent: Friday, August 20, 2021 1:23 PM
To: Doug Kroes <doug.kroes@cedarcorp.com>
Cc: Cory Scheidler <cory.scheidler@cedarcorp.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>; Brian Kober (dirpubwks@villageofjackson.com) <dirpubwks@villageofjackson.com>; Kristopher Dressler <kris.dressler@cedarcorp.com>
Subject: Re: 963277 Jackson Municipal Complex - Submittal Drawings Approval

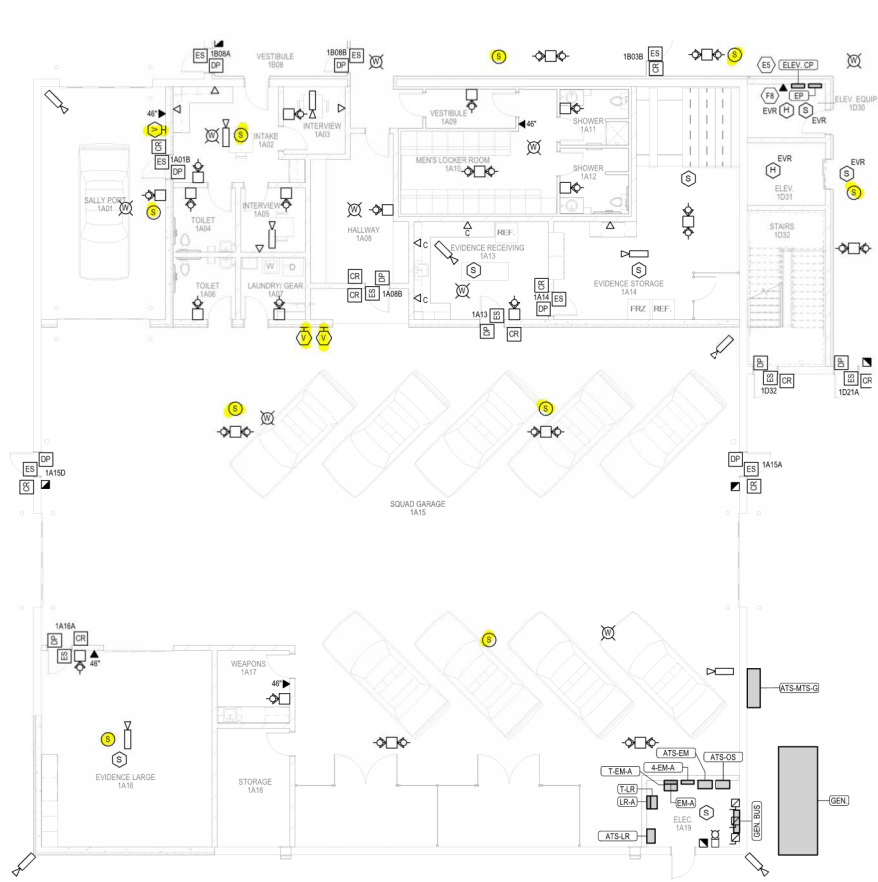
Doug,

They have actually already taken into account the reduced footage of cable and have provided the net add in labor and material. I can revise the proposal next week to reflect this if necessary.

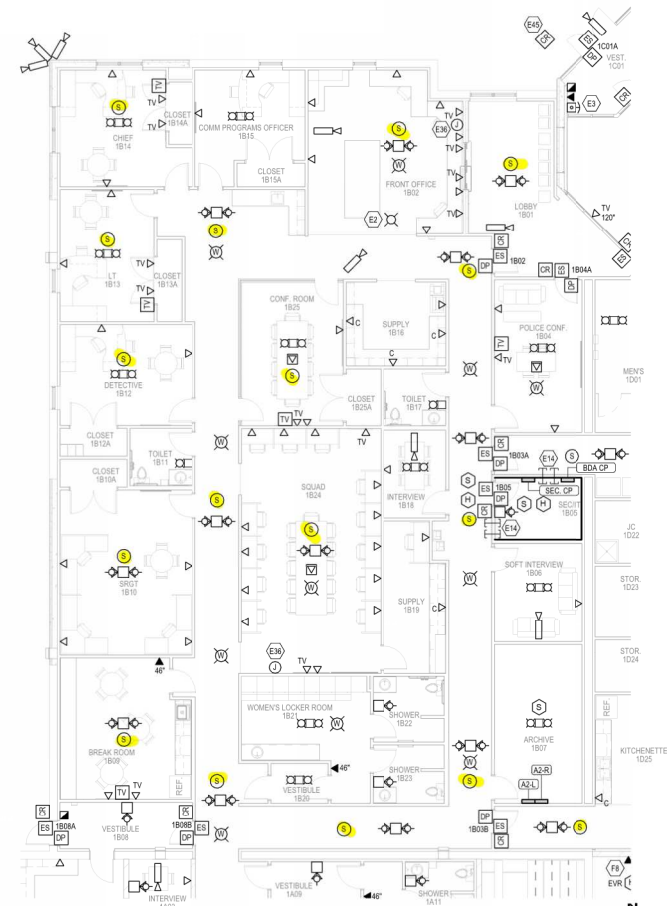
We do however need to know by 2:00 if we should proceed or they will be scheduling another job for next week.

Thanks,

Pete Schmoll
Project Manager
Mike Koenig Construction
Cell: 920-619-3150
Email: petes@mikekoenigconstruction.com

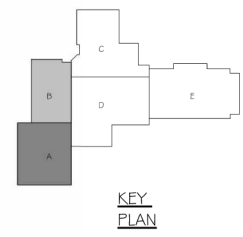


1 ENLARGED FIRST FLOOR SYSTEMS PLAN "A"
SCALE: 1/8" = 1'-0"



2 ENLARGED FIRST FLOOR SYSTEMS PLAN "B"
SCALE: 1/8" = 1'-0"

SHEET NOTES	
1.	SEE ARCHITECTURAL DRAWINGS FOR TV MOUNTING HEIGHTS. SEE DETAILS A4503 FOR MORE INFORMATION.
2.	FOR CAT 6 AND SPEAKER CABLES PROVIDE J-HOOKS. HOOKS SHALL BE SPACED 8 FEET ON CENTER, AND LOCATED AT EACH CHANGED DIRECTION. LOCATE HOOKS 90 CABLES ARE A MINIMUM OF 6 INCHES ABOVE CEILINGS. FROM MECHANICAL DUCTWORK AND LIGHT FIXTURES.
3.	PROVIDE CAT 6 CABLE TO ALL CAMERAS. VERIFY ALL REQUIREMENTS WITH CAMERA VENDOR.
4.	PROVIDE 16/2 SHIELDED COPPER CABLES FROM SPEAKER LOCATIONS TO RECEPT ROOM 1805 UNLESS INDICATED OTHERWISE. PROVIDE 6 FEET OF SLACK CABLE AT EACH END. VERIFY ALL REQUIREMENTS WITH AN VENDOR. SPEAKERS SHALL BE BY OTHERS.
KEY NOTES	
E2	DURESS BUZZER/STROBE SHALL BE EDWARDS' 100TBS-NP 120 VOLT, BLUE LENS AND SHALL BE CONNECTED TO DURESS PUSHBUTTON IN RECEPTION 1C19.
E3	PUSHBUTTON SHALL LOCK EXTERIOR VESTIBULE DOORS.
E5	PROVIDE 3/4" CONDUIT FROM ELEVATOR CONTROL PANEL TO SECIT 1805 FOR ELEVATOR POTS CABLES.
E14	PROVIDE E2 PATH SERIES "E2DP452" FOR COMMUNICATION CABLES.
E23	PROVIDE 1" CONDUIT STUB TO ACCESSIBLE CEILING SPACE ABOVE FOR AV CABLEING.
E38	CONTROL FOR RADIO CONTROLLER HEAD. PROVIDE 4" SQUARE JUNCTION BOX WITH 1" CONDUIT STUB TO ACCESSIBLE CEILING. VERIFY REQUIREMENTS WITH RADIO VENDOR.
E45	SECURITY CARD READER SHALL BE MOUNTED ON BOLLARD PROVIDED BY OTHERS.
F8	PROVIDE A DEDICATED ANALOG PHONE LINE TO SERVE ELEVATOR SYSTEM.



REVISIONS		
NO.	DATE	DESCRIPTION
1	03/02/20	As Issued No. 1
2	04/06/20	As Issued No. 2

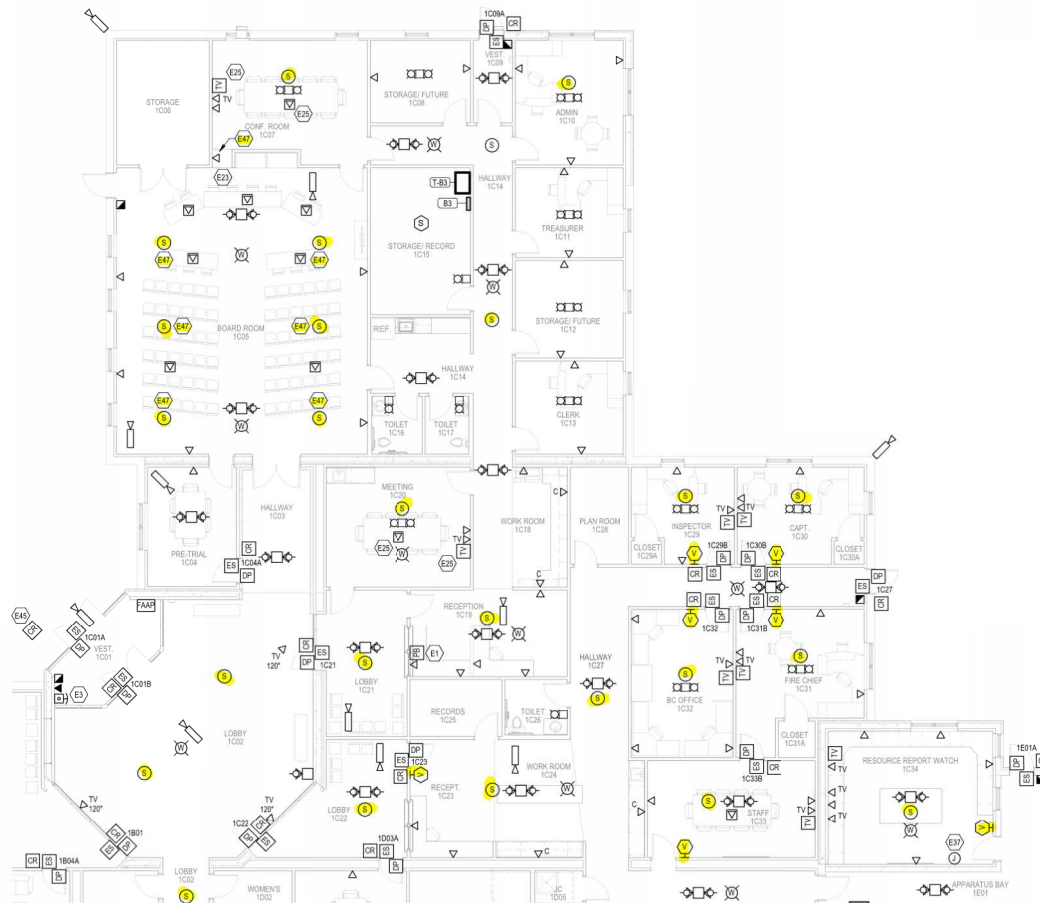
ARCHITECT/FIRM: **ibc engineering services, inc.**
 CONSULTANT: **ibc engineering services, inc.**
 PROJECT NO. 2019-0001
 THE FIRM'S OFFICE IS LOCATED AT 1000 N. JEFFERSON ST., SUITE 100, JACOBSON, WI 53037

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
 STATE HWY 60
 JACKSON, WI 53037

JOB NO. 5789-002
 DRAWN BY: DMS
 CHECKED BY: DH
 ISSUE DATE: MARCH 18, 2020
 SET TYPE: CONSTRUCTION

ENLARGED FIRST FLOOR SYSTEMS PLANS "A" & "B"

SHEET NO. E301AB



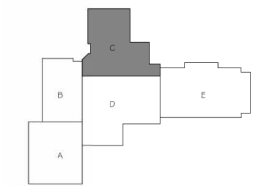
1 ENLARGED FIRST FLOOR SYSTEMS PLAN "C"
SCALE: 1/8" = 1'-0"

SHEET NOTES

- SEE ARCHITECTURAL DRAWINGS FOR TV MOUNTING HEIGHTS. SEE DETAILS A4503 FOR MORE INFORMATION.
- FOR CAT 6 AND SPEAKER CABLES PROVIDE J-HOOKS. HOOKS SHALL BE SPACED 6 FEET ON CENTER, AND LOCATED AT EACH CHANGED DIRECTION. LOCATE HOOKS SO CABLES ARE A MINIMUM OF 6 INCHES ABOVE CEILINGS, FROM MECHANICAL DUCTWORK AND LIGHT FIXTURES.
- PROVIDE CAT 6 CABLE TO ALL CAMERAS. VERIFY ALL REQUIREMENTS WITH CAMERA VENDOR.
- PROVIDE 162 SHIELDED COPPER CABLES FROM SPEAKER LOCATIONS TO RECIPT ROOM 1801 UNLESS INDICATED OTHERWISE. PROVIDE 6 FEET OF SLACK CABLE AT EACH END. VERIFY ALL REQUIREMENTS WITH AV VENDOR. SPEAKERS SHALL BE BY OTHERS.

KEY NOTES

- SAFETY TECHNOLOGY INTERNATIONAL "SSSHOREMENT" 120 VOLT, BLUE, PUSH TO ACTIVATE/TURN TO RESET, WITH GREEN LED ACTIVATION LIGHT FOR DRESS PUSHBUTTON MOUNTED BELOW COUNTERTOP. UPON ACTIVATION ALARM SHALL SOUND AT BUZZER/STROBE IN FRONT OFFICE 1802 UNTIL RESET COVER SHALL HAVE RAISED LABEL "EMERGENCY" CONNECT TO ADJACENT 120 VOLT OPTIONAL STANDBY BRANCH RECEPTACLE CIRCUIT SERVING AREA.
- PUSHBUTTON SHALL LOCK EXTERIOR VESTIBULE DOORS.
- PROVIDE 1" CONDUIT STUB TO ACCESSIBLE CEILING SPACE ABOVE FOR AV CABLEING.
- PROVIDE 1" UNDERGROUND CONDUIT FROM FLOOR BOX TO TV OUTLET FOR FUTURE HDMI CABLE.
- PROVIDE 4" SQUARE JUNCTION BOX WITH 1" CONDUIT STUB TO ACCESSIBLE CEILING FOR BASE RADIO CABLEING.
- SECURITY CARD READER SHALL BE MOUNTED ON BOLLARD PROVIDED BY OTHERS.
- RUN SPEAKER CABLES TO ROOM AV CLOSET FROM AV CLOSET RUN (IN 162 SHIELDED COPPER CABLES TO RECIPT ROOM 1801).



KEY
PLAN

REVISIONS		
NO.	DATE	DESCRIPTION
1	03/02/20	As Issued No. 1
2	04/06/20	As Issued No. 2

ARCHITECT/ENGINEER:
ibc engineering services, inc.
WISCONSIN LICENSE # 0000000000
PROJECT # 20-0000000000
THE FIRM'S OFFICE IS LOCATED ON ALL SIZE SHEETS

CONSULTANT:
ibc engineering services, inc.
WISCONSIN LICENSE # 0000000000
PROJECT # 20-0000000000
THE FIRM'S OFFICE IS LOCATED ON ALL SIZE SHEETS

DESIGNER:
ibc engineering services, inc.
WISCONSIN LICENSE # 0000000000
PROJECT # 20-0000000000
THE FIRM'S OFFICE IS LOCATED ON ALL SIZE SHEETS

800.472.7372
www.ibceng.com

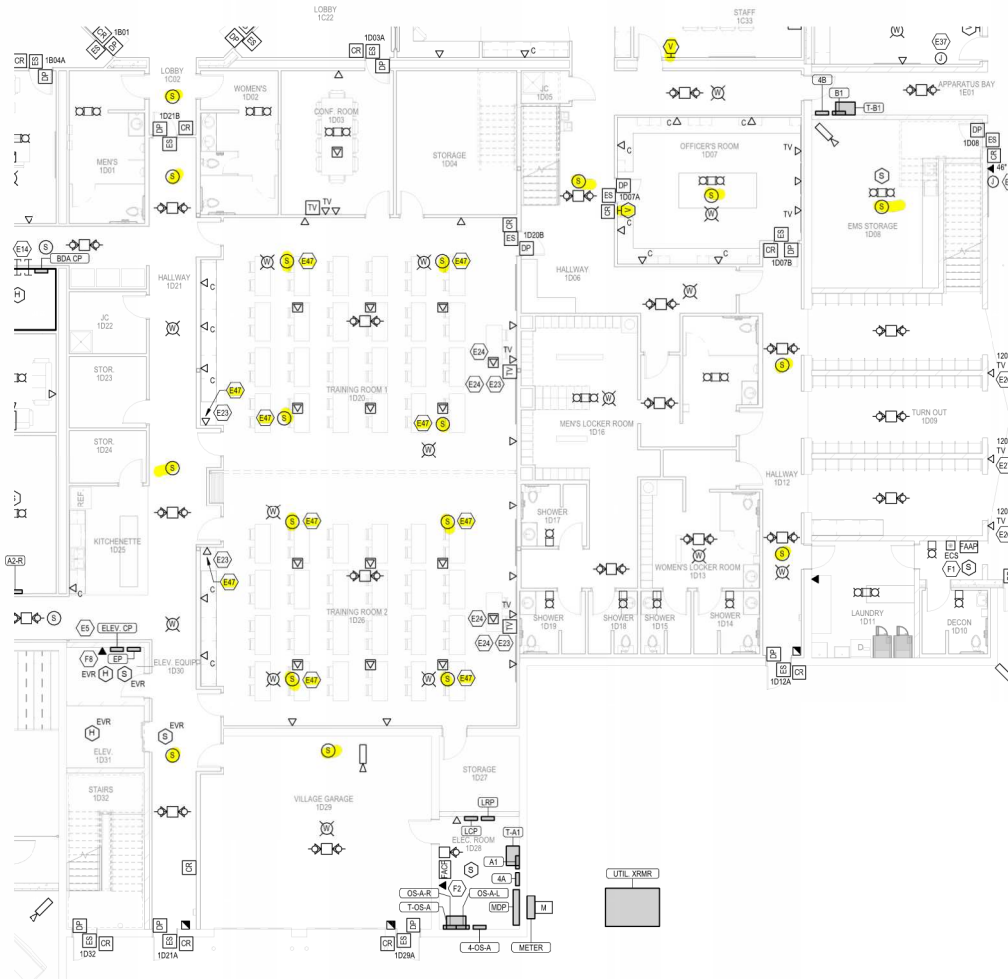
engineers • architects • planners • environmental specialists
land surveyors • landscape architects • interior designers

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
STATE HWY 60
JACKSON, WI 53037

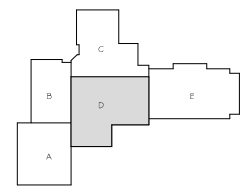
JOB NO.
5789-002
DRAWN BY: DMH
CHECKED BY: DMH
ISSUE DATE
MARCH 18, 2020
SET FILE
CONSTRUCTION

ENLARGED FIRST
FLOOR SYSTEMS
PLAN "C"

SHEET NO.
E301C



- ### SHEET NOTES
- SEE ARCHITECTURAL DRAWINGS FOR TV MOUNTING HEIGHTS. SEE DETAILS 4E503 FOR MORE INFORMATION.
 - FOR CAT 6 AND SPEAKER CABLES PROVIDE J-HOOKS. HOOKS SHALL BE SPACED 6 FEET ON CENTER, AND LOCATED AT EACH CHANGED DIRECTION. LOCATE HOOKS SO CABLES ARE A MINIMUM OF 6 INCHES ABOVE CEILINGS, FROM MECHANICAL DUCTWORK AND LIGHT FIXTURES.
 - PROVIDE CAT 6 CABLE TO ALL CAMERAS. VERIFY ALL REQUIREMENTS WITH CAMERA VENDOR.
 - PROVIDE 162 SHIELDED COPPER CABLES FROM SPEAKER LOCATIONS TO SECIT ROOM 1805 UNLESS INDICATED OTHERWISE. PROVIDE 6 FEET OF SLACK CABLE AT EACH END. VERIFY ALL REQUIREMENTS WITH AV VENDOR. SPEAKERS SHALL BE BY OTHERS.
- ### KEY NOTES
- E1 PROVIDE A 3/4" CONDUIT FROM ELEVATOR CONTROL PANEL TO SECIT 1805 FOR ELEVATOR POTS CABLES.
 - E14 PROVIDE EZ PATH SERIES "EZDP44S2" FOR COMMUNICATION CABLES.
 - E23 PROVIDE 1" CONDUIT STUB TO ACCESSIBLE CEILING SPACE ABOVE FOR AV CABLEING.
 - E24 PROVIDE 1" UNDERGROUND CONDUIT FOR HDMI CABLEING FROM FLOOR BOX TO TV OUTLET WITH FEMALE HDMI PORTS ON BOTH ENDS.
 - E26 PROVIDE (1) HDMI CABLE AT TELEVISION OUTLET.
 - E27 PROVIDE 1" CONDUIT WITH (2) FEMALE HDMI PORTS ON BOTH ENDS TO ADJACANT TELEVISION OUTLETS.
 - E36 CONTROL FOR RADIO CONTROLLER HEAD. PROVIDE 4" SQUARE JUNCTION BOX WITH 1" CONDUIT STUB TO ACCESSIBLE CEILING. VERIFY REQUIREMENTS WITH RADIO VENDOR.
 - E37 PROVIDE 4" SQUARE JUNCTION BOX WITH 1" CONDUIT STUB TO ACCESSIBLE CEILING FOR BASE RADIO CABLEING.
 - E38 RUN SPEAKER CABLES TO ROOM AV CLOSET. FROM AV CLOSET RUN (2) 162 SHIELDED COPPER CABLES TO SECIT ROOM 1805.
 - F1 PROVIDE 3-WAY ELEVATOR CALL STATION. REFER TO DETAIL 2E503 FOR MORE INFORMATION.
 - F2 PROVIDE (2) DEDICATED PHONE LINES TO SERVE FIRE ALARM SYSTEM.
 - F8 PROVIDE A DEDICATED ANALOG PHONE LINE TO SERVE ELEVATOR SYSTEM.



1 ENLARGED FIRST FLOOR SYSTEMS PLAN "D"
SCALE: 1/8" = 1'-0"

REVISIONS		
NO.	DATE	DESCRIPTION
1	03/02/20	Issued for No. 1
2	04/06/20	Issued for No. 2

ARCHITECT/FIRM:

CONSULTANT:

ibc engineering SERVICES, INC.
WISCONSIN LICENSE # 000000000
PROJECT # 20-0000
THE LARGEST FLOOR PLAN ON ALL SIZE SHEETS

800.472.7372
www.ibcdesign.com

engineers • architects • planners • environmental specialists
land surveyors • landscape architects • interior designers

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
STATE HWY 60
JACKSON, WI 53037

JOB NO.
5789-002

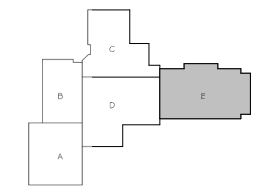
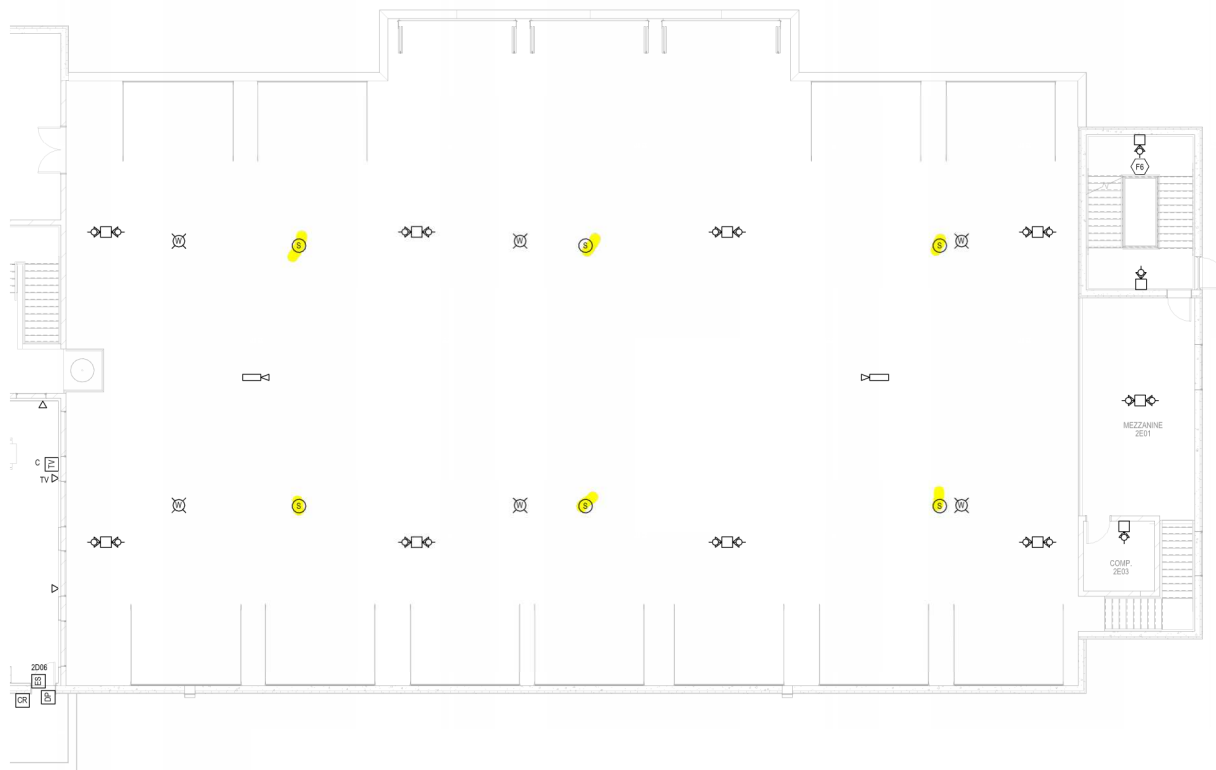
DRAWN BY: DMS CHECKED BY: DH

ISSUE DATE: MARCH 18, 2020

SET FILE: CONSTRUCTION

ENLARGED FIRST FLOOR SYSTEMS PLAN D

SHEET NO.
E301D



SHEET NOTES	
1.	FOR CAT 6 AND SPEAKER CABLES PROVIDE 4 HOOKS. HOOKS SHALL BE SPACED 5 FEET ON CENTER, AND LOCATED AT EACH CHANGED DIRECTION. LOCATE HOOKS SO CABLES ARE A MINIMUM OF 6 INCHES ABOVE CEILING, FROM MECHANICAL DUCTWORK AND LIGHT FIXTURES.
2.	PROVIDE CAT 6 CABLE TO ALL CAMERAS. VERIFY ALL REQUIREMENTS WITH CAMERA VENDOR.
3.	PROVIDE 16/2 SHIELDED COPPER CABLES FROM SPEAKER LOCATIONS TO BEET ROOM 1805 UNLESS INDICATED OTHERWISE. PROVIDE 6 FEET OF SLACK CABLE AT EACH END. VERIFY ALL REQUIREMENTS WITH ANY VENDOR. SPEAKERS SHALL BE BY OTHERS.
KEY NOTES	
FE	FIRE ALARM HORN STROBE SHALL BE MOUNTED 8'-0" AFF ON TOP STAIR LANDING OF STAIR CASE.

REVISIONS		
NO.	DATE	DESCRIPTION
1	03/02/20	Issuendum No. 1
2	04/06/20	Issuendum No. 2

ARCHITECT/ENGINEER:

ibc engineering
SERVICES, INC.
WISCONSIN LICENSE # 36100
DESIGN PROJECT # 20-0001
THE LAM SUPPLY FLOOR ON ALL SIZE SHEETS

CONSULTANT:

ibc engineering
SERVICES, INC.
WISCONSIN LICENSE # 36100
DESIGN PROJECT # 20-0001
THE LAM SUPPLY FLOOR ON ALL SIZE SHEETS

ARCHITECT/ENGINEER:

Coastal Corporation
800.472.7972
www.coastalcorp.com

engineers • architects • planners • environmental specialists
land surveyors • landscape architects • interior designers

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
STATE HWY 60
JACKSON, WI 53037

JOB NO.
15789-002

DRAWN BY: DMG
CHECKED BY: DH

ISSUE DATE
MARCH 18, 2020

SET TYPE
CONSTRUCTION

**ENLARGED
SECOND FLOOR
SYSTEMS PLAN
"E"**

SHEET NO.
E302E

1 ENLARGED SECOND FLOOR SYSTEMS PLAN "E"
SCALE: 1/8" = 1'-0"

On Aug 20, 2021, at 11:05 AM, Doug Kroes <doug.kroes@cedarcorp.com> wrote:

Pete: Thanks for the proposal. Our intention is to get you an answer today but we have one review comment:

- Provide within your proposal a line item considering the reduction in scope of work from the bid plan (3,000 ft of wire) to revised plan (1,400 ft of wire).

Please revise and resubmit with this consideration and we will get this work moving forward.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

doug.kroes@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.

From: Pete Schmoll <petes@mikekoenigconstruction.com>

Sent: Friday, August 20, 2021 9:54 AM

To: Kristopher Dressler <kris.dressler@cedarcorp.com>

Cc: Doug Kroes <doug.kroes@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>; Brian Kober (dirpubwks@villageofjackson.com) <dirpubwks@villageofjackson.com>

Subject: RE: 963277 Jackson Municipal Complex - Submittal Drawings Approval

Kris,

Find the attached proposal based on the updated speaker plans.

Please let us know how to proceed ASAP, If we get an answer today we can begin Monday.

Thanks,

Pete Schmoll

Project Manager

Mike Koenig Construction Co. Inc.

Cell: 920-619-3150

Office: 920-457-0923

Email: petes@mikekoenigconstruction.com

From: Pete Schmoll

Sent: Thursday, August 19, 2021 6:20 AM

To: Kristopher Dressler <kris.dressler@cedarcorp.com>

Cc: Doug Kroes <doug.kroes@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>

Subject: RE: 963277 Jackson Municipal Complex - Submittal Drawings Approval

Kris,

Empower tells me that that can staff this work right away.

They are reviewing the drawings provided and will notify us of any cost impacts related to difference in scope on these plans VS the bid documents. He did state that there would be an added labor cost to complete all the wiring above the installed ceiling grids.

If we are to proceed with the work per the AVI drawings there should probably be a conference with them and Empower/this sub to confirm each side scope.

Thank you,

Pete Schmoll
Project Manager
Mike Koenig Construction Co. Inc.
Cell: 920-619-3150
Office: 920-457-0923
Email: petes@mikekoenigconstruction.com

From: Kristopher Dressler [<mailto:kris.dressler@cedarcorp.com>]
Sent: Wednesday, August 18, 2021 3:01 PM
To: Pete Schmoll <petes@mikekoenigconstruction.com>
Cc: Doug Kroes <doug.kroes@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>
Subject: FW: 963277 Jackson Municipal Complex - Submittal Drawings Approval

Pete,

As discussed on the phone, if you could talk with your subs on their availability and timing to complete the speaker wiring work. If they do not have availability to complete the work and you are okay with subbing this out to another sub, we could get you the contact information for AVI's sub.

Attached you will find AVI's speaker wiring plan for your reference.

Thank you,

Kristopher Dressler, R.A.

Architect
Cedar Corporation
604 Wilson Avenue | Menomonie | WI | 54751
Office: 715-235-9081 | TF: 800-472-7372
kris.dressler@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

This e-mail and any attachments may contain proprietary and confidential information from Cedar Corporation. Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.



August 20, 2021

Jackson Municipal Complex

N168W19721 Main St
Jackson, WI 543037

PCO #72: Speaker Wiring

Mike Koenig Construction Co. Inc. proposes to complete speaker wiring per the updated plan dated 8-11-21 and per the following specifications.

- (6) Additional Speaker Volume controls not on original construction drawings
 - Now that ceiling are installed additional time is required to pull speaker cables
 - We will be utilizing existing pathways for the majority of the speaker cabling
- (We can start Monday 8-23-2021 if we receive approval today 8-20-2021)

Item	QTY	Price	Subtotal
Labor Volume Controls	10.00	\$100.00	\$1,000.00
Materials	1.00	\$402.50	\$402.50
Labor IT	30.00	\$100.00	\$3,000.00

Labor and Material: \$4,402.50

Mark-up: \$ 220.00

Bond: \$ 92.00

NET SUM OF: \$4,714.50

Please sign below to indicate your approval.

Jen Keller
Owner Signature

8.23.2021

Date

Note: If this proposal is accepted an official contract change order will be issued which will adjust the total contract amount accordingly.

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

Municipality:

Village of Jackson (66141)

		Example:	Parcel #		V3 0174
Actual Tax Bill - 2018	2018 property tax levies (per TIW)	2018 assessed values (SOA merged Line 16)	tax rate	actual value on bill	taxes
		calc: SOT/SOA	provided	calc: tax rate x property value change	
State	0.00	646,060,317	0.000000000	2,871,600	0.00
County	1,783,237.83	646,060,317	0.002760172	2,871,600	7,926.11
Local	5,068,157.39	646,060,317	0.007844712	2,871,600	22,526.88
School	5,032,882.33	596,880,421	0.008431978	2,871,600	24,213.27
Technical College	434,429.58	646,060,317	0.000672429	2,871,600	1,930.95
total	12,318,707.13	646,060,317			56,597.20
Tax Credit (School Levy Tax Credit)	886,603.60	646,060,317	0.001372323	2,871,600	3,940.76
Tax Credit (First Dollar Credit)					55.80
				Total	52,600.64

		Example:	Parcel #		
Adjusted Bill - 2018	2018 property tax levies (per TIW)	2018 assessed values (SOA merged Line 16)	tax rate	new assessed value	taxes
		calc: SOT/SOA	provided	calc: tax rate x property value change	
State	0.00	646,060,317	0.000000000	2,462,500	0.00
County	1,783,237.83	646,060,317	0.002760172	2,462,500	6,796.92
Local	5,068,157.39	646,060,317	0.007844712	2,462,500	19,317.60
School	5,032,882.33	596,880,421	0.008431978	2,462,500	20,763.74
Technical College	434,429.58	646,060,317	0.000672429	2,462,500	1,655.86
total	12,318,707.13	646,060,317			48,534.13
Tax Credit (School Levy Tax Credit)	886,603.60	646,060,317	0.001372323	2,462,500	3,379.35
Tax Credit (First Dollar Credit)					55.80
				Total	45,098.98

Refund Calculation - 2018	2018 property tax levies (per TIW)	2018 assessed values (SOA merged Line 16)	tax rate	Taxes	
		calc: SOT/SOA	value difference	calc: tax rate x property value change	
State	0.00	646,060,317	0.000000000	409,200	0.00
County	1,783,237.83	646,060,317	0.002760172	409,200	1,129.46
Local	5,068,157.39	646,060,317	0.007844712	409,200	3,210.06
School	5,032,882.33	596,880,421	0.008431978	409,200	3,450.37
Technical College	434,429.58	646,060,317	0.000672429	409,200	275.16
total	12,318,707.13	646,060,317			8,065.04
Tax Credit (School Levy Tax Credit)	886,603.60	646,060,317	0.001372323	409,200	561.55
				Total	7,503.49

Municipality:

Village of Jackson (66141)

		Example:	Parcel #		V3 0174
Actual Tax Bill - 2019	2019 property tax levies (per TIW)	2019 assessed values (SOA merged Line 16)	tax rate	actual value on bill	taxes
			calc: SOT/SOA	provided	calc: tax rate x property value change
State	0.00	655,791,681	0.000000000	2,800,200	0.00
County	1,829,773.43	655,791,681	0.002790175	2,800,200	7,813.05
Local	5,240,001.76	655,791,681	0.007990345	2,800,200	22,374.56
School	5,402,875.76	606,802,055	0.008903852	2,800,200	24,932.57
Technical College	451,778.92	655,791,681	0.000688906	2,800,200	1,929.07
total	12,924,429.87	655,791,681			57,049.25
Tax Credit (School Levy Tax Credit)	913,213.77	655,791,681	0.001392536	2,800,200	3,899.38
Tax Credit (First Dollar Credit)					56.61
				Total	53,093.26

		Example:	Parcel #		
Adjusted Bill - 2019	2019 property tax levies (per TIW)	2019 assessed values (SOA merged Line 16)	tax rate	new assessed value	taxes
			calc: SOT/SOA	provided	calc: tax rate x property value change
State	0.00	655,791,681	0.000000000	2,401,200	0.00
County	1,829,773.43	655,791,681	0.002790175	2,401,200	6,699.77
Local	5,240,001.76	655,791,681	0.007990345	2,401,200	19,186.42
School	5,402,875.76	606,802,055	0.008903852	2,401,200	21,379.93
Technical College	451,778.92	655,791,681	0.000688906	2,401,200	1,654.20
total	12,924,429.87	655,791,681	0.019708133		48,920.32
Tax Credit (School Levy Tax Credit)	913,213.77	655,791,681	0.001392536	2,401,200	3,343.76
Tax Credit (First Dollar Credit)					56.61
				Total	45,519.95

Refund Calculation - 2019	2019 property tax levies (per TIW)	2019 assessed values (SOA merged Line 16)	tax rate	Taxes	
			calc: SOT/SOA	value difference	calc: tax rate x property value change
State	0.00	655,791,681	0.000000000	399,000	0.00
County	1,829,773.43	655,791,681	0.002790175	399,000	1,113.28
Local	5,240,001.76	655,791,681	0.007990345	399,000	3,188.15
School	5,402,875.76	606,802,055	0.008903852	399,000	3,552.64
Technical College	451,778.92	655,791,681	0.000688906	399,000	274.87
total	12,924,429.87	655,791,681			8,128.94
Tax Credit (School Levy Tax Credit)	913,213.77	655,791,681	0.001392536	399,000	555.62
				Total	7,573.32

Municipality:

Village of Jackson (66141)

		Example:	Parcel #		V3 0174
Actual Tax Bill - 2020	2020 property tax levies (per TIW)	2020 assessed values (SOA merged Line 16)	tax rate	actual value on bill	taxes
			calc: SOT/SOA	provided	calc: tax rate x property value change
State	0.00	665,436,745	0.000000000	2,664,600	0.00
County	1,911,800.01	665,436,745	0.002873	2,664,600	7,655.40
Local	5,436,100.69	665,436,745	0.008169222	2,664,600	21,767.71
School	5,806,125.23	616,977,690	0.009410592	2,664,600	25,075.46
Technical College	475,364.03	665,436,745	0.000714364	2,664,600	1,903.49
total	13,629,389.96	665,436,745			56,402.06
Tax Credit (School Levy Tax Credit)	938,580.29	665,436,745	0.001410473	2,664,600	3,758.35
Tax Credit (First Dollar Credit)					56.61
				Total	52,587.11

		Example:	Parcel #		
Adjusted Bill - 2020	2020 property tax levies (per TIW)	2020 assessed values (SOA merged Line 16)	tax rate	new assessed value	taxes
			calc: SOT/SOA	provided	calc: tax rate x property value change
State	0.00	665,436,745	0.000000000	2,284,900	0.00
County	1,911,800.01	665,436,745	0.002873	2,284,900	6,564.52
Local	5,436,100.69	665,436,745	0.008169222	2,284,900	18,665.86
School	5,806,125.23	616,977,690	0.009410592	2,284,900	21,502.26
Technical College	475,364.03	665,436,745	0.000714364	2,284,900	1,632.25
total	13,629,389.96	665,436,745			48,364.89
Tax Credit (School Levy Tax Credit)	938,580.29	665,436,745	0.001410473	2,284,900	3,222.79
Tax Credit (First Dollar Credit)					56.61
				Total	45,085.49

Refund Calculation - 2020	2020 property tax levies (per TIW)	2020 assessed values (SOA merged Line 16)	tax rate	Taxes	
			calc: SOT/SOA	value difference	calc: tax rate x property value change
State	0.00	665,436,745	0.000000000	379,700	0.00
County	1,911,800.01	665,436,745	0.002873	379,700	1,090.88
Local	5,436,100.69	665,436,745	0.008169222	379,700	3,101.85
School	5,806,125.23	616,977,690	0.009410592	379,700	3,573.20
Technical College	475,364.03	665,436,745	0.000714364	379,700	271.24
total	13,629,389.96	665,436,745			8,037.18
Tax Credit (School Levy Tax Credit)	938,580.29	665,436,745	0.001410473	379,700	535.56
				Total	7,501.62



July 27, 2021

Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

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

Subject: Project I.D. 190605
Village of Jackson 2019 Improvements
Sherman Road Drainage & Jackson Park West Parking Lot and Cul-de-Sac
Pay Request #4

Dear Mr. Kober:

Enclosed you will find pay request #4 for the Village of Jackson 2019 Improvements project in the Village of Jackson. The total amount, due to the contractor, reflects the release of retainage for the Sherman Road Drainage portion and the withholding of the retainage for the Jackson Park West Parking Lot and Jackson Park Cul-de-Sac portions, as directed.

Sherman Road Drainage

Total Work Completed to date	= \$71,166.09
Retainage, (5%)	= \$ 3,558.30
Amount due to Contractor, Pay Request #4	= \$ 3,558.30

Jackson Park West Parking Lot

Total Work Completed to date	= \$77,055.79
Retainage, (5%)	= \$ 3,852.79
Amount due to Contractor, Pay Request #4	= \$ 0.00

Jackson Park Cul-de-Sac

Total Work Completed to date	= \$160,469.73
Retainage, (5%)	= \$ 8,023.49
Amount due to Contractor, Pay Request #4	= \$ 0.00

If you have any questions or comments, please contact me at (920) 924-5720 or cell (920) 539-6259.

Sincerely,

Matt Krofta

Matt Krofta
Engineering Technician
Gremmer & Associates, Inc.

Gremmer and Associates, Inc.

93 S. Pioneer Road, Suite 300
Fond du Lac, WI 54935
(920) 924-5720
fax (920)924-5725

Payne & Dolan, Inc.- Prime Contractor Village of Jackson - Sherman Road Drainage

Village of Jackson - Sherman Road Drainage						Previous Estimates		Estimate #4		Cumulative Totals		% Complete	
Item No.	Description	Units	Estimated Quantity	Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total		
100-02	Removing Curb & Gutter	LF	60	\$ 6.06	\$363.60	73.00	\$442.38		\$0.00	73.00	\$442.38	121.7%	
100-03	Removing Concrete Sidewalk	SY	15	\$ 10.10	\$151.50	23.00	\$232.30		\$0.00	23.00	\$232.30	153.3%	
100-04	Excavation Common	CY	80	\$ 60.00	\$4,800.00	80.00	\$4,800.00		\$0.00	80.00	\$4,800.00	100.0%	
100-05	Base Aggregate Dense 3/4-Inch	TON	5	\$ 19.83	\$99.15	0.00	\$0.00		\$0.00	0.00	\$0.00	0.0%	
100-06	Base Aggregate Dense 1 1/4-Inch	TON	70	\$ 19.83	\$1,388.10	70.00	\$1,388.10		\$0.00	70.00	\$1,388.10	100.0%	
100-10	Asphaltic Surface	TON	130	\$ 112.61	\$14,639.30	141.90	\$15,979.36		\$0.00	141.90	\$15,979.36	109.2%	
100-12	Concrete Curb & Gutter 24-Inch Type D	LF	60	\$ 65.00	\$3,900.00	74.00	\$4,810.00		\$0.00	74.00	\$4,810.00	123.3%	
100-13	Concrete Sidewalk 4-Inch	SF	100	\$ 21.25	\$2,125.00	270.00	\$5,737.50		\$0.00	270.00	\$5,737.50	270.0%	
100-14	Concrete Sidewalk 6-Inch	SF	45	\$ 21.25	\$956.25	46.00	\$977.50		\$0.00	46.00	\$977.50	102.2%	
100-15	Lawn Restoration	SY	485	\$ 8.32	\$4,035.20	672.00	\$5,591.04		\$0.00	672.00	\$5,591.04	138.6%	
100-15a	Straw EMAT	SY	400	\$ 0.65	\$260.00	263.00	\$170.95		\$0.00	263.00	\$170.95	65.8%	
100-17	Inlet Protection Type A	EACH	1	\$ 176.77	\$176.77	0.00	\$0.00		\$0.00	0.00	\$0.00	0.0%	
100-18	Inlet Protection Type C	EACH	2	\$ 75.76	\$151.52	1.00	\$75.76		\$0.00	1.00	\$75.76	50.0%	
100-19	Temporary Ditch Checks	LF	12	\$ 25.25	\$303.00	20.00	\$505.00		\$0.00	20.00	\$505.00	166.7%	
100-20	Traffic Control	LS	1	\$ 4,000.00	\$4,000.00	1.00	\$4,000.00		\$0.00	1.00	\$4,000.00	100.0%	
100-23	Sawing Asphalt & Concrete	LF	300	\$ 2.00	\$600.00	309.00	\$618.00		\$0.00	309.00	\$618.00	103.0%	
200-01	Connect to Existing Storm Sewer Structure	EACH	1	\$ 1,010.10	\$1,010.10	1.00	\$1,010.10		\$0.00	1.00	\$1,010.10	100.0%	
200-02	Adjust Inlet Casting	EACH	1	\$ 303.03	\$303.03	1.00	\$303.03		\$0.00	1.00	\$303.03	100.0%	
200-03	Storm Manhole 4-FT Diameter w/ Casting	EACH	2	\$ 3,139.40	\$6,278.80	2.00	\$6,278.80		\$0.00	2.00	\$6,278.80	100.0%	
200-04	Storm Inlet Median 1 Grate w/ Casting	EACH	1	\$ 2,792.63	\$2,792.63	1.00	\$2,792.63		\$0.00	1.00	\$2,792.63	100.0%	
200-05	Storm Sewer Pipe Class III-B 12-Inch	LF	223	\$ 70.18	\$15,650.14	220.20	\$15,453.64		\$0.00	220.20	\$15,453.64	98.7%	
					SUBTOTAL	\$63,984.09		\$71,166.09		\$0.00		\$71,166.09	111%



93 South Pioneer Road, Suite 300 • Fond du Lac, WI 54935 • (920) 924-5720

Work completed, previous estimates	\$71,166.09
Work completed, this estimate	\$0.00
Total work completed	\$71,166.09
Retainage, this estimate	\$0.00
Total Retainage, previous estimates	\$3,558.30
Total Retainage, final	\$0.00
Amount due to contractor, this estimate	\$3,558.30

Gremmer and Associates, Inc.

93 S. Pioneer Road, Suite 300
Fond du Lac, WI 54935
(920) 924-5720
fax (920)924-5725

Payne & Dolan, Inc.- Prime Contractor

Village of Jackson - Jackson Park West Parking Lot

Village of Jackson - Jackson Park West Parking Lot						Previous Estimates		Estimate #4		Cumulative Totals		% Complete
Item No.	Description	Units	Estimated Quantity	Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
100-04	Excavation Common	CY	150	\$ 30.00	\$4,500.00	150.00	\$4,500.00		\$0.00	150.00	\$4,500.00	100.0%
100-07	Pulverize and Relay	SY	2020	\$ 9.53	\$19,250.60	2265.00	\$21,585.45		\$0.00	2,265.00	\$21,585.45	112.1%
100-07a	Install Pulverized Base	TON	290	\$ 10.00	\$2,900.00	290.00	\$2,900.00		\$0.00	290.00	\$2,900.00	100.0%
100-10	Asphaltic Surface	TON	445	\$ 87.06	\$38,741.70	466.50	\$40,613.49		\$0.00	466.50	\$40,613.49	104.8%
100-21	Pavement Marking 4-Inch	LF	1295	\$ 5.05	\$6,539.75	1297.00	\$6,549.85		\$0.00	1,297.00	\$6,549.85	100.2%
100-22	Pavement Marking Handicap Symbol	EACH	1	\$ 295.00	\$295.00	1.00	\$295.00		\$0.00	1.00	\$295.00	100.0%
100-23	Sawing Asphalt & Concrete	LF	265	\$ 2.00	\$530.00	306.00	\$612.00		\$0.00	306.00	\$612.00	115.5%
					SUBTOTAL	\$72,757.05		\$77,055.79		\$0.00	\$77,055.79	106%



93 South Pioneer Road, Suite 300 • Fond du Lac, WI 54935 • (920) 924-5720

Work completed, previous estimates	\$77,055.79
Work completed, this estimate	\$0.00
Total work completed	\$77,055.79
Retainage, this estimate	\$0.00
Total Retainage, previous estimates	\$3,852.79
Total Retainage, final	\$3,852.79
Amount due to contractor, this estimate	\$0.00

Gremmer and Associates, Inc.

93 S. Pioneer Road, Suite 300
Fond du Lac, WI 54935
(920) 924-5720
fax (920)924-5725

Payne & Dolan, Inc.- Prime Contractor

Village of Jackson - Jackson Park Cul-De-Sac

Village of Jackson - Jackson Park Cul-De-Sac						Previous Estimates		Estimate #4		Cumulative Totals		% Complete	
Item No.	Description	Units	Estimated Quantity	Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total		
100-01	Clearing and Grubbing	LS	1	\$ 3,030.30	\$3,030.30	1.00	\$3,030.30		\$0.00	1.00	\$3,030.30	100.0%	
100-02	Removing Curb & Gutter	LF	85	\$ 6.06	\$515.10	88.00	\$533.28		\$0.00	88.00	\$533.28	103.5%	
100-04	Excavation Common	CY	1095	\$ 24.94	\$27,309.30	1389.00	\$34,641.66		\$0.00	1,389.00	\$34,641.66	126.8%	
100-05	Base Aggregate Dense 3/4-Inch	TON	45	\$ 18.31	\$823.95	0.00	\$0.00		\$0.00	0.00	\$0.00	0.0%	
100-06	Base Aggregate Dense 1 1/4-Inch	TON	985	\$ 15.28	\$15,050.80	1451.00	\$22,171.28		\$0.00	1,451.00	\$22,171.28	147.3%	
100-07	Breaker Run 3-Inch	TON	706	\$ 22.00	\$15,532.00	706.00	\$15,532.00		\$0.00	706.00	\$15,532.00	100.0%	
100-08	Concrete Driveway 6-Inch	SY	115	\$ 58.50	\$6,727.50	79.00	\$4,621.50		\$0.00	79.00	\$4,621.50	68.7%	
100-09	Concrete Surface Drain	CY	1	\$ 300.00	\$300.00	1.00	\$300.00		\$0.00	1.00	\$300.00	100.0%	
100-10	Asphaltic Surface	TON	435	\$ 89.00	\$38,715.00	458.50	\$40,806.50		\$0.00	458.50	\$40,806.50	105.4%	
100-11	Concrete Curb & Gutter 18-Inch Type D	LF	700	\$ 26.20	\$18,340.00	731.00	\$19,152.20		\$0.00	731.00	\$19,152.20	104.4%	
100-15	Lawn Restoration	SY	1160	\$ 8.32	\$9,651.20	1592.00	\$13,245.44		\$0.00	1,592.00	\$13,245.44	137.2%	
100-15a	Straw EMAT	SY	600	\$ 0.65	\$390.00	532.00	\$345.80		\$0.00	532.00	\$345.80	88.7%	
100-16	Silt Fence	LF	385	\$ 3.03	\$1,166.55	387.00	\$1,172.61		\$0.00	387.00	\$1,172.61	100.5%	
100-19	Temporary Ditch Checks	LF	25	\$ 25.25	\$631.25	21.00	\$530.25		\$0.00	21.00	\$530.25	84.0%	
100-20	Traffic Control	LS	1	\$ 3,999.91	\$3,999.91	1.00	\$3,999.91		\$0.00	1.00	\$3,999.91	100.0%	
100-23	Sawing Asphalt & Concrete	LF	45	\$ 9.00	\$405.00	43.00	\$387.00		\$0.00	43.00	\$387.00	95.6%	
					SUBTOTAL	\$142,587.86		\$160,469.73		\$0.00		\$160,469.73	113%



93 South Pioneer Road, Suite 300 • Fond du Lac, WI 54935 • (920) 924-5720

Work completed, previous estimates	\$160,469.73
Work completed, this estimate	\$0.00
Total work completed	\$160,469.73
Retainage, this estimate	\$0.00
Total Retainage, previous estimates	\$8,023.49
Total Retainage, final	\$8,023.49
Amount due to contractor, this estimate	\$0.00

Brian Kober

From: Matthew Krofta <M.Krofta@gremmerassociates.com>
Sent: Wednesday, August 18, 2021 10:59 AM
To: Parker Sovey
Cc: Brian Kober
Subject: RE: Village of Jackson 2019 Improvements - Pay Estimate #4

Follow Up Flag: Follow up
Flag Status: Flagged

Parker,

The punchlist work is not complete. There was an email regarding punchlist items from my end on 5/29/20, an email sent on 6/2/20 from the village adding an item, then an email requesting an update on the timeframe of completion sent 6/18/20. At this point, we received no update, so the Village removed erosion control items in order to perform their maintenance work. As far as drainage concerns, retainage is being withheld to cover the cost in maintenance and/or corrective action to remedy poor drainage in the parking lot. After discussion with the Village, the release of retainage for the Sherman Rd. project and the withholding of retainage on the other two projects is how I was directed to proceed.

Thanks,
Matt

From: Parker Sovey <PSovey@walbecgroup.com>
Sent: Thursday, August 12, 2021 7:16 AM
To: Matthew Krofta <M.Krofta@gremmerassociates.com>; Brian Kober <brian.kober@villageofjackson.com>
Subject: RE: Village of Jackson 2019 Improvements - Pay Estimate #4

Matt, I just went back and reviewed the punchlist. The most recent I found was sent via email on 5/29 and included a cracked curb (R&R 10' requested) and the removal of a few erosion control items. How can you justify withholding nearly 4% of the project total for these items. Seems to me like it is \$2,500 worth of work. All other items, with the exception of the concrete, were attempted to be addressed in November / December of 2019, but weather did not allow, and then again in May of 2020.

As far as any drainage issues on the Cul-de-Sac, we were not able to begin this project until late September based on bid timing, award, contract execution, and Village removal of the barn. This would have us fighting weather conditions even if the grading and concrete work went perfectly per plan, which it did not with water issues and undercuts. Surface was placed in November, under poor conditions, and some consideration should be given for those circumstances.



Parker Sovey
Project Manager
262.524.1879 office
262.366.5587 mobile
walbecgroup.com
An Equal Opportunity Employer

From: Matthew Krofta <M.Krofta@gremmerassociates.com>
Sent: Tuesday, July 27, 2021 12:01 PM
To: Brian Kober <brian.kober@villageofjackson.com>

Cc: Parker Sovey <PSovey@walbecgroup.com>

Subject: Village of Jackson 2019 Improvements - Pay Estimate #4

Warning: External Email

Brian,

Please see attached for Pay Estimate #4 for the Jackson Park Cul-de-Sac, Jackson Park Parking Lot, and Sherman Road Drainage projects. As discussed, the estimate releases \$3,558.30 for the Sherman Road Drainage project while retaining 5% of the Jackson Park Cul-de-Sac and Jackson Park Parking Lot due to poor drainage and failure to complete punch list work.

Please let me know if you need anything else.

Thanks,

Matt

Matt Krofta

Gremmer & Associates, Inc.

93 South Pioneer Road, Suite 300

Fond du Lac, WI 54935

(920) 924-5720

(920) 924-5725 (Fax)

(920) 539-6259 (Cell)

m.krofta@gremmerassociates.com

Warning: External Email - Remember V.E.S.S.A.L - Verify Email Sender, Subject, Attachments, and Links. If there is still concern please contact the Service desk.

Contractor's Application for Payment No. 1

Application Date: 8/27/2021		Application Period: Through 8/27/2021	
To (Owner): Village of Jackson	From (Contractor): Seper Sewer & Water LLC	Via (Engineer): Cedar Corporation	
Contact: Brian Kober	Contact: Doug Hansen	Contact: Doug Kroes	
Project: Willow Ridge Drive Reconstruction	Address: 139 E. Packer Avenue Oshkosh, WI 54901	Address: Cedar Corporation W51 N497 Washington Avenue Cedarburg, WI 53012	
Owner's Contract No.: A-21	Contractor's Project No.: SSW/21-049	Engineer's Project No.: 05789-0013	

Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE \$ 788,832.75	
Number	Additions	Deductions (Enter as Positive Number)	2. Net change by Change Orders \$ -	
			3. CURRENT CONTRACT PRICE (Line 1 + Line 2) \$ 788,832.75	
			4. TOTAL COMPLETED TO DATE	
			(Column L Total on Progress Estimates) \$ 93,780.00	
			5. RETAINAGE:	
			a. 5% X \$93,780.00 Work Completed \$ 4,689.00	
			6. RETAINAGE REDUCTION TO DATE (Enter as Positive Number) .. \$	
			7. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5a. + Line 6) \$ 89,091.00	
			8. LESS PREVIOUS PAYMENTS (Line 7 from Prior Application) \$ -	
			9. AMOUNT DUE THIS APPLICATION \$ 89,091.00	
TOTALS				
NET CHANGE BY CHANGE ORDERS				

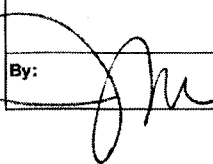
Contractor's Certification

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

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

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

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

By: 

Date: 8/27/2021

Payment of: \$ 89,091.00
(Line 9 or other - attach explanation of the other amount)

Recommended by: _____
(Engineer) (Date)

Payment of: \$ _____
(Line 9 or other - attach explanation of the other amount)

Approved by: _____
(Owner) (Date)

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

1

For (Project): Willow Ridge Drive Reconstruction						Application Date: 8/27/2021					
Application Period: Through 8/26/2020						Owner's Contract No.: A-21 Engineer's Project No.: 05789-0013					
A	B	C	D	E	F	G	H	I	J	K	L
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously Estimated Quantity Installed	Value of Work Installed (\$)	Work Completed This Period Estimated Quantity Installed	Value of Work Installed (\$)	Total Work Completed to Date Estimated Quantity Installed	Value of Work Installed (\$)
1.	COMMON EXCAVATION	L.S.	4,200.00	\$ 16.20	\$ 68,040.00		\$ -		\$ -		\$ -
2.	SAW CUTTING ASPHALT ROADWAY	L.S.	200.00	\$ 3.10	\$ 620.00		\$ -		\$ -		\$ -
3.	SAN MH CHIMNEY & CASTING REPLACEMENT	I.D.	7.00	\$ 1,440.00	\$ 10,080.00		\$ -	3.00	\$ 4,320.00	3.00	\$ 4,320.00
4.	VALVE BOX REPLACEMENT	S.F.	3.00	\$ 420.00	\$ 1,260.00		\$ -		\$ -		\$ -
5.	48" STORM SEWER MANHOLE	L.F.	4.00	\$ 2,870.00	\$ 11,480.00		\$ -		\$ -		\$ -
6.	12" DIA. STORM SEWER	L.F.	595.00	\$ 90.00	\$ 53,550.00		\$ -		\$ -		\$ -
7.	6" DIA. PVC STORM SEWER	EA.	98.00	\$ 90.00	\$ 8,820.00		\$ -		\$ -		\$ -
8.	4" DIA. STORM LATERAL	EA.	2,084.00	\$ 68.00	\$ 141,712.00		\$ -	1,085.00	\$ 72,420.00	1,085.00	\$ 72,420.00
9.	STORM MANHOLE CHIMNEY & CASTING REPLACEMENT	1,000GAL	4.00	\$ 1,600.00	\$ 6,400.00		\$ -	1.00	\$ 1,600.00	1.00	\$ 1,600.00
10.	CATCH BASIN REPLACEMENT	100 LBS	6.00	\$ 3,000.00	\$ 18,000.00		\$ -		\$ -		\$ -
11.	CURB BOX REPLACEMENT	L.F.	5.00	\$ 650.00	\$ 3,250.00		\$ -	1.00	\$ 650.00	1.00	\$ 650.00
12.	CURB STOP REPLACEMENT	S.Y.	3.00	\$ 1,200.00	\$ 3,600.00		\$ -		\$ -		\$ -
13.	SANITARY LATERAL REPLACEMENT (1 UNIT)	S.Y.	12.00	\$ 200.00	\$ 2,400.00		\$ -		\$ -		\$ -
14.	6" SAN LATERAL RECONNECTION (7 UNITS)	L.S.	71.00	\$ 200.00	\$ 14,200.00		\$ -		\$ -		\$ -
15.	REMOVE CONCRETE SIDEWALK	C.Y.	13,435.00	\$ 0.50	\$ 6,717.50		\$ -		\$ -		\$ -
16.	4" CONCRETE SIDEWALK	TON	12,968.00	\$ 4.35	\$ 56,410.80		\$ -		\$ -		\$ -
17.	REMOVE CURB & GUTTER	S.Y.	3,461.00	\$ 0.70	\$ 2,422.70		\$ -		\$ -		\$ -
18.	30" CURB & GUTTER TYPE "D"	TON	3,234.00	\$ 13.50	\$ 43,659.00		\$ -		\$ -		\$ -
19.	REMOVE CONCRETE DRIVEWAY APRON	TON	6,754.00	\$ 0.50	\$ 3,377.00		\$ -		\$ -		\$ -
20.	7" CONCRETE DRIVEWAY APRON & SIDEWALK	GAL	10,319.00	\$ 5.50	\$ 56,754.50		\$ -		\$ -		\$ -
21.	EXCAVATION BELOW SUBGRADE (EBS)	TON	420.00	\$ 17.00	\$ 7,140.00		\$ -		\$ -		\$ -
22.	EBS BACKFILL 1-1/4" DENSE	TON	840.00	\$ 15.00	\$ 12,600.00		\$ -		\$ -		\$ -
23.	1-1/4" DENSE CRUSHED AGGREGATE BASE COURSE	L.F.	3,900.00	\$ 15.00	\$ 58,500.00		\$ -		\$ -		\$ -
24.	LOWER LAYER HMA PAVEMENT 3-1/4"	L.F.	1,275.00	\$ 71.00	\$ 90,525.00		\$ -		\$ -		\$ -
25.	UPPER LAYER HMA PAVEMENT 1-3/4"	L.S.	685.00	\$ 75.65	\$ 51,820.25		\$ -		\$ -		\$ -
26.	TRAFFIC CONTROL (Includes Mobilization)	EA.	1.00	\$ 25,000.00	\$ 25,000.00		\$ -	0.25	\$ 6,250.00	0.25	\$ 6,250.00
27.	LAWN RESTORATION	S.F.	3,509.00	\$ 6.00	\$ 21,054.00		\$ -		\$ -		\$ -
28.	INLET PROTECTION	S.F.	10.00	\$ 90.00	\$ 900.00		\$ -		\$ -		\$ -
29.	ABANDON 8" SAN SEWER & WTM	S.F.	1.00	\$ 4,880.00	\$ 4,880.00		\$ -	1.00	\$ 4,880.00	1.00	\$ 4,880.00
30.	REMOVE SAN. MANHOLE	S.Y.	1.00	\$ 2,660.00	\$ 2,660.00		\$ -	1.00	\$ 2,660.00	1.00	\$ 2,660.00
31.	SALVAGE HYDRANT AND VALVE	L.F.	1.00	\$ 1,000.00	\$ 1,000.00		\$ -	1.00	\$ 1,000.00	1.00	\$ 1,000.00
TOTAL BID ITEMS 1-31						\$ 788,832.75	\$ -	\$ 93,780.00		\$ 93,780.00	
ADDITIONAL ITEMS											
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -
TOTAL ADDITIONAL ITEMS						\$ -	\$ -	\$ -		\$ -	
TOTAL ALL ITEMS						\$ 788,832.75	\$ -	\$ 93,780.00		\$ 93,780.00	

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☐ INDUSTRIAL ☒ RESIDENTIAL ☐ OTHER _____

☐ CONDITIONAL USE ☐ PLANNED UNIT DEVELOPMENT ☐ CERTIFIED SURVEY MAP

☐ New ☐ New ☒ CONCEPT PLAN

☐ Amendment ☐ Amendment

☐ Special Use ☐ Special Use ☐ OTHER _____

(For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: 3245 Myde Rd Unit: _____ Jackson, WI

Parcel #: V3-075200A Lot Size: 10,000-19,000 (min.) sq. ft. Building Area: _____ sq. ft.

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

APPLICANT INFORMATION

Name(s): Dylan Lindgren, Ryan Fritsch - Neumana Developments, Inc.

Mailing Address: N27W24025 Paul Ct. Ste 100, Pewaukee State WI Zip 53072

Office: (262) 542-9200 Cell: () _____ Fax: () _____

Email: blindgren@neumanacompanies.com, rfritsch@neumandevlopments.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: _____

D/B/A: _____ FEIN #: _____

Mailing Address: _____ State _____ Zip _____

Office: () _____ Cell: () _____ Fax: () _____

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Palomera Farms, LLC

Address: PO Box 99, Menomonee Falls State WI Zip 53051

Office: () _____ Cell: () _____ Fax: () _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Trio Engineering

Primary Contact: Josh Rutelko

Address: 4100 N Calhoun Rd Ste 300, Brookfield State WI Zip 53045

Office: (262) 790-1480 Cell: () _____ Fax: () _____

Email: j.rutelko@trioeng.com

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

Briefly explain what you are requesting to be reviewed and/or approved: 100 lot single-family residential subdivision with three distinct lot sizes/product types.

Provide a brief overview of proposed use(s) of entire property and/or lease space: 69 "type A" lots (10,000 SF min.), 26 "type B" lots (15,000 SF min.), 5 "type C" lots (19,000 SF min.)

Hours of Operation: 7am - 5pm

Provide a brief overview of proposed daily on-site operations: Contractors to be on site between 7am and 5pm; primary entrance at Maple Road.

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

Describe all businesses, properties and other entities located adjacent to the proposed use: Single-family residential communities located to the north and west; agricultural lands located to the south and east of the property.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: Site grading. Improvements to include site grading, installation of sanitary/water/stormwater utilities, roadway profile completion, and installation of private utilities.

Describe any proposed grading, and/or stormwater management plan: Native material to be excavated and placed to ensure proper drainage per engineered plan set. Prelim. design includes 7 stormwater retention facilities.

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: However deed restrictions to include minimum landscaping requirements. Atritis/common areas to include established vegetation and landscape improvements.

Describe any proposed on-site security measures including site lighting: Village lighting specifications to be incorporated if required.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): Fire hydrants and other safety systems to be included in public utility design + engineering (reviewed by Village for approval).

Describe the projected traffic circulation and impacts: Points of access to include Maple Rd. from the east, E Gate Dr. from the west and north.

List all setbacks from rights-of-way and property lines and height limitations: 25' min. front yard setbacks from right-of-way, 8'-10' min. side yard setbacks.

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: _____

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?

☒ No ☐ Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: Monument signage to be constructed at Maple Rd. entrance.

If construction is proposed, describe proposed exterior building materials (type, color, etc.): Building plans to be reviewed by architectural control committee. Deed restrictions will reflect unit size, materials, and architectural elements.

Describe any site specific features/constraints, etc.: High groundwater present on western 40 acres of property.

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: _____

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): Landscape berms to create visual and noise buffer along Maple Rd.

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: _____

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ gal/year

ACKNOWLEDGEMENT & SIGNATURES

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

Applicant Name (Print): Ryan Fritsch - Neumann Developments, Inc.

Applicant Signature: 

Co-Applcant Name (Print): _____

CO-Applcant Signature: _____

Date of Application: 8/10/2021

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (*Checks shall be made payable to Village of Jackson*)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**
Phone: (262) 677-9696
Email: collin.johnson@villageofjackson.com

TERMS OF THIS PERMIT

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

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

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

Approved by: Village Administrator

Conditions and Duration of Approval:

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

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

Date Received: 8-11-21

Amount: \$ 50.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 1867

Received By: cmj



August 10, 2021

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037

Dear Plan Commission,

Neumann Developments, Inc. is proposing a single-family residential development on an approximately 76-acre site located west of Maple Road, south of Sherman Road. Enclosed herewith are materials for conceptual review by the Village.

The proposed site layout includes 100 lots within a cluster of three lot sizes to provide three distinct attainable housing product options appealing to a wider range of future home buyers.

General characteristics of the proposed development are as follows:

TYPE A LOTS (1-69) Proposed Zoning: P.U.D. Minimum Lot Area= 10,000 sf Minimum Lot Width at Setback Line = 75' Minimum Front Yard Setback = 25' Minimum Side Yard Setback = 8' Minimum Rear Yard Setback = 25' Average Lot Size = 12,810 sf	TYPE B LOTS (70-95) Proposed Zoning: P.U.D. Minimum Lot Area= 15,000 sf Minimum Lot Width at Setback Line = 85' Minimum Front Yard Setback = 25' Minimum Side Yard Setback = 10' Minimum Rear Yard Setback = 25' Average Lot Size = 15,700 sf	TYPE C LOTS (96-100) Proposed Zoning: P.U.D. Minimum Lot Area= 19,000 sf Minimum Lot Width at Setback Line = 100' Minimum Front Yard Setback = 25' Minimum Side Yard Setback = 10' Minimum Rear Yard Setback = 25' Average Lot Size = 21,320 sf
---	---	---

Benefits of delivering housing to this site include, but are not limited to, the following:

- Facilitates growth needs for the Village given the finite availability of future lands for development.
- Promotes efficient development and relatively low municipal, state, governmental, and utility costs.
- Provides convenient access to the Village's businesses and amenities.
- Preserves green space while encouraging passive use of open areas.
- Balances individual property rights with community interests.
- Stabilizes and protects property values.



The parcel is currently designated for a Planned Unit Development (PUD). This classification allows for a combination of housing types and will ensure a seamless transition into the existing subdivisions to the west and north of this new community.

The site is designed with publicly dedicated right-of-way that would meet the minimum standards and administrative regulations of the Village. Stormwater facilities and common green space would be located within designated outlots with shared ownership by future residents. Recorded deed restrictions would regulate minimum home size, construction materials, and other pertinent details regarding community standards.

Thank you for your time and consideration. We look forward to hearing your feedback and working in Jackson.

Respectfully submitted,

Ryan Fritsch

Ryan Fritsch
Neumann Developments, Inc.

Location Map





4100 N. Calhoun Road
Brookfield, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: info@trioinc.com



OVERALL SITE PLAN

Neumann Developments, Inc.

Village of Jackson, Wisconsin

SITE DATA:

Total Site Area = 75.33 ac
- O.L. 1 = -0.40 ac
Net Site Area = 74.93 ac
Proposed Zoning = P.U.D.
Proposed Number of Lots = 100
- Type A Lots = 69 lots
- Type B Lots = 26 lots
- Type C Lots = 5 lots
Net Density = 1.33 un/ac
Open Space = 34.36 ac (45.9%)
(OL 2 & OL 3)
Total Street Length = 5,417 lf (54.2 lf/lot)
- Type A Road = 3,500 lf (50.7 lf/lot)
- Type B Road = 1,767 lf (68.0 lf/lot)
- Type C Road = 150 lf (30.0 lf/lot)

TYPE A LOTS (1-69)

Proposed Zoning: P.U.D.
Minimum Lot Area = 10,000 sf
Minimum Lot Width at Setback Line = 75'
Minimum Front Yard Setback = 25'
Minimum Side Yard Setback = 8'
Minimum Rear Yard Setback = 25'
Average Lot Size = 12,810 sf

TYPE B LOTS (70-95)

Proposed Zoning: P.U.D.
Minimum Lot Area = 15,000 sf
Minimum Lot Width at Setback Line = 85'
Minimum Front Yard Setback = 25'
Minimum Side Yard Setback = 10'
Minimum Rear Yard Setback = 25'
Average Lot Size = 15,700 sf

TYPE C LOTS (96-100)

Proposed Zoning: P.U.D.
Minimum Lot Area = 19,000 sf
Minimum Lot Width at Setback Line = 100'
Minimum Front Yard Setback = 25'
Minimum Side Yard Setback = 10'
Minimum Rear Yard Setback = 25'
Average Lot Size = 21,320 sf



Developed By:

N27 W24025 Paul Court
Pewaukee, WI 53072



Scale: 1" = 100' (22"x34")

Scale: 1" = 200' (11"x17")

DATE: 8-09-2021

WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY FEATURES

Neumann Developments Inc
N27 W24025 Paul Ct, Suite 100
Pewaukee WI 53072

Midland States Bank

TAC (TM) ADMIN 47000BSE-0004FF-743F-C1 8/10/2021 08:01:33 1862 50.00

70-454/812

1862

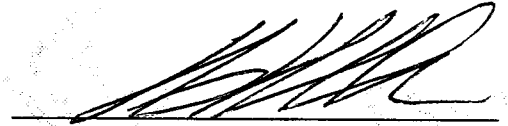
DATE 08/10/2021

Pay:*****Fifty dollars and no cents

\$ ****50.00

TO
THE
ORDER
OF

Village of Jackson
N168W20733 Main St
Jackson, WI 53037



SECURITY FEATURES INCLUDE MICROPRINTING • VOID PANTOGRAPH • ENDORSEMENT BACKER • BROWNSTAIN CHEMICAL REACTANT

⑈000001862⑈ ⑆081204540⑆ ⑈1000129705⑈

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, August 26, 2021 at 7:00 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:00 p.m.

Members Present: Pres. Schwab, Tr. Emmrich, Tr. Kruepke, Sarah Mleziva, Jon Molkentin, Dan Reik, and Jon Weil.

Village Board Member Present: Tr. Heckendorf

Staff Present: Administrator Jen Keller, Building Inspector/Code Enforcement Officer Collin Johnson, and Administrative Assistant Tiffany Washburn.

2. Approval of Minutes for the Plan Commission Meeting of July 29, 2021

Motion by Tr. Emmrich, second by Jon Molkentin to approve the Plan Commission minutes of July 29, 2021 as presented.

Vote: 7 ayes, 0 nays. Motion carried.

3. Conditional Use Permit – Greg Beaudry/On Demand Transportation - Sign – W212N17470 Alcan Court

Motion by Pres. Schwab, second by Tr. Emmrich recommending Village Board approve the Conditional Use Permit – Greg Beaudry/On Demand Transportation – Sign – W212N17470 Alcan Court as presented.

Vote: 7 ayes, 0 nays. Motion carried.

4. Conditional Use Permit – Matt Sweeney/Jade Group International Business Development – W225N16718 Cedar Park Court

Motion by Jon Weil, second by Tr. Kruepke recommending Village Board approve the Conditional Use Permit – Matt Sweeney/Jade Group International – Business Development – W225N16718 Cedar Park Court as presented.

Vote: 7 ayes, 0 nays. Motion carried.

5. Conditional Use Permit – Design 2 Construct/Delaney Group LLC Sign – N173W21710-60 Northwest Passage

Motion by Jon Molkentin, second by Tr. Kruepke recommending Village Board approve the Conditional Use Permit – Design 2 Construct/Delaney Group LLC – Sign – N173W21710-60 Northwest Passage as presented.

Vote: 7 ayes, 0 nays. Motion carried.

6. Concept Plan – Ryan Fritsch/Neumann Developments – Proposed Subdivision – 3245 Maple Road

Bryan Lindgren of Neumann Developments was present and provided a general overview of the concept plan, including the plans for utilities, lot sizes, and storm water drainage.

Motion by Pres. Schwab, second by Tr. Emmrich recommending Village Board approve the Concept Plan as a Planned Unit Development (PUD) – Ryan Fritsch/Neumann Developments – Proposed Subdivision – 3245 Maple Road as presented.

Pres. Schwab addressed the choice to make the motion as a PUD, which maintains the current zoning. Discussion ensued regarding zoning, lot sizes, streetlights, and sidewalks.

Vote: 7 ayes, 0 nays. Motion carried.

7. Citizens to Address the Plan Commission

Gloria Teifke, W205N16463 Cranberry Creek Court, referenced a Village ordinance from 1990, which requires a completed subdivision to have a sidewalk.

Melvin Heckendorf, 1997 Sherman Road and owner of 40 acres of land located across the street from the property discussed in Agenda Item #6, questioned the plans for utilities in that area. Pres. Schwab stated more information may be available at the Board of Public Works in the coming months.

8. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich to adjourn.

Vote: 7 ayes, 0 nays. Meeting adjourned at 7:38 p.m.

Respectfully submitted,

Tiffany Washburn
Village Administrative Assistant

Memo

To: Board of Public Works

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

Subject: Town of Jackson Water Expansion Area – Water Service Request
Jim Feilbach – Sherman Road

Date: August 27, 2021

CC: Village Board

The Jackson Water Utility has received an application for a new water service request located in the Town of Jackson Water Expansion Area. The water service request is for a proposed new single-family residence located on Maple Road with no construction start date. The purchase of the land is subject to receiving a water connection.

After reviewing the design and the water demand of the request, the calculation of pressure available for uniform loss is 36 psi which meets the standard set by the PSC (Public Service Commission) and the DNR (Department of Natural Resources). Although, a house plan does not exist, and the water calculation was created by assumptions. A new water loss calculation worksheet will have to be resubmitted once final plans exist.

The Jackson Water Utility has completed a capacity study of the “Expanded Water System”. The study identified a maximum number of available connections for the system. We have ten connections left to offer for the area, until the system would have to be upgraded to allow more connections.

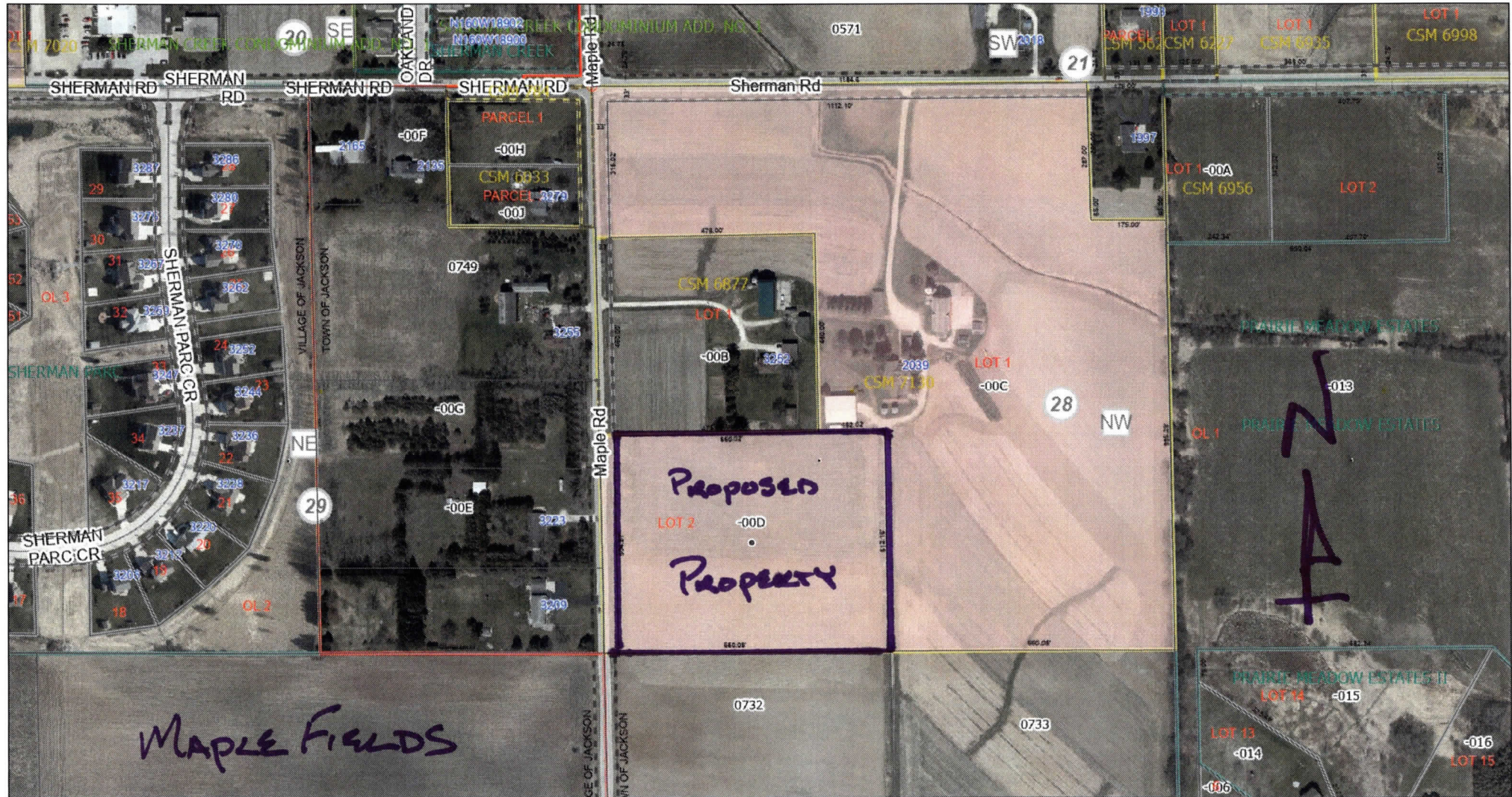
The past practice is to grant approval through a resolution process for one year period. If the connection is not made, the property owner would have to re-apply for a new water connection.

Another thought is the property could request annexation and be connected to the Jackson Sewer and Water Systems. The sanitary sewer cost would be a joint effort with the adjacent properties and the Jackson Sewer Utility.

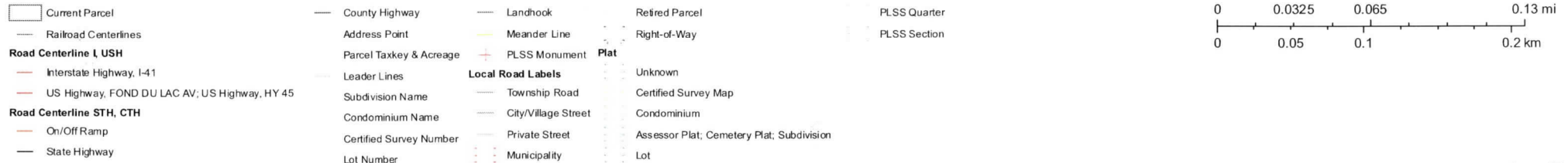
If you have any questions, please let me know.

Brian W. Kober, P.E.

Washington County, Wisconsin



8/27/2021, 2:55:32 PM



Jackson Water Utility
Application for Connection to Water System

Name of Property Owner: Jim + Nicole Feilbach
Phone Number: Jim cell 414-640-9703
Email: jimf@technitrolinc.com

Description of Property: Farmland
Address of Property: N/A
Tax Key Number: PT7 - 0730000

Size of Property: 2.6 Acres
Description of Use on Property: Residential

Water Usage (gallons per day): _____
Size of Water Service (Diameter in inches; Length in feet): 1.5" - 550 ft
Size of Valves on Lateral (inches): 1.5
Type of material of Lateral: HDPE

Submit Location Map (showing lateral, water main, road right of way, valve, and connection to use):

Describe method for installation of lateral: Horizontal Boring

Time/Schedule of Installation: October 2021

Name of Contractor for installation: Victory Homes Phone #: 262-303-6595

- Note: 1) A Village plumbing permit is required for the installation. Please contact the Village of Jackson Building Inspection Department at 262-677-9696.
2) Payment of all impact, connection, permit, and meter fees prior to installation.
3) An inspection is required, please call 262-677-9696 to schedule an appointment.

Signature of Applicant: Jim Feilbach

Date: 8-17-21

Jackson Water Utility Approval: _____

Date: _____

Water Calc. Worksheet

Feilbach Tax Key PT7-073000D

Name of Project

INFORMATION REQUIRED TO SIZE WATER SERVICE AND WATER DISTRIBUTION:

1-	Demand of building in water supply fixture units (WSFU);	(WSFU)	<u>18.50</u>
1.a.	Demand of building in WSFU converted to Gallons Per Minute: (Table SPS 382.40-3)	(GPM)	<u>13.35</u>
2-	Elevation difference from main or external pressure tank to building control valve; (feet)		<u>3</u>
3-	Size of water meter (when required) 5/8" <u> </u> 3/4" <u> </u> 1" <u> </u> other <u>X</u>		<u>1.5</u>
4-	Developed length from main or external pressure tank to building control valve; (feet)		<u>550</u>
5-	Low pressure at main in street or external pressure tank.	(psi)	<u>66.40</u>

CALCULATE WATER SERVICE PRESSURE LOSS

(unnecessary for internal pressure tanks)

- 6- Low pressure at main in street or external pressure tank. (value of # 5 above) 66.40
- 7- Determine pressure loss due to friction in 1.5 inch diameter water service.
Water service piping material is HDPE
Pressure loss per 100 ft. = 0.94 X 5.50 (decimal equivalent of 5.17
service length, i.e. 65 ft = 0.65) **Subtract value of "7"** 5.17
Subtotal 56.23
- 8- Determine pressure loss or gain due to elevation,
(multiply the value of # 2 above by .434) **Subtract value of "8"** 1.30
- 9- Available pressure after the bldg. control valve. Subtotal 54.93

CALCULATE THE PRESSURE AVAILABLE FOR UNIFORM LOSS (VALUE OF "A")

- B. Available pressure after the bldg. control valve. (from "9" above) Value of "B" 54.93
- C. Pressure loss of water meter (when meter is required) **Subtract value of "C"** 1.05
Subtotal 53.88
- D. Pressure at controlling fixture*.
(Controlling fixture is: Bath tub valve). **Subtract value of "D"** 20
(*Controlling fixture is the fixture with the most demanding pressure to
operate properly which includes the following when determining
fixture performance; loss due to instantaneous water heaters, water
treatment devices, and backflow preventers which serve the controlling fixture.) Subtotal 33.88
- E. Difference in elevation between building control valve
and the controlling fixture in feet: 15 X .434 psi/ft. **Subtract value of "E"** 6.51
Subtotal 27.37

Water Calc Worksheet

Feilbach Tax Key PTT-073000D
Name of Project

- F. Pressure loss due to water treatment devices and backflow preventers which serve the controlling fixture. (Water softeners, filters, etc.)

(Pressure loss due to; N/A).

F1. WSFU Downstream of Water Treatment Device; _____

F2. Convert wsfu to GPM using Table 382.40-3: _____

or

F3. Convert wsfu to GPM using Table 382.40-3e*
(For individual dwellings only) _____

F4. Refer to manuf. graph to obtain pressure loss:
(If no water treatment device enter "0") _____

Subtract value of F4 0

Subtotal

27.37

- G. Pressure loss through tankless water heaters, combination boiler / hot water heaters, heat exchangers which serve the controlling fixture;

Hot water WSFU's; _____ convert to; GPM = _____ (Table 382.40-3)

Refer to manufacturer's pressure loss graph to determine loss at the required GPM;

_____ pressure loss.

Subtract value of "G" 0

Subtotal

27.37

- H. Developed length from building control valve to controlling fixture in feet 50 X 1.5

Divide by value "H" 75

Subtotal

0.36

Multiply by:

100

- A. Pressure available for uniform loss

"A" = 36

Water distribution piping is: HDPPE

*Note: The "A" value obtained by using Table 382.40-3e can only be used for an individual dwelling when sizing the water treatment device (water softeners, etc) and no hose bibbs, hydrants, or high flow fixtures are being served by the water treatment device.

Note: High flow fixtures are defined as fixtures that exceed a flow rate of 4 gpm @ 80 psi, and water velocity not exceeding 8 ft. per second.

DRAFT Minutes
Board of Public Works Meeting
Tuesday, August 31, 2021 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Chair Heckendorf called the meeting to order at 7:00 p.m.

Members Present: Tr. Engelhardt, Tr. Matter, Tim Meffert, Steve Schoen and Gloria Teifke

Member Excused: Sarah Malchow

Staff Present: Director of Public Works Brian Kober and Clerk Jilline Dobratz

2. Approval of the Board of Public Works Minutes of July 27, 2021

Motion by Tr. Matter, second by Gloria Teifke to approve the Board of Public Works minutes of July 27, 2021.

Vote: 6 ayes, 0 nays. Motion carried.

3. Review of Water Connection Application - Feilbach

Director Kober explained the application is for a new water service located in the Town of Jackson Water Expansion Area. The request is for a proposed new single-family residence located on Maple Road with no construction start date. A capacity study was completed and identified a maximum number of connections for the system. Ten connections are remaining until the system would have to be upgraded. The applicant could also petition for annexation into the Village.

Motion by Tim Meffert, second by Tr. Heckendorf to recommend Village Board approve the Water Connection Application – Feilbach for a one-year period.

Vote: 5 ayes, 0, 1 abstain (Chair Heckendorf). Motion carried.

4. Pay Request #4 (Final) – Village of Jackson Improvements – Payne & Dolan

Director Kober stated the punch list work was not completed. Only the Sherman Road Drainage Project is recommended to be paid. The Jackson Park Parking Lot and Jackson Park Cul-de-Sac retainages will be held. This will close out all three of the 2019 projects. Motion by Chair Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board approve Pay Request #4 (Final) – Village of Jackson Improvements – Payne & Dolan in the amount of \$3,558.30.

Vote: 6 ayes, 0 nays. Motion carried.

5. Pay Request #1 – Willow Ridge Reconstruction Project – Soper Companies

Director Kober explained the progress of the project. Two crews are working, with three to four laterals being completed per day. The goal is to finish the project in October.

Motion by Chair Heckendorf, second by Tr. Matter to recommend Budget & Finance and Village Board approve Pay Request #1 – Willow Ridge Reconstruction Project – Soper Companies in the amount of \$89,091.00.

Vote: 6 ayes, 0 nays. Motion carried.

6. Director of Public Works Report

Director Kober gave information on current projects.

Motion by Tr. Engelhardt, second by Tr. Matter to place the Director of Public Works Report on file.

Vote: 6 ayes, 0 nays. Motion carried.

7. Citizens/Village Staff to Address the Board

None.

8. Adjourn.

Motion by Tim Meffert, second by Tr. Engelhardt to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

DRAFT

DATE: September 9, 2021
TO: Village Trustees of Jackson
FROM: Cory A. Scheidler / Ron Dalton / Kris Dressler/ Doug Kroes
REGARDING: Jackson Municipal Complex – CONSTRUCTION UPDATE
PROJECT # J5789-002

Please find the following construction related update associated with the Jackson Municipal Complex contract:

CONSTRUCTION:

A. Construction Support/Administrative Activities:

1. Submittals (Shop Drawings, Products/Materials, Samples, RFIs): Shop drawings, samples and RFI submittals lessen as the project is nearing completion.
2. Continued coordination of furniture delivery schedules with installation and sequencing coordination with the Municipal Complex contractor.
3. Continue to assist Owner's staff with the coordination and installation process related to information technology, emergency service radio, audio visual, access control and video surveillance systems.
4. Continued contractor coordination, on-site meetings and site reviews.
5. Continue facilitation of weekly construction progress meetings.
6. Contractor Applications for Payment To-Date = \$10,255,729 (87% of Contract Amount)

B. Construction Schedule:

1. Current Overall Construction Schedule dated 7/30/21:
 - a) Milestone Items (***Scheduled Completion Dates***):
 - Operable Panel Partition 8/17/21
 - Cabinets 8/20/21
 - Finish MEP 8/27/21
 - Interior Doors & Hardware 8/27/21
 - Epoxy Floors ----- (To be Determined)
 - Main Lobby Tile 8/27/21
 - Window Blinds 8/31/21
 - Ceiling Tile 9/9/21
 - Exterior Lighting, Signage ----- (To be Determined)
 - Apparatus Bay Overhead Doors 9/13/21
 - Site Paving – Surface Course 9/16/21
 - Parking Pavement Marking 9/17/21
 - Flooring/Carpet 9/17/21
 - Entrance Canopy ----- (To be Determined)
 - Lockers 9/24/21
 - Vehicle Exhaust Ventilation System ----- (To be Determined)

- Final Clean-up & Punch list 10/1/21

2. Current Two-Week Detailed Schedule:

- Interior electric & Low voltage wiring
- Painting – Touch-up Areas Throughout
- Interior Door glass & hardware Installations
- Storefront installation – Main Entrance – Vestibule Door & Glass
- Epoxy floors - Squad Garage & Sally Port: Monitoring Moisture Levels
- Plumbing Finishes
- Flooring Installs – Vinyl Plank, Carpet Tile, Porcelain Tile
- Casework installations
- Overhead sectional door installations – Building E
- ACP Install
- HVAC System Balancing
- Standby Generator Startup/Testing (Schedule Training w/ Owner)

C. Recent Progress:

- Continued installation of electric, low voltage and finish plumbing.
- Casework (cabinetry) and countertop installations
- IT, Access Control and Video Surveillance installations
- Fiber Optic Service Installation
- Emergency Radio System Installation
- Main Lobby aluminum vestibule glass install
- Above ceiling insulation installation
- Acoustic ceiling panel installations
- Audio Visual speaker wire installation
- Completion of drywall installation
- Porcelain tile installation
- Police lockers and Fire Department turn-out gear locker installs
- Village Hall hallway display case install
- Training Room movable partition wall install
- Carpet tile and vinyl plank installations
- Apparatus Bay overhead doors track system installations
- Interior door glass installations
- Monument sign pylon installation

SUMMARY:

- A. Painting is complete with the exception of touch-up areas throughout. Flooring systems and porcelain tile installations are nearing completion and are providing a good representation of finished room appearance. Restroom facilities are receiving their final installations as are locker room areas. Tile work has recently started within the main lobby entrance and is to be followed by countertop backsplash tile installation. Casework (cabinetry) is progressing with most areas complete. Training Room movable partition wall has been installed defining the flexible use of the space. Finish plumbing continues with the installation of fixtures and restroom partitions. Certain equipment/system installations such as Apparatus

Bay Vehicle Exhaust Ventilation System and Entrance Canopy may be further delayed due to unconfirmed delivery dates. The first attempt at lawn restoration has proved to be less than acceptable and therefore, the Contractor has been directed to rework and seed the areas of concern.

- B. Information Technology, Audio/Visual, Access Control, Emergency Services Radio and Video Surveillance systems installation continue with continuous schedule/sequencing coordination with Municipal Complex Contractor.
- C. Furnishings have been ordered with an adjusted anticipated delivery date of 9/20/21 followed by assembly and installation scheduled for completion on 10/4/21.
- D. Burn tower structure is constructed. Full completion is anticipated by the end of September.
- E. Current construction schedule has remains at an approximate 1 ½ week extension of substantial completion due to a combination of Owner contractor work schedules Vs Contractor sequences and material delivery delays.

CONSTRUCTION BUDGET STATUS:

Construction Budget (Const. Estimate + Contingency)	=	\$12,537,053
<u>Project to Date (PTD) Construction Contract Total</u>	=	<u>\$11,773,932</u>
PTD Construction Budget Balance	=	\$ 763,120
PTD Contract Total as Percent of Construction Budget	=	93.9%
PTD Change to Contract Total as Percent of Original Contract Amount	=	1.52%

TOTAL PROJECT BUDGET STATUS:

Total Project Budget (Borrowing) =	<u>\$14,286,526</u>
Construction Contract Total to Date =	<u>\$11,773,932</u>
Owner's Projected Expense Items Amount (Furnishings, Equip, IT, etc.) =	\$1,402,522
A/E / Soft Costs =	<u>\$881,871</u>
Project Budget Balance =	\$228,201
Percent of Project Budget Allocated To-Date =	96.8%

Memo

To: Jen Keller, Village Administrator
From: Brian W. Kober, P. E., Director of Public Works
Subject: Morning Meadows Phase 2 Subdivision
Letter of Credit Reduction
Date: September 13, 2021
CC: Home Path Financial



The Village of Jackson has reviewed the letter of reduction as submitted by Home Path Financial dating August 25, 2021, for Morning Meadows Phase 2 Subdivision. The reduction amount compares to the items that were installed and constructed associated with Phase 2 of the subdivision. Recommend approval of the amount of \$233,019.21.

If you have any questions, please let me know.

Brian W. Kober, P.E.



August 25, 2021

Dear Village of Jackson

In accordance with the developer's agreement for the Morning Meadows Morning Meadows Phase II executed 09/15/2020, Home Path Financial LP requests a reduction of the surety for Morning Meadows Phase II to \$140,057.98, which would represent a reduction of \$233,019.21 due to the full completion of the Water Main, Storm Sewer (\$196,263.25 and \$36,755.96 respectively).

Public Improvement Costs	Original Bond Amount	8/25/2021 Bond Amount	Requested Reduction
Sanitary Sewer	\$271,653.26	\$0.00	\$0.00
Water Main	\$214,524.10	\$196,263.25	\$196,263.25
Storm Sewer	\$47,211.76	\$36,755.96	\$36,755.96
Roadway Construction	\$140,057.98	\$140,057.98	\$0.00
Total Requested Reduction			\$233,019.21
Total Remaining Bond			\$140,057.98

Best Regards,

Home Path Financial LP

**UNCONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT**

The undersigned has been paid in full for all labor, services, equipment or material furnished to

Home Path Financial, LP
(Owner)

on the job of Morning Meadows Phase 1 & 2
(Name)

located at: Morning Meadows Subdivision, Jackson, WI
(Job Description)

and does hereby release any mechanic's lien, stop notice, or any bond right that the undersigned has on the above referenced job to the following extent. This release covers a progress for labor, services, equipment, or materials, furnished to owner through Pay App #7 thur 7/20/21 only, and does not
(Date/Invoice or Pay Application #)

cover any retentions retained 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 this 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 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.

NOTICE: 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 the conditional release form.

Company: D.F. Tomasini Contractors, Inc.
(Company Name)

By: 
(Signature)

Date: 8/30/2021

Kirk Dexheimer, President
(Name and Title)



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: 2021 Budget Workshop Dates

DATE: September 10, 2021

Village Staff began work on the 2022 Village of Jackson Municipal Budget in July. At that time, it was determined each Department would begin drafting budgets that aimed to meet level of service standards, increase internal levels of efficiencies wherever possible, and to pursue projects that provide for community beautification and engagement.

The following dates, times, and departments will prepare budgets to present to the community:

1. **Tuesday, September 21st at 6PM** – Jackson Park and Recreation Department, at the Jackson Area Community Center. Village Board members are welcome to attend.
2. **Tuesday, September 28th at 7PM** – Water and Wastewater Departments at Village Hall. Village Board members are welcome to attend.
3. **Monday, October 18th at 7PM** – Village Board reviews budgets prepared for: Police Department, Fire Department, Building Inspection Department, Streets Department, Administration, Capital Projects, Hotel/Motel Tourism, Debt Service, and TID 5-7, at Village Hall. The Water, Wastewater, and Park and Recreation budgets can also be reviewed at this time by the Village Board.
4. **Tuesday, October 26th at 5:30PM** – If needed, more review occurs with the Village Board at Village Hall.

Following the budget workshops, Staff work to incorporate any recommended revisions from the Village Board to the budget before it goes before the Village Board in November for approval and a public hearing two weeks following. Resolutions adopting these budgets may be considered in December by the Village Board.

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Mid-Moraine Municipal Association Report

DATE: September 10, 2021

Executive Director Mike Miller has notified the Mid-Moraine Municipal Association (MMMA) members that legislative and regular committee meetings will reconvene starting this month. The next meeting dates are as follows:

1. Legislative Committee Meeting - Wednesday, September 15th 7PM-8:30PM in the Village Board Room at Jackson Village Hall.
2. Legislative Committee Dinner – Wednesday, September 22nd 6PM-8:30PM at Lac Lawrann Conservancy – Maurin Center. RSVP instruction have been shared with each Trustee from Clerk Dobratz via email.

In an effort to familiarize myself with MMMA and to share more with members of the Village Board that may be less familiar with this network, I've researched the following:

Pursuant to the Revised Bylaws dated September 26, 2018, MMMA regular meetings occur the fourth Wednesday of the month in January, March, May and September. Any individual from a community that has joined MMMA is welcome to attend.

Secondly, the MMMA Legislative Committee meets monthly, January-May and August-September, on the second Wednesday of the months. The Legislative Committee meetings include attendance of one representative from each MMMA community.

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com

August 19, 2021

**TENTATIVE AGREEMENT OF THE
VILLAGE OF JACKSON TO
JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA
FOR A SUCCESSOR AGREEMENT
TO THE 2019-2021 COLLECTIVE BARGAINING AGREEMENT**

1. **ARTICLE XXIX – DURATION OF AGREEMENT.** January 1, 2022 through December 31, 2024.
2. **APPENDIX A – POLICE DEPARTMENT WAGE SCALE.**
 - a. **Detective:** Start rate – 2.5% above the employee’s current officer step rate; 3.0% above the employee’s current officer step rate after 2 years of Detective service; 4.0% above the employee’s current officer step after 4 years of Detective service
 - b. **Sergeant:** Rate – change from 4.0% above to 4.5% above
 - c. **Annual Adjustments:** First full pay period each year
2022 - 2.5% 2023 – 3.0% 2024 – 3.0%
3. **Shift trades.** Add the following new language to Article 6, new Section 6.08.

Officers and Sergeants may trade work days by mutual agreement with the written authorization of the Chief. The employees who agree to the trade shall honor the trade unless they mutually agree to cancel the trade and with the approval of the Chief.
4. **Fitness Incentive.** The Committee authorizes the Chief to work on a voluntary fitness incentive program which is subject to Board approval and shall be of limited duration on a trial period.
5. **ARTICLE XX – HOLIDAYS, Section 20.01 - Schedule.** Revise first paragraph to read as follows:

All regular full-time employees covered by this Agreement shall be granted eleven (11) days each year. Employees wishing to take scheduled time off for a holiday shall request such time which may be granted at the discretion of the Police Chief. Starting in 2022, employees are required to use at least 2 holidays as scheduled time off. Starting in 2023 and thereafter, employees are required to use at least 4 holidays as scheduled time off. All scheduled time off for holidays must be approved in advance by the Police Chief. All employees scheduled to work a 6-3, 6-3 work schedule shall be entitled to eight and one-half (8.5) hours pay at their regular straight-time rate for those holidays which were not otherwise taken as scheduled time-off with pay. Such payment will be made in a lump sum, payable to the employee, in the first pay period of December of each year. This shall be a separate payment for holidays only.

Agreement between the

Village of Jackson

and the

**Wisconsin Professional Police Association,
Law Enforcement Employee Relations Division**

on behalf of the

Jackson Professional Police Association

~~2019~~2022-~~2021~~2024

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
AGREEMENT	<u>121</u>
ARTICLE I - RECOGNITION.....	<u>121</u>
ARTICLE II - MANAGEMENT RIGHTS	<u>121</u>
ARTICLE III - ASSOCIATION ACTIVITIES	<u>2</u>
ARTICLE IV - DUES DEDUCTION	<u>323</u>
ARTICLE V - PROBATIONARY PERIOD	<u>424</u>
ARTICLE VI - WAGES.....	<u>424</u>
ARTICLE VII - OVERTIME.....	<u>626</u>
ARTICLE VIII - SENIORITY	<u>727</u>
ARTICLE IX - PROMOTION AND TRANSFER	<u>828</u>
ARTICLE X - GRIEVANCE PROCEDURE	<u>929</u>
ARTICLE XI - DISCIPLINE	<u>10210</u>
ARTICLE XII - INSURANCE.....	<u>11211</u>
ARTICLE XIII - RETIREMENT CONTRIBUTION.....	<u>12211</u>
ARTICLE XIV - JURY DUTY	<u>12212</u>
ARTICLE XV - SICK LEAVE	<u>12212</u>
ARTICLE XVI - BEREAVEMENT	<u>13213</u>
ARTICLE XVII - MILITARY LEAVE.....	<u>14213</u>
ARTICLE XVIII - LEAVES OF ABSENCE	<u>14214</u>
ARTICLE XIX - VACATIONS	<u>14214</u>
ARTICLE XX - HOLIDAYS.....	<u>15215</u>
ARTICLE XXI - LAYOFF – RECALL	<u>17217</u>
ARTICLE XXII - CLOTHING ALLOWANCE	<u>19218</u>
ARTICLE XXIII - MISCELLANEOUS.....	<u>19219</u>
ARTICLE XXIV - SAVING CLAUSE	<u>19219</u>
ARTICLE XXV - NO STRIKE	<u>19219</u>
ARTICLE XXVI - PART-TIME EMPLOYMENT	<u>20220</u>
ARTICLE XXVII - EDUCATIONAL INCENTIVE.....	<u>20220</u>
ARTICLE XXVIII - DUTY INCURRED DISABILITY PAY	<u>21221</u>
ARTICLE XXIX - DURATION OF AGREEMENT	<u>21221</u>
APPENDIX A – WAGE SCALE	<u>22222</u>
APPENDIX B – UNIFORM ALLOWANCES.....	<u>24223</u>
APPENDIX C – GRIEVANCE FORM.....	<u>25224</u>
MEMORANDUM OF UNDERSTANDING	<u>26225</u>

AGREEMENT

This Collective Bargaining Agreement, hereinafter referred to as the Agreement, is made and entered into by and between the Village of Jackson, hereinafter referred to as the Village, and the Wisconsin Professional Police Association, Law Enforcement Employee Relations Division, hereinafter referred to as the Association, for the purpose of maintaining harmonious labor relations, maintaining a uniform scale of wages, hours of work, and other conditions of employment among the employees covered by this Agreement, and for the purpose of facilitating a peaceful adjustment of all grievances and disputes which may arise between the Village and the employees of the bargaining unit.

ARTICLE I - RECOGNITION

The Village hereby recognizes the Association as the sole and exclusive bargaining agent for the regular full-time sworn personnel of the Village of Jackson Police Department, excluding seasonal, confidential, supervisory, managerial employees and all non-sworn personnel, as certified by the Wisconsin Employment Relations Commission under Certification of Representative No. 52077 ME-3443 Decision No. 28332-A, dated April 11, 1995, for the purpose of collective bargaining on matters concerning wages, hours, and all other conditions of employment.

ARTICLE II - MANAGEMENT RIGHTS

The Village possesses the sole right to operate the Village and all management rights repose in it. These rights include but are not limited to the following:

- A. To direct all operations of the Village;
- B. To establish reasonable work rules and regulations for the conduct of its business;
- C. To hire, promote, transfer, lay off, schedule, and assign employees in positions within the Village, subject to the terms of the Agreement;
- D. To suspend, demote, discharge, and take other disciplinary action against employees for just cause pursuant to Wis. Stats. 62.13 by the Police and Fire Commission;
- E. To relieve employees from their duties because of lack of work or other legitimate reason.

- F. To determine the size and composition of the work force and determine the work to be performed by the work force and each employee; to determine the competence and qualifications of employees, subject to the terms of the Agreement;
- G. To establish the number of shifts, hours of work, and work schedules; and to schedule overtime work when required, subject to the terms of the Agreement;
- H. To maintain efficiency of Village operations;
- I. To take whatever action is necessary to comply with State or Federal law;
- J. To create, modify, or eliminate positions or departments and to introduce new or improved operations, work practices, methods, or facilities, provided if such affect the wages, hours, or working conditions of the employees, the Association will be notified in advance and be permitted to bargain the impact upon wages, hours, or working conditions;
- K. To determine the kinds and amounts of services to be performed as pertains to Village operations; and the number and kind of classifications to perform such services.
- L. To contract out for goods or service including law enforcement services, except that prior to reaching such a decision, the Village agrees to meet and discuss its decision with the Association. Further, in the event the Village exercises its right to make such a decision, it agrees to promptly and fully negotiate the impact of such a decision.
- M. To take whatever action is necessary to carry out functions of the Village in situations of emergency.

ARTICLE III - ASSOCIATION ACTIVITIES

Section 3.01: Association Business: The Association agrees to conduct its business off the job except as herein provided. In no event will Association activities interrupt the Village's normal operations. This Article does not prevent a representative from presenting any grievance in accordance with the procedures outlined in this Agreement, nor prevent certain routine reasonable business such as the posting of the Association notices and bulletins.

Section 3.02: Grievances: The Village hereby agrees that time spent in the presentation of grievances during regular working hours shall not be deducted from the pay of delegated

employee representatives of the Association. Only those employees who are reasonably necessary for presentation of a grievant's case will participate in grievance arbitration hearings. After employees are excused from an arbitration hearing, they will return to work.

Section 3.03: Bulletin Boards: The Village agrees to provide and allow the use of bulletin board or posting space in convenient areas in the work locations, provided however, that bulletin space shall be used only for Association business such as notices of Association meetings, elections and results, rulings or policies, or reports on social activities.

Section 3.04: Business Agents: Business Agents or representatives of the Association, having business with the officers or individual members of the Association, may confer with such officers or members during the course of the workday for reasonable periods of time, provided that notice is first given to the Police Chief, and normal Village operations are not disrupted.

Section 3.05: Meeting Rooms and Facilities: The Association may use a designated meeting room at the Village Hall for Association business under guidelines established by the Village Board. Association meetings will not be conducted at any other Village facility.

Section 3.06: Negotiations: When collective bargaining is scheduled during regular working hours, authorized representatives of the Association Bargaining Committee, not to exceed two (2) members, will suffer no loss in wages for time spent in collective bargaining.

Section 3.07: The Association will notify the Police Chief or his/her designee, in writing, of all Association elected officers, members, or changes in membership as soon as possible after elections or such changes.

ARTICLE IV - DUES DEDUCTION

Section 4.01: Dues Deduction:

- A. No employee shall be required to join the Association, but membership shall be available to all employees who apply, consistent with the Association's constitution and bylaws.
- B. The Village agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of individual employees who voluntarily sign dues check-off authorization forms supplied by the WPPA/LEER. The Village shall deduct the certified amount from the first paycheck each month of each employee requesting such deduction following receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been

deducted, to the WPPA/LEER in one lump sum not later than the 15th of each month.

- C. Authorization of dues deduction by a member may be revoked upon written notice in writing to the Village, WPPA and to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.
- D. The Association does hereby indemnify and shall save the Village harmless against any and all claims, demands, suits, or other forms of liability, including court costs that shall arise out of or by reason of action taken or not taken by the Village, which Village action or non-action is in compliance with the provision of this article, and in reliance on any lists or certificates which have been furnished to the Village pursuant to this article; provided that the defense of any such claims, demands, suits or other forms of liability shall be under the control of the Association and its attorneys. However, nothing in this section shall be interpreted to preclude the Village from participating in any legal proceedings challenging the application or interpretation of this article through representatives of its own choosing and at its own expense.”

ARTICLE V - PROBATIONARY PERIOD

Section 5.01: Probationary Period: All newly hired employees will be considered probationary for the first year of their employment. During the probationary period, the employee will be subject to dismissal for any reason without recourse.

Section 5.02: Continued Employment: Continued employment beyond the first year of employment will be evidence of satisfactory completion of the probationary period.

Section 5.03: Holidays: Probationary employees will be eligible to receive paid holidays.

Section 5.04: Insurance: New employees will receive coverage of all insurances in accordance with the waiting period specified in current insurance contracts, regardless of whether or not the waiting period falls within the probationary period.

ARTICLE VI - WAGES

Section 6.01: Wage Schedule: A schedule of classifications presently covered by this Agreement shall be contained in Appendix "A," which is attached hereto and made a part hereof.

Section 6.02: Paychecks: Salaries and wages of employees will be paid every other Monday. The Village will make every effort to have the paychecks available by 12:00 noon on pay day.

Section 6.03: Pay Increments: Employees shall be paid for all hours worked in six (6)-minute increments.

Section 6.04: Job Descriptions: The Village shall establish job descriptions for each position in the bargaining unit. Such job descriptions shall be updated as appropriate, and copies made available to employees and Association representatives.

Section 6.05: Base Wage: The base wage for officers is the hourly rate. The hourly rate is reached by dividing the annual salary by 2,080 hours.

Section 6.06: Lateral Entry.

- A. This paragraph defines the process by which lateral entry (hiring) of experienced officers can be accomplished as a part of the Department's normal recruitment process.
- B. Any sworn law enforcement officer hired to the position of patrol officer may, at the discretion of the Chief of Police and subject to approval by the Police and Fire Commission, receive a starting annual salary based on their prior years of service as a sworn law enforcement officer up to the four (4) year step of the CBA and thereafter proceed normally through the remaining steps.
- C. Vacation allowance may, at the discretion of the Chief of Police, be awarded, up to five (5) years of credited service, commensurate with their prior years of experience as a sworn law enforcement officer and thereafter follow current contract language.

Such newly hired sworn law enforcement officers will earn seniority as a new employee in accordance with Article IX – Seniority.

Section 6.07: The Village may establish the position of Patrol Sergeant(s) effective on or after January 1, 2019. Notwithstanding the language in Section 10.04. Selection, the position will be filled by the candidate selected in the sole discretion of the Chief of Police. The Patrol Sergeant(s) will be assigned the work schedule and shift hours as designated by the Chief of Police.

Patrol Sergeant will be paid at a salary four and one-half percent (4.5%) above the Top Patrol Officer.

Section 6.08: Officers and Sergeants may trade work days by mutual agreement with the written authorization of the Chief. The employees who agree to the trade shall honor the trade unless they mutually agree to cancel the trade and with the approval of the Chief.

ARTICLE VII - OVERTIME

Section 7.01: Daily and Weekly Workweek: The standard workweek or work schedule shall consist of six (6) on-duty days to be followed by three (3) rest days, 6-3, and 6-3. The on-duty workday shall be eight and one-half (8.5) hours per day, including a one-half (.5) hour paid lunch period during which time the employee shall be on call. The employee shall be allowed two (2) fifteen (15) minute paid breaks per shift. Under no circumstances shall an employee's shift be changed for disciplinary purposes. An officer may be assigned to a 5-2 work week at the discretion of the Police Chief. Any officer assigned to a 5-2/5-2 work schedule, and required to take Holidays off, shall be allowed to convert to pay up to ninety three and one-half (93.5) hours (11 days) of vacation annually, as an exception to Article 20 – Vacation, Section 20.02 of the Agreement - No Accumulation.

Assignment to the Detective position shall be in accordance with the Memorandum of Understanding agreed upon by the parties and attached hereto entitled “Detective Position.”

Section 7.02: Overtime: All employees who work in excess of their regular scheduled workday or work in excess of their regular workweek shall receive one and one-half (1.5) times the straight hourly rate for all overtime hours worked.

Section 7.03: Overtime Work Required: Whenever, in the judgment of the Police Chief, it is necessary to require employees to work overtime, employees will, if physically able, render overtime services. An employee may be excused from overtime work if not physically able to perform overtime work or because of a serious personal need of an emergency nature. In the event an officer is unable to perform overtime work, a written explanation shall be forwarded to the Police Chief or his/her designee as soon as practicable, upon return to duty.

Section 7.04: Computation: For the purpose of computing overtime pay, all hours paid shall be considered hours worked.

Section 7.05: Call-in Time: Employees called in to work on other than a regularly scheduled time shall be entitled to at least two (2) hours work, or pay therefore, at the appropriate overtime rates of pay regardless of the length of time less than two (2) hours which they may work. The Village reserves the right to have the employee work the full two (2) hours. In the event the employee is released during the two (2) hour period and called back within the same two (2) hour period, any extension over said two (2) hour period shall be paid at the appropriate overtime rate of pay based upon the actual time worked. An employee shall not be entitled to the two (2) hour minimum when he/she reports early for a particular shift or remains after the end of his/her shift.

Section 7.06: Training School: Overtime earned as a result of attending required in-service training, required school sessions, or range-time outside the regularly scheduled work shift shall be paid at time and one-half (1.5).

Section 7.07: Court Pay: All employees who report for court duty during off-duty hours shall be compensated at the rate of one and one-half (1.5) times the employee's hourly rate, the minimum of which shall be two (2) hours at time and one-half (1.5). Any employee receiving notification of cancellation less than twenty-four (24) hours in advance shall receive the two (2) hours minimum call-in pay.

Section 7.08: Compensatory Time Off. In lieu of pay, employees may take their overtime pay in Compensatory Time Off (CTO).

CTO may be earned and maintained to a maximum of eighty-five (85) hours. Effective January 1, 2019, this will increase to one hundred and two (102) hours. Requests for CTO shall be granted by the Police Chief or his/her designee at their discretion.

ARTICLE VIII - SENIORITY

Section 8.01: Definitions: The date an employee is employed or re-employed in a regular full-time position shall become his/her seniority date.

Section 8.02: Application: Consistent with Article X, Promotion and Transfer, and Article XXII, Layoff - Recall, seniority shall apply in promotions, layoffs, recall from layoffs, and in filling vacant positions. Seniority shall be applied on a bargaining unit-wide basis.

Section 8.03: Loss of Seniority: There shall be no loss of seniority in the event of layoff of three (3) years or less, but seniority in the employment relationship shall be broken and terminated if an employee:

- A. Quits;
- B. Is discharged for just cause;
- C. Is absent from work for three (3) consecutive working days without notification to and approval by the Village unless unable to notify for physical or other reasonable excuse;
- D. Fails to indicate his/her intent to report to work within three (3) working days after having received notice of recall by certified mail, unless the employee involved has both notified the Village and received approval by the Village, or unless the employee is unable to notify the Village for physical or other reasonable excuse. The time limit contained herein may be extended by mutual agreement;
- E. Fails to report to work within three (3) days after termination of a leave of absence. The time limit contained herein may be extended by mutual agreement;
- F. Is retired;
- G. Is on layoff for more than three (3) years.

Section 8.04: Seniority Accrual: Seniority shall continue to accrue during periods of sick leave, Worker's Compensation, vacation, approved leave of absence, and for a period of up to three (3) years while an employee is on layoff.

ARTICLE IX - PROMOTION AND TRANSFER

Section 9.01: Posting: When the Village deems it necessary to fill a sworn vacancy within the bargaining unit caused by the retirement or termination of the incumbent employee, the creation of a new position or for whatever reason; the job vacancy shall be made known to all employees through job posting.

Section 9.02: Procedure: Job vacancies shall be posted on bulletin boards in convenient locations for at least five (5) consecutive workdays. The job posting shall set forth the job title, work location, scheduled hours, rate of pay, and a brief description of the job requirements and qualifications desired.

Section 9.03: Eligibility: Any employee interested in such vacancy may sign the job posting. Any employee shall be eligible to apply for a vacancy, except an employee who has been disqualified after a trial period for the specific vacancy.

Section 9.04: Selection: The selection of an applicant to fill a job vacancy within the bargaining unit, shall be made on the basis of skill, ability, and seniority; however, if the skill and

ability of two (2) or more applicants is relatively equal, the employee with the greatest department seniority shall be chosen. The employee shall have a sixty (60) calendar day trial period in which to prove his/her qualifications for the job. If during such sixty (60) calendar day trial period, the selected employee fails to make satisfactory progress to qualify for the new position, or if the employee elects to return to his/her former position, the employee may return to his/her former position and selection shall be made among the remaining employees who signed the posting according to the criteria set forth above. A dispute involving the qualifications of an employee may be submitted to the Grievance Procedure. Nothing contained herein shall prevent the Village from hiring a new employee to fill a promotion, such as for a Sergeant, where such new hire is more qualified on the basis of skill and ability than existing employees. In the event there are applicants from within the Department, the Village shall give existing employees first opportunity for any promotions or the filling of vacancies, before non-employee applicants. In order to determine skill and ability, nothing herein shall limit the Village from using examinations whether written or otherwise.

ARTICLE X - GRIEVANCE PROCEDURE

Section 10.01: Definition: The term "grievance" means a dispute between the Village and the Association concerning the interpretation, application or violation of this Agreement. All days referred to in this article shall be defined as Monday through Friday, excluding Saturdays, Sundays, and holidays listed in this contract. Furthermore, all time limits in this procedure may be extended by mutual agreement of the parties.

Section 10.02: Procedure: A grievance shall be handled in the following manner:

Step 1: An employee or Association representative who has a grievance shall within fifteen (15) working days from the date such grievance arises or from the date he/she has knowledge thereof report such grievance in writing, on the proper form as indicated in Appendix "C", to the Police Chief or his/her designee. The Police Chief or his/her designee shall respond in writing within ten (10) working days.

Step 2: If the grievance is not satisfied in Step 1, it shall be submitted to the Village Administrator or his/her designee, in writing, within ten (10) working days. The Village Administrator or his/her designee shall respond in writing within ten (10) working days.

Step 3: If the grievance is not satisfied in Step 2, it shall be presented to the Village Board, within ten (10) working days. The Village Board shall respond within ten (10) working days.

Step 4: Except in the case of discipline or discharge, if the grievant is not satisfied with the decision in Step 3, he/she may request that the grievance be determined by an arbitrator. Notification of this decision must be sent to the Village Personnel Committee Chair within ten (10) days of receiving the answer from the Village Board or within ten (10) days of when the answer from the Village Board was due.

Step 5: Arbitration: A grievance which cannot be settled through the above procedures may be submitted to an arbitrator who shall be appointed from the staff of the Wisconsin Employment Relations Commission (WERC). The arbitrator appointed by the WERC shall meet with the parties at a mutually agreeable date to review the evidence and hear testimony relating to the grievance. Upon completion of the hearing the arbitrator shall render a written decision to both parties which shall be final and binding except for judicial review. The arbitrator shall have no authority to add to or modify the terms of this Agreement.

Section 10.03: Both parties shall be responsible for any and all costs and out-of-pocket expenses incurred by the individual party.

ARTICLE XI - DISCIPLINE

Section 11.01: Whenever an employee has reason to believe that discipline may result from a meeting with the Village or their designee, he/she shall have the right to have an Association representative of his/her choice present if he/she so chooses. An Association representative may be present at the settlement of any disciplinary matters without loss of pay.

Section 11.02: Any employee who receives a written warning or is demoted, suspended or, discharged shall receive a written statement of the reasons for the disciplinary action, a copy of which shall be presented to the Association. All disciplinary matters shall be subject to review, pursuant to Wis. Stats. 62.13, by the Police and Fire Commission.

Section 11.03: Personnel Procedures:

- A. An employee shall have the right to inspect the entire contents of his/her personnel file as defined in Wisconsin Statutes 103.13, during the regular working hours of the Police Chief or his/her designee.
- B. An employee shall have the right to copies of any material placed in his/her file at no cost to the employee.

ARTICLE XII - INSURANCE

Section 12.01: Hospitalization: Employees shall be provided health insurance, single or family coverage. Effective January 1, 2016, the Village will pay eighty-eight percent (88.0%) of the premium for the lowest cost qualified plan in the Village's service area. Any employee who elects to take coverage other than the lowest cost qualified plan in the Village's service area will pay the amounts identified above in addition to the difference between the lowest cost qualified plan in the Village's service area and the plan the employee elects.

Section 12.02: The Village agrees to establish a program for employee payment of health insurance premium cost required by Section 13.01 of this Agreement which is qualified under Section 125 of the Internal Revenue Code.

Section 12.03: Life Insurance: The Village agrees to pay the premium for Wisconsin Public Employer's Group Life Insurance Program for all regular employees in an amount equal to one thousand dollars (\$1,000.00) of insurance for each one thousand dollars (\$1,000.00) of base salary, rounded to the next highest one thousand dollars (\$1,000.00).

Section 12.04: Retired Employees: Employees who retire shall be permitted to remain in the health plan in effect for bargaining unit employees, subject to the limitations of the insurance carrier, and at no cost to the Village.

Section 12.05: Long Term Disability Insurance: Effective as soon as possible following final ratification of this Agreement, the Village agrees that all eligible employees shall be enrolled in the Income Continuation Insurance program provided through the Wisconsin Retirement System. It is further agreed that the Village shall pay the employer's share of the monthly premium.

ARTICLE XIII - RETIREMENT CONTRIBUTION

Section 13.01: The Village will contribute the employer's share of contribution to the Wisconsin Employee Retirement Fund. All employees will be required to pay the employee share, as set by the Wisconsin Retirement System, equal to that required of General Municipal Employees.

ARTICLE XIV - JURY DUTY

Section 14.01: Permanent full time employees will be granted time off with pay for jury service upon presentation of satisfactory evidence relating to the requirement to perform such service. Any compensation received, excluding mileage, for jury service will be paid to the Village Clerk/Treasurer. Employees will report for work if excused from jury service four (4) hours or more prior to the end of the scheduled workday.

Section 14.02: Permanent full-time employees will be granted time off with pay for the purpose of appearing as a witness in legal proceedings, if subpoenaed to appear by or on behalf of the Village. Any witness fee received, exclusive of mileage allowance, will be immediately paid to the Village Clerk/Treasurer.

Section 14.03: Part-time employees will be provided with the regular rate of pay, for the purpose of appearing as a witness in legal proceedings, if subpoenaed to appear by or on behalf of the Village. Any witness fee received, exclusive of mileage allowance, will be immediately paid to the Village Clerk/Treasurer.

ARTICLE XV - SICK LEAVE

Section 15.01: Annual Cumulative: All regular full-time employees are allowed eight and one-half (8.5) hours of sick leave credits per month of employment, cumulative to a maximum of one thousand twenty (1,020) hours.

Section 15.02: Purpose: All employees covered by this Agreement shall be entitled to use earned sick leave credits without loss of pay when absence from work is required because of personal illness or injury. However, sick leave credits may be used for doctor and dentist appointments for the employee, if such appointment can only be arranged during working hours.

Section 15.03: Notice: Employees unable to report for work at the designated time due to illness, shall so notify their immediate supervisor or the Police Department member so directed to call, at a minimum of two (2) hours in advance of the start of their shift.

Section 15.04: Regulation: Employees may be required, if requested, to furnish a doctor's certificate or other evidence of illness, after absence of three (3) consecutive workdays.

Section 15.05: Previously Accumulated Sick Leave: Previously accumulated sick leave credits shall not be terminated during any period of approved leave of absence. Should any employee be laid off, previously accumulated sick leave credits shall continue in effect if he/she is re-employed.

Section 15.06: Records: The Village shall prepare a record stating the accumulated sick leave credits of each employee, and said record may be inspected by an employee or by the Association at the Village Clerk/Treasurer's office during normal business hours.

Section 15.07: Sick Leave Conversion: Employees who retire or die shall receive one hundred percent (100%) of their accumulated sick leave credits converted to its monetary value at the employee's last rate of pay to be held by the Village and utilized for the sole purpose of paying health insurance premiums for themselves and/or their dependents. Said premium payments must be to a qualified plan, as defined by federal law and of the ex-employees' choosing and, as such, may include the Village's plan, a spouse's plan or a plan purchased by the employee. Where it is to a plan other than the Village's plan, the ex-employee must submit proof of participation and cost. In the event the employee dies before the funds are exhausted, the funds shall be used to continue the payment of the premiums for the employee's spouse, if applicable. If the employee and spouse (if applicable) both die before the funds are exhausted, the remaining monies shall be paid to the estate of the employee or spouse.

Section 15.08: Family and Medical Leave Act (FMLA) and Sick Leave: It is understood that Family and Medical Leaves (FMLA), Medical Leaves of Absence and contractual sick leaves shall be considered to run concurrently unless mutually agreed otherwise by the parties.

ARTICLE XVI - BEREAVEMENT

Section 16.01: Full-time employees will be granted three (3) days off with pay for time lost in bereavement of spouse, parents, son, daughter, brother, sister, other household members, grandparents, and grandchildren of the employee or spouse. Time taken hereunder shall not be charged against accrued sick leave or vacation; however, employees may extend the time off for bereavement leave by using accrued sick leave.

ARTICLE XVII - MILITARY LEAVE

Section 17.01: Employees who are members of the National Guard or Military Reserve shall be granted temporary leaves of absence when called to perform military duty, in accordance with applicable law.

ARTICLE XVIII - LEAVES OF ABSENCE

Section 18.01: Application: An employee wishing to apply for an unpaid leave of absence, for reasons other than specifically provided for in this Agreement, will make written application to the Village Board at least thirty (30) days prior to the date upon which the leave is to begin unless otherwise provided for under state and federal family or medical leave FMLA laws.

Section 18.02: Reason: The decision to grant a leave of absence is a matter within the discretion of the Village Board. The length of an authorized leave of absence is contingent upon the reason for the leave.

Section 18.03: Other Employ: No leave of absence will be used for the purpose of seeking other employment; and anyone taking other employment while on a leave of absence will be considered to have quit.

Section 18.04: Medical Insurance: If a leave of absence is authorized for other than medical reasons, the Village will pay hospitalization and medical insurance premiums, as provided in Article XIII, on behalf of the employee for one (1) calendar month succeeding the month in which the leave of absence began.

ARTICLE XIX - VACATIONS

Section 19.01: Annual: All regular full-time employees in the bargaining unit will receive vacations with pay in accordance with the following schedule:

After 1 year of service	93.5 hours of vacation
After 5 years of service	144.5 hours of vacation
After 10 years of service	195.5 hours of vacation
After 20 years of service	238 hours of vacation

On their anniversary dates, employees will be credited with the number of vacation hours, authorized on the basis of the employees' years of service.

Section 19.02: No Accumulation: All vacations shall be taken on an employment year basis and shall not accumulate from year to year. Vacation days not taken before an employee's anniversary date in the subsequent calendar year will be considered lost. If a vacation is denied or

cancelled for exigent circumstances; up to twenty-five and one-half (25.5) hours may be carried over to the following year; and requests to carry over more than twenty-five and one-half (25.5) hours to the following year shall not be unreasonably denied by the Village.

Section 19.03: Schedule: The Police Chief will determine when vacation periods may be granted; being guided by the practical considerations involved in the efficient operation of the department and giving due consideration to the convenience of employees. Choice of vacation periods will be by overall bargaining unit seniority within the classification within the department. Employees may not take vacation time in increments of less than four (4) hours.

Section 19.04: Anniversary Date: The date of hire will be the vacation anniversary date for all employees.

Section 19.05: Scheduling Procedure: The Police Chief will post not later than January 1st, a vacation roster in order that the employees may schedule in advance, and have knowledge of those weeks open or closed. The vacation schedule will be completed by March 1st annually.

Section 19.06: Trades: Employees may trade scheduled vacation periods with approval of the Police Chief.

Section 19.07: Termination: Any employee who leaves the service of the Village as the result of resignation, retirement, layoff, or death, will be credited with all remaining vacation days in his/her vacation bank. In addition, said employee shall be credited with a pro-rated amount of vacation days that would have been credited to the employee's bank on the next anniversary date, measured from the employee's anniversary date to the date the employment terminates.

ARTICLE XX - HOLIDAYS

Section 20.01: Schedule: All regular full-time employees covered by this Agreement shall be granted eleven (11) days each year. Employees wishing to take scheduled time off for a holiday shall request such time which may be granted at the discretion of the Police Chief.

Starting in 2022, employees are required to use at least 2 holidays as scheduled time off. Starting in 2023 and thereafter, employees are required to use at least 4 holidays as scheduled time off.

All scheduled time off for holidays must be approved in advance by the Police Chief. All employees scheduled to work a 6-3, 6-3 work schedule shall be entitled to eight and one-half (8.5) hours pay at their regular straight-time rate for those holidays which were not otherwise taken as scheduled time-off with pay. Such payment will be made in a lump sum, payable to the employee,

in the first pay period of December of each year. This shall be a separate payment for holidays only.

The parties understand and agree that this annual December holiday payment shall be paid on a pro-rated basis for new hires, or for employees whose employment has terminated, or who are placed on an unpaid leave of absence prior to the end of the calendar year. Said prorated payout shall be on the basis of one-twelfth (1/12) of the payout to be paid for each month worked during the calendar year. A month shall be considered worked provided the employee either began prior to the 15th of the month or worked past the 15th of the month in the event his/her employment is terminated or he/she is placed on an unpaid leave of absence. In any event, an employee who commenced work in the month of January of the then applicable calendar year shall receive all twelve (12) months of said holiday pay. The parties agree that the holidays shall be as follows:

New Year's Day	Good Friday	Thanksgiving
Day after Thanksgiving	Memorial Day	Christmas Eve Day
Independence Day	Christmas Day	Labor Day
New Year's Eve Day		

In addition to the above ten (10) holidays, employees shall be entitled to take one (1) floating holidays at a time mutually agreed upon by the Police Chief and employee. The accrual of hours for these floating holiday hours shall be on a pro-rated basis for new hires, or for employees whose employment has terminated, or who are placed on an unpaid leave of absence. Said pro-rated payout shall be on the basis of one-twelfth (1/12) of the payment to be paid for each month worked during the calendar year.

If an employee works a full shift on a holiday which does not fall on one of his/her scheduled workdays, he/she shall receive twelve (12) hours of pay in addition to his/her regular monthly salary. If less than a full shift, i.e., eight and one-half (8.5) hours, are worked on such holidays, a proportionate amount shall be paid.

If an employee is scheduled to work on a holiday, all hours worked in addition to the regular shift shall be paid at one and one-half (1.5) times the employee's regular hourly wage.

The above language shall not be construed to apply to officers scheduled to work at 5-2, 5-2 work schedule. Such employees shall receive the above-named holidays off with pay and, in addition, shall receive one (1) additional personal holiday to be taken at a mutually agreeable time. Provided further that when such employees work on a holiday, they shall be paid at one and

one-half (1.5) times their regular rate of pay for all hours worked on said holiday. For employees working a 5-2 workweek, when a holiday falls on an employee's regular off day, the holiday shall be celebrated on the nearest scheduled workday. In addition, if Memorial Day or Labor Day falls on an employee's regular off day, the holiday shall be celebrated on the preceding Saturday.

Section 20.02: An officer assigned to a 5-2 work schedule shall be allowed “float” and take in the same manner as compensatory time off the following four Holidays:

Good Friday Day after Thanksgiving Christmas Eve Day New Year’s Eve Day

ARTICLE XXI - LAYOFF – RECALL

Section 21.01: Layoff: All layoffs will follow the following steps:

- A. All casual, temporary, seasonal, and probationary employees will be laid off first unless no employees with seniority are qualified to perform the available work.
- B. When the work force is reduced, such a reduction will be by seniority and the ability to perform the available work. Employees affected by the reduction will be assigned to replace the most junior employee on a previously held job classification for which they have established qualifications.
- C. Employees unable to exercise seniority on previously held job classifications, will be assigned to replace the most junior employee on the next lower classification for which they are qualified.
- D. Employees unable to exercise seniority on previously held job classifications, shall be assigned to a classification for which they are qualified, starting with the classification held by the most junior employee in the bargaining unit.
- E. Employees unable to exercise seniority in any of the above steps will be laid off.
- F. Employees refusing to accept assignments as detailed above or to exercise seniority rights to available openings to avoid layoff, will be considered as having quit.

- G. It is expressly understood that any part-time employee who is subject of any layoff may displace a full-time employee of lesser seniority in accordance with the layoff provisions outlined above. The part-time employee, however, must assume the full-time duties of the displaced employee.
- H. While under the terms of this Agreement, it may be possible for an employee on layoff to displace another employee of lesser seniority, the employee on layoff may exercise seniority rights only if he/she is qualified to perform the essential duties of the job.
- I. The employee affected by layoff and the bargaining unit will be notified at least two (2) weeks before the end of the affected employee's last work shift. The affected employee will have forty-eight (48) hours within which to exercise his/her seniority rights as defined herein.
- J. The term "qualified" as used herein means that any employee is currently qualified to assume and perform the essential duties of the position he/she is assuming. Qualifications will be determined by the Village of Jackson in light of the job description, requirements, and history of the position. Nothing contained herein will require the Village of Jackson to train, prepare, or otherwise qualify employees for positions which they are not qualified for at the time of a layoff. Any dispute over the qualifications of an employee will be subject to the grievance procedure.

Section 21.02: Recall: The last person laid off will be the first person re-employed, provided that the person is qualified to do the available work. An employee has recall rights under this Agreement for a period of three (3) years from the date of layoff.

Any notice of recall will be considered received when mailed, certified mail, return receipt requested, to the last known address of the employee as stated on the Village records. It will be the responsibility of the employee on layoff to keep the Village advised of his/her current address.

Employees who decline recall or who fail to respond or return to work within three (3) days of notification will be presumed to have resigned from their position and will no longer be entitled to recall rights. In the event a recalled employee is unable to report to work within fifteen (15) calendar days because of sickness or injury, the Village will give notice of recall to the next

eligible employee. The recalled employee who was unable to report for work will be the next employee recalled.

Section 21.03: Seniority: The layoff and recall procedures specified in this Article shall be made on the basis of an employee's seniority within the bargaining unit.

ARTICLE XXII - CLOTHING ALLOWANCE

Section 22.01: The Village shall provide each full-time employee and each part-time employee with a complete uniform, as listed in Appendix "B". Items listed in Appendix "B" shall be considered the property of Village. Purchases under this section must be approved by the Police Chief.

ARTICLE XXIII - MISCELLANEOUS

Section 23.01: Mileage Reimbursement: When an employee is required to use his/her private vehicle in the performance of official Village business, a per-mile reimbursement will be paid to the employee in accordance with the amounts established by current and applicable Village policies. Said amount shall be not less than the current IRS rate per mile.

Section 23: Residency: The Village shall adopt no residency rule during the term of Agreement.

Section 23: Uniform Cleaning: Any articles of clothing, identified in Appendix B, which require dry-cleaning, shall be cleaned at no cost to the employee. Clothing in need of cleaning shall be brought to the department so it may be cleaned and returned to the employee.

ARTICLE XXIV - SAVING CLAUSE

Section 24.01: If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement will not be affected thereby, and shall remain in full force and effect.

ARTICLE XXV - NO STRIKE

Section 25.01: The Association agrees not to engage in or condone any illegal job action and the Village agrees not to lock out employees during the term of this Agreement. Neither the Association or any of its officers, agents, or police department employees will instigate, promote, encourage, sponsor, engage in, or condone any strike, picketing (except for informational picketing,) slowdown, concerted work stoppage, sympathy strike, or other intentional interruption

of work during the term of this Agreement and until a successor Agreement is ratified by both parties.

Section 25.02: Upon notification by the Village to the Association that certain members are engaged in violation of this provision, the Association shall immediately, in writing, order such members to return to work, provide the Village with a copy of such order, and the responsible official from the Association shall publicly order them to return to work. In the event a strike or other violation not authorized by the Association occurs, the Association agrees to take all reasonable, effective, and affirmative action to secure that the members return to work as promptly as possible.

ARTICLE XXVI - PART-TIME EMPLOYMENT

Section 26.01: Employees are allowed to obtain part-time employment with another employer other than the Village upon the following conditions:

- A. Written notification of the time of commencement of part-time employment and filed with the Police Chief prior to the commencement of employment.
- B. Name of part-time employer and proposed hours worked shall be filed with the Police Chief, in writing, prior to the commencement of employment.

Section 26.02: No part-time work shall be secured by any employee without the approval of the Police Chief. Any such part-time work approved shall not interfere with the employee's full-time occupation with the Jackson Police Department. If such employment interferes in any way with the employee's duties with the Jackson Police Department, in the judgment of the Police Chief, said employee shall terminate his/her employment immediately upon written order of the Police Chief.

ARTICLE XXVII - EDUCATIONAL INCENTIVE

Section 27.01: In order to furnish an incentive for employees who desire to participate in criminal justice educational programs on their own time, an educational incentive program is hereby established.

Section 27.02: All employees who desire to participate in this program shall submit their request to the Village for approval, stating the school which they desire to attend, the subjects of instruction, the number of credits, and the tuition costs for such attendance.

Section 27.03: Upon successful completion of each course, the employee shall present to the Village an official school record indicating at least a "C" or 2.0 on a 4.0 scale in the subjects taken in that semester together with an application for reimbursement of the tuition costs by the Village. In addition, the employee shall submit documentary evidence indicating that the tuition costs have been paid by him/her.

Upon compliance with the provisions of this section, reimbursement of the tuition costs shall be made by the Village, to a maximum of five hundred dollars (\$500.00) per year. No reimbursement shall be made for tuition costs which have been paid under any veterans benefit program or other program of a similar nature.

ARTICLE XXVIII - DUTY INCURRED DISABILITY PAY

Section 28.01: All employees who sustain an injury or illness while performing within the scope of their employment as provided by Chapter 102 of the Wisconsin Statutes, Worker's Compensation, shall receive full pay in lieu of worker's compensation payments for the period of time they are temporarily totally or temporarily partially disabled because of said injury. The employee shall remit to the Village his/her worker's compensation check and receive his/her regular Village check.

ARTICLE XXIX - DURATION OF AGREEMENT

Section 29.01: This Agreement shall become effective January 1, ~~2019~~2022 and continue until December 31, ~~2021~~2024 and shall be considered automatically renewed from year to year for successive one (1) year periods thereafter, unless by July 1st of the year terminating the contract, either party shall serve written notice upon the other that it desires to renegotiate, revise, or modify this Agreement.

Executed at Jackson, Wisconsin this ____ day of _____, 20~~19~~2~~0~~2~~1~~.

Wisconsin Professional Police
Association, Law Enforcement
Employee Relations Division

Village of Jackson

WPPA/LEER Representative

Village President

Jackson Professional Police Association

Village Administrator

APPENDIX A

POLICE DEPARTMENT WAGE SCALE

PATROL OFFICER

	<u>1/1/19</u> <u>(2%)</u>	<u>1/1/20</u> <u>(1.5%)</u>	<u>7/1/20</u> <u>(1.5%)</u>	<u>1/1/21</u> <u>(1.25%)</u>	<u>7/1/21</u> <u>(1.25%)</u>
<u>Start</u>	\$58,652	\$59,532	\$60,425	\$61,180	\$61,945
<u>1 year</u>	62,031	62,962	63,906	64,705	65,514
<u>2 year</u>	65,409	66,390	67,386	68,229	69,082
<u>3 year</u>	68,787	69,819	70,866	71,752	72,649
<u>4 year</u>	72,165	73,248	74,347	75,276	76,217
<u>5 year</u>	75,544	76,677	77,827	78,800	79,785

	<u>1/1/2022</u> <u>2.5%</u>	<u>1/1/2023</u> <u>3%</u>	<u>1/1/2024</u> <u>3%</u>
<u>Start</u>	<u>\$63,494</u>	<u>\$65,399</u>	<u>\$67,361</u>
<u>1 year</u>	<u>\$67,152</u>	<u>\$69,167</u>	<u>\$71,242</u>
<u>2 year</u>	<u>\$70,809</u>	<u>\$72,933</u>	<u>\$75,121</u>
<u>3 year</u>	<u>\$74,465</u>	<u>\$76,699</u>	<u>\$79,000</u>
<u>4 year</u>	<u>\$78,122</u>	<u>\$80,466</u>	<u>\$82,880</u>
<u>5 year</u>	<u>\$81,780</u>	<u>\$84,233</u>	<u>\$86,760</u>

PATROL SERGEANT

	<u>\$78,566</u>	<u>\$79,744</u>	<u>\$80,940</u>	<u>\$81,952</u>	<u>\$82,977</u>
--	-----------------	-----------------	-----------------	-----------------	-----------------

	<u>\$85,460</u>	<u>\$88,023</u>	<u>\$90,664</u>
--	-----------------	-----------------	-----------------

Note: FTO Pay: Any officer assigned to train a new officer will be compensated \$1.00 per hour for each hour of actual training time with the new officer.

Detective Pay: Any officer assigned to the Detective position in accordance with Section 8.01 and the attached Memorandum of Understanding – Detective Position will be paid ~~\$1.00 per hour~~ as follows while assigned to the Detective position:-

Start rate – 2.5% above the employee’s current officer step rate; 3.0% above the employee’s current officer step rate after 2 years of Detective service; 4.0% above the employee’s current officer step after 4 years of Detective service.

APPENDIX B

UNIFORM ALLOWANCES

All employees of the department shall receive an initial issue of full-paid uniforms as follows:

Police Officer (Full-time)

One (1) summer hat

One (1) winter hat

One (1) summer jacket

One (1) winter jacket

Four (4) summer trousers

Three (3) summer short sleeve shirts

Three (3) winter long sleeve shirts

One (1) Sweater

Two (2) ties

One (1) belt including holster, ammo pouches, flashlight holder and handcuff case

One (1) ballistic vest

One (1) department approved firearm

One (1) pair boots

One (1) pair shoes

APPENDIX C

**WISCONSIN PROFESSIONAL POLICE ASSOCIATION
LAW ENFORCEMENT EMPLOYEE RELATIONS DIVISION**

GRIEVANCE FORM

Grievance No.:

Date of Grievance:

WPPA/LEER Local:

Name of Grievant:

Contract Sections Violated, (including but not limited to):

Describe Grievance:

Remedy for Grievance:

Grievant:

WPPA/LEER Representative:

MEMORANDUM OF UNDERSTANDING

Detective Position

“The parties agree to the creation of a temporary Detective position in accordance with Section 8.01 of the Collective Bargaining Agreement (CBA).

The terms and conditions of the Detective position shall be as follows:

1. This memorandum shall be in effect for the duration of the CBA and continued thereafter until such time as a new CBA is agreed upon or the parties mutually agree to the contrary. Continuation of this memorandum from CBA to CBA will be subject to normal bargaining.
2. Officers will be given an opportunity to express their interest in filling this position. The final selection will be at the discretion of the Chief. Further, the Chief will retain the authority to terminate the position at his/her discretion. At such time, the officer so relieved from the position will then assume whatever patrol shift is vacant at the time and will be eligible to pick the following year’s shift preference in accordance with the CBA.
3. The hours of work will normally be 8:00 a.m. to 4:00 p.m. Monday through Friday. The Detective will be expected to handle routine patrol duties as the investigative case load permits. This assignment may include working 1st or 2nd shift to cover vacation or sick time.
4. The Detective is expected to make schedule changes outside of the 8:00 a.m. to 4:00 p.m. schedule to accommodate investigative duties, including interviews, appointments, and the like. Such schedule adjustments will not be paid as overtime. However, work beyond the normal shift hours of 8 hours or on a scheduled day off will be paid as overtime to the extent provided for in the CBA.
5. Subject to approval by the Chief, budgeted uniform funds can be utilized to purchase a reasonably priced “ensemble” of plain clothes, including leather goods, to accommodate plain clothes work.

This Memorandum of Agreement will be attached to and made a part of the CBA, as set forth above.”

Village of Jackson

WPPA

MEMORANDUM OF UNDERSTANDING BETWEEN
THE VILLAGE OF JACKSON AND
THE JACKSON PROFESSIONAL POLICE ASSOCIATION

OFFICER-IN-TRAINING POSITION

WHEREAS, the Village of Jackson (the “Village”) and the Wisconsin Professional Police Association, Law Enforcement Employee Relations Division on behalf of the Jackson Professional Police Association (the “Association”) are parties to a Collective Bargaining Agreement; and

WHEREAS, the Association and the Village desire to create an Officer-in-Training position for noncertified hires as sworn law enforcement officers who are or will attend the Academy; and

WHEREAS, the Village and the Association mutually recognize that, if these individuals are treated as members of the collective bargaining unit, certain provisions of such Agreement shall not apply to the Officer-in-Training position; and

WHEREAS, the parties desire, through this Memorandum of Understanding, to specify the provisions of the Collective Bargaining Agreement that shall not apply to the Officer-in-Training position or that shall differ from the Collective Bargaining Agreement during the time the sworn employee is in the Officer-in-Training position, as well as any other unique terms and conditions of employment that pertain to such position.

NOW, THEREFORE, the Village and the Wisconsin Professional Police Association, Law Enforcement Employee Relations Division, on behalf of the Association, agree as follow:

1. **Wages.** Sections, 6.01 and 6.05 Article VI, Wages and Appendix A shall not apply to the Officer-in-Training position. The hourly wage paid to the Officer-in-Training position shall be Eighty Percent (80.00%) of the current “Start” step under the Patrol Officer wage scale contained in Appendix A. Sections, 6.01 and 6.05 Article VI, Wages and Appendix A shall apply to an individual serving in the Officer-in-Training position when they transition into the position of Sworn Law Enforcement Officer, which shall occur the day after they successfully complete the Academy.
2. **Hours of Work and Overtime.** Article VII, Overtime shall not apply to the Officer-in-Training position. The Officer-in-Training position shall be a full-time position, earning overtime at time-and-one-half the position’s regular hourly rate of pay for each hour worked beyond 171 hours in a 28-day work period, in accordance with 29 C.F.R. § 553.201(7)(k). The Chief of Police shall set hours of work which may generally follow patterns of Academy-required instruction. The position shall not be eligible for contractual overtime, call-in pay, or any other pay differential encompassed in Article VII, Overtime. Article VII, Overtime shall apply to an individual serving in the Officer-in-Training position when they transition into the position of Sworn Law Enforcement Officer, which shall occur the day after they successfully complete the Academy.

3. Sworn Law Enforcement Probationary Period. Section 5.01 of Article V, Probationary Period shall not apply to the Officer-in-Training position, meaning the probationary period identified under such Section 5.01 for each individual serving in the Officer-in-Training position shall not begin tolling until the day after they successfully complete the Academy (i.e., the Section 5.01, Article V probationary period shall not apply nor begin tolling until the individual's first day as a Sworn Law Enforcement Officer).
4. Officer-in-Training Probationary Period. Individuals serving in the Officer-in-Training position shall serve a separate, standalone probationary period from the date of hire through the entirety of their enrollment at the Academy and until the first day after they successfully complete the Academy, which means that such individuals serve the Village as at-will employees not subject to just cause protections under Section 62.13, et seq. of the Wisconsin Statutes or the protections under Section 11.02 of Article XI, Discipline. The Officer-in-Training probationary period shall be separate and apart from the one-year probationary period served by Sworn Law Enforcement Officers under Section 5.01 of Article V, Probationary Period.
5. Transition from Officer-in-Training to Sworn Law Enforcement Officer. An individual serving in the Officer-in-Training position shall not be eligible to continue employment with the Village beyond their attendance at the Academy if they fail to successfully complete the Academy within the time parameters set forth by the Village.
6. Leaves of Absence. Article XVIII, Leaves of Absence shall not apply to the Officer-in-Training position, meaning Article XVIII, Leaves of Absence shall not apply until the day after individuals serving in the Officer-in-Training position successfully complete the Academy. During this period of time, individuals serving in the Officer-in-Training position shall be granted a leave of absence or provided subsidization of health insurance costs only to the extent required by applicable law and as determined by the Village and the Village's insurance carriers, and any compensation paid or health insurance subsidies provided to individuals serving in the Officer-in-Training position while out on such leave of absence shall only be in accordance with applicable law and as determined by the Village and the Village's insurance carriers.
7. Travel to and from State Academy. Only if applicable under law, individuals serving in the Officer-in-Training position shall not be compensated for time spent traveling to and from the State Academy.
8. Seniority. Section 8.01 of Article VIII, Seniority, shall immediately apply to individuals serving in the Officer-in-Training position, meaning the Village's official date of hire of an individual serving in the Officer-in-Training position shall serve as that respective individual's seniority date under Article VIII, Seniority, and such seniority date shall continue to exist and be utilized by the Village and the Association throughout the remainder of that respective individual's career with the Village as a sworn law enforcement officer, provided such individual would not otherwise have a loss of seniority under Section 8.03 of Article VIII, Seniority during their law enforcement career with the Village.

— Governing Nature. Upon execution, this Memorandum of Understanding shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreements unless modified by the parties during bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Memorandum of Understanding, the terms of this Memorandum of Understanding shall govern.

—