VILLAGE OF JACKSON
VILLAGE BOARD MEETING AGENDA
Tuesday, December 9, 2025 at 7:30 PM

(Or immediately following Budget and Finance Committee meeting)
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Ceremonial Swearing In
   a. Motor Pump Operator - Curt Minter, Fire Department
   b. Lieutenant - Matt Grevenow, Fire Department
4. Resolution #25-35 Honoring Lars Krueger for His Service to the Village of Jackson
5. Public Hearings
   a. Conditional Use Review - Jackson Preparatory Academy - N168W22224 Main Street - Jasmine Gray
   b. Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment
6. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
7. Consent Agenda
   a. Approval of Minutes for the Village Board Meeting of November 11, 2025
   b. Resolution #25-36 Approving Election Officials for 2026-2027 for the Village of Jackson, Washington County, Wisconsin
   c. Action on Intergovernmental Agreement for the Operation of the Mid-Moraine Municipal Court and any Effecting Ordinance
8. Approval of Licenses
   a. Massage Establishment License Renewals
      1. Blissful Massage, N163W20135 Ash Drive, Jackson - Sarah Ybanez
      2. Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson - Patricia Salvack
   b. Massage Technician License Renewals
      1. Sarah Ybanez - Blissful Massage, N163W20135 Ash Drive, Jackson

2. Patricia Salvack - Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson

9. Budget and Finance Committee
   a. Change Order #3 - 2025 Hickory Lane Reconstruction Project - Vinton Construction for an increase in the amount of $1,046.51
   b. Change Order #4 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction for an increase in the amount of $19,142.61
   c. Pay Request #5 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of $293,286.04
   d. Pay Request #6 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction in the amount of $44,697.88
   e. Approving Completion of 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorizing Closure of the Clean Water Fund Loan
   f. 2025-2026 Contract Amendment #3 - Gremmer and Associates in the amount of $309,667.00
   g. Review of Draft Tax Incremental District #4 Independent Auditor's Report and Financial Statements

10. Plan Commission
   a. Conditional Use Review - Jackson Preparatory Academy - N168W22224 Main Street - Jasmine Gray
   b. Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment

11. Personnel Committee
   a. Ordinance #25-13 Amending the Director of Public Works

12. West Bend School District

13. Washington County Board Report

14. Greater Jackson Business Alliance

15. Mid-Moraine Municipal Association Report

16. Adjourn

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

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

JACKSON FIRE DEPARTMENT

"Educating the Community about Fire Safety"

STATE OF WISCONSIN, S19.01
WASHINGTON COUNTY
VILLAGE OF JACKSON

I, **Curt Minter,** having been appointed to the position of

MOTOR PUMP OPERATOR/PARAMEDIC

Swear that I will support the Ordinances of the Village of Jackson, the Constitution of the United States, the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability, so help me God.

_____
(Signature)

Subscribed and sworn before me on this 9th day of December 2025.

Village President: _____
Brian J. Heckendorf

Village Clerk: _____
Jacqueline Schuh

N168W19851 Main Street* Jackson, WI 53037 * Station 262-677-3811
Email: aswaney@jacksonfdwi.gov

JACKSON FIRE DEPARTMENT

"Educating the Community about Fire Safety"

STATE OF WISCONSIN, S19.01
WASHINGTON COUNTY
VILLAGE OF JACKSON

I, **Matt Grevenow,** having been appointed to the position of

LIEUTENANT

Swear that I will support the Ordinances of the Village of Jackson, the Constitution of the United States, the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability, so help me God.

_____
(Signature)

Subscribed and sworn before me on this 9th day of December 2025.

Village President: _____
Brian J. Heckendorf

Village Clerk: _____
Jacqueline Schuh

N168W19851 Main Street* Jackson, WI 53037 * Station 262-677-3811
Email: aswaney@jacksonfdwi.gov

STATE OF WISCONSIN VILLAGE OF JACKSON WASHINGTON COUNTY

RESOLUTION #25-35

HONORING LARS KRUEGER FOR HIS YEARS OF SERVICE TO THE VILLAGE OF JACKSON

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

WHEREAS, the Village of Jackson Board Members, the Jackson Police Department, the Village of Jackson Employees and the Citizens of the Village of Jackson would like to express their appreciation to Lars Krueger for his public service, contributions, and dedication while serving the Village of Jackson as a member of the Jackson Police Department for the last 28 years; and

WHEREAS, Lars has served in many roles at the Jackson Police Department including Property Room Manager, Firearms Instructor, Evidence Technician, and Field Training Officer; and

WHEREAS, Be it recognized how rare and special an accomplishment it is to serve 28 years as a police officer for the Village of Jackson.

THEREFORE, BE IT RESOLVED that the Village of Jackson does hereby honor Lars Krueger and expresses its deep and sincere appreciation for this remarkable accomplishment of service.

Introduced by:_____ Seconded by:_____

Vote: ____ ayes ____ nays Passed and Approved:_____

_____
Brian J. Heckendorf - Village President

Attest:_____
Jacqueline Schuh - Village Clerk

Proof of Posting:

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

Village Official	Date

VILLAGE OF JACKSON

Taking the lead in Washington County.

VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN
Notice of Public Hearing

PLEASE TAKE NOTICE:
Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Jackson Code of Ordinances, that the Village Board will conduct public hearings at 7:30 p.m. on Tuesday, December 09, 2025, at the Jackson Municipal Complex, located at N168W19851 Main Street, Jackson, WI, 53037 on:

1. Conditional Use - N1168W22224 Main Street – Jackson Preparatory Academy – Jasmine Gray
2. Ordinance #25-12 Amending Certain Sections of Chapter 16 of the Village code of Ordinances Regarding Floodplain Regulations

The hearings are open to the public and all interested parties are encouraged to attend the hearings and be heard. Requests from persons with disabilities who need assistance to participate in these meetings/hearings should be made to the Village Clerk's Office with as much advanced notice as possible.

Additional information is available for review at the Village Administration Office during regular business hours, 8:00AM - 4:30PM, Monday to Friday.

You may also find a link of submittal information on the Village Website: www.villageofjacksonwi.gov under Agendas & Minutes.

Dated this 21st day of November 2025.

Jacqueline Schuh
Village Clerk
Village of Jackson
N168W19851 Main Street
Jackson, WI 53037
(262) 677-9001 Ext. 213
jackie.schuh@villageofjacksonwi.gov

Posted: Friday, November 21, 2025
Published: Tuesday, November 25, 2025, and Tuesday, December 2, 2025

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

www.villageofjacksowi.gov

Village of Jackson

PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☐ INDUSTRIAL ☐ RESIDENTIAL ☐ OTHER _____

☑ CONDITIONAL USE
- ☐ *New*
- ☑ *Amendment*
- ☐ *Special Use* *(For existing Cond. Use ONLY)*

☐ PLANNED UNIT DEVELOPMENT
- ☐ *New*
- ☐ *Amendment*
- ☐ *Special Use* *(For existing PUD ONLY)*

☐ CERTIFIED SURVEY MAP
☐ CONCEPT PLAN
☐ COMP. PLAN AMENDMENT
☐ OTHER _____

Property Address: N168 W2224 Main Street Jackson WI, 53037 **Unit:** _____ **Jackson, WI**

Parcel #: _____ **Lot Size:** _____ **sq. ft.** **Building Area:** 8744 **sq. ft.**

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

APPLICANT INFORMATION

Name(s): Jackson Prepartory Academy (Childcare Center)

Mailing Address: 3840 WIS Hwy 60 Slinger WI 53086 **State** WI **Zip** 53086

Office: (414) 940-0483 **Cell:** (414) 349-6868 **Fax:** (262) 395-4202

Email: Jasminenoyal90@gmail.com

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: Jackson Preparatory Academy (childcare Service)

D/B/A: JPA **FEIN #:** 39-3596711

Mailing Address: 3840 WIS Hwy 60 Slinger **State** WI **Zip** 53086

Office: (414) 940-0483 **Cell:** (414) 349-6868 **Fax:** (____) _____

Email: Jasminenoyal90@gmail.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Jagdeep (Landlord)

Address: [redacted] N168 W2224 Main Street **State** WI **Zip** 53086

Office: (262) 677-1110 **Cell:** (262) 359-0070 **Fax:** (____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION *(Circle One)*

Firm Name: _____

Primary Contact: _____

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

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

Email: _____

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: I intend to use The Building For A Childcare Center.

The Building is Currently Zone For pChildcare Service

Provide a brief overview of proposed use(s) of entire property and/or lease space: To Continue to Use it as a Operating Child Care Service Offering Service to Children From the ages of 12weeks - 5yrs old

Hours of Operation: Mon-Sat. From 6:30am - 5:00pm

Provide a brief overview of proposed daily on-site operations: Daily Onsite operations will be used For a Childcare Center/Pre-school

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: Pizza Restuarant, Nail Salon, Gas, station,

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.: Will Pay a Professional land scaper To keep up lawn maitnence.

Describe any proposed on-site security measures including site lighting: The build will be equipt With Security Camera servalance With 24 hrs of Access.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): We have 4-5 Onsite Serviced Fire alarms.

Describe the projected traffic circulation and impacts: We have private lot dedicated to the childcare building only

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)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: replace the business information with current construction and sizes. There will be no construction changes being made.

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

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

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: 10-15 parking spots. NO identified handicap parking.

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.

You MUST sign and date this Application!

Applicant Name (Print): Jasmine Gray

Applicant Signature: Jasmine Gray

Co-Applicant Name (Print): _____

C0-Applicant Signature: _____

Date of Application: 10/25/25

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

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

QUESTIONS?

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

TERMS OF THIS PERMIT

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

---------- THIS PAGE FOR VILLAGE USE ONLY ----------

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: 175.00

Amount: $ 10/28/25

Payment Type: (CH) / CC / (CASH)

Check/Rcpt. #: 304597 / 296379

Received By: _____

VILLAGE OF JACKSON
N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 304597
Date: 10/28/2025
Cash

RECEIVED FROM JASMINE GRAY $125.00

Type of Payment	Description	Amount
Accounting	PLANNING / ZONING FEES	125.00
	JACKSON ACADEMY/JASMINE GRAY	

TOTAL RECEIVED 125.00

Receipt Memo: PLAN COMM JACKSON PREP ACADMY/CASH

N168 W22224 Main Street



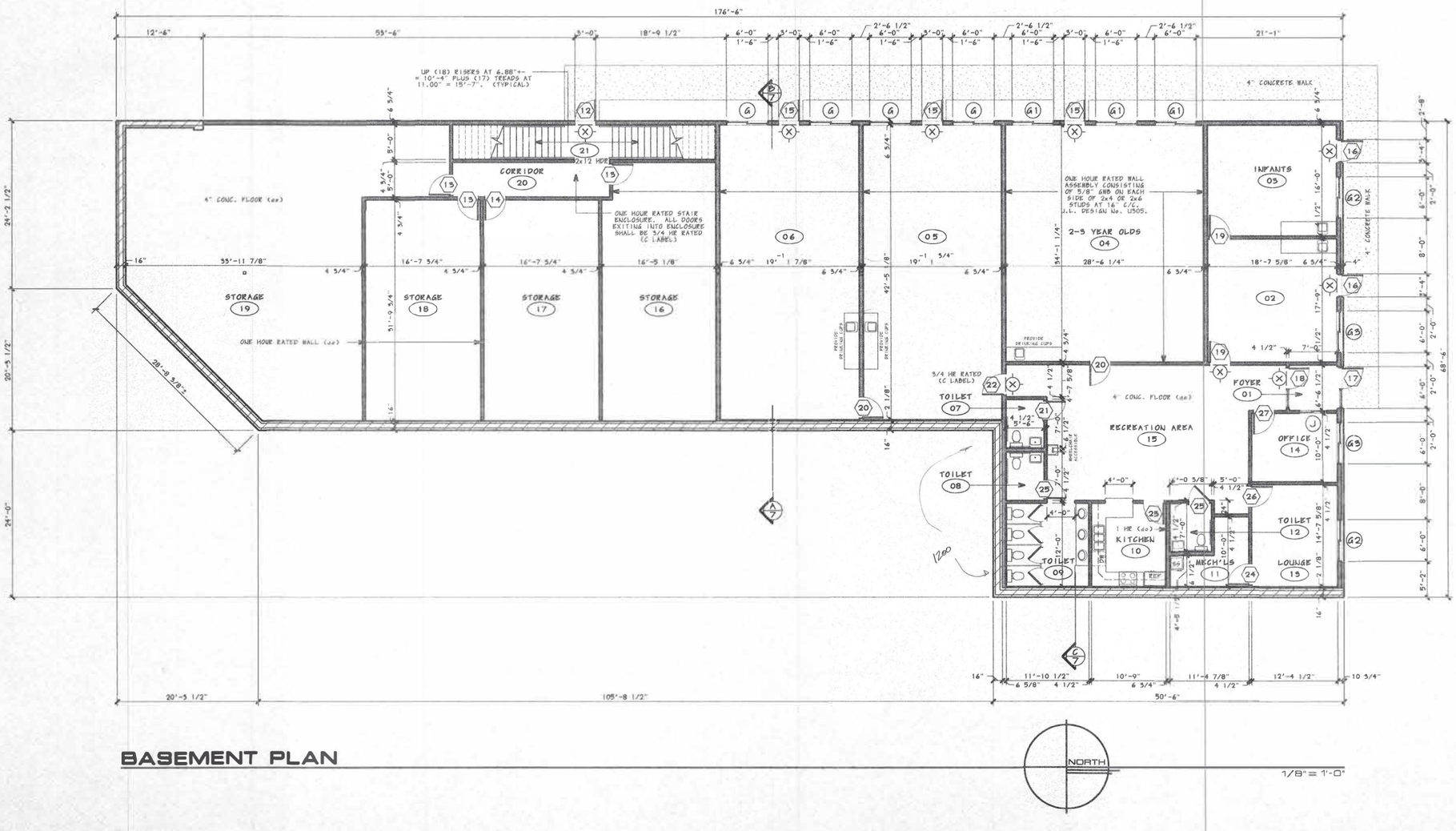
10/30/2025, 11:18:08 AM

- Address Point
- Road Centerline STH, CTH
- State Highway
- County Highway
- Ramp
- Current Parcel
- Parcel Taxkey & Acreage
- Leader Lines
- Certified Survey Number
- Lot Number
- Meander Line
- Municipality
- Right-of-Way
- Plat
- Certified Survey Map
- Lot
- PLSS Quarter
- PLSS Section
- PLSS Boundary
- Ortho2024
- Red: Red
- Green: Green
- Blue: Blue

1:1,200

0 75 150 300 ft

0 20 40 80 m



BASEMENT PLAN

JPStorrs Co
ARCHITECTURE
5468A HIGHWAY P
WEST BEND, WI 53095
Telephone (414) 338 - 6895
Telefax (414) 338 - 6190

ROBERT BACH CONSTRUCTION INC

Main Street Station

STEVE KEARNS
W221 N16891 HIGHWAY "P"
JACKSONVILLE, WISCONSIN

Total 9054.25
- 400
8654.25
+ 800 54.25
17305.50

REVISIONS
13 MARCH 1995
24 MARCH 1995

SHEET CONTENTS
BASEMENT PLAN

PRINTED

DATE
08 DECEMBER 1994

PROJECT NUMBER
94088

SHEET NUMBER
4

ORDINANCE #25-12

AMENDING CERTAIN SECTIONS OF CHAPTER 16 OF THE VILLAGE CODE OF ORDINANCES REGARDING FLOODPLAIN REGULATIONS

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

WHEREAS, the environmental regulations, as amended, are codified as Chapter 16 of the Village of Jackson municipal code, which is titled "Flood Prevention and Damage Control"and

WHEREAS, the Village of Jackson was notified by the Wisconsin Department of Natural Resources that recent updates to the Village's local floodplain zoning regulations must be adopted no later than February 20, 2026; and

WHEREAS, the Village of Jackson Plan Commission considered the matter at its meeting on November 20, 2025, and recommended approval; and

WHEREAS, a copy of this proposed ordinance was sent to the Wisconsin Department of Natural Resources on or about November 21, 2025, in advance of the public hearing as required; and

WHEREAS, the Village Board conducted a public hearing on December 9, 2025; and

WHEREAS, the Village Board accepted the Plan Commission's recommended code amendments without revision.

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

Section 1. Repeal and recreate Section 16.23(b)(1)b. of the Village Code of Jackson as follows:

(b) Flood Insurance Study (FIS) volumes 55131CV001C, 55131CV002C, 55131CV003C, 55131CV004C, 55131CV005C, 55131CV006C for Washington County, dated 02/20/2026.

Approved by: The DNR and FEMA

Section 2. Amending Sections 16.23(b)(2)a. and 16.23(b)(2)b. of the Village Code of Jackson as follows:

a. Flood Storage Map for Washington County, Panel 8 dated 02/20/2026.
b. Flood Storage Map for Washington County, Panel 9 dated 02/20/2026.

Approved by: The DNR and FEMA

Section 3. Amending Section 16.23(g), of the Village Code of Jackson as follows:

(g) *Municipalities and state agencies regulated.* Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this article and obtain all necessary permits. State agencies are required to comply if Wis. Stats. § 13.48(13) applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the state department of transportation is exempt when Wis. Stats. § 30.2022 applies. Although exempt from a local zoning permit and permit fees, DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with federal, state, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

Section 4. Amending the first paragraph in Section 16.25, of the Village Code of Jackson as follows:

Unless specifically defined, words and phrases in this article shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

Section 5. Amending the definition of *Accessory Structure or use* under Section 16.25, of the Village Code of Jackson as follows:

Accessory structure or *use* means a facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.

Section 6. Amending the definition of *Lowest floor* under Section 16.25, of the Village Code of Jackson as follows:

Lowest floor means the lowest floor of the lowest enclosed area (including basement).

Section 7. Amending Section 16.50(a), of the Village Code of Jackson as follows:

(a) The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy; be constructed with flood-resistant materials; be constructed to minimize flood damages and to ensure that utility and mechanical equipment must be elevated to or above the flood protection elevation and is designed and/or located so as to prevent water from entering or accumulating within the equipment during conditions of flooding.

Section 8. Amending Section 16.54(4), of the Village Code of Jackson as follows:

(4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or zoning administrator, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

Section 9. Add Subsection 16.54(13), to read as follows:

(13) Standards for structures in a campground:

a. All structures must comply with Division 2 or meet the applicable requirements in Division 3-5 for the floodplain district in which the structure is located;
b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the

written agreement with the municipality compliant with section 16-54(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.

d. Camping equipment and appurtenant equipment in the campground may be allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section *16-54(4).*

e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 16-54(4).

14) A land use permit shall be obtained as provided under section 16-193(b) before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

Section 10. Amending the first paragraph in Section 16.169(b), of the Village Code of Jackson as follows:

Where compliance with the provisions of subsection (a) of this section would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the board of appeals, using the procedures established in section 16-195, may grant a variance from those provisions of subsection (a) of this section for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

Section 11. Amending Section 16.192, of the Village Code of Jackson as follows:

Sec. 16-192. Officials previously appointed to administer zoning regulations.

Where a zoning administrator, planning agency or a board of appeals has already been appointed to administer a zoning ordinance adopted under Wis. Stats. §§ 59.69, 59.692 or 62.23(7), these officials shall also administer this article.

Section 12. Repeal and recreate Subsection 16-194(b) of the Village Code of Jackson to read as follows:

(b) The plan commission shall not:
(1) Grant variances to the terms of the article in place of action by the board of appeals; or
(2) Amend the text or zoning maps in place of official action by the governing body.

Section 13. Repeal and recreate Section 16.195, of the Village Code of Jackson as follows:

Sec. 16-195. Board of appeals.

The board of appeals, created under Wis. Stats. § 59.694 for counties or Wis. Stats. § 62.23(7)(e) for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this article. The board shall exercise the powers conferred by state statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the board.

(1) *Powers and duties.* The board of appeals shall:

Section 14. Effective Date

This ordinance is subject to the review and approval of the Wisconsin Department of Natural Resources and shall be in full force and effect from and after such approval and passage and posting or publication as provided by law, whichever occurs later. All other provisions of Chapter 16 of the Village Code of Ordinances remain in full force and effect.

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

Introduced by:_____ Seconded by:_____

Vote: _____aye _____nay Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

_____
Jacqueline Schuh, Village Clerk

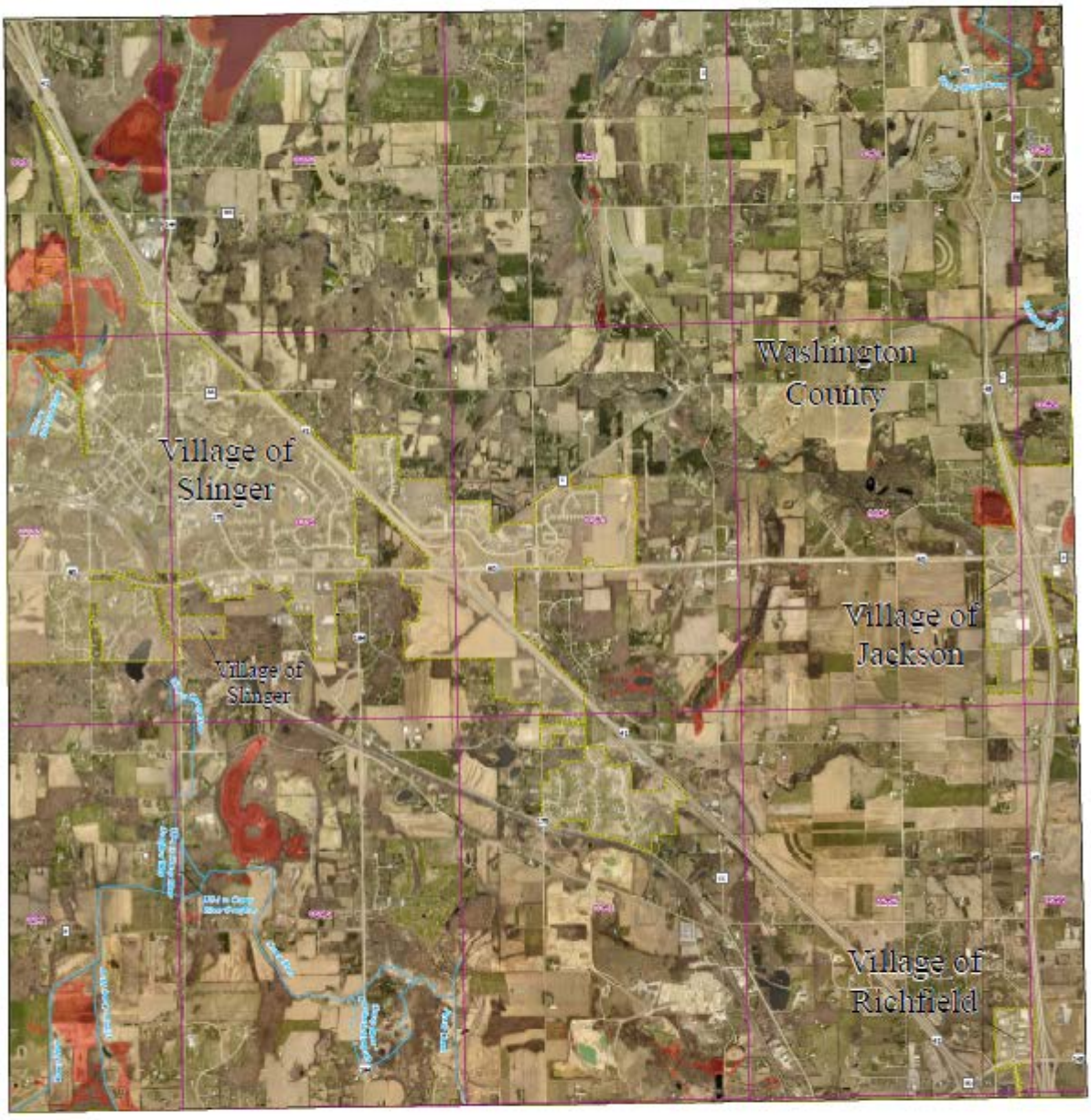
Proof of Posting:
I, the undersigned, certify that I posted copies of this Ordinance on posting boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

_____ _____
Village Official Date

DRAFT

Washington County
and incorporated areas
Flood Storage Districts
10N 19E
Panel 8

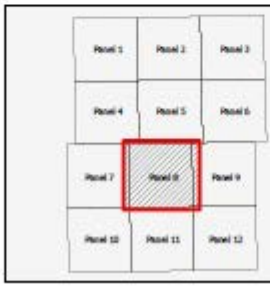
Sources of Study: WDNR
Effective Date: 02/20/2026
Approved by: WDNR



LEGEND
- Flood Storage Districts
- Panels
- Rivers/streams

POLITICAL AREAS
- Political Boundary
- Municipalities

0 1,250 2,500 5,000 Feet
1:18,000



Coordinate System: NAD 1983 HARN UTM Zone 16

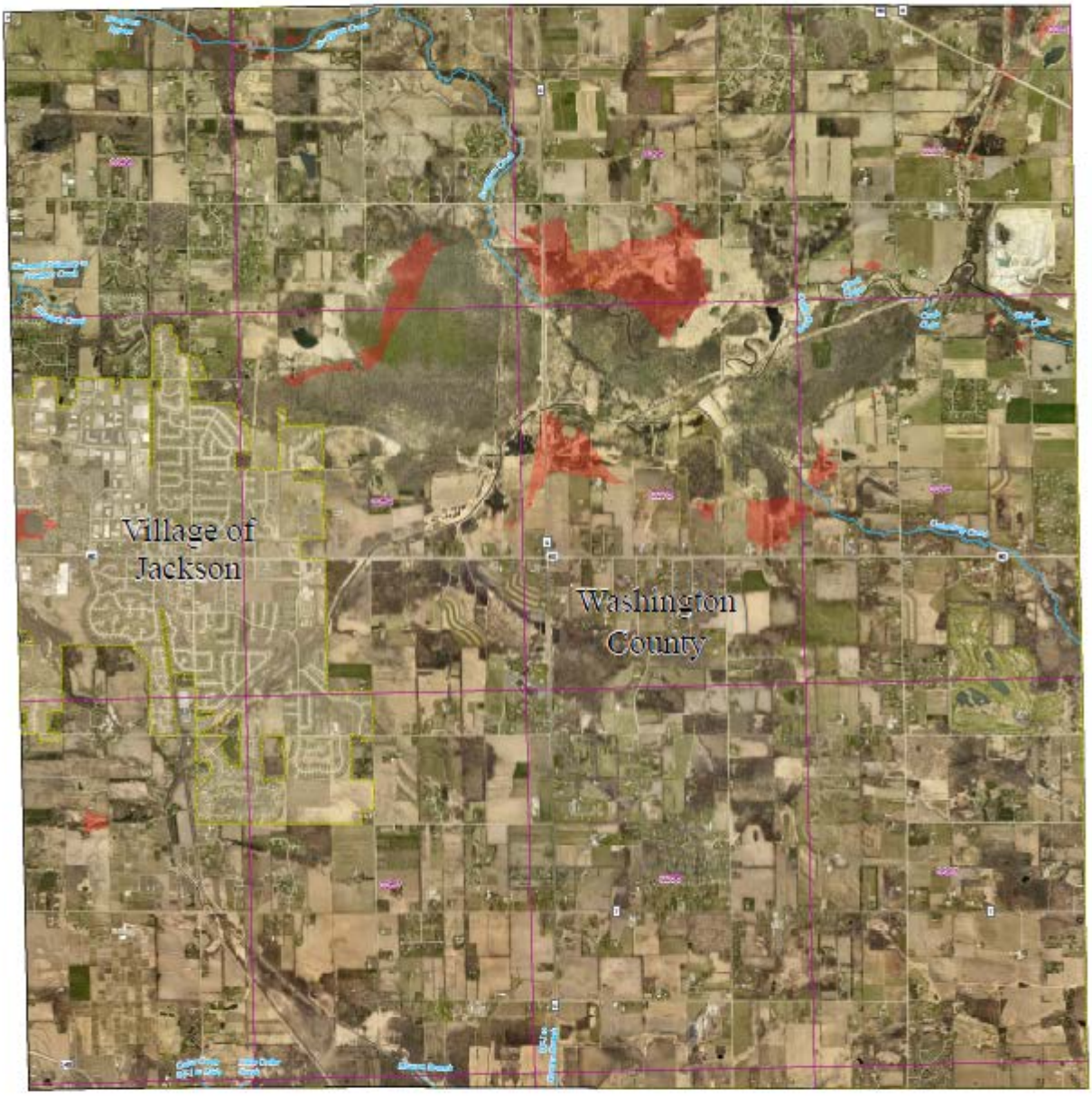
Aerial photography was acquired in the Spring of 2022 and was provided in digital format by Washington County.

Flood Storage Districts are available for viewing after the Letter of Final Determination (LFD) date at DNR's Surface Water Data Viewer: dnr.wisconsin.gov/topic/SurfaceWater/swdv (or go to dnr.wi.gov and search "SWDV")

Washington County
and incorporated areas
Flood Storage Districts

10N 20E
Panel 9

Sources of Study: WDNR
Effective Date: 02/20/2026
Approved by: WDNR



LEGEND

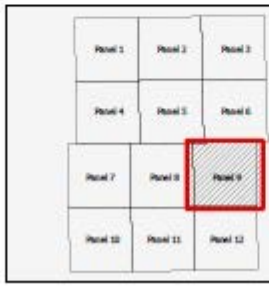
- Flood Storage Districts
- Panels
- Rivers/streams

POLITICAL AREAS

- Political Boundary
- Municipalities

0 1,250 2,500 5,000 Feet

1:18,000



Coordinate System: NAD 1983 HARN UTM Zone 16

Aerial photography was acquired in the Spring of 2022 and was provided in digital format by Washington County.

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VILLAGE OF JACKSON
VILLAGE BOARD MEETING
Tuesday, November 11, 2025 at 7:30 PM
Minutes

1. Call to Order and Roll Call

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

   Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Kurtz, Tr. Olson, and Tr. Wells
   Members Excused: Tr. Kruepke
   Members Absent: None
   Staff Present: Administrator Jen Heidtke, Lieutenant Mike Foeger, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, and Clerk Jackie Schuh

2. Pledge of Allegiance

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

3. Ceremonial Swearing In

   Pres. Heckendorf stated the candidates were not able to attend tonight's meeting, so the swearing-in would take place during a future meeting.

   a. Motor Pump Operator - Curt Minter, Fire Department
   b. Lieutenant - Matt Grevenow, Fire Department

4. Public Hearings
   a. 2026 General Fund Budget

   Pres. Heckendorf opened the floor for the public hearing at 7:31 PM.

   No residents spoke regarding the 2026 General Fund Budget.

   Pres. Heckendorf closed the public hearing at 7:31 PM.

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

   None.

6. Consent Agenda
   a. Approval of Minutes for the Village Board Meeting of October 14, 2025
   b. Approval of Minutes for the Special Village Board meeting of October 20, 2025

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c. Letters of Support - Assembly Bill 443 / Senate Bill 470

The motion to approve items 6a-6c on the consent agenda was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

7. Budget and Finance Committee

a. Change Order #2 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger for a decrease in the amount of $8,470.66

The motion to approve Final Change Order #2 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger for a decrease in the amount of $8,470.66 was made by Tr. Emmrich and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

b. Pay Request #18 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of $28,036.59

The motion to approve Pay Request #18 for the Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of $28,036.59 was made by Tr. Wells and seconded by Tr. Olson .

Vote: 6 ayes, 0 nays. Motion carried.

c. Pay Request #19 - Final - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - J.H. Hassinger in the amount of $230,930.58

The motion to approve Final Pay Request #19 for the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project to J.H. Hassinger in the amount of $230,930.58 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

d. Pay Request #4 - 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of $618,120.14

The motion to approve Pay Request #4 for the 2025 Hickory Lane Reconstruction Project to Vinton Construction in the amount of $618,120.14 was made by Tr. Engelhardt and seconded by Tr. Wells.

Director Straehler stated the project will likely close in the first quarter of 2026 and that restoration was completed.

Vote: 6 ayes, 0 nays. Motion carried.

e. Reimbursement Request #15 - 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project - Clean Water Fund Loan in the amount of $296,155.05

The motion to approve Reimbursement Request #15 for the 2024 Wastewater Treatment Plant Tertiary Filter and UV Disinfection Project from the Clean Water Fund Loan in the amount of $296,155.05 was made by Tr. Olson and seconded by Tr. Wells.

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Vote: 6 ayes, 0 nays. Motion carried.

f. Authorization to Increase Sewer Utility Rates Effective January 1, 2026

The motion to approve an 18% increase in Sewer Utility Rates effective January 1, 2026, was made by Tr. Olson and seconded by Tr. Engelhardt.

Tr. Emmrich stated neighboring communities were seeing even larger increases than 18%, noting that the fees charged support our utility instead of taxes.

Vote: 6 ayes, 0 nays. Motion carried.

g. Resolution #25-30 Establishing 2026 Fees

The motion to approve Resolution #25-30 Establishing 2026 Fees was made by Tr. Olson and seconded by Tr. Kurtz.

Vote: 6 ayes, 0 nays. Motion carried.

h. Resolution #25-31 Adopting 2026 General Fund Budget

The motion to approve Resolution #25-31 Adopting the 2026 General Fund Budget was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Pres. Heckendorf explained corrections that were made to the 2026 General Fund Budget Summary, and expressed appreciation to staff for their diligent work on the 2026 Budget.

Tr. Emmrich requested the Department of Public Work postpone the purchase of the vehicle for the Engineering Tech until his replacement is found. Tr. Emmrich agreed with Director Straehler to proceed with the purchase only if the position is filled.

Vote: 6 ayes, 0 nays. Motion carried.

i. Resolution #25-32 Adopting the 2026 Water Utility Budget

The motion to approve Resolution #25-32 Adopting the 2026 Water Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

j. Resolution #25-33 Adopting the 2026 Sewer Utility Budget

The motion to approve Resolution #25-33 Adopting the 2026 Sewer Utility Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

k. Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget

The motion to approve Resolution #25-34 Adopting the 2025 Tax Levy for the 2026 Budget for the Village of Jackson was made by Tr. Wells and seconded by Tr. Olson.

Vote: 6 ayes, 0 nays. Motion carried.

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8. Personnel Committee

a. Review of Job Description - Full-Time Deputy Treasurer

The motion to approve the full-time Deputy Treasurer position and job description was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried.

b. Review of Job Description - Part-Time Evidence Room Manager

The motion to approve the Job Description and position for the Part-Time Evidence Room Manager was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

9. West Bend School District

Tr. Wells updated the board on the progress of plans for the new Jackson Elementary School.

10. Washington County Board Report

Nothing to report.

11. Greater Jackson Business Alliance

Pres. Heckendorf advised that November 19th is a holiday social, and Director Mentzel advised that businesses and residents of Jackson may register for a Christmas Lighting contest for chances to win cash prizes.

12. Mid-Moraine Municipal Association Report

Tr. Olson stated the next legislative meeting and the next dinner meeting will both be held in January. Tr. Olson explained that the Mid-Moraine Municipal Association recently sent out a communication requesting members take a stand against Washington County's proposal to leave the Southeast Wisconsin Regional Planning Commission.

13. Closed Session Pursuant to Wis. Stats. §19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved".

The closed session is for the following purpose:

1. To receive information regarding insurance liability claim

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

Pres. Heckendorf: Aye
Tr. Emmrich: Aye
Tr. Engelhardt: Aye

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Tr. Kurtz: Aye
Tr. Wells: Aye
Tr. Olson: Aye

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 7:48 PM. Those present in the closed session were the Board members, Administrator Heidtke, and Fire Chief Swaney.

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

The motion to reconvene in open session was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 8:07 PM.

The motion to direct staff to work with the Village Attorney to allow the Claim was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 6 ayes, 0 nays. Motion carried.

15. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 8:12 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson

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STATE OF WISCONSIN VILLAGE OF JACKSON WASHINGTON COUNTY

RESOLUTION #25-36

RESOLUTION APPROVING ELECTION OFFICIALS FOR 2026-2027 FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

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

WHEREAS, in accordance with sec. 7.30(4), the two dominant parties, Democratic and Republican, had until November 30, 2025, to submit names of nominees to serve as party affiliated election officials; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby approve and appoint the nominated election officials for 2026-2027.

Introduced by:_____ Seconded by:_____

Vote: _____ Ayes _____ Nays Passed and Approved:_____

_____
Brian J. Heckendorf – Village President

Attest:_____
Jacqueline Schuh – Village Clerk

Proof of Posting:

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

Village Official	Date

2026-2027 ELECTION CYCLE
APPOINTED POLL WORKERS/SVDs

NAME	ADDRESS	POLICITAL AFFILIATION	JOB DUTIES
ADRIANO, DON	2284 BROOKSIDE DR, JACKSON WI 53037	DEMOCRAT	POLL WORKER
ALFKE, DOUG	W201N16998 CHATEAU DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
ANDERSON, DEBORAH	2303 N SALSBURY RD. WEST BEND, WI 53090	DEMOCRAT	SPECIAL VOTING DEPUTY
BANOVICH, SANDY	5087 VALLEY TRL WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY
BORREMANS, NANCY	N161W18866 HEATHER LYNN CIR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
BORREMANS, RICHARD	N161W18866 HEATHER LYNN CIR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
BOYD, TAMI	W205N17336 SPRING RIDGE DR, JACKSON, WI 53037	REPUBLICAN	POLL WORKER
DAVIS, JACKIE	N173W20281 CRESTVIEW DRIVE, JACKSON WI 53037	DEMOCRAT	POLL WORKER
DEBORD, JOY	N166W19585 RAVENS WAY, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
DEETJEN, JENNIFER	W203N16260 WHITE OAK CIRCLE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
DILLMAN, LINDA	W207N17409 PARKVIEW DR, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
EDYVEAN, JAMES	N170W20061 WILLOW RIDGE DR. JACKSON WI 53037	UNAFFILIATED	POLL WORKER
FELDSCHNEIDER, RICHARD	W195N16247 EASTWOOD CIR, JACKSON WI 53037	REPUBLICAN	POLL WORKER
FREDE, SCOTT	W203N16390 WHITE OAK CIR JACKSON WI 53037	UNAFFILIATED	POLL WORKER
GIERHART, RENEE	W200N16525 PINE DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
GURATH, LINDA	1807 CLOVERVIEW ST. WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY
GUYANT, LORI	N169W20283 WILSHIRE DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
HABEL, NANCY	N164W20891 GLEN HILL DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
HEGY, JANE	621 CABRINI CIR WEST BEND, WI 53095	REPUBLICAN	SPECIAL VOTING DEPUTY
HEMPELMAN, JENNIFER	W206N16747 BLACKBERRY CIR Unit 1701 JACKSON	UNAFFILIATED	POLL WORKER
HORA, ROBYN	120 PATRIOT CT. SLINGER, WI 53086	REPUBLICAN	SPECIAL VOTING DEPUTY
INMAN, KRISTEN	412 KAMES COVE, SLINGER WI 53086	UNAFFILIATED	POLL WORKER
KNIGHT, MATTHEW	W198N16652 RIDGEWAY DR. JACKSON WI 53037	UNAFFILIATED	POLL WORKER
KOTOWICZ, JESSICA	W206N6134 STONEBROOK DR, JACKSON WI 53037	DEMOCRAT	POLL WORKER/SPECIAL VOTING DEPUTY
LIPPOLD, JOHN "JACK"	W203N16261 WHITE OAK CIRCLE, JACKSON WI 53037	REPUBLICAN	POLL WORKER
LIPPOLD, SANDY	W203N16261 WHITE OAK CIRCLE, JACKSON WI 53037	REPUBLICAN	POLL WORKER
LIPSKI, SALLY	N168W19824 RIDGEWAY COURT, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
MALANCHE, GENA	N168W21700 MAIN ST LOT 372, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
MANGAN, MARY JO	N161W20249 RIVERVIEW DR JACKSON WI 53037	UNAFFILIATED	POLL WORKER
MEITZ, JENNIFER	N161W20770 KAMI LANE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
MOST, THOMAS	W208N16540 GLEN HILL DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
OLSON, LYNN	N170W20720 PARKVIEW COURT, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
PALMQVIST, JUSTIN	W201N16220 ASH DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
PAZ, RAMIRO	W204N17093 JACKSON DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
PICK, MELADEE	N161W19503 HEATHER DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
PLIER, NANCY	W200N16856 PARK COURT, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
POISSON, DALE	W206N1619 STONEBROOK DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
PORTS, LEANNE	2298 BROOKSIDE DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER/SPECIAL VOTING DEPUTY
POTRATZ, PHILIP	W197N17158 STONEWALL DR, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
QUADE, CARRIE	1147 ELLYS WAY, SLINGER WI 53086	UNAFFILIATED	POLL WORKER
REIK, SARAH	W198N16569 LINDEN DR, JACKSON, WI 53037	REPUBLICAN	POLL WORKER
SCHLENZ, HEIDI	N161W20256 RIVERVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
SCHLENZ, JOHN	N161W20256 RIVERVIEW DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
SCHOENECK, JONATHAN	W197N17098 STONEWALL DR, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
SCHULIST, TERRI (THERESE)	W201N16209 ASH DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
TEWS, JACQUELINE	4134 HIDDEN CREEK CT JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
TEWS, MARK	4134 HIDDEN CREEK CT JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
THOMPSON, MARY JO	3615 EAST CLIFF DR. RICHFIELD, WI 53076	REPUBLICAN	SPECIAL VOTING DEPUTY
WALKER, LISA	N168W21700 MAIN ST LOT 336, JACKSON WI 53037	DEMOCRAT	POLL WORKER
WATERS, BARBARA	N160W18913 OAKLAND DRIVE, JACKSON WI 53037	REPUBLICAN	POLL WORKER
WATERS, RALPH	N160W18913 OAKLAND DRIVE, JACKSON WI 53037	REPUBLICAN	POLL WORKER
WEILAND, MARY	W202N17281 OAKWOOD DRIVE, JACKSON WI 53037	REPUBLICAN	POLL WORKER/SPECIAL VOTING DEPUTY
WEISENBERGER, VICKI	W197N17086 STONEWALL DR JACKSON, WI 53037	UNAFFILIATED	POLL WORKER
WETTSTEIN, PATRICIA	N166W19520 RAVENS WAY, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
WIERSCHEM, REBECCA	N173W20110 CRESTVIEW DR, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
WILLS, SANDY	N162W19335 OAKLAND DRIVE, JACKSON WI 53037	UNAFFILIATED	POLL WORKER
WULF, MICHAEL	N173W20156 CRESTVIEW DR, JACKSON, WI 53037	UNAFFILIATED	POLL WORKER/SPECIAL VOTING DEPUTY

STATE OF WISCONSIN VILLAGE OF JACKSON WASHINGTON COUNTY

ORDINANCE #25-13

AN ORDINANCE TO ADOPT THE AGREEMENT FOR THE OPERATION OF THE MID-MORAINE MUNICIPAL COURT PER § 66.0301 OF THE WISCONSIN STATUTES

The Board of Trustees of the Village of Jackson, with quorum present and voting, does hereby ordain as follows:

SECTION 1.

1. Municipal Court Created

a. Establishment: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated the "Mid-Moraine Municipal Court," which will become operative and function on January 1, 2026.

b. Agreement*:* The Village hereby approves the attached "Agreement for the Operation of the Mid-Moraine Municipal Court" (the "Agreement"). The Village is directed to sign and execute the Agreement in accordance with Wis. Stat. § 66.0301.

2. Municipal Judge

a. Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in one of the municipalities that is a party to the Agreement forming this joint court.

b. Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond. The judge shall not act until the oath and bond have been filed as required by the statutes, and the requirements of §755.03(2) have been complied with.

c. Salary: The salary of the municipal judge shall be fixed by the municipalities that are parties to the Agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to Wisconsin statutes. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

3. Elections

a. Term: The municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall follow the requirements of the statute.

b. Electors: Electors in all municipalities that are parties to the Agreement shall vote for judge.

4. Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2026 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the Agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the Agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5. Municipal Court

a. Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the Agreement and the municipal judge.

b. Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as authorized and funded by the of the municipalities that are parties to the Agreement.

6. Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the Agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality on a quarterly basis after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7. Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars ($200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

8. Abolition

The municipal court hereby established shall not be abolished while the Agreement is in effect.

SECTION 2.

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3.

This ordinance shall take effect and be in full force and effect from and after its passage by the municipalities that are parties to the Agreement and publication as required by law. All prior versions of the Agreement shall be discontinued upon the Agreement taking effect.

Introduced by:_____ Seconded by:_____

Vote: _____aye _____nay Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

_____
Jacqueline Schuh, Village Clerk

Proof of Posting:

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

_____ _____

Village Official Date

~~FIFTEENTH AMENDED~~ AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT
~~(§66.0301, *Wisconsin Statutes)*~~

This Agreement is entered into by and between the City of Cedarburg, Village of Germantown, Village of Grafton, City of Hartford, Town of Hartford, Town of Fredonia, Village of Fredonia, Village of Jackson, Village of Kewaskum, City of Mequon, Village of Newburg, Town of Polk, City of Port Washington, Village of Saukville, City of Sheboygan Falls, Village of Slinger, Village of Thiensville, Town of Trenton, ~~and~~ City of West Bend, and Town of West Bend, municipal corporations organized and existing under the laws of the State of Wisconsin (each a "Member Municipality" and collectively the ~~hereinafter called the~~ "Member Municipalities"), pursuant to Wis. Stat. § 66.0301.

The Member Municipalities contract and agree as follows:

1. GENERAL. The Mid-Moraine Municipal Court (the "Municipal Court") shall be organized and shall operate pursuant to the *Wisconsin Statutes*, the ordinances adopted by the Member Municipalities, and the terms of this Agreement. In the event of conflicts, the provisions of the *Wisconsin Statutes* shall govern.

2. ORGANIZATION. Except for matters required by statutes to be determined by the respective governing bodies of Member Municipalities, the general operation of the Municipal C~~c~~ourt shall be governed by the Municipal Court j~~J~~udge (the "Judge") and the Court Administrative Committee.

3. COURT ADMINISTRATIVE COMMITTEE.
   (a) **Composition.** The Court Administrative Committee shall be comprised of one representative of each Member Municipality, who shall be appointed by the mayor, president, or chairman of the Member Municipality, subject to confirmation by the ~~municipality's~~ Member Municipality's governing body. ~~In order to~~ To assure participation and continuity of representation, each Member Municipality may provide ~~for~~ an alternate representative who shall act on Court Administrative C~~c~~ommittee matters in the absence of the representative. Neither the representative nor the alternative representative of a Member Municipality shall be a police officer for the municipality or an attorney representing the municipality.

   (b) **Powers and Duties.** ~~The~~ Consistent with the terms of this Agreement, the Court Administrative Committee shall have general control over the operation of the ~~court~~Municipal Court, except where such control is specifically granted to the Judge or the governing bodies by statute or this Agreement, in which case the Court Administrative Committee shall be able to provide a recommendation~~ing agency~~. ~~The Administrative Committee shall be responsible for the selection of the Clerk of the Municipal Court, subject to appointment by the Judge. The Administrative Committee shall recommend to the governing bodies for determination the salary of the Judge and the number and salary of the Clerks and/or Deputy Clerks.~~ The Court Administrative Committee shall cause appropriate bank accounts to be established for the deposit of all fees, forfeitures, assessments, and costs paid into the ~~court~~Municipal Court and shall

adopt appropriate accounting procedures to ensure the proper handling of said funds. The Court Administrative Committee shall~~, with the assistance of the Clerk and Judge, prepare an annual budget for the operation of the court~~ review and approve the annual budget of the Municipal Court, as prepared by the Clerk and Judge.

(c) **Procedure and Voting.** Meetings of t~~T~~he Court Administrative Committee shall be governed by *Robert's Rules of Order Revised*. A majority of the members of the Court Administrative Committee representing participating Member Municipalities ~~committee~~ shall constitute a quorum. A majority vote shall be required to adopt any motion or resolution.

(d)

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~~(d)~~ **Voting Members.** The duly appointed and confirmed representative or alternate representative of each Member Municipality shall be a permanent voting member of the Court Administrative Committee.

(e) **Officers.** The Officers of the Court Administrative Committee shall consist of a President, Vice President, Treasurer and Deputy Treasurer.

(f) **Term.** Officers shall serve a term of three years. No ~~member~~ Officer may serve in the same office for more than one term, except the Treasurer and Deputy Treasurer ~~who~~ may serve for two consecutive terms, and except as otherwise provided in paragraph (j) of this section. The term of office of each Officer shall begin on July 1 and end on ~~June~~ June 30.

(g) **Compensation.** Officers and representatives shall serve without compensation.

(h) **Nominating Committee.** The President shall appoint a ~~Nominating~~ nominating sub~~Committee~~ committee consisting of three ~~representatives~~ members on the Court Administrative Committee. The Nominating Committee shall endeavor to provide at least two candidates for each open ~~seat~~Officer position, except the Nominating Committee need not find two candidates for a seat held by an incumbent that is seeking reelection.

(i) **Election of Officers.** Officers shall be elected by the Court Administrative Committee at ~~their~~ its Spring meeting.

(j) **Vacancies.** Vacancies in the Vice President or Deputy Treasurer ~~any Officer~~ position shall be filled by the ~~Court Administrative Committee~~President. Any person filling an unexpired term ~~of an Officer~~ may serve in that ~~same~~ capacity until ~~June 30 when~~ the term expires. Any such time spent filling an unexpired term shall not count toward the term limits identified in paragraph (f) of this section.

(k) **Duties of the President.** The President shall preside ~~at~~ over all meetings of the Court Administrative Committee; perform the duties customary to that office; appoint members of the standing committees; appoint such special committees as are necessary for the proper functioning of the Court Administrative Committee; fill vacancies in accordance with this Agreement; and perform such other functions as designated herein.

(l) **Duties of the Vice President.** The Vice President shall act as President in the event of the President's absence or inability to serve and during any period in which the office of President is vacant. The Vice President shall become President after the President's term is completed.

(m) **Duties of Treasurer.** The Treasurer shall act as Treasurer of the Court Administrative Committee and~~;~~ perform the duties customary to that office.

(n) **Duties of Deputy Treasurer.** The Deputy Treasurer shall act as Treasurer in the event of the Treasurer's absence or inability to serve and during any period in which the office of Treasurer is vacant. The Deputy Treasurer shall become Treasurer after the Treasurer's term is completed.

4. JUDGE'S SALARY. The salary of the Judge shall be set by the Court Administrative Committee in accordance with Wis. Stat. § 755.04.

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5. COURT PERSONNEL.

(a) **Clerk.** The selection of the Clerk of the Municipal Court shall be made by the Judge and approved by the Court Administrative Committee. The Clerk must be appointed by the Judge pursuant to Wis. Stat~~s~~. § 755.01 and § 755.10.

(b) **Compensation.** The salary and fringe benefits of the Clerk and any other court personnel shall be established by ~~a majority of the governing bodies of Member Municipalities of~~ the Court Administrative Committee after receiving the recommendation of the personnel and finance subcommittees.

(c) **Administration.** The Judge, Clerk and any other court personnel shall be employees of the Municipal Court.

6. FORFEITURES, FEES, PENALTY ASSESSMENTS, AND COSTS. All forfeitures, fees, penalty assessments, domestic abuse assessments, and costs paid to the Municipal Court under a judgment before the ~~Municipal~~ Judge shall be ~~paid~~ disbursed to the respective ~~municipal~~ Member Municipality treasurer~~s~~ within ~~seven (7) days~~one (1) month after receipt of the money by the ~~Municipal Judge or other court personnel~~Municipal Court. ~~At the time of the payment, the Municipal Judge shall report to the treasurers the title of the action, the offense for which a forfeiture was imposed, and the total amount of the forfeiture, fees, penalty assessment, domestic abuse assessments, and costs if any.~~ The ~~treasurers~~ Municipal Court shall disburse the fees, costs, and assessments as provided in ~~Wis. Stats. §§ 165.87(2), 167.31(5), 346.655(2), 814.65(1), and 973.055(2)~~the Wisconsin Statutes. The Municipal Court may collect statutory fees and costs for any case that is settled between the parties following the entry of a judgment. All jail assessments paid to the Municipal Court under a judgment before the ~~Municipal~~ Judge shall be paid to the respective county treasurers ~~within seven (7) days after receipt of the money by the Municipal Judge or other court personnel~~on a monthly basis. The municipal portions of the court costs, as provided in Wis. Stat. § ~~§~~814.65(1), shall be maintained in the Municipal Court operational account. Any excess revenue over budgeted expenditures shall be disbursed at the end of the fiscal year. ~~All forfeitures shall be disbursed at least monthly to the Member Municipality for which judgment was entered.~~

7. BUDGET PROCESS.

(a) **Time and Approval.** The Clerk and the Judge shall submit a proposed budget to the Court Administrative Committee annually no later than November 15th of each year for the next succeeding year. ~~Approval by a majority of all of t~~The Court Administrative Committee ~~members~~ shall ~~constitute approval of~~approve the budget.

(b) **Court Costs.** The local share of the court costs required to be collected pursuant to Wis. Stat~~s~~. § 814.65(1) shall be applied to the expenses of the ~~court~~Municipal Court as determined in the budget. The local share shall not be credited to a Member Municipality's account.

(c) **Expenses.** The net expenses~~, whether denominated start-up expenses~~, capital expenditures, operating expenses, or otherwise, and including those charged under Section ¶5, after application of the local share of court costs, shall be paid by the Municipal Court, which shall in turn charge each of the Member Municipalities its

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share. ~~Each Member Municipality's share shall be determined as follows:~~

~~(1)For the year 1991, the shares shall be proportional to the populations of the Member Municipalities as estimated by the Wisconsin Department of Administration for 1989.~~

~~(2)For the year 1992, the shares shall be proportional to the populations of the Member Municipalities as determined by the 1990 federal census.~~

~~(3)For the year 1993, the shares shall be proportional to the populations of the Member Municipalities as estimated by the Department of Administration for 1992.~~

~~(4)For each year thereafter, t~~The total amount of the expenses assessed to each Member Municipality shall be ~~paid~~ proportional to the number of citations and complaints filed with the ~~court~~Municipal Court by each Member Municipality during the current calendar year~~, except as otherwise specifically provided below~~. All Member Municipalities are required to pay at least 0.25% of the ~~Court~~Municipal Court's total expenses, except as otherwise provided in this Agreement.

~~(5) For the year 1996, the Village of Grafton shall pay 11.54% and the City of Port Washington shall pay 13.61% of the net expenses of the court. Thereafter, the shares of those municipalities shall be determined based on the number of citations and complaints filed as provided above. In addition to the amounts payable under this paragraph, the Village of Grafton shall pay to the court $4,214.01 in three annual installments of $1,404.67 each; and the City of Port Washington shall pay to the court $4,232.67 in three annual installments of $1,410.89 each. The additional payments shall be made by January 15th of each of the years 1996, 1997, and 1998.~~

~~(6) In addition to the amounts payable under this paragraph, the Town of Erin shall pay to the court $1,053.65 in three annual installments of $351.22 each; the Village of Germantown shall pay to the court $5,265.04 in three annual installments of $1,755.01 each; the Town of Hartford shall pay to the court $1,152.32 in three annual installments of $384.11 each; the Village of Saukville shall pay to the court $1,333.77 in three annual installments of $444.59 each; and the Town of Trenton shall pay to the court $1,381.52 in three annual installments of $460.51 each. The additional payments shall be made by January 15th of each of the years 1999, 2000, and 2001.~~

~~(7) In addition to the amount payable under this paragraph, the Village of Newburg shall pay to the court $984.03 in three annual installments of $328.01 each. The payments shall be made by January 15th of each of the years 2001, 2002, and 2003.~~

~~(8) In addition to the amount payable under this paragraph, the City of Cedarburg shall pay to the court $6,144.18 in three annual installments of $2,048.06 each. The payments shall be made by March 15th of each of the years 2003, 2004, and 2005.~~

~~(9) In addition to the amount payable under this paragraph, the Village of Fredonia shall pay to the court $819.95 in three annual installments of $273.32 each. The payments shall be made by March 15th of each of the years 2006, 2007, and 2008.~~

~~(10) In addition to the amount payable under this paragraph, the Village of Thiensville shall pay to the court $2,150.02 in three annual installments of $716.67 each. The payments shall be made by March 15th of each of the years 2010, 2011, and 2012.~~

(11) In addition to the amount payable under this paragraph, the City of Mequon shall pay to the court $10,780.80 in three annual installments of $3,593.60 each. The payments shall be made by March 15th of each of the years 2011, 2012, and 2013.

(12) In addition to the amounts payable under this paragraph, the Big Cedar Lake Protection and Rehabilitation District shall pay to the court $409.26 in three annual installments of $136.42 each; the Town of Polk shall pay to the court $1,961.67 in three annual installments of $653.89 each; and the Town of West Bend shall pay to the court $2,377.80 in three annual installments of $792.60 each. The payments shall be made by January 25th of each of the years 2023, 2024, and 2025.

8. LOCATION OF SESSIONS. Each Member Municipality shall provide a place for the Judge to hold court, or it may authorize him or her to hold court in another Member Municipality at a convenient place. Court sessions shall be held exclusively in each such place at least once monthlyquarterly and, to the extent reasonably possible, at a convenient time for the Member Municipality bringing the action.

9. CONTRACT ADMINISTRATION AND AMENDMENTSDISCONTINUATION OF AGREEMENT. The affirmative vote of a majority of all the governing bodies of Member Municipalities shall be required to adopt any resolution pertaining to the operation of the court.Revisions to this Agreement, including to add or remove a Member Municipality, shall constitute a discontinuation of the Agreement and formation of a new Municipal Court operating agreement. Consistent with Wis. Stat. § 755.01(4), adoption of a new agreement may only be effected by the enactment of identical ordinances by each affected municipality. A template for this ordinance is attached as Exhibit 1.

10. WITHDRAWAL OF MEMBER MUNICIPALITY. Aany Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge no later than August 31st of any year (the "Withdrawal Year"). Upon giving such notice, the Member Municipality's participation in the Municipal Court shall terminate at the end of said ythe Withdrawal Year. A withdrawing Member Municipality shall have no obligation to reimburse the Municipal Court for expenses assessed pursuant to Section 7(c) for any year after the Withdrawal Year. The withdrawing Member Municipality shall cease to be a Member Municipality at the end of the term for which the Judge has been elected or appointed and upon adoption of a new agreement pursuant to Wis. Stat. § 755.01(4) and Section 9 of this Agreement.

Any member requesting to withdraw from this Agreement and thus from the Municipal Court willshall be responsible for reimbursing the Municipal Court for all actual legal fees incurred by the Municipal Court as a result of their withdrawal request. If more than one municipality withdraws, those costs shall be equally shared between the member municipalities. The Member Municipalities that have noticed their withdrawal from the Municipal Court are identified in Exhibit 2.

11. ADDITIONAL NEW MEMBER MUNICIPALITIES. Additional municipalities may become Member Municipalities under such conditions as may be determined by the Court Administrative Committee. A municipality shall become a Member Municipality only upon adoption of a new agreement pursuant to the procedures specified in Wis. Stat. § 755.01(4) and Section 9 of this Agreement upon approval by the governing bodies of all the existing

~~Member Municipalities.~~ ~~A written request to join the Mid-Moraine Municipal Court must be submitted no later than August 1st of any given year and shall be effective January 1st of the following year unless the member municipality requesting to join is discontinuingsolving their current Municipal Court (see Wis. Stat. §755.01(4)) in which case the effective date shall be May 1st once their current Municipal Court has been discontinued.~~

The Member Municipalities that have joined the Municipal Court for the first time as a result of this Agreement, as well as the effective dates for membership and the first-time Member Municipality expense allocations, are identified in Exhibit 3.

12. DISCONTINUATION EXPENSES.
Any municipality that withdraws from this Agreement or seeks to joins the Municipal Court for the first time shall be responsible for reimbursing the Municipal Court for all actual costs incurred by the Municipal Court as a result of the discontinuation of this Agreement and formation of a new agreement, to include legal fees. If more than one municipality withdraws or seeks to join the Municipal Court prior to discontinuation of this Agreement, such costs shall be shared equally between such municipalities.

~~Any member requesting to join the Mid-Moraine Municipal Court willshall be responsible for reimbursing the Municipal Court for all actual legal fees incurred by the Municipal Court as a result of their request to join. If more than one municipality is requesting to join the Court, those costs shall be equally shared between the member municipalities.~~

~~Any municipality requesting to join that is discontinuing their current Municipal Court shall be responsible for all actual fees associated with the transfer of court data to the Mid-Moraine Municipal Court's software program.~~

13. ~~DISSOLUTION~~ ABOLITION OF MUNICIPAL COURT. The Municipal Court shall not be abolished while this Agreement is in effect. Upon ~~dissolution~~ abolition of the Municipal Court, any surplus of assets over expenses held by the Municipal Court shall be distributed to the Member Municipalities in proportion to their contributions to the expenses of the Municipal Court over the life of the Agreement. A Member Municipality that has withdrawn from the Municipal Court shall not be entitled to any such distribution.

~~13~~14. SURVIVAL OF OBLIGATIONS. The obligation to contribute to expenses under ¶Section 7(c) ~~-~~and the right to receive distributions under Section ¶6 shall survive the ~~withdrawal from or termination~~discontinuation of the Agreement or dissolution of the Municipal Court, except ~~that a municipality which withdraws shall not be responsible for expenses incurred after its withdrawal~~as otherwise provided in this Agreement.

This agreement ~~as amended~~ is effective on ~~August~~January ~~January~~ 1, 202~~6~~5~~3~~.

SIGNATURE PAGES FOLLOW

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AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

CITY OF CEDARBURG

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF FREDONIA

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF FREDONIA

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF GERMANTOWN

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF GRAFTON

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF HARTFORD

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF HARTFORD

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

VILLAGE OF JACKSON

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

~~VILLAGE OF KEWASKUM~~

~~Approved on: _____~~ ~~By: _____~~
~~[Name], President~~

~~Attest: _____~~
~~[Name], Clerk~~

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF KEWASKUM

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF MEQUON

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

VILLAGE OF NEWBURG

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

TOWN OF POLK

Approved on: _____ By: _____
[Name], Chairman

Attest:_____
[Name], Clerk

CITY OF PORT WASHINGTON

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF SAUKVILLE

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF SHEBOYGAN FALLS

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF SLINGER

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF THIENSVILLE

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

TOWN OF TRENTON

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

CITY OF WEST BEND

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF WEST BEND

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

EXHIBIT 1

.

Ordinance Template for Adopting the Operating Agreement"[1]

AN ORDINANCE TO ADOPT THE AGREEMENT FOR THE OPERATION OF THE MID-MORAINE MUNICIPAL COURT PER § 66.0301 OF THE WISCONSIN STATUTES

THE (COMMON COUNCIL) (VILLAGE BOARD) (TOWN BOARD) OF THE OF , DO ORDAIN AS FOLLOWS:

SECTION 1.

1) Municipal Court Created

Establishment: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated the "Mid-Moraine Municipal Court," which will become operative and function on January 1, 2026.

Agreement: The (Town)(Village)(City) hereby approves the attached "Agreement for the Operation of the Mid-Moraine Municipal Court" (the "Agreement"). The (Common Council)(Village Board)(Town Board) is directed to sign and execute the Agreement in accordance with Wis. Stat. § 66.0301.

2) Municipal Judge

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, ~~(~~who shall be an attorney licensed to practice law in Wisconsin, and~~)~~ who resides in one of the municipalities that is a party to the Agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond. The judge shall not act until the oath and bond have been filed as required by ~~§19.01(4)(c) Wis. Stats.~~the statutes, and the requirements of §755.03(2) have been complied with.

Salary: The salary of the municipal judge shall be fixed by the municipalities that are parties to the Agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to ~~§19.01(40(c) Wis. Stats~~Wisconsin statutes. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

[1] Note: Template ordinance adopted from Wisconsin Supreme Court "Starting a Municipal Court" guide, October 2017, available at: https://www.wicourts.gov/courts/municipal/docs/startcourt.pdf.

3) Elections

Term: The municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall ~~be nominated by nomination papers as provided in §8.10, Wis. Stats., and selection at a primary election if such is held as provided in §8.11, Wis. Stats. The Elections Division of the Government Accountability Board shall serve as filing officer for the candidates~~follow the requirements of the statute.

Electors: Electors in all municipalities that are parties to the Agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2026 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the Agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the Agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5) Municipal Court

Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the Agreement and the municipal judge.

Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as authorized and funded by the of the municipalities that are parties to the Agreement.

6) Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the Agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality on a quarterly basis after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7) Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars ($200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

8) Abolition

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The municipal court hereby established shall not be abolished while the Agreement is in effect.

SECTION 2

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3

This ordinance shall take effect and be in full force and effect from and after its passage by the municipalities that are parties to the Agreement and publication as required by law. All prior versions of the Agreement shall be discontinued upon the Agreement taking effect.

EXHIBIT 2

Withdrawn Member Municipalities

The Town of Polk and Town of West Bend (the "Withdrawn Member Municipalities") have withdrawn from the Municipal Court, effective January 1, 2025.

The Withdrawn Member Municipalities shall have no obligation to reimburse the Municipal Court for expenses pursuant to Section 7(c) of this Agreement. The Withdrawn Member Municipalities may not participate in the Municipal Court (i.e., may not send citations to the Municipal Court) but will remain Member Municipalities until the end of the Judge's term on April ~~6~~30, 2027.

The Withdrawn Member Municipalities are exempt from the requirement to reimburse the Municipal Court for expenses arising from their withdrawals pursuant to Section 12, as their withdrawals were noticed under a prior agreement, which did not include such a requirement.

EXHIBIT 3

First-Time Member Municipalities

The City of Sheboygan Falls ("Sheboygan Falls") and the Town of Fredonia ("Fredonia") have joined the Municipal Court for the first time as a result of this Agreement (the "First-Time Member Municipalities").

Effective Dates: Sheboygan Falls' membership in the Municipal Court shall be effective on ~~[Date]~~May 1, 2026. Fredonia's membership shall be effective on ~~[Date]~~January 1, 2026.

First-Time Member Municipality Expense Allocations: The First-Time Member Municipalities shall be responsible for certain fees associated with formation of this Agreement and joining the Municipal Court, as detailed below:

- Capital Expenditures: In addition to the amounts payable under Section 7(c), Sheboygan Falls and Fredonia shall each pay the Municipal Court a total of ~~$_____~~$4,377.29 which shall be paid in three annual installments of ~~$_____~~$1,459.10. The payments shall be made by January 15 of each of the years 2026, 2027, and 2028.

- Data Transfer Fee: By ~~[Date]~~July 31, 2026, Sheboygan Falls shall pay the Municipal Court ~~$_____~~any reimbursement due to ~~to reimburse~~ the Municipal Court for costs incurred by the Municipal Court related to the transfer of data from Sheboygan Falls' former municipal court to the Municipal Court.

- ~~Discontinuation~~Agreement Expenses: Sheboygan Falls and Fredonia shall each pay the Municipal Court ~~$_____~~$1,113.00 to reimburse the Municipal Court for costs incurred by the Municipal Court related to the formation of this Agreement.

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AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

This Agreement is entered into by and between the City of Cedarburg, Village of Germantown, Village of Grafton, City of Hartford, Town of Hartford, Town of Fredonia, Village of Fredonia, Village of Jackson, Village of Kewaskum, City of Mequon, Village of Newburg, Town of Polk, City of Port Washington, Village of Saukville, City of Sheboygan Falls, Village of Slinger, Village of Thiensville, Town of Trenton, City of West Bend, and Town of West Bend, municipal corporations organized and existing under the laws of the State of Wisconsin (each a "Member Municipality" and collectively the "Member Municipalities"), pursuant to Wis. Stat. § 66.0301.

The Member Municipalities contract and agree as follows:

1. GENERAL. The Mid-Moraine Municipal Court (the "Municipal Court") shall be organized and shall operate pursuant to the *Wisconsin Statutes*, the ordinances adopted by the Member Municipalities, and the terms of this Agreement. In the event of conflicts, the provisions of the *Wisconsin Statutes* shall govern.

2. ORGANIZATION. Except for matters required by statutes to be determined by the respective governing bodies of Member Municipalities, the general operation of the Municipal Court shall be governed by the Municipal Court judge (the "Judge") and the Court Administrative Committee.

3. COURT ADMINISTRATIVE COMMITTEE.
   (a) **Composition.** The Court Administrative Committee shall be comprised of one representative of each Member Municipality, who shall be appointed by the mayor, president, or chairman of the Member Municipality, subject to confirmation by the Member Municipality's governing body. To assure participation and continuity of representation, each Member Municipality may provide an alternate representative who shall act on Court Administrative Committee matters in the absence of the representative. Neither the representative nor the alternative representative of a Member Municipality shall be a police officer for the municipality or an attorney representing the municipality.

   (b) **Powers and Duties.** Consistent with the terms of this Agreement, the Court Administrative Committee shall have general control over the operation of the Municipal Court, except where such control is specifically granted to the Judge or the governing bodies by statute or this Agreement, in which case the Court Administrative Committee shall be able to provide a recommendation. The Court Administrative Committee shall cause appropriate bank accounts to be established for the deposit of all fees, forfeitures, assessments, and costs paid into the Municipal Court and shall adopt appropriate accounting procedures to ensure the proper handling of said funds. The Court Administrative Committee shall review and approve the annual budget of the Municipal Court, as prepared by the Clerk and Judge.

(c) **Procedure and Voting.** Meetings of the Court Administrative Committee shall be governed by *Robert's Rules of Order Revised*. A majority of the members of the Court Administrative Committee representing participating Member Municipalities shall constitute a quorum. A majority vote shall be required to adopt any motion or resolution.

(d) **Voting Members.** The duly appointed and confirmed representative or alternate representative of each Member Municipality shall be a permanent voting member of the Court Administrative Committee.

(e) **Officers.** The Officers of the Court Administrative Committee shall consist of a President, Vice President, Treasurer and Deputy Treasurer.

(f) **Term.** Officers shall serve a term of three years. No Officer may serve in the same office for more than one term, except the Treasurer and Deputy Treasurer may serve for two consecutive terms, and except as otherwise provided in paragraph (j) of this section. The term of office of each Officer shall begin on July 1 and end on June 30.

(g) **Compensation.** Officers and representatives shall serve without compensation.

(h) **Nominating Committee.** The President shall appoint a nominating subcommittee consisting of three members on the Court Administrative Committee. The Nominating Committee shall endeavor to provide at least two candidates for each open Officer position, except the Nominating Committee need not find two candidates for a seat held by an incumbent that is seeking reelection.

(i) **Election of Officers.** Officers shall be elected by the Court Administrative Committee at its Spring meeting.

(j) **Vacancies.** Vacancies in the Vice President or Deputy Treasurer position shall be filled by the President. Any person filling an unexpired term may serve in that capacity until the term expires. Any such time spent filling an unexpired term shall not count toward the term limits identified in paragraph (f) of this section.

(k) **Duties of the President.** The President shall preside over all meetings of the Court Administrative Committee; perform the duties customary to that office; appoint members of the standing committees; appoint such special committees as are necessary for the proper functioning of the Court Administrative Committee; fill vacancies in accordance with this Agreement; and perform such other functions as designated herein.

(l) **Duties of the Vice President.** The Vice President shall act as President in the event of the President's absence or inability to serve and during any period in which the office of President is vacant. The Vice President shall become President after the President's term is completed.

(m) **Duties of Treasurer.** The Treasurer shall act as Treasurer of the Court Administrative Committee and perform the duties customary to that office.

(n) **Duties of Deputy Treasurer.** The Deputy Treasurer shall act as Treasurer in the event of the Treasurer's absence or inability to serve and during any period in which the office of Treasurer is vacant. The Deputy Treasurer shall become Treasurer after the Treasurer's term is completed.

4. JUDGE'S SALARY. The salary of the Judge shall be set by the Court Administrative Committee in accordance with Wis. Stat. § 755.04.

5. COURT PERSONNEL.

(a) **Clerk.** The selection of the Clerk of the Municipal Court shall be made by the Judge and approved by the Court Administrative Committee. The Clerk must be appointed by the Judge pursuant to Wis. Stat. § 755.01 and § 755.10.

(b) **Compensation.** The salary and fringe benefits of the Clerk and any other court personnel shall be established by the Court Administrative Committee after receiving the recommendation of the personnel and finance subcommittees.

(c) **Administration.** The Judge, Clerk and any other court personnel shall be employees of the Municipal Court.

6. FORFEITURES, FEES, PENALTY ASSESSMENTS, AND COSTS. All forfeitures, fees, penalty assessments, domestic abuse assessments, and costs paid to the Municipal Court under a judgment before the Judge shall be disbursed to the respective Member Municipality treasurer within one (1) month after receipt of the money by the Municipal Court. The Municipal Court shall disburse the fees, costs, and assessments as provided in the Wisconsin Statutes. The Municipal Court may collect statutory fees and costs for any case that is settled between the parties following the entry of a judgment. All jail assessments paid to the Municipal Court under a judgment before the Judge shall be paid to the respective county treasurers on a monthly basis. The municipal portions of the court costs, as provided in Wis. Stat. § 814.65(1), shall be maintained in the Municipal Court operational account. Any excess revenue over budgeted expenditures shall be disbursed at the end of the fiscal year.

7. BUDGET PROCESS.

(a) **Time and Approval.** The Clerk and the Judge shall submit a proposed budget to the Court Administrative Committee annually no later than November 15th of each year for the next succeeding year. The Court Administrative Committee shall approve the budget.

(b) **Court Costs.** The local share of the court costs required to be collected pursuant to Wis. Stat. § 814.65(1) shall be applied to the expenses of the Municipal Court as determined in the budget. The local share shall not be credited to a Member Municipality's account.

(c) **Expenses.** The net expenses, capital expenditures, operating expenses, or otherwise, and including those charged under Section 5, after application of the local share of court costs, shall be paid by the Municipal Court, which shall in turn charge each of the Member Municipalities its share. The total amount of the expenses assessed to each Member Municipality shall be proportional to the number of citations and complaints filed with the Municipal Court by each Member Municipality during the current calendar year. All Member Municipalities are required to pay at least 0.25% of the Municipal Court's total expenses, except as otherwise provided in this Agreement.

8. LOCATION OF SESSIONS. Each Member Municipality shall provide a place for the Judge to hold court, or it may authorize him or her to hold court in another Member Municipality at a convenient place. Court sessions shall be held exclusively in each such place at least quarterly and, to the extent reasonably possible, at a convenient time for the Member Municipality bringing the action.

9. DISCONTINUATION OF AGREEMENT. Revisions to this Agreement, including to add or remove a Member Municipality, shall constitute a discontinuation of the Agreement and formation of a new Municipal Court operating agreement. Consistent with Wis. Stat. § 755.01(4), adoption of a new agreement may only be effected by the enactment of identical ordinances by each affected municipality. A template for this ordinance is attached as Exhibit 1.

10. WITHDRAWAL OF MEMBER MUNICIPALITY. A Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge no later than August 1st of any year (the "Withdrawal Year"). Upon giving such notice, the Member Municipality's participation in the Municipal Court shall terminate at the end of the Withdrawal Year. A withdrawing Member Municipality shall have no obligation to reimburse the Municipal Court for expenses assessed pursuant to Section 7(c) for any year after the Withdrawal Year. The withdrawing Member Municipality shall cease to be a Member Municipality at the end of the term for which the Judge has been elected or appointed and upon adoption of a new agreement pursuant to Wis. Stat. § 755.01(4) and Section 9 of this Agreement.

    The Member Municipalities that have noticed their withdrawal from the Municipal Court are identified in Exhibit 2.

11. NEW MEMBER MUNICIPALITIES. Additional municipalities may become Member Municipalities under such conditions as may be determined by the Court Administrative Committee. A municipality shall become a Member Municipality only upon adoption of a new agreement pursuant to the procedures specified in Wis. Stat. § 755.01(4) and Section 9 of this Agreement.

    The Member Municipalities that have joined the Municipal Court for the first time as a result of this Agreement, as well as the effective dates for membership and the first-time Member Municipality expense allocations, are identified in Exhibit 3.

12. DISCONTINUATION EXPENSES. Any municipality that withdraws from this Agreement or seeks to joins the Municipal Court for the first time shall be responsible for reimbursing the Municipal Court for all actual costs incurred by the Municipal Court as a result of the discontinuation of this Agreement and formation of a new agreement, to include legal fees. If more than one municipality withdraws or seeks to join the Municipal Court prior to discontinuation of this Agreement, such costs shall be shared equally between such municipalities.

13. ABOLITION OF MUNICIPAL COURT. The Municipal Court shall not be abolished while this Agreement is in effect. Upon abolition of the Municipal Court, any surplus of assets over expenses held by the Municipal Court shall be distributed to the Member Municipalities in proportion to their contributions to the expenses of the Municipal Court over the life of the Agreement. A Member Municipality that has withdrawn from the Municipal Court shall not be entitled to any such distribution.

14. SURVIVAL OF OBLIGATIONS. The obligation to contribute to expenses under Section 7(c) and the right to receive distributions under Section 6 shall survive the discontinuation of the Agreement or dissolution of the Municipal Court, except as otherwise provided in this Agreement.

This agreement is effective on January 1, 2026.

SIGNATURE PAGES FOLLOW

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

CITY OF CEDARBURG

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF FREDONIA

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF FREDONIA

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF GERMANTOWN

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF GRAFTON

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF HARTFORD

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF HARTFORD

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

VILLAGE OF JACKSON

Approved on: _____ By: _____
Brian J. Heckendorf, President

Attest: _____
Jacqueline Schuh, Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF KEWASKUM

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF MEQUON

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

VILLAGE OF NEWBURG

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

TOWN OF POLK

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

CITY OF PORT WASHINGTON

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

VILLAGE OF SAUKVILLE

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF SHEBOYGAN FALLS

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF SLINGER

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF THIENSVILLE

Approved on: _____ By: _____
[Name], President

Attest: _____
[Name], Clerk

AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINE MUNICIPAL COURT

SIGNATURE PAGES

TOWN OF TRENTON

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

CITY OF WEST BEND

Approved on: _____ By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF WEST BEND

Approved on: _____ By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

EXHIBIT 1

.

Ordinance Template for Adopting the Operating Agreement"[1]

AN ORDINANCE TO ADOPT THE AGREEMENT FOR THE OPERATION OF THE MID-MORAINE MUNICIPAL COURT PER § 66.0301 OF THE WISCONSIN STATUTES

THE (COMMON COUNCIL) (VILLAGE BOARD) (TOWN BOARD) OF THE _____ OF _____, DO ORDAIN AS FOLLOWS:

SECTION 1.

1) Municipal Court Created

Establishment: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated the "Mid-Moraine Municipal Court," which will become operative and function on January 1, 2026.

Agreement: The (Town)(Village)(City) hereby approves the attached "Agreement for the Operation of the Mid-Moraine Municipal Court" (the "Agreement"). The (Common Council)(Village Board)(Town Board) is directed to sign and execute the Agreement in accordance with Wis. Stat. § 66.0301.

2) Municipal Judge

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in one of the municipalities that is a party to the Agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond. The judge shall not act until the oath and bond have been filed as required by the statutes, and the requirements of §755.03(2) have been complied with.

Salary: The salary of the municipal judge shall be fixed by the municipalities that are parties to the Agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to Wisconsin statutes. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

[1] Note: This template ordinance is adopted from the Wisconsin Supreme Court "Starting a Municipal Court" guide, October 2017, available at: https://www.wicourts.gov/courts/municipal/docs/startcourt.pdf.

3) Elections

Term: The municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall follow the requirements of the statute.

Electors: Electors in all municipalities that are parties to the Agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2026 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the Agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the Agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5) Municipal Court

Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the Agreement and the municipal judge.

Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as authorized and funded by the of the municipalities that are parties to the Agreement.

6) Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the Agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality on a quarterly basis after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7) Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars ($200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

8) Abolition

The municipal court hereby established shall not be abolished while the Agreement is in effect.

SECTION 2.

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3.

This ordinance shall take effect and be in full force and effect from and after its passage by the municipalities that are parties to the Agreement and publication as required by law. All prior versions of the Agreement shall be discontinued upon the Agreement taking effect.

EXHIBIT 2

Withdrawn Member Municipalities

The Town of Polk and Town of West Bend (the "Withdrawn Member Municipalities") have withdrawn from the Municipal Court, effective January 1, 2025.

The Withdrawn Member Municipalities shall have no obligation to reimburse the Municipal Court for expenses pursuant to Section 7(c) of this Agreement. The Withdrawn Member Municipalities may not participate in the Municipal Court (i.e., may not send citations to the Municipal Court) but will remain Member Municipalities until the end of the Judge's term on April 30, 2027.

The Withdrawn Member Municipalities are exempt from the requirement to reimburse the Municipal Court for expenses arising from their withdrawals pursuant to Section 12, as their withdrawals were noticed under a prior agreement, which did not include such a requirement.

EXHIBIT 3

First-Time Member Municipalities

The City of Sheboygan Falls ("Sheboygan Falls") and the Town of Fredonia ("Fredonia") have joined the Municipal Court for the first time as a result of this Agreement (the "First-Time Member Municipalities").

Effective Dates: Sheboygan Falls' membership in the Municipal Court shall be effective on May 1, 2026. Fredonia's membership shall be effective on January 1, 2026.

First-Time Member Municipality Expense Allocations: The First-Time Member Municipalities shall be responsible for certain fees associated with formation of this Agreement and joining the Municipal Court, as detailed below:

- Capital Expenditures: In addition to the amounts payable under Section 7(c), the City of Sheboygan Falls shall pay the Municipal Court a total of $4,377.29 which shall be paid in three annual installments of $1,459.10. The payments shall be made by January 15 of each of the years 2026, 2027, and 2028.

- Capital Expenditures: In addition to the amounts payable under Section 7(c), the Town of Fredonia shall pay the Municipal Court a total of $1,048.35 which shall be paid in three annual installments of $349.45. The payments shall be made by January 15 of each of the years 2026, 2027, and 2028.

- Data Transfer Fee: By July 31, 2026 the City of Sheboygan Falls shall pay the Municipal Court any reimbursement due to the Municipal Court for costs incurred by the Municipal Court related to the transfer of data from the City of Sheboygan Falls' former municipal court to the Municipal Court.

- Agreement Expenses: The City of Sheboygan Falls and the Town of Fredonia shall each pay the Municipal Court $1,113.00 to reimburse the Municipal Court for costs incurred by the Municipal Court related to the formation of this Agreement.

STAFF MEMO **Village of Jackson**

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Village Board

From: Jacqueline Schuh, Village Clerk

Subject: Approval of Licenses

Meeting Date: December 9, 2025 – Village Board

Background and Analysis:
Notices for renewals were mailed to current holders of annual licenses that expire on December 31, 2025. These include Massage Establishment Licenses and Massage Technician Licenses.

The following requirements were fulfilled by license holders/renewal applicants:

1. Application completed
2. Fees paid
3. Background checks completed (if applicable.)

Recommendation:

Item 8a - Approval of 2026 Massage Establishment License Renewals for:
1. Blissful Massage
2. Good Karma Massage Therapy LLC

Item 8b - Approval of 2026 Massage Technician License Renewals for:
1. Sarah Ybanez for Blissful Massage
2. Patricia Salvack for Good Karma Massage Therapy LLC

MEMO

TO: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator
Village Board

FROM:

RE: Massage Establishment License Renewals

1. Blissful Massage, N163W20135 Ash Drive, Jackson - Sarah Ybanez
2. Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson - Patricia Salvack

MEETING DATE: December 9, 2025

Background and Analysis:

MEMO

TO: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator
Village Board

FROM:

RE: Massage Technician License Renewals

1. Sarah Ybanez - Blissful Massage, N163W20135 Ash Drive, Jackson
2. Patricia Salvack - Good Karma Massage Therapy LLC, W194N16727 Eagle Drive Suite F, Jackson

MEETING DATE: December 9, 2025

Background and Analysis:

Taking the lead in Washington County

STAFF MEMO

Village of Jackson Public Works

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: Change Order #3 – 2025 Hickory Lane Reconstruction Project – Vinton Construction for an increase in the amount of $1,046.51

Meeting Date: November 25, 2025 - Board of Public Works

Background and Analysis:
This memo is to inform the Board of Change Order #3 associated with the 2025 Hickory Lane Reconstruction Project.

This change order reflects necessary field modifications and unforeseen conditions encountered during construction. A breakdown of the net cost adjustments is summarized below:

- Additional **$615.75** for additional stream substrate material required for the 60" culvert per DNR permit specifications.
- Additional **$2,649.50** for modifications to offset the 12" water main that was found to be in conflict during construction.
- Additional **$1,250.00** for installation of a turbidity barrier during construction.
- Reduction of **$3,468.74** resulting from Vinton Construction's request to utilize Village of Jackson equipment and labor.

Funding for this Change Order will come from Account Numbers:
600-00-56700-400-000 (Capital Projects Repairs/Construction)
300-00-17600-000-380 (Sewer Construction Work)
200-00-18600-395-000 (Water Construction Work)

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board approve Change Order #3 for an increase in the amount of $1,046.51 to Vinton Construction.

DOCUMENT 00560

CONTRACT CHANGE ORDER

Order No.: CCO#3

Date: 11/6/2025

Agreement Date:

NAME OF PROJECT: VOJ 25-01

OWNER: **Village of Jackson**

CONTRACTOR: Vinton Construction Company

The following changes are hereby made to the CONTRACT DOCUMENTS:

Added cost for off-site stream substrate material in cross culvert pipe, turbidity barrier, and 12" PVC WM pipe. Reduced cost related to VOJ vac truck & crew time/labor.

Justification: Per DNR requirements for the 60" cross culvert pipe, 6" of natural habitat stream substrate is to be added inside the pipe. There was not enough existing material on-site, so material had to be brought in. The turbidity barrier was added for necessary erosion control. The 12" PVC WM pipe was for a necessary offset by Forest View Avenue.

CCO#3 Added Costs: $4,515.25
CCO#3 Reduced Costs: $3,468.74
CCO#3 Net Added Costs: $1,046.51

Change to CONTRACT PRICE:

Original Contract Price: $ 2,156,363.50

Current Contract Price adjusted by Previous Change Order: $ 2,202,265.50

The Contract Price due to this Change Order will be increased by: $ 1,046.51

The new Contract Price including this Change Order will be: $ 2,203,312.01

Change to CONTRACT TIME: None

Accepted By:		Owner
Representing:	Village of Jackson	
Print Name/Title:		
Date:		
Recommended By:		Engineer
Representing:	Gremmer & Associates	
Print Name/Title:	Ethan Wedemayer / Project Inspector	
Date:	11/6/2025	
Requested By:		Contractor
Representing:	Vinton Construction Company	
Print Name/Title:	Rich Lamers. President	
Date:	11-14-2025	

VINTON CONSTRUCTION COMPANY
An Equal Opportunity Employer
2705 N. Rapids Rd., PO Box 1987
Manitowoc, WI 54221-1987
P: (920) 682-0375 F: (920) 682-2838

INVOICE

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037

INVOICE #: 25057.X3
INVOICE DATE: 10/31/2025
TERMS: Net 30
VCC# 25057
PO#: VOJ 25-01

Extra work completed on Hickory Lane Reconstruction - Jackson

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
VCC purchased and placed non native material for stream substrate in 60" culvert in addition to Change Order #2 for $5,950.00					
	Trucking	1.00	LS	$ 308.50	$ 308.50
	Blended Material	1.00	LS	$ 307.25	$ 307.25

Total:	$	**615.75**
Tax:	$	-
Total Due:	$	**615.75**

VINTON CONSTRUCTION COMPANY
An Equal Opportunity Employer
2705 N. Rapids Rd., PO Box 1987
Manitowoc, WI 54221-1987
P: (920) 682-0375 F: (920) 682-2838

INVOICE

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037

INVOICE #: 25057.X4
INVOICE DATE: 10/31/2025
TERMS: Net 30
VCC# 25057
PO#: VOJ 25-01

Extra work completed on Hickory Lane Reconstruction - Jackson

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
12-inch water main offset is an upcharge for materaial cost and 1 hour labor only.					
VCC will still be paid the unit price for an 8-inch offset in addition.					
	12-inch water main offset	1.00	LS	$ 2,649.50	$ 2,649.50

Total: $ 2,649.50
Tax: $ -
Total Due: $ 2,649.50

VINTON CONSTRUCTION COMPANY
An Equal Opportunity Employer
2705 N. Rapids Rd., PO Box 1987
Manitowoc, WI 54221-1987
P: (920) 682-0375 F: (920) 682-2838

INVOICE

Village of Jackson
N168 W20733 Main St.
Jackson, WI 53037

INVOICE #: 25057.X5
INVOICE DATE: 10/31/2025
TERMS: Net 30
VCC# 25057
PO#: VOJ 25-01

Extra work completed on Hickory Lane Reconstruction - Jackson

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
	Turbidity barrier installed by ESI	1.00	LS	$ 1,250.00	$ 1,250.00

Total: $ 1,250.00
Tax: $ -
Total Due: $ 1,250.00

2025 Hickory Lane Reconstruction Project

Village of Jackson Equipment and Labor - Assisting Vinton Construction

Date	Work Type	Equip Used	Labor Used	Equip Hours	Labor Hours	Equip Rate	Labor Rate	Total Cost
8/15/2025	Hydro excavate for two water boxes replacements per request of Dan Fisher.	Combination Jet Vac / Hydro Excavation Truck	Two Village Employees	2.5	5	$103.76	$105.79	$788.35
8/27/2025	Vac out manhole full of gravel that was hit by grading crew per request of Dan Fisher.	Combination Jet Vac / Hydro Excavation Truck	Two Village Employees	3	6	103.76	105.79	$946.02
9/24/2025	Hydro excavate utility crossings at creek crossing per request of Dan Fisher.	Combination Jet Vac / Hydro Excavation Truck	Two Village Employees	2.5	5	103.76	105.79	788.35
9/25/2025	Hydro excavate 1 utility crossing at creek crossing and 2 water main crossings to verify location of conflicts per request of Dan Fisher	Combination Jet Vac / Hydro Excavation Truck	Two Village Employees	3	6	103.76	105.79	946.02
					Total Cost of Equipment and Labor			**$3,468.74**

Taking the lead in Washington County

STAFF MEMO

Village of Jackson Public Works

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: Change Order #4 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction for an increase in the amount of $19,142.61

Meeting Date: November 25, 2025 - Board of Public Works

Background and Analysis:
This memo is to inform the Board of Change Order #4 related to the Ridgeway Drive and Chestnut Court Reconstruction Project.

This change order addresses necessary field modifications and revisions to material sizes and quantities encountered during construction. It provides the final reconciliation of all quantities associated with the project.

Funding for this Change Order will come from Account Numbers:
600-00-56700-400-000 (Capital Projects Repairs/Construction)
300-00-17600-000-380 (Sewer Construction Work)
200-00-18600-395-000 (Water Construction Work)

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board approve Change Order #4 for an increase in the amount of $19,142.61 to Advanced Construction.

SECTION 00 63 63
CHANGE ORDER NO.: 4 FINAL

Owner:	Village of Jackson	Owner's Project No.	
Engineer:	Cedar Corporation	Engineer's Project No.:	05789-0020
Contractor:	Advance Construction Ridgeway Dr and Chestnut Ct	Contractor's Project No.:	
Project:	Reconstruction - REBID Ridgeway Dr and Chestnut Ct		
Contract Name:	Reconstruction - REBID	Effective Date of Change Order:	November 4, 2025
Date Issued:	November 4, 2025		

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

Description:

1	ADD Reconciliation of Installed Quantities	=	$19,142.61
	TOTAL	=	$19,142.61

Reason for Change Order:

a) Change Order Item No. 1: Final Reconciliation of Installed Quantities (Extimated (Bid) Vs Installed)

Attachments:

a) 1) Change Order Item No. 1: Engineer's Unit Price Quantity Summary dated 10/20/25.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price $ 1,636,443.05	Original Contract Times: Substantial completion (date): August 29, 2025 Ready for Final Payment (date): September 15, 2025
[Increase] from previous approved Change Orders No. 1 to No. 3 : $ 119,295.07	**[Increase]** from previous approved Change Orders No. 1 to No. 3 Substantial Completion (days): 14 Ready for Final Payment (days): 14
Contract Price prior to this Change Order: $ 1,755,738.12	Contract Times prior to this Change Order: Substantial completion (date): September 12, 2025 Ready for Final Payment (date): September 29, 2025
[Increase] this Change Order: $ 19,142.61	**[Increase][Decrease]** this Change Order: Substantial Completion (days): 0 Ready for Final Payment (days): 0
Contract Price incorporating this Change Order: $ 1,774,880.73	Contract Times with all approved Change Orders: Substantial completion (date): September 12, 2025 Ready for Final Payment (date): September 29, 2025

Recommended by Engineer (if required)	**Accepted by C**
By:	
Title: Senior Construction Manager	Project Manager
Date: 11/4/2025	11/5/2025
Authorized by Owner	**Approved by Funding Agency (if applicable)**
By:	
Title:	
Date:	

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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UNIT PRICE QUANTITY SUMMARY

Community Infrastructure • Architecture • Environmental Services

Client	Village of Jackson	**Project No.**	05789-0020
Project	Ridgeway Dr./Chestnut Ct. Reconst. REBID	**Date**	10/20/2025
Contractor	Advance Construction		

		ESTIMATED VS INSTALLED			
			QUANTITIES		VALUES
	Bid Items	Installed Quantities	Estimated VS Installed	Installed Values	Estimated VS Installed
1	Sanitary Manhole Chimney & Casting Replacement	0	-1	$ -	$ (2,000.00)
2	48" Sanitary Manhole (4 Units)	53.01	-2.99	$ 29,155.50	$ (1,644.50)
3	8" PVC Sanitary Sewer Pipe	853.5	12.5	$ 179,235.00	$ 2,625.00
4	6" PVC Sanitary Sewer Lateral (14 Units)	147.58	147.58	$ 24,424.49	$ 24,424.49
5	Abandon 8" Sanitary Sewer	509.53	0.53	$ 5,095.30	$ 5.30
6	Sanitary Lateral Cleanout	1	0	$ 500.00	$ -
7	8" PVC Water Main Pipe	341.5	-11.5	$ 44,736.50	$ (1,506.50)
8	12" PVC Water Main Pipe	493	-7	$ 81,345.00	$ (1,155.00)
9	8" Gate Valve	1	0	$ 2,562.00	$ -
10	12" Gate Valve	1	0	$ 4,580.00	$ -
11	4" PVC Water Service & Valve & Box (1 Unit)	264.66	235.66	$ 52,932.00	$ 47,132.00
12	1 1/4" Water Service & Curb Stop & Box (13 Units)	218.99	-203.01	$ 16,862.23	$ (15,631.77)
13	Hydrant Assembly	3	0	$ 25,560.00	$ -
14	Abandon 6" Water Main	396	0	$ 2,772.00	$ -
15	Abandon 12" Water Main	490	0	$ 6,370.00	$ -
16	Salvage Hydrant and Valve	2	0	$ 2,000.00	$ -
17	4" Dia. Storm Lateral (10 Units)	1192.83	572.83	$ 71,569.80	$ 34,369.80
18	Common Excavation (Including Pavement Removal)	2400	0	$ 52,800.00	$ -
19	Saw Cutting Roadway & Driveways	275.09	-50.91	$ 962.82	$ (178.19)
20	Remove Concrete Sidewalk	4003	0	$ 2,401.80	$ -
21	4" Concrete Sidewalk	8656	1139	$ 57,129.60	$ 7,517.40
22	Curb Ramp Type 1	2	0	$ 3,000.00	$ -
23	Remove Curb & Gutter	1710	0	$ 9,405.00	$ -
24	30" Curb & Gutter Type "D"	1710	0	$ 34,200.00	$ -
25	Remove Concrete Driveway Apron	704	0	$ 422.40	$ -
26	7" Concrete Driveway Apron & Sidewalk	2790.25	-488.75	$ 23,438.10	$ (4,105.50)
27	Remove Concrete Driveway	567	0	$ 2,835.00	$ -
28	7" Concrete Driveway	340	-3	$ 2,856.00	$ (25.20)
29	Remove Asphalt Driveway	375.5	-21.5	$ 1,858.73	$ (106.43)
30	Asphalt Driveway	374	-23	$ 12,342.00	$ (759.00)
31	Gravel Driveway	5	0	$ 37.50	$ -
32	Excavation Below Subgrade (EBS)	151.6	-88.4	$ 3,486.80	$ (2,033.20)
33	EBS Backfill 1 1/4" Dense	266.95	-213.05	$ 4,271.20	$ (3,408.80)
34	1 1/4" Dense Crushed Aggregate Base Course	1896.72	-59.28	$ 30,347.52	$ (948.48)
35	Lower Layer HMA Pavement 3-1/4"	580.72	-52.28	$ 52,409.98	$ (4,718.27)
36	Upper Layer HMA Pavement 1-3/4"	322.68	-18.32	$ 30,977.28	$ (1,758.72)
37	Relocate Sign	2	0	$ 600.00	$ -
38	Traffic Control	1	0	$ 80,000.00	$ -
39	Remove Trees	5	0	$ 5,000.00	$ -
40	Lawn Restoration	1	0	$ 13,000.00	$ -
41	Inlet Protection	10	0	$ 650.00	$ -
A1-1	48" Sanitary Manhole (4 Units)	71.83	-2.17	$ 41,661.40	$ (1,258.60)
A1-2	8" PVC Sanitary Sewer Pipe	465	-3	$ 120,900.00	$ (780.00)
A1-3	6" PVC Sanitary Sewer Lateral (7 Units)	0	0	$ -	$ -
A1-4	12" PVC Water Main Pipe	466	-20	$ 76,890.00	$ (3,300.00)
A1-5	8" Tapping Gate Valve	0	-1	$ -	$ (7,035.00)
A1-6	4" PVC Water Service & Valve & Box (2 Unit)	43.33	6.33	$ 8,666.00	$ 1,266.00
A1-7	1 1/4" Water Service & Curb Stop & Box (3 Units)	141.3	43.3	$ 10,880.10	$ 3,334.10
A1-8	Hydrant Assembly	1	0	$ 8,520.00	$ -
A1-9	Salvage Hydrant and Valve	1	0	$ 1,000.00	$ -
A1-10	Nyloplast Yard Inlet Manhole with Grate	1	0	$ 3,500.00	$ -
A1-11	12" Dia PVC Storm Sewer Pipe	16.75	-9.25	$ 1,926.25	$ (1,063.75)
A1-12	4" Dia. Storm Lateral (5 Units)	361	-232	$ 21,660.00	$ (13,920.00)
A1-13	Storm Lateral Cleanout	3	1	$ 1,500.00	$ 500.00
A1-14	Common Excavation (Including Pavement Removal)	960	10	$ 21,120.00	$ 220.00
A1-15	Saw Cutting Roadway & Driveways	223	12	$ 825.10	$ 44.40
A1-16	Remove Concrete Sidewalk	2376	0	$ 1,425.60	$ -

UNIT PRICE QUANTITY SUMMARY

Client	Village of Jackson	**Project No.**	05789-0020
Project	Ridgeway Dr./Chestnut Ct. Reconst. REBID	**Date**	10/20/2025
Contractor	Advance Construction		

	Bid Items	ESTIMATED VS INSTALLED QUANTITIES Installed Quantities	QUANTITIES Estimated VS Installed	Installed Values	VALUES Estimated VS Installed
A1-17	4" Concrete Sidewalk	2422	-1656	$ 15,985.20	$ (10,929.60)
A1-18	Curb Ramp Type 1	1	0	$ 1,500.00	$ -
A1-19	Remove Curb & Gutter	905	0	$ 4,977.50	$ -
A1-20	30" Curb & Gutter Type "D"	924	19	$ 18,480.00	$ 380.00
A1-21	Remove Concrete Driveway Apron	348	0	$ 208.80	$ -
A1-22	7" Concrete Driveway Apron & Sidewalk	2547.97	1473.97	$ 21,402.95	$ 12,381.35
A1-23	Remove Concrete Driveway	33	0	$ 165.00	$ -
A1-24	7" Concrete Driveway	12	0	$ 100.80	$ -
A1-25	Remove Asphalt Driveway	99	-3	$ 490.05	$ (14.85)
A1-26	Asphalt Driveway	56	-130	$ 1,848.00	$ (4,290.00)
A1-27	Gravel Driveway	16	0	$ 120.00	$ -
A1-28	Excavation Below Subgrade (EBS)	23.42	-76.58	$ 538.66	$ (1,761.34)
A1-29	EBS Backfill 1 1/4" Dense	46.84	-153.16	$ 749.44	$ (2,450.56)
A1-30	1 1/4" Dense Crushed Aggregate Base Course	1267.99	227.99	$ 20,287.84	$ 3,647.84
A1-31	Lower Layer HMA Pavement 3-1/4"	312.7	-24.3	$ 28,221.18	$ (2,193.08)
A1-32	Upper Layer HMA Pavement 1-3/4"	173.75	-7.25	$ 16,680.00	$ (696.00)
A1-33	Traffic Control	1	0	$ 16,000.00	$ -
A1-34	Remove Trees	1	-2	$ 1,000.00	$ (2,000.00)
A1-35	Lawn Restoration	1	0	$ 5,500.00	$ -
A1-36	Inlet Protection	4	0	$ 260.00	$ -
A2-1	Nyloplast Yard Inlet Manhole with Grate	1	0	$ 3,500.00	$ -
A2-2	12" Dia PVC Storm Sewer Pipe	0	0	$ -	$ -
A2-3	Storm Cleanout	1	0	$ 500.00	$ -
A2-4	Connection to Existing Catch Basin	1	0	$ 500.00	$ -
A2-5	Remove & Replace Concrete Sidewalk	50	0	$ 1,300.00	$ -
A2-6	Remove & Replace Curb & Gutter	0	0	$ -	$ -
A2-7	Gravel Driveway Restoration	0	-20	$ -	$ (150.00)
A2-8	Traffic Control	1	0	$ 200.00	$ -
A2-9	Lawn Restoration	0	0	$ -	$ -
A2-10	Inlet Protection	2	0	$ 130.00	$ -
	Bid Item Totals =			**$ 1,455,251.40**	**$ 46,025.35**

CHANGE ORDER ITEMS: NEW ITEMS

CO1	Storm Lateral/Sump Discharge Connections	23	8	$ 11,500.00	$ 4,000.00
CO1	Delete Water Service Curb Box	14	-2	$ (1,022.00)	$ 146.00
CO1	ADD 1 EACH 4" Dia Storm Lateral Cleanout	1	0	$ 450.00	$ -
CO1	ADD 220 Lineal Feet of 6" Dia Storm Lateral	202.17	-17.83	$ 13,141.05	$ (1,158.95)
CO1	ADD 1 EACH 6" Dia Storm Lateral Cleanout	2	1	$ 1,000.00	$ 500.00
CO1	Replace Storm Catch Basin 2'x3' w/ Casting & Chimney (Salvage Casting	2	0	$ 1,676.00	$ -
CO1	Replace Catch Basin Castings 3070 (Salvage Casting for Owner)	4	-3	$ 3,600.00	$ (2,700.00)
CO1	Catch Basin Chimney Reconstruction 2' Round	7	0	$ 14,000.00	$ -
CO1	#REF!	2	0	$ 4,000.00	$ -
CO1	Catch Basin Chimney Reconstruction 2'x3'	1	0	$ 3,000.00	$ -
CO1	ADD 88 LF 6" Dia PVC Storm Sewer Pipe @ 65.00/LF	81	-7	$ 5,265.00	$ (455.00)
CO1	ADD 1 EA 12"x 6" Reducer Fitting @ $275.00 EA	1	0	$ 275.00	$ -
CO1	ADD Lump Sum Lawn Restoration @ $2,000.00	1	0	$ 2,000.00	$ -
CO1	ADD 1560 Lineal Feet 6" HDPE Pipe Bursted Sanitary Sewer Lateral @	1366	-194	$ 191,240.00	$ (27,160.00)
CO1	ADD 2 EA 2'x 3' Catch Basins w/ 3067 Castings @ $3,800.00 EA	2	0	$ 7,600.00	$ -
CO1	Site Investigation - Existing WTM Location - Ridgeway Dr	1	0	$ 3,292.32	$ -
CO1	Temporary Water Service Connections - Ridgeway Dr.	1	0	$ 8,000.00	$ -
CO2	CREDIT Sanitary Lateral Pipe Bursting (6" Vs 4" Material Credit)	1087	37	$ (2,174.00)	$ (74.00)
CO2	ADD 34 Lineal Feet of 12" Dia RCP Storm Sewer Pipe	34	0	$ 3,230.00	$ -
CO2	ADD Lump Sum Investingation of Existing Water Main Location 6/11/25	1	0	$ 7,040.00	$ -
CO2	ADD Lump Sum Cutting & Capping Existing 12" Water Main 6/12/25	1	0	$ 5,280.00	$ -
CO3	6" PVC Water Service & Valve & Box (1 Unit)	78	0	$ 16,380.00	$ -

UNIT PRICE QUANTITY SUMMARY

Community Infrastructure • Architecture • Environmental Services

Client	Village of Jackson	**Project No.**	05789-0020
Project	Ridgeway Dr./Chestnut Ct. Reconst. REBID	**Date**	10/20/2025
Contractor	Advance Construction		

		ESTIMATED VS INSTALLED			
			QUANTITIES		VALUES
	Bid Items	**Installed Quantities**	**Estimated VS Installed**	**Installed Values**	**Estimated VS Installed**
CO3	2" Water Service & Curb Stop & Box (3 Units)	119.17	0.17	$ 13,466.21	$ 19.21
CO3	Remove/Replace Concrete Curb & Gutter (Driveway Corrections)	143	0	$ 6,327.75	$ -
CO3	Remove/Replace Concrete Curb & Gutter (Owner Changes)	24	0	$ 1,062.00	$ -
0	0	0	0	$ -	$ -
0	0	0	0	$ -	$ -
0	0	0	0	$ -	$ -
	0				
	FINAL PROJECT TOTALS =			**$ 1,774,880.73**	**$ 19,142.61**

STAFF MEMO **Village of Jackson Public Works**

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: Pay Request #5 – 2025 Hickory Lane Reconstruction Project - Vinton Construction in the amount of $293,286.04

Meeting Date: November 25, 2025 – Board of Public Works

Background and Analysis:
This memo is to inform the Board of Pay Request #5 from Vinton Construction in the amount of $293,286.04 for work completed on the Hickory Lane Reconstruction Project.

The work has been reviewed and verified for accuracy and completion in accordance with the project contract documents and schedule.

Funding for this payment will come from Account Numbers:
600-00-56700-400-000 (Capital Projects Repairs/Construction) $97,762.01
300-00-17600-000-380 (Sewer Construction Work) $97,762.01
200-00-18600-395-000 (Water Construction Work) $97,762.02

If you have any questions, please let me know.

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board approve Pay Request #5 for Vinton Construction in the amount of $293,286.04.

GREMMER
& ASSOCIATES, INC.
CONSULTING ENGINEERS

93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935
Phone 920-924-5720
Fax 920-924-5725

November 18, 2025

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

Attention: Jack Straehler
Director of Public Works

Subject: Project: VOJ 25-01
Hickory Lane Reconstruction
Pay Request #5

Dear Mr. Straehler:

Enclosed you will find Pay Request #5 for the Hickory Lane Reconstruction project in the Village of Jackson. The total amount, due to the contractor, included a retainage reduction to equal 2% of the total Work completed upon Substantial Completion. This is per Article 6.02.A.2 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Work completed, Pay Request #5	= $281,088.36
Retainage Reduction, Pay Request #5	= $12,197.68
Amount due to Contractor, Pay Request #5	= $293,286.04

If you have any questions or comments, please contact me at (262) 343-0351.

Sincerely,

Ethan Wedemayer
Project Inspector
Gremmer & Associates, Inc.

Vinton Construction Company PO Box 137 Two Rivers, WI 54241	**Contractor's Application for Payment No.**	5 REVISED
	Application Period: 10/11/25 to 11/7/25	Application Date: **11/13/2025**
To (Owner): Village of Jackson	From (Contractor): **Vinton Construction Company** **PO Box 137 Two Rivers, WI 54241**	Via (Engineer): Gremmer Associates
Project: VOJ-25-01 Hickory Lane	Contract: VOJ-25-01 Hickory Lane	Jeff Chvosta; Ethan Wedemayer
Owner's Contract No.: VOJ 25-01	Contractor's Project No.: 25057	Engineer's Project No.:

Approved Change Orders		
Number	Additions	Deductions
1	$39,952.00	
2	$5,950.00	
3	$4,515.25	$3,468.74
TOTALS	$50,417.25	$3,468.74
NET CHANGE BY CHANGE ORDERS	**$46,948.51**	

1. **ORIGINAL CONTRACT PRICE**			$	**$2,156,363.50**
2. **Net change by Change Orders**			$	**$46,948.51**
3. **Current Contract Price (Line 1 ± 2)**			$	**$2,203,312.01**
4. **TOTAL COMPLETED AND STORED TO DATE** (Column F total on Progress Estimates)			$	**$2,142,948.16**
5. **RETAINAGE:**				
a. 2%	X $2,142,948.16	Work Completed	$	**$42,858.96**
b.	X	Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)			$	**$42,858.96**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**			$	**$2,100,089.20**
7. **LESS PREVIOUS REQUESTS (Line 6 from prior Application)**			$	**$1,806,803.16**
8. **AMOUNT DUE THIS APPLICATION**			$	**$293,286.04**
9. **BALANCE TO FINISH, PLUS RETAINAGE** (Column G total on Progress Estimates + Line 5.c above)			$	**$103,222.80**

Contractor's Certification

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

Contractor Signature

By: _____ Date: 11-17-25

Payment of: $ $293,286.04
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 11/18/2025
(Engineer) (Date)

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

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

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

Project: Jackson Hickory Lane VOJ-25-01
Contractor: Vinton Construction Company
Application Date: 11/13/25
Payment Application #: 5 REVISED

VCC Job: 25057

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed Previous Request		This Request		Total Completed/Stored To Date		Scheduled Vs. Actual	Percent Complete
		Quantity	UOM	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
Section 100 Roadway Items													
1	100-01 Clearing & Grubbing	1	LS	$ 10,000.00	$ 10,000.00	1.00	$ 10,000.00	-	$ -	1.00	$ 10,000.00	$ -	100.0%
2	100-02 Removing Curb & Gutter	665	LF	$ 5.00	$ 3,325.00	665.00	$ 3,325.00	-	$ -	665.00	$ 3,325.00	$ -	100.0%
3	100-03 Removing Concrete Driveways and Sidewalk	740	SY	$ 6.30	$ 4,662.00	603.00	$ 3,798.90	-	$ -	603.00	$ 3,798.90	$ 863.10	81.5%
4	100-04 Removing Guardrail	311	LF	$ 2.00	$ 622.00	311.00	$ 622.00	-	$ -	311.00	$ 622.00	$ -	100.0%
5	100-05 Excavation Common	7,315	CY	$ 24.09	$ 176,218.35	7,315.00	$ 176,218.35	-	$ -	7,315.00	$ 176,218.35	$ -	100.0%
6	100-06 Excavation Below Subgrade	1,508	CY	$ 18.25	$ 27,521.00	-	$ -	-	$ -	-	$ -	$ 27,521.00	0.0%
7	100-07 Base Aggregate Dense 3/4-Inch	470	TON	$ 34.20	$ 16,074.00	384.00	$ 13,132.80	228.00	$ 7,797.60	612.00	$ 20,930.40	$ (4,856.40)	130.2%
8	100-08 Base Aggregate Dense 1 1/4-Inch	8,475	TON	$ 16.55	$ 140,261.25	7,498.00	$ 124,091.90	128.00	$ 2,118.40	7,626.00	$ 126,210.30	$ 14,050.95	90.0%
9	100-09 Base Aggregate Dense 3-Inch	3,320	TON	$ 19.47	$ 64,640.40	-	$ -	-	$ -	-	$ -	$ 64,640.40	0.0%
10	100-10 Concrete Driveway 7-Inch	115	SY	$ 72.00	$ 8,280.00	125.00	$ 9,000.00	-	$ -	125.00	$ 9,000.00	$ (720.00)	108.7%
11	100-11 Drilled Tie Bars	52	EA	$ 10.00	$ 520.00	39.00	$ 390.00	14.00	$ 140.00	53.00	$ 530.00	$ (10.00)	101.9%
12	100-12 HMA Pavement 3 LT 58-28 S	2,615	TON	$ 65.80	$ 172,067.00	1,835.00	$ 120,743.00	903.00	$ 59,417.40	2,738.00	$ 180,160.40	$ (8,093.40)	104.7%
13	100-13 HMA Pavement 4 LT 58-28 S	1,745	TON	$ 71.80	$ 125,291.00	1,405.00	$ 100,879.00	607.00	$ 43,582.60	2,012.00	$ 144,461.60	$ (19,170.60)	115.3%
14	100-14 Asphaltic Surface Driveways	9	TON	$ 120.00	$ 1,080.00	11.00	$ 1,320.00	-	$ -	11.00	$ 1,320.00	$ (240.00)	122.2%
15	100-15 Concrete Curb & Gutter 24-Inch	335	LF	$ 33.75	$ 11,306.25	157.00	$ 5,298.75	100.00	$ 3,375.00	257.00	$ 8,673.75	$ 2,632.50	76.7%
16	100-16 Concrete Curb & Gutter 30-Inch Type D	835	LF	$ 33.75	$ 28,181.25	498.00	$ 16,807.50	438.00	$ 14,782.50	936.00	$ 31,590.00	$ (3,408.75)	112.1%
17	100-17 Concrete Sidewalk 4-Inch	9,580	SF	$ 6.50	$ 62,270.00	7,544.00	$ 49,036.00	258.00	$ 1,677.00	7,802.00	$ 50,713.00	$ 11,557.00	81.4%
18	100-18 Concrete Sidewalk 6-Inch	965	SF	$ 7.50	$ 7,237.50	1,048.00	$ 7,860.00	236.00	$ 1,770.00	1,284.00	$ 9,630.00	$ (2,392.50)	133.1%
19	100-19 Curb Ramp Detectable Warning Field Natural Patina	190	SF	$ 28.00	$ 5,320.00	150.00	$ 4,200.00	40.00	$ 1,120.00	190.00	$ 5,320.00	$ -	100.0%
20	100-20 Mobilization	1	EA	$ 95,500.00	$ 95,500.00	0.85	$ 81,175.00	0.15	$ 14,325.00	1.00	$ 95,500.00	$ -	100.0%
21	100-21 Silt Fence	3,515	LF	$ 2.05	$ 7,205.75	3,435.00	$ 7,041.75	-	$ -	3,435.00	$ 7,041.75	$ 164.00	97.7%
22	100-22 Temporary Ditch Checks	72	LF	$ 8.00	$ 576.00	72.00	$ 576.00	-	$ -	72.00	$ 576.00	$ -	100.0%
23	100-23 Culvert Pipe Checks	42	EA	$ 25.00	$ 1,050.00	4.00	$ 100.00	38.00	$ 950.00	42.00	$ 1,050.00	$ -	100.0%
24	100-24 Inlet Protection Type B	20	EA	$ 70.00	$ 1,400.00	20.00	$ 1,400.00	-	$ -	20.00	$ 1,400.00	$ -	100.0%
25	100-25 Inlet Protection Type C	25	EA	$ 73.00	$ 1,825.00	25.00	$ 1,825.00	-	$ -	25.00	$ 1,825.00	$ -	100.0%
26	100-26 Topsoil, Seed, Fertilizer, and Mulch	10,000	SY	$ 6.59	$ 65,900.00	-	$ -	7,840.00	$ 51,665.60	7,840.00	$ 51,665.60	$ 14,234.40	78.4%
27	100-27 Topsoil, Seed, Fertilizer, and Erosion Mat	1,100	SY	$ 9.99	$ 10,989.00	-	$ -	3,160.00	$ 31,568.40	3,160.00	$ 31,568.40	$ (20,579.40)	287.3%
28	100-28 Riprap Medium w/ Geotextile Fabric Type HR	30	CY	$ 120.00	$ 3,600.00	45.00	$ 5,400.00	4.00	$ 480.00	49.00	$ 5,880.00	$ (2,280.00)	163.3%

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed Previous Request		This Request		Total Completed/Stored To Date		Scheduled Vs. Actual	Percent Complete
		Quantity	UOM	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
29	100-29 Geotextile Fabric Type SAS	4,524	SY	$ 1.75	$ 7,917.00	-	$ -	-	$ -	-	$ -	$ 7,917.00	0.0%
30	100-30 Traffic Control	1	LS	$ 6,000.00	$ 6,000.00	0.85	$ 5,100.00	0.15	$ 900.00	1.00	$ 6,000.00	$ -	100.0%
31	100-31 Permanent Signing	1	LS	$ 2,300.00	$ 2,300.00	-	$ -	1.00	$ 2,300.00	1.00	$ 2,300.00	$ -	100.0%
32	100-32 Marking Line Epoxy 4-Inch	13,795	LF	$ 0.63	$ 8,690.85	-	$ -	13,795.00	$ 8,690.85	13,795.00	$ 8,690.85	$ -	100.0%
33	100-33 Marking Stop Line Epoxy 18-Inch	150	LF	$ 13.50	$ 2,025.00	-	$ -	150.00	$ 2,025.00	150.00	$ 2,025.00	$ -	100.0%
34	100-34 Marking Crosswalk Epoxy Transverse Line 6-Inch	725	LF	$ 10.50	$ 7,612.50	-	$ -	725.00	$ 7,612.50	725.00	$ 7,612.50	$ -	100.0%
35	100-35 Sawing Asphalt	468	LF	$ 4.00	$ 1,872.00	483.00	$ 1,932.00	-	$ -	483.00	$ 1,932.00	$ (60.00)	103.2%
36	100-36 Sawing Concrete	124	LF	$ 5.00	$ 620.00	74.00	$ 370.00	-	$ -	74.00	$ 370.00	$ 250.00	59.7%
37	100-37 Remove Fallen Trees from Cedar Creek	1	LS	$ 5,000.00	$ 5,000.00	1.00	$ 5,000.00	-	$ -	1.00	$ 5,000.00	$ -	100.0%
Section 200 Storm Sewer Items													
38	200-01 Removing Manholes	20	EA	$ 515.00	$ 10,300.00	6.00	$ 3,090.00	-	$ -	6.00	$ 3,090.00	$ 7,210.00	30.0%
39	200-02 Removing Inlets	13	EA	$ 305.00	$ 3,965.00	26.00	$ 7,930.00	-	$ -	26.00	$ 7,930.00	$ (3,965.00)	200.0%
40	200-03 Removing Storm Sewer	3,207	LF	$ 29.00	$ 93,003.00	2,848.00	$ 82,592.00	63.00	$ 1,827.00	2,911.00	$ 84,419.00	$ 8,584.00	90.8%
41	200-04 Abandoning Storm Sewer	40	CY	$ 255.00	$ 10,200.00	40.00	$ 10,200.00	27.00	$ 6,885.00	67.00	$ 17,085.00	$ (6,885.00)	167.5%
42	200-05 Apron Endwalls for Culvert Pipe Reinforced Concrete 15-Inch	2	EA	$ 1,225.00	$ 2,450.00	2.00	$ 2,450.00	-	$ -	2.00	$ 2,450.00	$ -	100.0%
43	200-06 Apron Endwalls for Culvert Pipe Reinforced Concrete 18-Inch	1	EA	$ 1,515.00	$ 1,515.00	1.00	$ 1,515.00	-	$ -	1.00	$ 1,515.00	$ -	100.0%
44	200-07 Apron Endwalls for Culvert Pipe Reinforced Concrete 24-Inch W/ Pipe Grate	1	EA	$ 3,565.00	$ 3,565.00	1.00	$ 3,565.00	-		1.00	$ 3,565.00	$ -	100.0%
45	200-08 Apron Endwalls for Culvert Pipe Reinforced Concrete 60-Inch	1	EA	$ 4,060.00	$ 4,060.00	1.00	$ 4,060.00	-	$ -	1.00	$ 4,060.00	$ -	100.0%
46	200-09 Apron Endwalls for Culvert Pipe Reinforced Concrete Horizontal Elliptical 38x60-Inch W/ Pipe Grate	1	EA	$ 6,545.00	$ 6,545.00	1.00	$ 6,545.00	-	$ -	1.00	$ 6,545.00	$ -	100.0%
47	200-10 Concrete Masonry Endwall	1	EA	$ 17,678.00	$ 17,678.00	1.00	$ 17,678.00	-	$ -	1.00	$ 17,678.00	$ -	100.0%
48	200-11 Storm Sewer Pipe Reinforced Concrete Class III 42-Inch	310	LF	$ 194.50	$ 60,295.00	310.00	$ 60,295.00	-	$ -	310.00	$ 60,295.00	$ -	100.0%
49	200-12 Storm Sewer Pipe Reinforced Concrete Class III 48-Inch	325	LF	$ 240.00	$ 78,000.00	295.00	$ 70,800.00	34.00	$ 8,160.00	329.00	$ 78,960.00	$ (960.00)	101.2%
50	200-13 Storm Sewer Pipe Reinforced Concrete Class III 60-Inch	60	LF	$ 356.95	$ 21,417.00	60.00	$ 21,417.00	-	$ -	60.00	$ 21,417.00	$ -	100.0%
51	200-14 Storm Sewer Pipe Reinforced Concrete Class IV 12-Inch	34	LF	$ 84.00	$ 2,856.00	33.00	$ 2,772.00	-	$ -	33.00	$ 2,772.00	$ 84.00	97.1%
52	200-15 Storm Sewer Pipe Reinforced Concrete Class IV 15-Inch	61	LF	$ 84.50	$ 5,154.50	55.00	$ 4,647.50	-	$ -	55.00	$ 4,647.50	$ 507.00	90.2%
53	200-16 Storm Sewer Pipe Reinforced Concrete Class IV 18-Inch	207	LF	$ 89.60	$ 18,547.20	202.00	$ 18,099.20	-	$ -	202.00	$ 18,099.20	$ 448.00	97.6%
54	200-17 Storm Sewer Pipe Reinforced Concrete Class IV 24-Inch	43	LF	$ 135.00	$ 5,805.00	44.00	$ 5,940.00	-	$ -	44.00	$ 5,940.00	$ (135.00)	102.3%
55	200-18 Storm Sewer Pipe Reinforced Concrete Class IV 48-Inch	242	LF	$ 278.00	$ 67,276.00	228.00	$ 63,384.00	-	$ -	228.00	$ 63,384.00	$ 3,892.00	94.2%

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed Previous Request		This Request		Total Completed/Stored To Date		Scheduled Vs. Actual	Percent Complete
		Quantity	UOM	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
56	200-19 Storm Sewer Pipe Reinforced Concrete Horizontal Elliptical Class HE-IV 38x60-Inch	426	LF	$ 357.00	$ 152,082.00	420.00	$ 149,940.00	-	$ -	420.00	$ 149,940.00	$ 2,142.00	98.6%
57	200-20 Storm Sewer Pipe Class III-A 12-Inch	186	LF	$ 87.35	$ 16,247.10	190.00	$ 16,596.50	-	$ -	190.00	$ 16,596.50	$ (349.40)	102.2%
58	200-21 Storm Sewer Pipe Class III-A 15-Inch	188	LF	$ 76.30	$ 14,344.40	198.00	$ 15,107.40	-	$ -	198.00	$ 15,107.40	$ (763.00)	105.3%
59	200-22 Storm Sewer Pipe Class III-A 18-Inch	152	LF	$ 90.85	$ 13,809.20	137.00	$ 12,446.45	-	$ -	137.00	$ 12,446.45	$ 1,362.75	90.1%
60	200-23 Storm Sewer Pipe Class III-A 24-Inch	506	LF	$ 113.00	$ 57,178.00	506.00	$ 57,178.00	-	$ -	506.00	$ 57,178.00	$ -	100.0%
61	200-24 Storm Sewer Pipe Class III-A 30-Inch	25	LF	$ 109.20	$ 2,730.00	24.00	$ 2,620.80	-	$ -	24.00	$ 2,620.80	$ 109.20	96.0%
62	200-25 Storm Sewer Pipe Class III-A 36-Inch	576	LF	$ 130.00	$ 74,880.00	582.00	$ 75,660.00	-	$ -	582.00	$ 75,660.00	$ (780.00)	101.0%
63	200-26 Storm Sewer Pipe PVC 4-Inch	49	LF	$ 35.00	$ 1,715.00	691.00	$ 24,185.00	-	$ -	691.00	$ 24,185.00	$ (22,470.00)	1410.2%
64	200-27 Storm Sewer Pipe PVC 6-Inch	12	LF	$ 35.00	$ 420.00	15.00	$ 525.00	-	$ -	15.00	$ 525.00	$ (105.00)	125.0%
65	200-28 Storm Sewer Pipe PVC 15-Inch	7	LF	$ 127.00	$ 889.00	-	$ -	-	$ -	-	$ -	$ 889.00	0.0%
66	200-29 Storm Sewer Pipe PVC 18-Inch	5	LF	$ 155.00	$ 775.00	6.00	$ 930.00	-	$ -	6.00	$ 930.00	$ (155.00)	120.0%
67	200-30 Catch Basins 4-FT Diameter w/ Casting	6	EA	$ 3,820.00	$ 22,920.00	7.00	$ 26,740.00	-	$ -	7.00	$ 26,740.00	$ (3,820.00)	116.7%
68	200-31 Catch Basins 5-FT Diameter w/ Casting	1	EA	$ 5,870.00	$ 5,870.00	1.00	$ 5,870.00	-	$ -	1.00	$ 5,870.00	$ -	100.0%
69	200-32 Catch Basins 2.5x3-FT w/ Casting	13	EA	$ 3,670.00	$ 47,710.00	12.00	$ 44,040.00	-	$ -	12.00	$ 44,040.00	$ 3,670.00	92.3%
70	200-33 Manholes 4-FT Diameter w/ Casting	6	EA	$ 3,995.00	$ 23,970.00	6.00	$ 23,970.00	-	$ -	6.00	$ 23,970.00	$ -	100.0%
71	200-34 Manholes 5-FT Diameter w/ Casting	1	EA	$ 5,961.00	$ 5,961.00	1.00	$ 5,961.00	-	$ -	1.00	$ 5,961.00	$ -	100.0%
72	200-35 Manholes 6-FT Diameter w/ Casting	3	EA	$ 7,414.00	$ 22,242.00	3.00	$ 22,242.00	-	$ -	3.00	$ 22,242.00	$ -	100.0%
73	200-36 Manholes 7-FT Diameter w/ Casting	3	EA	$ 9,734.00	$ 29,202.00	3.00	$ 29,202.00	-	$ -	3.00	$ 29,202.00	$ -	100.0%
74	200-37 Manholes 8-FT Diameter w/ Casting	3	EA	$ 12,662.00	$ 37,986.00	3.00	$ 37,986.00	-	$ -	3.00	$ 37,986.00	$ -	100.0%
75	200-38 Inlets Median 2 Grate w/ Casting	2	EA	$ 4,172.00	$ 8,344.00	1.00	$ 4,172.00	1.00	$ 4,172.00	2.00	$ 8,344.00	$ -	100.0%
76	200-39 Bulkhead Storm Sewer 15-Inch	4	EA	$ 175.00	$ 700.00	2.00	$ 350.00	-	$ -	2.00	$ 350.00	$ 350.00	50.0%
77	200-40 Connect to Existing Storm Sewer Lateral	3	EA	$ 195.00	$ 585.00	23.00	$ 4,485.00	-	$ -	23.00	$ 4,485.00	$ (3,900.00)	766.7%
78	200-41 Connect to Existing Storm Sewer Structure	1	EA	$ 325.00	$ 325.00	1.00	$ 325.00	-	$ -	1.00	$ 325.00	$ -	100.0%
79	200-42 Connect to Existing Storm Sewer Pipe	2	EA	$ 850.00	$ 1,700.00	2.00	$ 1,700.00	-	$ -	2.00	$ 1,700.00	$ -	100.0%
Section 300 Water Main Items													
80	300-01 Connect to Existing Water Main Pipe	2	EA	$ 2,635.00	$ 5,270.00	7.00	$ 18,445.00	-	$ -	7.00	$ 18,445.00	$ (13,175.00)	350.0%
81	300-02 Remove and Replace Water Service Curb Box	2	EA	$ 1,170.00	$ 2,340.00	2.00	$ 2,340.00	-	$ -	2.00	$ 2,340.00	$ -	100.0%
82	300-03 Water Main PVC 8-Inch	16	LF	$ 72.00	$ 1,152.00	66.50	$ 4,788.00	-	$ -	66.50	$ 4,788.00	$ (3,636.00)	415.6%

Project: Jackson Hickory Lane VOJ-25-01
Contractor: Vinton Construction Company
Application Date: 11/13/25
Payment Application #: 5 REVISED

VCC Job: 25057

ITEM NO.	DESCRIPTION OF WORK	Scheduled-				Work Completed Previous Request		This Request		Total Completed/Stored To Date		Scheduled Vs. Actual	Percent Complete
		Quantity	UOM	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Add(Deduct)	
83	300-04 Water Service Pipe 1-Inch	42	LF	$ 95.00	$ 3,990.00	-	$ -	-	$ -	-	$ -	$ 3,990.00	0.0%
84	300-05 Water Gate Valve 8-Inch	2	EA	$ 3,080.00	$ 6,160.00	2.00	$ 6,160.00	-	$ -	2.00	$ 6,160.00	$ -	100.0%
85	300-06 Adjusting Water Valve	17	EA	$ 300.00	$ 5,100.00	9.00	$ 2,700.00	9.00	$ 2,700.00	18.00	$ 5,400.00	$ (300.00)	105.9%
86	300-07 Offset Water Main	4	EA	$ 7,950.00	$ 31,800.00	5.00	$ 39,750.00	-	$ -	5.00	$ 39,750.00	$ (7,950.00)	125.0%
Section 400 Sanitary Sewer Items													
87	400-01 Sanitary Sewer Manhole Covers Type J-Special	13	EA	$ 1,440.00	$ 18,720.00	13.00	$ 18,720.00	-	$ -	13.00	$ 18,720.00	$ -	100.0%
88	400-02 Sanitary Sewer Manhole Covers Type J-Special - Anchored	1	EA	$ 1,540.00	$ 1,540.00	1.00	$ 1,540.00	-	$ -	1.00	$ 1,540.00	$ -	100.0%
89	400-03 Reconstructing Sanitary Sewer Manhole	63	VF	$ 450.00	$ 28,350.00	34.80	$ 15,660.00	-	$ -	34.80	$ 15,660.00	$ 12,690.00	55.2%
90	400-04 Connect to Existing Sanitary Sewer Pipe	1	EA	$ 1,325.00	$ 1,325.00	-	$ -	-	$ -	-	$ -	$ 1,325.00	0.0%
91	400-05 Sanitary Sewer PVC 12-Inch	5	LF	$ 88.00	$ 440.00	-	$ -	-	$ -	-	$ -	$ 440.00	0.0%
Change Orders													
CO1	Added Watermain Work @ Hickory Land & Eagle Drive	1	LS	$ 39,952.00	$ 39,952.00	1.00	$ 39,952.00	-	$ -	1.00	$ 39,952.00	$ -	100.0%
CO2	6" Natural Habitat Stream for 60" Cross Pipe	1	LS	$ 5,950.00	$ 5,950.00	1.00	$ 5,950.00	-	$ -	1.00	$ 5,950.00	$ -	100.0%
CO3.1	Non-Native Materal for Strem Substrate in 60" Culvert	1	LS	$ 615.75	$ 615.75	-	$ -	1.00	$ 615.75	1.00	$ 615.75	$ -	100.0%
CO3.2	12" WM Offiset - Material Cost & 1 Hr Labor	1	LS	$ 2,649.50	$ 2,649.50	-	$ -	1.00	$ 2,649.50	1.00	$ 2,649.50	$ -	100.0%
CO3.3	Turbidity Barrier installed	1	LS	$ 1,250.00	$ 1,250.00	-	$ -	1.00	$ 1,250.00	1.00	$ 1,250.00	$ -	100.0%
CO3.4	Credit VOJ Hyrdro Vac Truck & Operator	1	LS	$ (3,468.74)	$ (3,468.74)	-	$ -	1.00	$ (3,468.74)	1.00	$ (3,468.74)	$ -	100.0%
	Total:				$ 2,203,312.01		$ 1,861,859.80		$ 281,088.36		$ 2,142,948.16	$ 60,363.85	
	Less: 5% Retainage up to first 50% of contract						$ 55,056.64		$ (12,197.68)		$ 42,858.96		
	Total:						$ 1,806,803.16		$ 293,286.04		$ 2,100,089.20		
	Amount Previously Requested						$ 1,806,803.16		$ -		$ 1,806,803.16		
	Amount DueThis Request						$ -		$ 293,286.04		$ 293,286.04		

Taking the lead in Washington County

STAFF MEMO

Village of Jackson Public Works

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: Pay Request #6 - Final - 2025 Ridgeway Drive and Chestnut Court Reconstruction Project – Advanced Construction in the amount of $44,697.88

Meeting Date: November 25, 2025 – Board of Public Works

Background and Analysis:
This memo is to inform the Board of Pay Request #6 for Advanced Construction in the amount of $44,697.88 for work completed on the Ridgeway Drive and Chestnut Court Reconstruction Project.

The work has been reviewed and verified for accuracy and completion in accordance with the project contract documents and schedule.

Funding for this payment will come from Account Numbers:
600-00-56700-400-000 (Capital Projects Repairs/Construction) $14,899.29
300-00-17600-000-380 (Sewer Construction Work) $14,899.29
200-00-18600-395-000 (Water Construction Work) $14,899.30

If you have any questions, please let me know.

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board approve Pay Request #6 for Advanced Construction in the amount of $44,697.88.

W61N497 Washington Avenue
Cedarburg, WI 53012
Community Infrastructure • Architecture • Environmental Services
262-204-2360
www.cedarcorp.com

November 7, 2025

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

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

Subject: Contractor's Application for Payment No. 6 FINAL
Ridgeway Drive & Chestnut Court Reconstruction - REBID
Cedar Project No. 05789-0020

Dear Mr. Straehler:

We have reviewed the above referenced project and find it in order. Therefore, it is our recommendation that the Village of Jackson issue final payment associated with the Ridgeway Drive & Chestnut Court Reconstruction - REBID project.

Enclosed for your use in payment to Advance Construction in the amount of $44,697.88 is Contractor's Application for Payment No. 6 (Final). Also enclosed are the following documents:

- Final Lien Waivers
- Consent of Surety to Final Payment
- Contractor Certificate of Completed Operations Insurance

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

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

Sincerely,

CEDAR CORPORATION

Douglas T. Kroes
Senior Construction Manager

Encl: As Noted

Cc: Shane Kofler, Advance Construction

Contractor's Application for Payment No. 6

	Application Period: 09/30/25-11/4/25	Application Date: 11/4/2025
To (Owner): Village of Jackson	From (Contractor): Advance Construction	Via (Engineer): Cedar Corporation
Project: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	Contract: Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	
Owner's Contract No:	Contractor's Project No:	Engineer's Project No: 05789-0020

Application For Payment
Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	$83,797.32	
2	$13,450.00	
3	$22,047.75	
4	$19,142.61	
TOTALS	$138,437.68	
NET CHANGE BY CHANGE ORDERS	**$138,437.68**	

1. **ORIGINAL CONTRACT PRICE**	$	**$1,636,443.05**
2. **Net change by Change Orders**	$	**$138,437.68**
3. **Current Contract Price (Line 1 ± 2)**	$	**$1,774,880.73**
4. **TOTAL COMPLETED AND STORED TO DATE (Column I total on Progress Estimates)**	$	**$1,774,880.73**
5. **RETAINAGE:**		
a. 5% X _____ **Work Completed**	$	
b. 5% X _____ **Stored Material**	$	
c. **Total Retainage (Line 5.a + Line 5.b)**	$	
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$1,774,880.73**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$1,730,182.85**
8. **AMOUNT DUE THIS APPLICATION**	$	**$44,697.88**

Contractor's Certification

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

Contractor Signature

By:	Date: 11/6/25

Payment of: $ $44,697.88
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 11/7/25
(Engineer) (Date)

Payment of: $ $44,697.88
(Line 8 or other - attach explanation of the other amount)

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

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

Unit Price Progress Estimate

Contractor's Application

Project:	Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	**Application Number:**	6
Application Period:	8/30/25 - 11/30/25	**Application Date:**	November 4, 2025

					B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity		Unit Price	Quantity Completed								
					Previous Applications		This Application		Materials Stored		Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Sanitary Manhole Chimney & Casting Replacement	1.00	E.A.	$2,000.00									
2	48" Sanitary Manhole (4 Units)	56.00	V.F.	$550.00	53.01	$29,155.50					53.01	$29,155.50	94.7%
3	8" PVC Sanitary Sewer Pipe	841.00	L.F.	$210.00	853.5	$179,235.00					853.5	$179,235.00	101.5%
4	6" PVC Sanitary Sewer Lateral (14 Units)	515.00	L.F.	$165.50	147.58	$24,424.49					147.58	$24,424.49	28.7%
5	Abandon 8" Sanitary Sewer	509.00	L.F.	$10.00	509.53	$5,095.30					509.53	$5,095.30	100.1%
6	Sanitary Lateral Cleanout	1.00	E.A.	$500.00	1	$500.00					1	$500.00	100.0%
7	8" PVC Water Main Pipe	353.00	L.F.	$131.00	341.5	$44,736.50					341.5	$44,736.50	96.7%
8	12" PVC Water Main Pipe	500.00	L.F.	$165.00	493	$81,345.00					493	$81,345.00	98.6%
9	8" Gate Valve	1.00	E.A.	$2,562.00	1	$2,562.00					1	$2,562.00	100.0%
10	12" Gate Valve	1.00	E.A.	$4,580.00	1	$4,580.00					1	$4,580.00	100.0%
11	4" PVC Water Service & Valve & Box (1 Unit)	29.00	L.F.	$200.00	264.66	$52,932.00					264.66	$52,932.00	912.6%
12	1 1/4" Water Service & Curb Stop & Box (13 Units)	619.00	L.F.	$77.00	218.99	$16,862.23					218.99	$16,862.23	35.4%
13	Hydrant Assembly	3.00	E.A.	$8,520.00	3	$25,560.00					3	$25,560.00	100.0%
14	Abandon 6" Water Main	396.00	L.F.	$7.00	396	$2,772.00					396	$2,772.00	100.0%
15	Abandon 12" Water Main	490.00	L.F.	$13.00	490	$6,370.00					490	$6,370.00	100.0%
16	Salvage Hydrant and Valve	2.00	E.A.	$1,000.00	2	$2,000.00					2	$2,000.00	100.0%
17	4" Dia. Storm Lateral (10 Units)	620.00	L.F.	$60.00	1192.83	$71,569.80					1192.83	$71,569.80	192.4%
18	Common Excavation (Including Pavement Removal)	2,400.00	C.Y.	$22.00	2400	$52,800.00					2400	$52,800.00	100.0%
19	Saw Cutting Roadway & Driveways	326.00	L.F.	$3.50	275.09	$962.82					275.09	$962.82	84.4%
20	Remove Concrete Sidewalk	4,003.00	S.F.	$0.60	4003	$2,401.80					4003	$2,401.80	100.0%
21	4" Concrete Sidewalk	7,517.00	S.F.	$6.60	8656	$57,129.60					8656	$57,129.60	115.2%
22	Curb Ramp Type 1	2.00	E.A.	$1,500.00	2	$3,000.00					2	$3,000.00	100.0%
23	Remove Curb & Gutter	1,710.00	L.F.	$5.50	1710	$9,405.00					1710	$9,405.00	100.0%
24	30" Curb & Gutter Type "D"	1,710.00	L.F.	$20.00	1710	$34,200.00					1710	$34,200.00	100.0%
25	Remove Concrete Driveway Apron	704.00	S.F.	$0.60	704	$422.40					704	$422.40	100.0%
26	7" Concrete Driveway Apron & Sidewalk	3,279.00	S.F.	$8.40	2790.25	$23,438.10					2790.25	$23,438.10	85.1%
27	Remove Concrete Driveway	567.00	S.F.	$5.00	567	$2,835.00					567	$2,835.00	100.0%
28	7" Concrete Driveway	343.00	S.F.	$8.40	340	$2,856.00					340	$2,856.00	99.1%
29	Remove Asphalt Driveway	397.00	S.Y.	$4.95	375.5	$1,858.73					375.5	$1,858.73	94.6%
30	Asphalt Driveway	397.00	S.Y.	$33.00	374	$12,342.00					374	$12,342.00	94.2%
31	Gravel Driveway	5.00	S.Y.	$7.50			5	$37.50			5	$37.50	100.0%
32	Excavation Below Subgrade (EBS)	240.00	C.Y.	$23.00	151.6	$3,486.80					151.6	$3,486.80	63.2%
33	EBS Backfill 1 1/4" Dense	480.00	TONS	$16.00	266.95	$4,271.20					266.95	$4,271.20	55.6%
34	1 1/4" Dense Crushed Aggregate Base Course	1,956.00	TONS	$16.00	1896.72	$30,347.52					1896.72	$30,347.52	97.0%
35	Lower Layer HMA Pavement 3-1/4"	633.00	TONS	$90.25	580.2	$52,363.05	0.52	$46.93			580.72	$52,409.98	91.7%
36	Upper Layer HMA Pavement 1-3/4"	341.00	TONS	$96.00	322.68	$30,977.28					322.68	$30,977.28	94.6%
37	Relocate Sign	2.00	E.A.	$300.00			2	$600.00			2	$600.00	100.0%

Unit Price Progress Estimate **Contractor's Application**

Project:	Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID						**Application Number:**	6				
Application Period:	8/30/25 - 11/30/25						**Application Date:**	November 4, 2025				
				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.
				Previous Applications		This Application		Materials Stored				
Bid No.	Description			Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
38	Traffic Control	1.00 L.S.	$80,000.00	1	$80,000.00					1	$80,000.00	100.0%
39	Remove Trees	5.00 E.A.	$1,000.00	5	$5,000.00					5	$5,000.00	100.0%
40	Lawn Restoration	1.00 L.S.	$13,000.00	1	$13,000.00					1	$13,000.00	100.0%
41	Inlet Protection	10.00 E.A.	$65.00	10	$650.00					10	$650.00	100.0%
A1-1	48" Sanitary Manhole (4 Units)	74.00 V.F.	$580.00	71.83	$41,661.40					71.83	$41,661.40	97.1%
A1-2	8" PVC Sanitary Sewer Pipe	468.00 L.F.	$260.00	465	$120,900.00					465	$120,900.00	99.4%
A1-3	6" PVC Sanitary Sewer Lateral (7 Units)	761.00 L.F.	$165.50									
A1-4	12" PVC Water Main Pipe	486.00 L.F.	$165.00	466	$76,890.00					466	$76,890.00	95.9%
A1-5	8" Tapping Gate Valve	1.00 E.A.	$7,035.00									
A1-6	4" PVC Water Service & Valve & Box (2 Unit)	37.00 L.F.	$200.00	43.33	$8,666.00					43.33	$8,666.00	117.1%
A1-7	1 1/4" Water Service & Curb Stop & Box (3 Units)	98.00 L.F.	$77.00	141.3	$10,880.10					141.3	$10,880.10	144.2%
A1-8	Hydrant Assembly	1.00 E.A.	$8,520.00	1	$8,520.00					1	$8,520.00	100.0%
A1-9	Salvage Hydrant and Valve	1.00 E.A.	$1,000.00	1	$1,000.00					1	$1,000.00	100.0%
A1-10	Nyloplast Yard Inlet Manhole with Grate	1.00 E.A.	$3,500.00	1	$3,500.00					1	$3,500.00	100.0%
A1-11	12" Dia PVC Storm Sewer Pipe	26.00 L.F.	$115.00	16.75	$1,926.25					16.75	$1,926.25	64.4%
A1-12	4" Dia. Storm Lateral (5 Units)	413.00 L.F.	$60.00	361	$21,660.00					361	$21,660.00	87.4%
A1-13	Storm Lateral Cleanout	2.00 E.A.	$500.00	3	$1,500.00					3	$1,500.00	150.0%
A1-14	Common Excavation (Including Pavement Removal)	950.00 C.Y.	$22.00	960	$21,120.00					960	$21,120.00	101.1%
A1-15	Saw Cutting Roadway & Driveways	211.00 L.F.	$3.70	223	$825.10					223	$825.10	105.7%
A1-16	Remove Concrete Sidewalk	2,376.00 S.F.	$0.60	2376	$1,425.60					2376	$1,425.60	100.0%
A1-17	4" Concrete Sidewalk	4,078.00 S.F.	$6.60	2422	$15,985.20					2422	$15,985.20	59.4%
A1-18	Curb Ramp Type 1	1.00 E.A.	$1,500.00	1	$1,500.00					1	$1,500.00	100.0%
A1-19	Remove Curb & Gutter	905.00 L.F.	$5.50	905	$4,977.50					905	$4,977.50	100.0%
A1-20	30" Curb & Gutter Type "D"	905.00 L.F.	$20.00	924	$18,480.00					924	$18,480.00	102.1%
A1-21	Remove Concrete Driveway Apron	348.00 S.F.	$0.60	348	$208.80					348	$208.80	100.0%
A1-22	7" Concrete Driveway Apron & Sidewalk	1,074.00 S.F.	$8.40	2547.97	$21,402.95					2547.97	$21,402.95	237.2%
A1-23	Remove Concrete Driveway	33.00 S.F.	$5.00	33	$165.00					33	$165.00	100.0%
A1-24	7" Concrete Driveway	12.00 S.F.	$8.40	12	$100.80					12	$100.80	100.0%
A1-25	Remove Asphalt Driveway	102.00 S.Y.	$4.95	99	$490.05					99	$490.05	97.1%
A1-26	Asphalt Driveway	186.00 S.Y.	$33.00	56	$1,848.00					56	$1,848.00	30.1%
A1-27	Gravel Driveway	16.00 S.Y.	$7.50			16	$120.00			16	$120.00	100.0%
A1-28	Excavation Below Subgrade (EBS)	100.00 C.Y.	$23.00	23.42	$538.66					23.42	$538.66	23.4%
A1-29	EBS Backfill 1 1/4" Dense	200.00 TONS	$16.00	46.84	$749.44					46.84	$749.44	23.4%
A1-30	1 1/4" Dense Crushed Aggregate Base Course	1,040.00 TONS	$16.00	1267.99	$20,287.84					1267.99	$20,287.84	121.9%
A1-31	Lower Layer HMA Pavement 3-1/4"	337.00 TONS	$90.25	312.7	$28,221.18					312.7	$28,221.18	92.8%
A1-32	Upper Layer HMA Pavement 1-3/4"	181.00 TONS	$96.00	173.75	$16,680.00					173.75	$16,680.00	96.0%
A1-33	Traffic Control	1.00 L.S.	$16,000.00	1	$16,000.00					1	$16,000.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project:	Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	**Application Number:**	6
Application Period:	8/30/25 - 11/30/25	**Application Date:**	November 4, 2025

				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.
				Previous Applications		This Application		Materials Stored				
Bid No.	Description			Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
A1-34	Remove Trees	1.00 E.A.	$1,000.00	1	$1,000.00					1	$1,000.00	100.0%
A1-35	Lawn Restoration	1.00 L.S.	$5,500.00	1	$5,500.00					1	$5,500.00	100.0%
A1-36	Inlet Protection	4.00 E.A.	$65.00	4	$260.00					4	$260.00	100.0%
A2-1	Nyloplast Yard Inlet Manhole with Grate	1.00 E.A.	$3,500.00	1	$3,500.00					1	$3,500.00	100.0%
A2-2	12" Dia PVC Storm Sewer Pipe	88.00 L.F.	$115.00									
A2-3	Storm Cleanout	1.00 E.A.	$500.00	1	$500.00					1	$500.00	100.0%
A2-4	Connection to Existing Catch Basin	1.00 E.A.	$500.00	1	$500.00					1	$500.00	100.0%
A2-5	Remove & Replace Concrete Sidewalk	50.00 S.F.	$26.00	50	$1,300.00					50	$1,300.00	100.0%
A2-6	Remove & Replace Curb & Gutter	25.00 L.F.	$92.00									
A2-7	Gravel Driveway Restoration	20.00 S.Y.	$7.50									
A2-8	Traffic Control	1.00 L.S.	$200.00	1	$200.00					1	$200.00	100.0%
A2-9	Lawn Restoration	1.00 L.S.	$1,250.00									
A2-10	Inlet Protection	2.00 E.A.	$65.00	2	$130.00					2	$130.00	100.0%
	CHANGE ORDER #1											
1.00	Add 15 Each Storm Lateral/Sump discharge Connections	15.00 E.A.	$500.00	23	$11,500.00					23	$11,500.00	153.3%
2.00	Delete Water Service Curb Box Materials	(16.00) E.A.	$73.00	-14	-$1,022.00					-14	-$1,022.00	87.5%
3.00	Add 4" Diameter Storm Lateral Cleanout	1.00 E.A.	$450.00	1	$450.00					1	$450.00	100.0%
5.00	Add 6" Dia. Storm Lateral	220.00 LF	$65.00	202.17	$13,141.05					202.17	$13,141.05	91.9%
6.00	Add 6" Dia. Storm Lateral Cleanout	1.00 EA	$500.00	2	$1,000.00					2	$1,000.00	200.0%
10.00	Add Replace Caatch Basing Castings w/3067 (2'x3') castings	2.00 EA	$838.00	2	$1,676.00					2	$1,676.00	100.0%
8.00	Add Repplace Catch Basin Castins 2/3070 (2'x2') castings	7.00 EA	$900.00	4	$3,600.00					4	$3,600.00	57.1%
9.00	Add Ctach Basin Chimney Reconstruction using 2' round rings	7.00 EA	$2,000.00	7	$14,000.00					7	$14,000.00	100.0%
11.00	Add Catch Basin Chimney Reconstruction using 2'x3' rings	2.00 EA	$2,000.00	2	$4,000.00					2	$4,000.00	100.0%
12.00	Add San. MH Barrel Joint Leak Repair - Chemical Grout	1.00 EA	$3,000.00	1	$3,000.00					1	$3,000.00	100.0%
15.00	Add 6" Dia PVC Storm Sewer Pipe	88.00 LF	$65.00	81	$5,265.00					81	$5,265.00	92.0%
16.00	Add 12"x6" Reducing Fitting	1.00 EA	$275.00	1	$275.00					1	$275.00	100.0%
19.00	Add Lump Sum Lawn Restoration	1.00 LS	$2,000.00	1	$2,000.00					1	$2,000.00	100.0%
22.00	Add 6" HDPE Pipe Bursted Sanitary Sewer Lateral	1,560.00 LF	$140.00	1366	$191,240.00					1366	$191,240.00	87.6%
7.00	Add 2'x3' Catch Basins w/3067 Castings	2.00 EA	$3,800.00	2	$7,600.00					2	$7,600.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project:	Ridgeway Dr. & Chestnut Ct. Reconstruction - REBID	**Application Number:**	6
Application Period:	8/30/25 - 11/30/25	**Application Date:**	November 4, 2025

					B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity		Unit Price	Quantity Completed								
					Previous Applications		This Application		Materials Stored		Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
24.00	Add Investigation of Existing Water Main Location	1.00	LS	$3,292.32	1	$3,292.32					1	$3,292.32	100.0%
23.00	Add Water Service Temporary Connections w/Add'l WTM	1.00	LS	$8,000.00	1	$8,000.00					1	$8,000.00	100.0%
13.00	Add Remove Trees (Bid Item #A1-34)	2.00	EA	$1,000.00									
14.00	Delete 12" Dia. PVC Storm Sewer Pipe (Bid Item #A2-2)	(88.00)	LF	$115.00									
17.00	Delete Remove & Replace Curb & Gutter (Bid Item #A2-6)	(25.00)	LF	$92.00									
18.00	Delete Lump Sum Lawn Restoration (Bid Item #A2-9)	(1.00)	LS	$1,250.00									
20.00	Delete 6" PVC Sanitary Sewer Lateral (14 Units)	(515.00)	LF	$165.50									
21.00	Delete 6" PVC Sanitary Sewer Lateral (7units)(Bid Item #A1-3)	(761.00)	LF	$165.50									
	CHANGE ORDER #2												
1.00	Credit Sanitary Lateral Pipe Bursting(6" vs 4" Material Cost)	1,050.00	LF	-$2.00	1087	-$2,174.00					1087	-$2,174.00	103.5%
2.00	Add 12" Dia RCP Storm Sewer Pipe	34.00	LF	$95.00	34	$3,230.00					34	$3,230.00	100.0%
3.00	Add Lump Sump Investigation of Existing Water Main Location 6/11/25	1.00	LS	$7,040.00	1	$7,040.00					1	$7,040.00	100.0%
4.00	Add Lump Sum Cutting & Capping Existing 12" Water Main 6/12/25	1.00	LS	$5,280.00	1	$5,280.00					1	$5,280.00	100.0%
	CHANGE ORDER #3												
3.00	Add 6" Water Service	78.00	LF	$210.00	78	$16,380.00					78	$16,380.00	100.0%
4.00	Add 2" Water Service	119.00	LF	$113.00	119.17	$13,466.21					119.17	$13,466.21	100.1%
1.00	Remove/Replace Curb/gutter Driveway corrections	143.00	lf	$44.25	143	$6,327.75					143	$6,327.75	100.0%
2.00	Remove/Replace Curb/gutter (owner changes)	24.00	LF	$44.25	24	$1,062.00					24	$1,062.00	100.0%
5.00	Delete 1 1/4" Water Service & Curb Stop Box (B.I. #12)	197.00	LF	77									
	TOTAL					$1,774,076.30		$804.43				$1,774,880.73	

Final Waiver of Lien

July 7, 2025

For Value received $24,085.35 we hereby waiver rights and claims related directly to payment for lien on the building or property belonging to Jackson-Rideway Drive owner, by Advance Construction, Inc. contractor, being situated in Washington County, State of Wisconsin, described as Project Jackson-Rideway Drive.

County Materials Corporation
Brian L. Abitz, Corporate Credit Manager

7-7-25
Date

FERGUSON

UNCONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

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

Identifying Information

Name of Claimant: Ferguson Enterprises, LLC dba Ferguson Waterworks

Name of Customer: ADVANCE CONSTRUCTION INC

Additional Identifying Information (If Applicable):
JACKSON RIDGEWAY DR & CHE

Job Location: RIDGEWAY DRIVE JACKSON, WI 53037

Job No: WISCWW*22843

Owner: VILLAGE OF JACKSON

Unconditional Waiver and Release

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

Exceptions

This document does not affect any of the following:

Disputed claims for extras in the amount of: $

Signature

Claimant's Signature: Nikki Wolf

Claimant's Title: Nikki Wolf, Area Credit Manager

Date of Signature: 2025-10-29

Final Waiver of Lien

October 29, 2026

For Value received, we hereby waive all rights and claims for lien on building about to be erected, being erected, erected, altered of repaired and to the appurtenances there unto belonging for Village of Jackson owner, by Advance Construction, Inc. contractor, being situate in Washington County, State of Wisconsin, Ridgeway Dr and Chestnut Ct Reconstruction-Rebid for all labor performed and for all material furnished

Gordon Work Zones

10/30/25
Date

Final Waiver of Lien

September 7, 2025

For Value received, we hereby waive all rights and claims for lien on building about to be erected, being erected, erected, altered of repaired and to the appurtenances there unto belonging for Village of Jackson owner, by Advance Construction, Inc. contractor, being situate in Washington County, State of Wisconsin, Ridgeway Dr and Chestnut Ct Reconstruction for all labor performed and for all material furnished

M&E Construction

9-16-2025

Date

Final Waiver of Lien

October 29, 2026

For Value received, we hereby waive all rights and claims for lien on building about to be erected, being erected, erected, altered of repaired and to the appurtenances there unto belonging for Village of Jackson owner, by Advance Construction, Inc. contractor, being situate in Washington County, State of Wisconsin, Ridgeway Dr and Chestnut Ct Reconstruction-Rebid for all labor performed and for all material furnished

Signed by:
Jeffrey Batchelor
Payne & Dolan, Inc.
Jeffrey Batchelor, Agent

10/29/2025
Date

Final Waiver of Lien

October 29, 2026

For Value received, we hereby waive all rights and claims for lien on building about to be erected, being erected, erected, altered of repaired and to the appurtenances there unto belonging for Village of Jackson owner, by Advance Construction, Inc. contractor, being situate in Washington County, State of Wisconsin, Ridgeway Dr and Chestnut Ct Reconstruction-Rebid for all labor performed and for all material furnished

Sommers Construction Co., Inc.

11/3/25

Date

FINAL WAIVER OF LIEN

November 5, 2025

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

For Village of Jackson Owner,

By Advance Construction Contractor,

For AGGREGATE MATERIALS.

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

Ridgeway Drive and Chestnut Court Reconstruction – Rebid, Jackson, WI.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, paid in full.

LANNON STONE PRODUCTS, INC.

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

(SIMILAR TO AIA DOCUMENT G707)

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☑
OTHER ☐

Bond #5858188

PROJECT: (name, address) Ridgeway Drive & Chestnut Court Reconstruction - Rebid

TO (Owner)

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

ARCHITECT'S PROJECT NO: J5789-0022
CONTRACT FOR:

CONTRACT DATE: February 11, 2025

CONTRACTOR:
Advance Construction, Inc.
2141 Woodale Ave
Green Bay, WI 54313

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the (here insert name and address of Surety Company)

Great American Insurance Company
301 E. Fourth Street
Cincinnati, OH 45202

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

Advance Construction, Inc.
2141 Woodale Ave
Green Bay, WI 54313

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that the final payment to the Contractor shall not relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

Village of Jackson
W194 N16660 Eagle Drive
Jackson. WI 53037

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
The Surety Company has hereunto set its hand this 3rd day of November 2025

Great American Insurance Company
Surety Company

Candi Schmidt
Signature of Authorized Representative

Attest: Andrea Meisheper

(Seal):

Candi Schmidt, Attorney-In- Fact
Title

Note: This form is intended to be used as a companion document to the Contractor's Affidavit of Payment of Debts and Claims, Current Edition

GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than TWELVE

No. 0 22545

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name		Address	Limit of Power
KIMBERLY ASCHENBACH	BRIAN REIMER	ALL OF MENASHA, WISCONSIN	ALL
DEBORAH KNAPP	DILLON HOLEWINSKI		$100,000,000
RHONDA KLUESSENDORF	ZACHARY KAISER		
ANNEMARIE WILLBANKS	CHRISTEEN CARNEY		
SHELLEY RADATZ	CHRISTINA YAMAMOTO		
ANDREW WEISHEIPL	CANDI SCHMIDT		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 21ST day of APRIL , 2025 .

Attest

Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

Divisional Senior Vice President

JOHN K. WEBSTER (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 21ST day of APRIL , 2025 , before me personally appeared JOHN K. WEBSTER, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.

SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2030

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisonal Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 3re day of November , 2025 .

Assistant Secretary

S1029AJ (04/25)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Lisa Proffitt	
R&R Insurance Services, Inc. P.O. Box 1610 Waukesha, WI 53187-1610	PHONE (A/C, No, Ext): (262)574-7000	FAX (A/C, No): (262)574-7080
	E-MAIL ADDRESS: Lisa.Proffitt@rrins.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Advance Construction Inc 2141 Woodale Ave Green Bay, WI 54313	INSURER A : Sentry Insurance	24988
	INSURER B : Westchester Surplus Lines InsCo	10172
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 666361 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	X		A0040142	06-18-2025	06-18-2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Electronic Data Liab Endt	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY [X] HIred Phy Dr	X		A0040142	06-18-2025	06-18-2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	X		A0040142	06-18-2025	06-18-2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		A0040142006	06-18-2025	06-18-2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Inland Marine (C)			A0040142	06-18-2025	06-18-2026	Leased/Rented Equipme Installation Coverage	750,000 600,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insureds: Advance Shop North, LLC, G&J Management Inc
Engineer's Project # J5789-0022 Project: Ridgeway Drive and Chestnut Court Reconstruction. Village of Jackson and Cedar Corporation are Additional Insureds for General Liability, including ongoing and completed operations, Auto Liability, and Umbrella Liability when required by a written contract. General Liability, Auto Liability, and Umbrella Liability coverage is primary and non-contributory when required by a written contract.

CERTIFICATE HOLDER

Village of Jackson
PO Box 147
N168W20733 Main Street
Jackson, WI 53037

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
R&R Insurance Services, Inc.	Advance Construction Inc
POLICY NUMBER	
CARRIER / NAICCODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: _____ FORM TITLE: _____

INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER G :		INSURER J :	
INSURER H :		INSURER K :	
INSURER I :		INSURER L :	

	TYPE OF INSURANCE	AI	POLICY EFF		
A	Excess Liability	☐	06-18-2025	Excess	$ Yes
				Per Occurrence	$ Yes
				Retention	$ Yes
		WOS	POLICY EXP	Aggregate Limit	$ 5,000,000
	POLICY NUMBER	☐	06-18-2026	Each Occurrence Limit	$ 5,000,000
	A0040142				$

	TYPE OF INSURANCE	AI	POLICY EFF		
B	Pollution Insurance	☐	06-18-2025	Contractors Pollution Liability - Occurrence	$ 2,000,000
				Transportation Pollution	$ 1,000,000
					$
		WOS	POLICY EXP		$
	POLICY NUMBER	☐	06-18-2026		$
	G71523251				$

	TYPE OF INSURANCE	AI	POLICY EFF		
		☐			$
					$
					$
		WOS	POLICY EXP		$
	POLICY NUMBER	☐			$
					$

	TYPE OF INSURANCE	AI	POLICY EFF		
		☐			$
					$
					$
		WOS	POLICY EXP		$
	POLICY NUMBER	☐			$
					$

	TYPE OF INSURANCE	AI	POLICY EFF		
		☐			$
					$
					$
		WOS	POLICY EXP		$
	POLICY NUMBER	☐			$
					$

	TYPE OF INSURANCE	AI	POLICY EFF		
		☐			$
					$
					$
		WOS	POLICY EXP		$
	POLICY NUMBER	☐			$
					$

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STAFF MEMO

Village of Jackson Public Works

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: Approving Completion of 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and Authorizing Closure of the Clean Water Fund Loan

Meeting Date: November 25, 2025 – Board of Public Works

Background and Analysis:
This memo is to inform the Board of the requirements issued by the Wisconsin Department of Natural Resources (WDNR) related to the 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project.

As part of the project's final closeout process, the WDNR requires formal acknowledgment from the Village Board confirming the project and its completion. In addition, the final closeout documents for the Clean Water Fund loan must be signed by the Village Administrator.

If you have any questions, please let me know.

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board accept the completed 2024 Wastewater Treatment Plant Tertiary Filters and UV Disinfection Project and authorize the Village Administrator to sign the documents for closure of the clean water fund loan.

.

The undersigned officials of the Village of Jackson (the "Municipality") hereby certify that, for all expenditures made for construction of DNR Project No. 4266-04 (the "Project"), the Municipality has met the prevailing wage rate requirements of the Davis-Bacon Act.

The Municipality further certifies that, after taking into account any national or project-specific waivers approved by the U.S. Environmental Protection Agency, DNR Project No. 4266-04 has met the requirements for the Use of American Iron and Steel contained in Section 608 of the Federal Water Pollution Control Act, as amended.

The above certification is determined, after due and diligent investigation, to be true and accurate to the best of my knowledge.

By: _____ Dated as of: _____
Jen Heidtke, Village Administrator

Attest: _____ Dated as of: _____
Jacqueline Schuh, Village Clerk

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

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance
101 S. Webster St., P O Box 7921
Madison WI 53707-7921
Phone (608) 266-7555
Fax (608) 267-0496

Environmental Improvement Fund (EIF) Project Acceptance Certification

Form 8700-280 (R 1/11)

Notice: This form is authorized by ss. 281.58 and 281.61, Wis. Stats. Submittal to the Department of a completed form is mandatory for all recipients of EIF loans. A separate form is required for each prime contractor. Failure to submit a completed form shall result in the denial of final disbursement of loan funds.

Personally identifiable information provided on this form will be used to determine compliance with closeout procedures as outlined in the Financial Assistance Agreement and may be made available upon request under Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.) and requirements.

Project Information

Municipality Name

Village of Jackson

Prime Contractor	Contract Number
J. H. Hassinger, Inc.	2024 Improvements - Tertiary Filters and Disinfection

Upon final inspection and approval of all change order(s), all work performed by the awarded contractor(s) and subcontractor(s) (if any) has been constructed according to the plans and specifications approved by the Department of Natural Resources (DNR).

DNR Plan and Specification Approval Number	Date Approved
S-2023-0758	11/06/2023

Project Description

Tertiary Filter Building – Construct an approximate 40' x 54' addition to the Village's existing Tertiary Filter Building to house new filter equipment. The building construction generally consists of masonry construction on a new concrete foundation adjacent to the building. Work also includes renovations and modifications to the existing structure, as well as HVAC and plumbing, and upgrades to the electrical systems in the building.

Remove the existing chemical disinfection equipment and modify the tank for a new UV disinfection system. The work also includes covering the existing channels with aluminum grating, addition of a framed shelter, and electrical upgrades associated with the new equipment.

Engineer Certification

On behalf of the engineering consulting firm contracted by the above named municipality, I hereby certify to the best of my knowledge that the above mentioned project has been constructed and inspected to conform to the referenced specifications.

Name of Engineer	Name of Engineering Firm
Gregory J. Droessler	Town and Country Engineering, Inc.
Signature of Engineer 	Date Signed 11/18/2025

Municipal Certification

The above named municipality has accepted at its regular meeting of officials the above mentioned project from the contractor and engineer.

Name of Authorized Representative	Title
Jen Heidtke	Village Administrator
Signature of Authorized Representative	Date Signed

Taking the lead in Washington County

STAFF MEMO

Village of Jackson Public Works

To: Brian Heckendorf, Village President
Jen Heidtke, Village Administrator

CC: Board of Public Works; Budget and Finance; Village Board

From: Jack Straehler, Director of Public Works

Subject: 2025-2026 Contract Amendment #3 – Gremmer and Associates in the amount of $309,667.00

Meeting Date: November 25, 2025 – Board of Public Works

Background and Analysis:
This memo is to inform the Board of Contract Amendment #3 for the engineering and design cost of $7,842.00 associated with streetlight design for Hawthorne Drive, Aspen Drive, and Linden Drive.

The Village currently holds a professional services agreement with Gremmer and Associates in the amount of $301,825.00 for engineering and design services related to the 2026 street reconstruction of Eagle Drive, Hawthorne Drive, Aspen Drive, and Linden Drive.

Contract Amendment #3 proposes to expand the scope of services to include streetlight engineering and design for the 2026 reconstruction of Hawthorne Drive, Aspen Drive, and Linden Drive. The previously approved Contract Amendment #2 included engineering and design of streetlights along Eagle Drive.

Funding for this contract will come from the following accounts:
600-00-56700-400-000 (Capital Projects Repairs/Construction) $103,222.33
300-00-17600-000-380 (Sewer Construction Work) $103,222.33
200-00-18600-395-000 (Water Construction Work) $103,222.34

If you have any questions, please let me know.

JS

Recommendation:
Board of Public Works recommends the Budget and Finance Committee and Village Board approve Contract Amendment #3 for Gremmer and Associates in the amount of $309,667.00.

GREMMER & ASSOCIATES, INC.
CONSULTING ENGINEERS

93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935
Phone 920-924-5720
Fax 920-924-5725

November 14, 2025

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

Attention: Mr. Jack Straehler
Director of Public Works

Subject: Hickory Lane
Contract Amendment No. 3

Dear Mr. Straehler:

The following is Contract Amendment No. 3 for the subject project. The original contract dated October 26, 2023, Amendment No. 1 dated 12/11/2024, and Amendment No. 2 dated 7/9/2025 is amended as follows:

REVISED SCOPE OF SERVICES

6. Street Lighting design (sublet to KL Engineering).
   c. Preliminary and final design for continuous street lighting along alternating sides of Linden Drive, Aspen Drive and Hawthorn Drive.
   d. Preliminary and final design for parking lot lighting at the Village of Jackson Department of Public Works north parking lot and driveway.

COMPENSATION

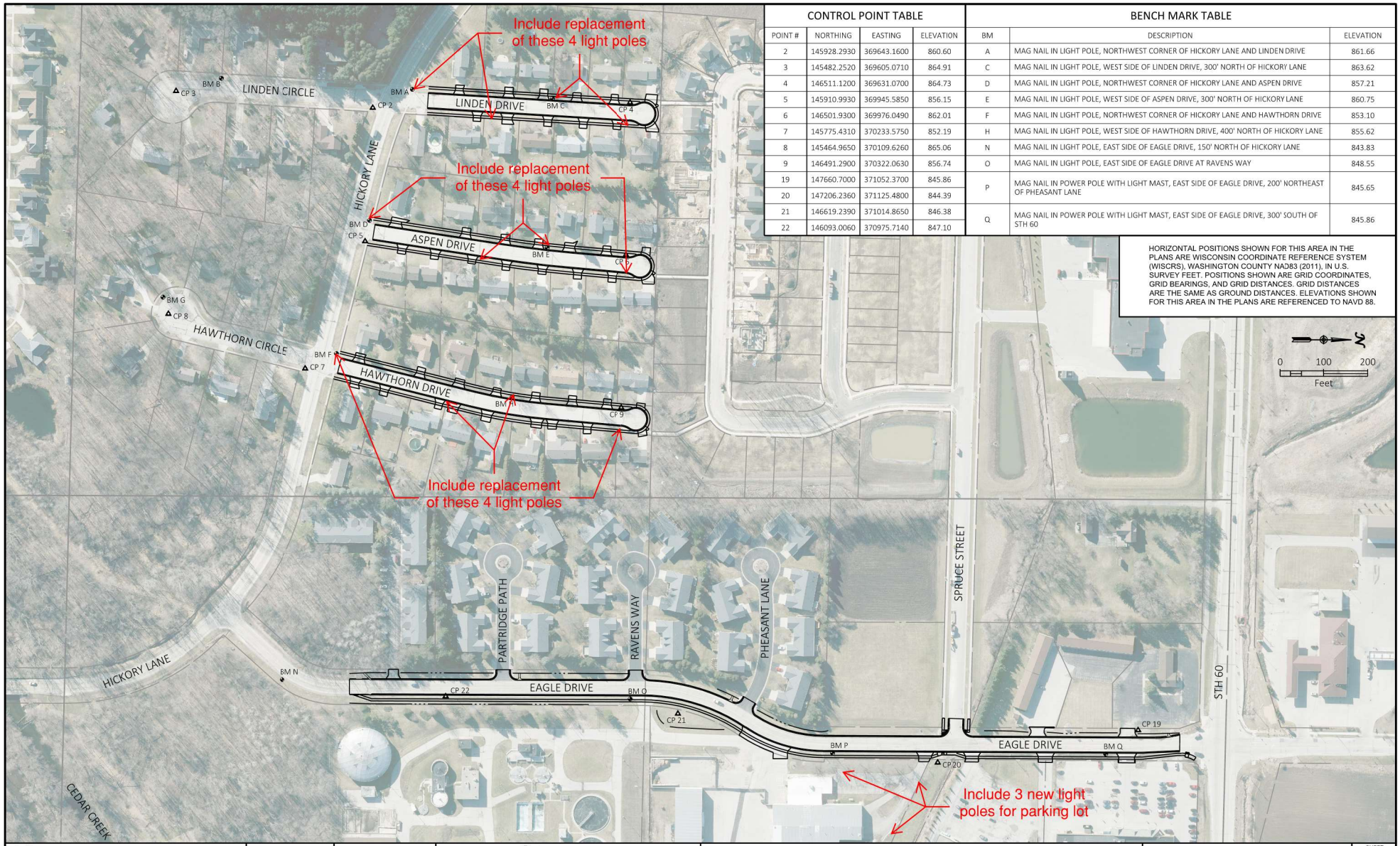
ENGINEER will be compensated by the OWNER for work outlined in the Revised Scope of Services a lump sum amount of $7,842.

Contract Amendment No. 3 increases the lump sum fee for the project from $301,825 (Original w/ Amendment No. 1 and Amendment No. 2) to $309,667.

AUTHORIZATION AND TIMING

A receipt of a signed copy of the CONTRACT AMENDMENT shall be considered as authorization to proceed with the services described.

Submitted by the ENGINEER	Accepted by the OWNER
_____	_____
Jeff Chvosta, Vice President Gremmer & Associates, Inc.	Jack Straehler Director of Public Works
11/14/2025 Date	_____ Date



CONTROL POINT TABLE			
POINT #	NORTHING	EASTING	ELEVATION
2	145928.2930	369643.1600	860.60
3	145482.2520	369605.0710	864.91
4	146511.1200	369631.0700	864.73
5	145910.9930	369945.5850	856.15
6	146501.9300	369976.0490	862.01
7	145775.4310	370233.5750	852.19
8	145464.9650	370109.6260	865.06
9	146491.2900	370322.0630	856.74
19	147660.7000	371052.3700	845.86
20	147206.2360	371125.4800	844.39
21	146619.2390	371014.8650	846.38
22	146093.0060	370975.7140	847.10

BENCH MARK TABLE		
BM	DESCRIPTION	ELEVATION
A	MAG NAIL IN LIGHT POLE, NORTHWEST CORNER OF HICKORY LANE AND LINDEN DRIVE	861.66
C	MAG NAIL IN LIGHT POLE, WEST SIDE OF LINDEN DRIVE, 300' NORTH OF HICKORY LANE	863.62
D	MAG NAIL IN LIGHT POLE, NORTHWEST CORNER OF HICKORY LANE AND ASPEN DRIVE	857.21
E	MAG NAIL IN LIGHT POLE, WEST SIDE OF ASPEN DRIVE, 300' NORTH OF HICKORY LANE	860.75
F	MAG NAIL IN LIGHT POLE, NORTHWEST CORNER OF HICKORY LANE AND HAWTHORN DRIVE	853.10
H	MAG NAIL IN LIGHT POLE, WEST SIDE OF HAWTHORN DRIVE, 400' NORTH OF HICKORY LANE	855.62
N	MAG NAIL IN LIGHT POLE, EAST SIDE OF EAGLE DRIVE, 150' NORTH OF HICKORY LANE	843.83
O	MAG NAIL IN LIGHT POLE, EAST SIDE OF EAGLE DRIVE AT RAVENS WAY	848.55
P	MAG NAIL IN POWER POLE WITH LIGHT MAST, EAST SIDE OF EAGLE DRIVE, 200' NORTHEAST OF PHEASANT LANE	845.65
Q	MAG NAIL IN POWER POLE WITH LIGHT MAST, EAST SIDE OF EAGLE DRIVE, 300' SOUTH OF STH 60	845.86

HORIZONTAL POSITIONS SHOWN FOR THIS AREA IN THE PLANS ARE WISCONSIN COORDINATE REFERENCE SYSTEM (WISCRS), WASHINGTON COUNTY NAD83 (2011), IN U.S. SURVEY FEET. POSITIONS SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES ARE THE SAME AS GROUND DISTANCES. ELEVATIONS SHOWN FOR THIS AREA IN THE PLANS ARE REFERENCED TO NAVD 88.

Revisions:

Job No: VOJ 26-01
Date: 10/14/2025

Designed: CTL
Drawn: EAW
Checked: JAC

GREMMER & Associates, Inc. CONSULTING ENGINEERS

VILLAGE OF JACKSON
EAGLE DRIVE, HAWTHORN DRIVE, ASPEN DRIVE, & LINDEN DRIVE
RECONSTRUCTION

PROJECT OVERVIEW

SHEET

FILE NAME : S:\CURRPROJ\WASHINCO\JACKSON\HICKORY LANE\CIVIL3D\HICKORYLN\SHEETS\HICKORYLN2026\HICKORYLN2026-020201-PO.DWG
LAYOUT NAME - Sheet-01

PLOT DATE : 10/14/2025 1:56 PM
PLOT BY : AARON SARAUER
PLOT SCALE : 1 IN:200 FT

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4

INDEPENDENT AUDITORS' REPORT
AND
FINANCIAL STATEMENTS

FROM DATE OF CREATION
THROUGH SEPTEMBER 15, 2025

DRAFT 12/3/2025

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4

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DRAFT 12/3/2025

Lucida
TAX + ACCOUNTING SOLUTIONS

INDEPENDENT AUDITORS' REPORT

To the Village Board
Village of Jackson, Wisconsin

Opinion
We have audited the accompanying financial statements of the Village of Jackson Tax Incremental District No. 4 (the "District"), which comprise the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues, and Net Costs to be Recovered through Future Tax Increments and Historical Summary of Sources, Uses, and Status of Funds of the Village of Jackson's Tax Incremental District No. 4, and the related notes to the financial statements, from the date the District was created through September 15, 2025.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District and the net project costs recovered through tax increments as of September 15, 2025 and the sources, uses, and status of funds from the date of creation through September 15, 2025, on the basis of the financial reporting provisions of the Wisconsin Department of Revenue as described in Note A.

DRAFT 12/5/2025

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter
As discussed in Note A, the financial statements present only the Village of Jackson Tax Incremental District No. 4 and do not purport to, and do not, present fairly the financial position of the Village of Jackson, Wisconsin as of September 15, 2025, and the changes in its financial position, or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the Unites States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with the reporting provisions of the Wisconsin Department of Revenue as described in Note A; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information
Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. Our opinions on the financial statements are not affected by this missing information.

Supplementary Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's financial statements. The accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management as was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

DRAFT 12/3/2025

To the Village Board
Village of Jackson, Wisconsin

Report on Other Legal and Regulatory Requirements
We have also issued our report dated December 3, 2025 on our tests of its compliance with Wisconsin State Statutes Section 66.1105. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Restrictions on Use
Our report is intended solely for the information and use of the Village of Jackson, Wisconsin, overlapping tax districts, the Wisconsin Department of Revenue and is not intended to be, and should not be, used by anyone other then these specified parties.

Lucida LLC
Lake Geneva, Wisconsin
December 3, 2025

DRAFT 12/3/2025

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4
BALANCE SHEET
September 15, 2025

	Tax Incremental District No. 4
ASSETS	
Cash and investments	$ 7,200
TOTAL ASSETS	7,200
LIABILITIES	
Accounts payable	7,200
TOTAL LIABILITIES	7,200
FUND BALANCES	
Restricted	$ -

DRAFT 12/3/2025

See notes to financial statements

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES
AND NET COST TO BE RECOVERED THROUGH TAX INCREMENTS
From the Date of Creation through September 15, 2025

PROJECT COSTS	
Capital expenditures	$ 8,105,311
Administrative fees	201,760
Professional services	626,860
Development grants/incentives	4,971,981
Tax increment transferred to TID No. 7	796,592
Debt Service:	
Interest and fiscal charges	3,965,330
Debt issuance costs	176,640
TOTAL PROJECT COSTS	18,844,474
PROJECT REVENUES	
Tax increments	12,040,457
Exempt computer aid	81,282
Personal property aid	159,964
Special assessments	265,568
Investment income	148,329
Tax increments from TID No. 2	5,883,618
Settlement from developer	151,237
Contributions for debt service	114,019
TOTAL PROJECT REVENUES	18,844,474
NET COSTS TO BE RECOVERED THROUGH TAX INCREMENTS - SEPTEMBER 15, 2025	$ -
Refund payable to other taxing units	-
BALANCE SEPTEMBER 15, 2025	$ -

DRAFT 12/3/2025

See notes to financial statements

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4
HISTORICAL SUMMARY OF SOURCES, USES AND STATUS OF FUNDS
From the Date of Creation through September 15, 2025

SOURCES OF FUNDS	
Tax increments	$ 12,040,457
Tax increments from TID No. 2	5,883,618
Exempt computer aid	81,282
Personal property aid	159,964
Special assessments	265,568
Investment income	148,329
Proceeds of long-term debt	15,604,207
Settlement from developer	151,237
Contributions for debt service	114,019
TOTAL SOURCES	34,448,681
USES OF FUNDS	
Capital expenditures	8,105,311
Administrative fees	201,760
Professional services	626,860
Development grants/incentives	4,971,981
Tax increment transferred to TID No. 7	796,592
Debt Service:	
Interest and fiscal charges	3,965,330
Principal on long-term debt	15,604,207
Debt issuance costs	176,640
TOTAL USES	34,448,681
FUND BALANCE - SEPTEMBER 15, 2025	-
Refund payable to other taxing units	-
FUND BALANCE - ENDING	$ -

DRAFT 12/3/2025

See notes to financial statements

VILLAGE OF JACKSON
TAX INCREMENTAL DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS
FROM THE DATE OF CREATION THROUGH SEPTEMBER 15, 2025

Note A - Summary of Significant Accounting Policies

The accounting policies of the Village of Jackson Tax Incremental District No. 4 (the "District") conform to accounting principles as applicable to governmental units and as defined by Wisconsin State Statutes section 66.1105.

The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Wisconsin Statutes Section 66.1105 establishes reporting requirements for the District. The significant accounting principles and policies utilized by the Village of Jackson in preparing the financial statements of Tax Incremental District No. 4 are described below.

Financial Reporting Entity

This report contains the financial information of the Village of Jackson Tax Incremental District No.4. The summary statements were prepared from data recorded in the District's fund of the Village of Jackson and are presented in a format prescribed by the Wisconsin Department of Revenue. The major purpose of this report is to determine the status of the District in collecting the proper tax increment to recover all project costs associated with the District. Therefore, the amounts shown in the accompanying financial statements may not necessarily correlate with amounts shown in the general purpose financial statements of the Village of Jackson.

The District was created under the provisions of Chapter 66.1105 of the Wisconsin State Statutes. The purpose of that chapter is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased valuation of the property after the creation of the District. The tax on the increased value is called a tax increment.

The statutes allow a municipality to collect tax increments until the net project costs have been fully recovered, or until 27 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the Village of Jackson. Project costs may be incurred up to five years before the unextended termination date of the District.

Original Project Plan	Creation Date	Termination Date
TID #4	September 28, 1995	April 9, 2025

DRAFT 12/3/2025

Measurement Focus and Basis of Accounting

The District's financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Project plan expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgements, are recorded only when payment is due.

Note A - Summary of Significant Accounting Policies (continued)

District increments are recorded as revenues in the year due. Revenues susceptible to the accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues are recognized when received in cash or when measurable and available.

Use of Estimates

The preparation of the District's financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results could differ from those estimates.

Project Plan Budget

The estimated revenues and expenditures of the District are adopted in the project plan. Those estimates are for the life of the District and may not be comparable to results presented in this report.

Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not liquidated with expendable financial resources, a long-term liability would be shown. The related expenditure is recognized when the liability is liquidated. There were no significant claims or judgements at the end of the period.

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Note B - Cash and Investments

Cash and investments are combined in the financial statements. Vas deposits consist of demand and time deposits with financial institutions and are carried at cost. The District invests its funds in accordance with the provisions of Wisconsin Statutes.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment earnings.

The District, as a fund of the Village of Jackson, maintains separate and common cash and investment accounts at the same financial institutions utilized by the Village. Federal depository insurance and the State of Wisconsin Guarantee Fund insurance apply to the Village of Jackson as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

Note C – Property Taxes

When the District was created, the value of all taxable property within the defined boundaries of the District was determined by the Wisconsin Department of Revenue. This value is known as the base value of the District and remains unchanged through the life of the District unless the Village amends District boundaries to add or remove properties. The Wisconsin Department of Revenue annually certifies the current value of all taxable property within the District.

Note C – Property Taxes (continued)

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on the property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement.

Property taxes collected on the base value are shared with the overlying taxing jurisdictions while property taxes collected on the growth in value, also known as the increment value, are retained by the Village as tax increment revenue. The Village uses the tax increment revenue to pay for approved project plan expenditures.

Note D - Project Plan Amendment

Various amendments to the District's original project plan were approved by the Village Board. Amendments were approved on July 25, 2002, July 22, 2003, and November 16, 2005.

Note E – Tax Increments Transferred from TID No. 2

Excess increments generated from the Village of Jackson Tax Incremental District No. 2 were transferred to Village of Jackson Tax Incremental District No. 4 for a period of five years. An additional five years was added to the tax increments transferred from Tax Incremental District No. 2. The total amounts transferred equaled $5,883,618.

Note F – Contribution to the Village's TID No. 7

In accordance with provisions of Wisconsin Statute Section 66.1105(6)(G), the life of the District was extended one additional year. This statute requires that at least 75 percent of the increment received be used by the Village to improve the Villag's housing stock. The District completed the transfer of $796,592 of tax increment revenue into the Village's housing betterment program during 2025 in accordance with the provisions of Wisconsin Statute Section 66.1105(6)(G).

Note G – Refund to Other Taxing Units

The refund to other taxing units is calculated based on increments collected in excess of project costs using the ratio of tax levies in the 2024 tax roll. There was no refund due to other taxing units as the TID No. 4 fund closed with a deficit that was funded by the Village of Jackson.

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SUPPLEMENTARY INFORMATION

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VILLAGE OF JACKSON

TAX INCREMENTAL DISTRICT NO. 4

DETAILED SUMMARY OF SOURCES, USES AND STATUS OF FUNDS

From Date of Creation Through September 15, 2025

SOURCES OF FUNDS	**1995**	**1996**	**1997**	**1998**	**1999**	**2000**	**2001**	**2002**	**2003**
Tax increments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 31,517
Exempt computer aid	-	-	-	-	-	-	-	-	587
Personal property aid	-	-	-	-	-	-	-	-	-
Special assessments	-	-	-	-	26,557	31,027	29,910	28,792	27,674
Investment income	194	670	42,677	50,093	16,590	5,757	30,652	1,696	-
Tax increments from TID No. 2	-	-	-	-	-	-	-	-	-
Proceeds of long-term debt	55,009	-	1,099,378	1,686,358	184,299	-	1,331,630	320,000	872,219
Settlement from developer	-	-	-	-	-	-	-	-	-
Contributions for debt service	-	-	-	-	-	-	-	-	-
TOTAL SOURCES	55,203	670	1,142,055	1,736,451	227,446	36,784	1,392,192	350,488	931,997
USES OF FUNDS									
Capital expenditures	-	-	228,738	1,449,741	705,289	165,719	832,765	247,144	-
Administrative	2,500	5,802	4,000	4,000	8,087	7,783	8,637	9,638	10,000
Professional services	6,900	38,248	52,819	101,958	138,991	2,996	103,030	22,124	-
Development grants/incentives	-	-	-	-	-	-	-	5,690	97,968
Tax increment to TID No. 7	-	-	-	-	-	-	-	-	-
Interest and fiscal charges	-	2,518	28,814	80,895	131,066	135,626	172,120	184,243	203,882
Principal on long-term debt	-	-	-	32,068	84,265	115,765	127,152	205,411	1,096,803
Debt issuance costs	-	-	13,866	48,064	2,298	-	14,271	-	15,597
TOTAL USES	$ 9,400	$ 46,568	$ 328,237	$ 1,716,726	$ 1,069,996	$ 427,889	$ 1,257,975	$ 674,250	$ 1,424,250

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VILLAGE OF JACKSON

TAX INCREMENTAL DISTRICT NO. 4

DETAILED SUMMARY OF SOURCES, USES AND STATUS OF FUNDS

From Date of Creation Through September 15, 2025

SOURCES OF FUNDS	**2004**	**2005**	**2006**	**2007**	**2008**	**2009**	**2010**	**2011**
Tax increments	$ 74,704	$ 85,847	$ 89,065	$ 143,319	$ 194,861	$ 293,238	$ 470,527	$ 503,048
Exempt computer aid	601	519	446	602	946	1,648	3,051	3,542
Personal property aid	-	-	-	-	-	-	-	-
Special assessments	26,557	25,439	24,322	23,204	22,086	-	-	-
Investment income	-	-	-	-	-	-	-	-
Tax increments from TID No. 2	-	-	-	-	-	287,374	564,845	590,764
Proceeds of long-term debt	2,839,467	1,124,553	-	695,759	1,073,092	-	1,048,458	812,000
Settlement from developer	-	-	-	-	-	-	-	-
Contributions for debt service	-	-	-	-	-	-	-	-
TOTAL SOURCES	2,941,329	1,236,358	113,833	862,884	1,290,985	582,260	2,086,881	1,909,354
USES OF FUNDS								
Capital expenditures	2,620,000	-	44,055	350,609	1,109,769	15,584	1,667	2,650
Administrative	10,000	10,000	10,000	10,000	10,000	10,000	10,000	5,000
Professional services	36,816	58,759	-	-	8,000	-	4,150	4,000
Development grants/incentives	93,024	88,080	195,753	237,078	264,601	335,976	792,801	1,353,192
Tax increment to TID No. 7								
Interest and fiscal charges	176,123	334,535	334,565	321,394	308,450	296,032	264,554	234,998
Principal on long-term debt	199,702	1,712,103	271,992	283,621	1,429,443	422,562	1,421,961	415,315
Debt issuance costs	-	13,173	-	-	41,335	-	11,060	-
TOTAL USES	$ 3,135,665	$ 2,216,650	$ 856,365	$ 1,202,702	$ 3,171,598	$ 1,080,154	$ 2,506,193	$ 2,015,155

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VILLAGE OF JACKSON

TAX INCREMENTAL DISTRICT NO. 4

DETAILED SUMMARY OF SOURCES, USES AND STATUS OF FUNDS

From Date of Creation Through September 15, 2025

SOURCES OF FUNDS	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**
Tax increments	$ 529,613	$ 526,129	$ 649,145	$ 564,850	$ 587,021	$ 751,466	$ 785,271	$ 784,393
Exempt computer aid	2,785	8,055	4,444	3,574	5,004	4,895	4,967	5,088
Personal property aid	-	-	-	-	-	-	-	4,294
Special assessments	-	-	-	-	-	-	-	-
Investment income	-	-	-	-	-	-	-	-
Tax increments from TID No. 2	564,692	607,499	663,755	634,276	669,432	653,224	647,757	-
Proceeds of long-term debt	1,056,374	-	-	1,105,221	-	300,390		-
Settlement from developer	-	-	-	-	-	-	151,237	-
Contributions for debt service	-	-	-	-	-	-	-	3,807,201
TOTAL SOURCES	2,153,464	1,141,683	1,317,344	2,307,921	1,261,457	1,709,975	1,589,232	4,600,976
USES OF FUNDS								
Capital expenditures	2,650	15,139	150	150	150	308,701	4,491	150
Administrative	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Professional services	3,000	6,500	-	-	14,281	10,438	2,300	11,550
Development grants/incentives	357,775	263,923	234,165	119,882	107,294	126,636	93,251	66,444
Tax increment to TID No. 7								
Interest and fiscal charges	261,474	188,454	90,967	80,494	40,912	33,281	24,536	15,018
Principal on long-term debt	1,593,295	1,543,853	487,705	1,549,429	561,578	876,007	530,126	156,324
Debt issuance costs	3,572	-	-	13,404	-	-	-	-
TOTAL USES	$ 2,226,766	$ 2,022,869	$ 817,987	$ 1,768,359	$ 729,215	$ 1,360,063	$ 659,704	$ 254,486

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VILLAGE OF JACKSON

TAX INCREMENTAL DISTRICT NO. 4

DETAILED SUMMARY OF SOURCES, USES AND STATUS OF FUNDS

From Date of Creation Through September 15, 2025

SOURCES OF FUNDS	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**Totals**
Tax increments	$ 834,886	$ 883,835	$ 867,460	$ 831,555	$ 762,115	$ 796,592	$ 12,040,457
Exempt computer aid	5,088	5,088	5,088	5,088	5,088	5,088	81,282
Personal property aid	19,823	26,825	19,822	19,822	19,822	49,556	159,964
Special assessments	-	-	-	-	-	-	265,568
Investment income	-	-	-	-	-	-	148,329
Tax increments from TID No. 2	-	-	-	-	-	-	5,883,618
Proceeds of long-term debt	-	-	-	-	-	-	15,604,207
Settlement from developer	-	-	-	-	-	-	151,237
Contributions for debt service	(1,861,444)	163,648	170,500	(1,000,000)		(1,165,886)	114,019
TOTAL SOURCES	(1,001,647)	1,079,396	1,062,870	(143,535)	787,025	(314,650)	34,448,681
USES OF FUNDS							
Capital expenditures	-	-	-	-	-	-	8,105,311
Administrative	12,125	1,650	1,650	1,788	1,900	7,200	201,760
Professional services	-	-	-	-	-	-	626,860
Development grants/incentives	60,302	60,302	17,844	-	-	-	4,971,981
Tax increment to TID No. 7						796,592	796,592
Interest and fiscal charges	11,035	6,748	2,596	-	-	-	3,965,330
Principal on long-term debt	162,923	156,900	167,904	-	-	-	15,604,207
Debt issuance costs	-	-	-	-	-	-	176,640
TOTAL USES	$ 246,385	$ 225,600	$ 189,994	$ 1,788	$ 1,900	$ 803,792	$ 34,448,681

Fund Balance September 15, 2025	$ -
Refund payable to overlying districts	-
Balance	$ -

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Lucida
TAX + ACCOUNTING SOLUTIONS

INDEPENDENT AUDITORS' REPORT ON OTHER LEGAL AND REGULATORY COMPLIANCE

To the Village Board of the
Village of Jackson

We have audited the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments and the related Historical Summary of Sources, Uses and Status of Funds of the Village of Jackson Tax Incremental District No. 4 (District) as of September 15, 2025 and from the date the District was created through September 15, 2025 and have issued our report thereon dated December 3, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance with State Statutes Section 66.1105
In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with Wisconsin State Statutes Section 66.1105, insofar as it relates to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced statute, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the Village Board, management, and the overlapping taxing districts and is not intended to be, and should not be, used by anyone other than the specified parties.

DRAFT 12/3/2025

Lucida LLC
Lake Geneva, Wisconsin
December 3, 2025

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: November 20, 2025

Agenda Item: Item #4

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections and Zoning

Subject: Conditional Use Review – Jackson Preparatory Academy – N168 W22224 Main Street – Jasmine Gray

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Background and Analysis:

The applicant is proposing to open a day care facility within the current West Side Mart complex located at N168 W22224 Main Street located on the northwest corner of Highway 60 and County Trunk P. The proposed tenant space is located in the lower level of the building and was previously home to Kiddie Kampus which operated there from 1995 to 2024 as a childcare center for children aged 6 weeks to 12 years with an enrollment of 65 kids. General hours of operation will be from 6:30 am to 5:00 pm serving children aged 6 weeks to 5-years.

The tenant space is comprised of roughly 5,900 sq. ft. and contains five classrooms, office, mechanical, and toilet rooms as well as a kitchen area. There is also a fenced play area located along the west side of the building that is directly accessible from interior classrooms. There are 22 parking spaces including one ADA van-accessible space available in the adjacent parking lot that serves the lower level. Under Village Ordinance Section 48-177, one parking space for each employee is required. The application does not indicate the total number of employees anticipated.

The main floor of the multi-tenant building contains a variety of uses including a convenience store, insurance office, restaurant, and nail salon. These businesses operate at independent times between 4:00 am and midnight.

Under Wisconsin law, no person may provide care and supervision for four (4) or more children under the age of 7 for less than 24 hours a day unless that person obtains a license to operate a childcare center from the State of WI – Department of Children and Families. A *Licensed Group Child Care Center* may provide care for nine or more children.

Comprehensive Plan & Zoning Impacts:

The property is designated as General Commercial under the current Comprehensive Plan and currently zoned Planned Unit Development (PUD). Future rezoning will likely categorize the property as C-1 Community Business District. There are no anticipated current or future impacts to either the Comprehensive Plan or zoning designation.

Site Plan:

See attached location map and floor plan.

Additional Staff Comments:

Building Inspection and Zoning

Staff recommends approval of the Conditional Use request for Jackson Preparatory Academy as detailed below.

Review Procedures:

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

Notice Requirements:

- Posting on the agenda
- Notification of all contiguous property owners
- Publication of a Class II Legal Notice is required prior to the Public Hearing

Potential Action:

Motion to recommend the Village Board approve the conditional use request for Jackson Preparatory Academy subject to the following requirements:

1. Owner/operator shall maintain a license as a Licensed Group Child Care Center, issued by the State of WI - Department of Children and Families.
2. Upon receipt of a complaint, the conditional use approval may be subject to review, suspension, and/or revocation by the Village of Jackson.

Attachments:

1. Staff Memo
2. PC Application
3. Location Map and Floor Plan

Village of Jackson

PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☐ INDUSTRIAL ☐ RESIDENTIAL ☐ OTHER _____

☑ CONDITIONAL USE
- ☐ New
- ☑ Amendment
- ☐ Special Use (For existing Cond. Use ONLY)

☐ PLANNED UNIT DEVELOPMENT
- ☐ New
- ☐ Amendment
- ☐ Special Use (For existing PUD ONLY)

☐ CERTIFIED SURVEY MAP
☐ CONCEPT PLAN
☐ COMP. PLAN AMENDMENT
☐ OTHER _____

Property Address: N168 W2224 Main Street Jackson WI. 53037 Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: _____ sq. ft. Building Area: 8744 sq. ft.

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

APPLICANT INFORMATION

Name(s): Jackson Prepartory Academy (Childcare Center)

Mailing Address: 3840 WIS Hwy 60 Slinger WI 53086 State WI Zip 53086

Office: (414) 940-0483 Cell: (414) 349-6868 Fax: (262) 395-4202

Email: Jasminenoyal90@gmail.com

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: Jackson Preparatory Academy (childcare Service)

D/B/A: JPA FEIN #: 39-3596711

Mailing Address: 3840 WIS Hwy 60 Slinger State WI Zip 53086

Office: (414) 940-0483 Cell: (414) 349-6868 Fax: (____) _____

Email: Jasminenoyal90@gmail.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Jagdeep (Landlord)

Address: [redacted] N168 W2224 Main Street State WI Zip 53086

Office: (262) 677-1110 Cell: (262) 359-0070 Fax: (____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION *(Circle One)*

Firm Name: _____

Primary Contact: _____

Address: _____ State _____ Zip _____

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

Email: _____

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: I intend to use The Building For A Childcare Center.

The Building is Currently Zone For @Childcare Service

Provide a brief overview of proposed use(s) of entire property and/or lease space: To Continue to Use it as a Operating Child Care Service Offering Service to Children From the ages of 12weeks - 5yrs old

Hours of Operation: Mon - Sat. From 6:30am - 5:00pm

Provide a brief overview of proposed daily on-site operations: Daily Onsite operations will be used For a Childcare Center/Pre-school

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: Pizza Restaurant, Nail Salon, Gas, station,

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.: Will Pay a Professional land scaper To keep up lawn maitnence.

Describe any proposed on-site security measures including site lighting: The build will be equipt Door With Security Camera servalance With 24 hrs of Access.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): We have 4-5 Onsite Serviced Fire alarms.

Describe the projected traffic circulation and impacts: We have private lot dedicated to the childcare building only

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)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: replace the business information with current construction and sizes. There will be no construction changes being made.

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

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

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: 10-15 parking spots. NO identified handicap parking.

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.

You MUST sign and date this Application!

Applicant Name (Print): Jasmine Gray

Applicant Signature: Jasmine Gray

Co-Applicant Name (Print): _____

C0-Applicant Signature: _____

Date of Application: 10/25/25

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

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

QUESTIONS?

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

TERMS OF THIS PERMIT

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

---------- THIS PAGE FOR VILLAGE USE ONLY ----------

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: 175.00

Amount: $ 10/28/25

Payment Type: (CH) / CC / (CASH)

Check/Rcpt. #: 304597 / 296379

Received By: _____

VILLAGE OF JACKSON
N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 304597
Date: 10/28/2025
Cash

RECEIVED FROM JASMINE GRAY $125.00

Type of Payment	Description	Amount
Accounting	PLANNING / ZONING FEES	125.00
	JACKSON ACADEMY/JASMINE GRAY	

TOTAL RECEIVED 125.00

Receipt Memo: PLAN COMM JACKSON PREP ACADMY/CASH

N168 W22224 Main Street



10/30/2025, 11:18:08 AM

Address Point
Road Centerline STH, CTH
State Highway
County Highway
Ramp
Current Parcel
Parcel Taxkey & Acreage
Leader Lines
Certified Survey Number
Lot Number
Meander Line
Municipality
Right-of-Way
Plat
Certified Survey Map
Lot
PLSS Quarter
PLSS Section
PLSS Boundary
Ortho2024
Red: Red
Green: Green
Blue: Blue

1:1,200

0 75 150 300 ft

0 20 40 80 m

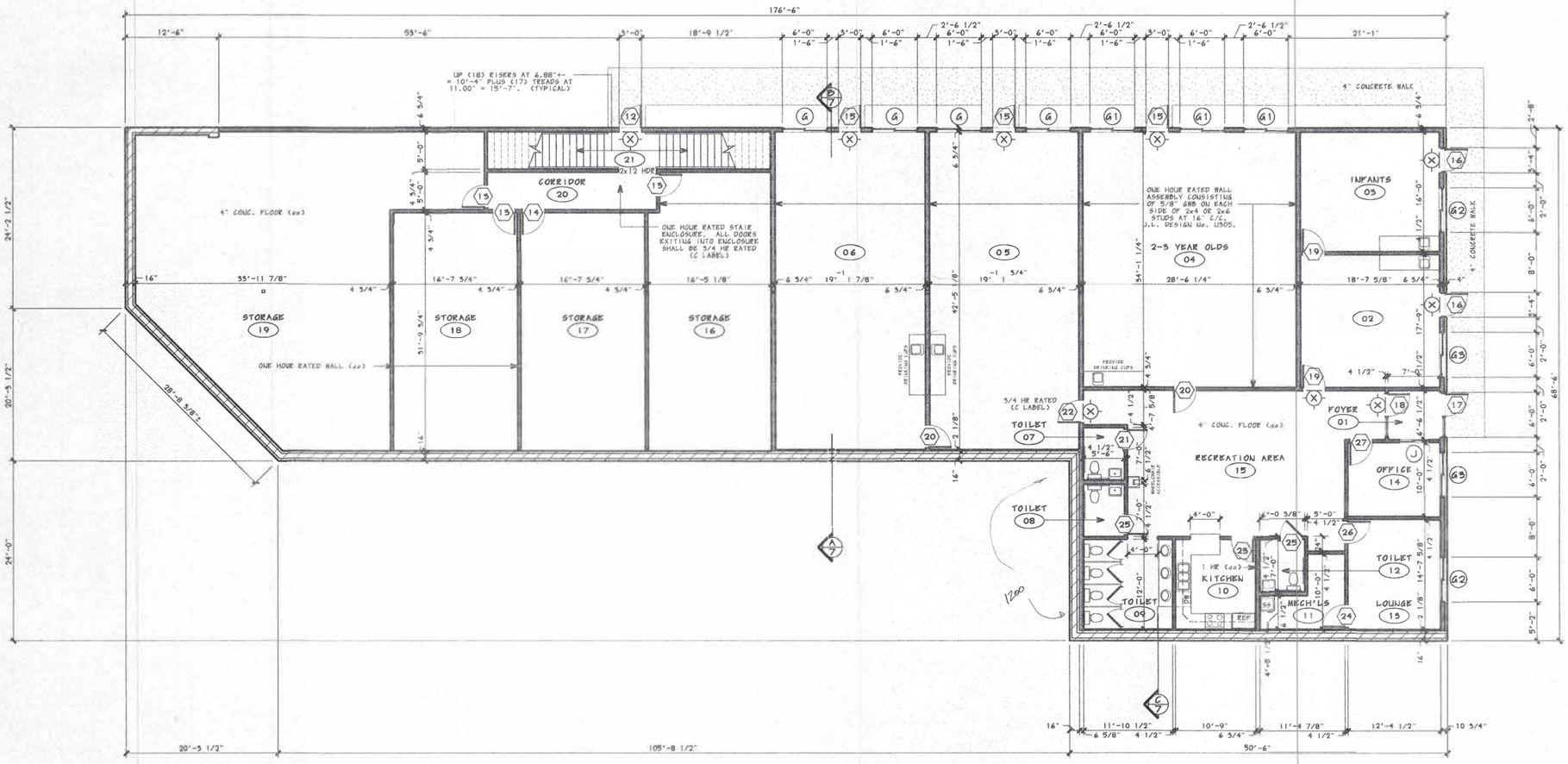
JPStorrs Co
ARCHITECTURE
5468A HIGHWAY P
WEST BEND, WI 53095
Telephone (414) 338 - 6895
Telefax (414) 338 - 6190

ROBERT BACH CONSTRUCTION INC

Main Street Station

STEVE KEARNS
W221 N16891 HIGHWAY "P"
JACKSON, WISCONSIN

1854



BASEMENT PLAN

Total 9054.25
- 400
8654.25
+ 800
17305.50

REVISIONS
13 MARCH 1995
24 MARCH 1995

SHEET CONTENTS
BASEMENT PLAN

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DATE
08 DECEMBER 1994

PROJECT NUMBER
94088

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4

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: October 16, 2025

Agenda Item: Item #3

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections and Zoning

Subject: Ordinance #25-12 – Amending Certain Sections of Village Ordinance Chapter 16 – Environment

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Background and Analysis:

The current floodplain ordinance was updated in January of 2022. A more recent "model ordinance" was released by the WI-DNR on March 10, 2022, requiring minor updates to the current Village ordinance.

The ordinance update also includes references to currently adopted Flood Storage Maps. The update incorporates revisions to the Flood Storage Maps with an effective date of February 20, 2026.

Comprehensive Plan & Zoning Impacts:

There are no impacts to the current Comprehensive Plan. Zoning impacts primarily include germane language updates to Chapter 16 – Environment. Any impacts to the Village Zoning Map will be incorporated under the zoning code update currently in progress.

Site Plan:

None

Additional Staff Comments:

Building Inspection and Zoning

Staff recommends approval of Ordinance #25-12 as presented.

Review Procedures:

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

Notice Requirements:

- Posting on the agenda
- Publication of a Class II Legal Notice is required prior to the Public Hearing

Potential Action:

Motion to recommend the Village Board approve Ordinance #25-12 repealing and recreating or amending certain sections of Chapter 16 - Environment.

Attachments:

1. Staff Memo
2. Chapter 16 – Environment (with DNR edits)
3. Ordinance #25-12 (DRAFT)
4. Flood Storage Maps (Panel #8 and Panel #9)

Chapter 16 ENVIRONMENT[1]

DNR note: There are a few other changes needed to update your ordinance to meet state and federal minimum standards. I have added the language in for you in RED text throughout this document. One quick note for you, counties have a Board of Adjustment and Cities/villages have a Board of Appeals, so I have made that correction below.

ARTICLE I. IN GENERAL

Secs. 16-1—16-18. Reserved.

ARTICLE II. FLOOD PREVENTION AND DAMAGE CONTROL

DIVISION 1. GENERALLY

Sec. 16-19. Statutory authorization.

This article is adopted pursuant to the authorization in Wis. Stats. §§ 61.35 and 62.23 for villages and cities; Wis. Stats. §§ 59.69, 59.692, and 59.694 for counties; and the requirements in Wis. Stats. § 87.30.

(Ord. No. 13-06, § 23.1.1; Ord. No. 21-11, § I)

Sec. 16-20. Finding of fact.

Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare and tax base.

(Ord. No. 13-06, § 23.1.2; Ord. No. 21-11, § I)

Sec. 16-21. Statement of purpose.

This article is intended to regulate floodplain development to:

(1) Protect life, health and property;

[1]State law reference(s)—Municipal zoning of wetlands in shorelands, Wis. Stats. § 62.231; construction site erosion control and storm water management zoning, Wis. Stats. § 62.234; groundwater protection standards, Wis. Stats. § 160.001 et seq.; environmental regulation generally, Wis. Stats. § 280.01 et seq.; air pollution generally, Wis. Stats. § 285.01 et seq.; requirements for floodplain regulation, Wis. Stats. § 87.30; flood control, Wis. Stats. § 87.01 et seq.; water conservation and animal waste management, Wis. Stats. § 92.01 et seq.; ground water protection standards, Wis. Stats. § 160.001 et seq.; smoke as health hazard, Wis. Stats. § 254.57; environmental health, Wis. Stats. § 251.04 et seq.

(2) Minimize expenditures of public funds for flood control projects;

(3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;

(4) Minimize business interruptions and other economic disruptions;

(5) Minimize damage to public facilities in the floodplain;

(6) Minimize the occurrence of future flood blight areas in the floodplain;

(7) Discourage the victimization of unwary land and homebuyers;

(8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and

(9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

(Ord. No. 13-06, § 23.1.3; Ord. No. 21-11, § I)

Sec. 16-22. Title.

This article shall be known as the "Floodplain Zoning Ordinance for the Village of Jackson, Wisconsin."

(Ord. No. 13-06, § 23.1.4; Ord. No. 21-11, § I)

Sec. 16-23. General provisions.

(a) *Areas to be regulated.* This article regulates all areas that would be covered by the regional flood or base flood as shown on the flood insurance rate map (FIRM) or other maps approved by DNR. Base flood elevations are derived from the flood profiles in the flood insurance study (FIS) and are shown as AE, A1-30, and AH zones on the FIRM. Other regulatory zones are displayed as A and AO zones. Regional flood elevations (RFE) may be derived from other studies. If more than one map or revision is referenced, the most restrictive information shall apply.

(b) *Official maps and revisions.* Special flood hazard areas (SFHA) are designated as zones A, A1-30, AE, AH, AO, on the flood insurance rate maps (FIRMs) based on flood hazard analyses summarized in the flood insurance study (FIS) listed in subsection (1) below. Additional flood hazard areas subject to regulation under this article are identified on maps based on studies approved by the DNR and listed in subsection (2) below. These maps and revisions are on file in the office of the zoning administrator, Village of Jackson.

(1) Official maps: Based on the flood insurance study (FIS):

a. Flood insurance rate map (FIRM), panel numbers 55131C0254E, 55131C0258E, 55131C0259E, 55131C0266E, 55131C0267E; dated 02/25/2022;

b. Flood insurance study (FIS) volumes 55131CV001C, 55131CV002C, 55131CV003C, 55131CV004C, 55131CV005C, 55131CV006C for Washington County here, dated 02/20/2026.

Approved by: The DNR and FEMA

(2) Official maps: Based on other studies. Any maps referenced in this section must be approved by the DNR and be more restrictive than those based on the FIS at the site of the proposed development.

a. Washington County and incorporated areas flood storage districts, Panel 8 dated 02/20/2026.

b. Washington County and incorporated areas flood storage districts, Panel 9 dated 02/20/2026.

Approved by: The DNR and FEMA

(c) *Establishment of floodplain zoning districts.* The regional floodplain areas are divided into districts as follows:

(1) The floodway district (FW), is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters, within AE Zones as shown on the FIRM, or within A Zones shown on the FIRM when determined according to section 16-146.

(2) The floodfringe district (FF) is that portion of a riverine special flood hazard area outside the floodway within AE Zones on the FIRM, or, when floodway limits have been determined according to section 16-146, within A Zones shown on the FIRM.

(3) The general floodplain district (GFP) is those riverine areas that may be covered by floodwater during the regional flood in which a floodway boundary has not been delineated on the FIRM and also includes shallow flooding areas identified as AH and AO zones on the FIRM.

(4) The flood storage district (FSD) is that area of the floodplain where storage of floodwaters is calculated to reduce the regional flood discharge.

(d) *Locating floodplain boundaries.* Discrepancies between the exterior boundaries of zones A1-30, AE, AH, or A on the official floodplain zoning map and actual field conditions may be resolved using the criteria in subsections (1) or (2) below. If a significant difference exists, the map shall be amended according to division 8, Amendments. The zoning administrator can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The zoning administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined. Disputes between the zoning administrator and an applicant over the district boundary line shall be settled according to section 16-195(3) and the criteria in (1) and (2) below. Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to division 8, Amendments.

(1) If flood profiles exist; the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.

(2) Where flood profiles do not exist for projects, including any boundary of zone A, AO, the location of the boundary shall be determined by the map scale.

(e) *Removal of lands from floodplain.*

(1) Compliance with the provisions of this article shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to division 8, Amendments.

(2) The delineation of any of the floodplain districts may be revised by the community where natural or man-made changes have occurred and/or where more detailed studies have been conducted. However, prior to any such change, approval must be obtained from the Wisconsin Department of Natural Resources and Federal Emergency Management Agency. A completed letter of map revision is a record of this approval. The floodplain administrator shall not sign a community acknowledgement form unless all criteria set forth in the following paragraphs are met:

a. The land and/or land around the structure must be filled at least two feet above the regional or base flood elevation;

b. The fill must be contiguous to land outside the floodplain; Applicant shall obtain floodplain development permit before applying for a LOMR or LOMR-F;

(3) Removal of lands from the floodplain may also occur by operation of Wis. Stat § 87.30(1)(e). if a property owner has obtained a letter of map amendment from the federal emergency management agency under 44 C.F.R. 70.

(f) *Compliance.*

(1) No structure or use within areas regulated by this article shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged, or altered without full compliance with the terms of these regulations and all other applicable regulations that apply to uses within the jurisdiction of these regulations.

(2) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with section 16-24.

(3) Floodplain development permits issued on the basis of plans and applications approved by the floodplain administrator authorize only the use, and arrangement, set forth in such approved plans and applications, or amendments thereto if approved by the floodplain administrator. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and punishable in accordance with section 16-24.

(g) *Municipalities and state agencies regulated.* Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this article and obtain all necessary permits. State agencies are required to comply if Wis. Stats. § 13.48(13) applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the state department of transportation is exempt when Wis. Stats. § 30.2022 applies. Although exempt from a local zoning permit and permit fees, DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with federal, state, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

(h) *Abrogation and greater restrictions.*

(1) This article supersedes all the provisions of any municipal zoning ordinance enacted under Wis. Stats. §§ 59.69, 59.692 or 59.694 for counties; Wis. Stats. § 62.23 for cities; Wis. Stats. § 61.35 for villages; or Wis. Stats. § 87.30, which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.

(2) This article is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. If this article imposes greater restrictions, the provisions of this article shall prevail.

(i) *Interpretation.* In their interpretation and application, the provisions of this article are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by state statutes. If a provision of this article, required by Wis. Admin. Code ch. NR 116, is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of the ordinance from which this article is derived or in effect on the date of the most recent text amendment to this article.

(j) *Warning and disclaimer of liability.* The flood protection standards in this article are based on engineering experience and research. Larger floods may occur, or the flood height may be increased by manmade or natural causes. This article does not imply or guarantee that nonfloodplain areas or permitted floodplain

uses will be free from flooding and flood damages. This article does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this article.

(k) *Severability.* Should any portion of this article be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this article shall not be affected.

(l) *Annexed areas for cities and villages.* The Washington County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of Wis. Admin. Code ch. NR 116 and 44 CFR 59—72, National Flood Insurance Program (NFIP). These annexed lands are described on the municipality's official zoning map. Washington County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal zoning administrator. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

(Ord. No. 13-06, § 23.1.5; Ord. No. 21-11, § I)

Sec. 16-24. Enforcement and penalties.

Any violation of the provisions of this article by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not more than $50.00, together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this article is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to Wis. Stats. § 87.30.

(Ord. No. 13-06, § 23.9.0; Ord. No. 21-11, § I)

Sec. 16-25. Definitions.

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~ Unless specifically defined, words and phrases in this ordinance shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

A zones means those areas shown on the official floodplain zoning map which would be inundated by the regional flood. These areas may be numbered or unnumbered A zones. The A zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

AH zone. See *Area of shallow flooding.*

AO zone. See *Area of shallow flooding.*

Accessory structure or *use* means a facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.

Alteration means an enhancement, upgrading or substantial change or modifications other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.

Area of shallow flooding means a designated AO, AH, AR/AO, AR/AH, or VO zone on a community's flood insurance rate map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.

Base flood means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.

Basement means any enclosed area of a building having its floor sub-grade on all sides.

Building. See *Structure.*

Bulkhead line means a geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the department pursuant to Wis. Stats. § 30.11 and which allows limited filling between this bulkhead line and the original ordinary high-water mark, except where such filling is prohibited by the floodway provisions of this article.

Campground means any parcel of land which is designed, maintained, intended or used for the purpose of providing sites for nonpermanent overnight use by four or more camping units, or which is advertised or represented as a camping area.

Camping unit means any portable device, no more than 400 square feet in area, used as a temporary shelter, including, but not limited to, a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.

Certificate of compliance means a certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this article.

Channel means a natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

Crawlways or *crawl space* means an enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.

Deck means an unenclosed exterior structure that has no roof or sides, but has a permeable floor which allows the infiltration of precipitation.

Department means the state department of natural resources.

Development means any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

Dryland access means a vehicular access route which is above the regional flood elevation, and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.

Encroachment means any fill, structure, equipment, use or development in the floodway.

Federal Emergency Management Agency (FEMA) means the federal agency that administers the National Flood Insurance Program.

Flood or *flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:

(1) The overflow or rise of inland waters;

(2) The rapid accumulation or runoff of surface waters from any source;

(3) The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or

(4) The sudden increase caused by an unusually high-water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.

Flood frequency means the probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average, once in a specified number of years or as a percent chance of occurring in any given year.

Flood fringe means that portion of the floodplain outside of the floodway which is covered by floodwaters during the regional flood and associated with standing water rather than flowing water.

Flood hazard boundary map means a map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a flood insurance study and a flood insurance rate map.

Flood insurance rate map (FIRM) means a map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.

Flood insurance study means a technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-zones. Flood insurance rate maps, that accompany the flood insurance study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.

Flood profile means a graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Flood protection elevation means an elevation of two feet of freeboard above the water surface profile elevation designated for the regional flood. (Also see *Freeboard.*)

Flood storage means those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.

Floodplain means land which has been or may be covered by floodwater during the regional flood. It includes the floodway and the flood fringe and may include other designated floodplain areas for regulatory purposes.

Floodplain island means a natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

Floodplain management means policy and procedures to ensure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.

Floodproofing means any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.

Floodway means the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.

Freeboard means a safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.

Habitable structure means any structure or portion thereof used or designed for human habitation.

Hearing notice means publication or posting meeting the requirements of Wis. Stats. ch. 985. For appeals, a Class 1 notice, published once at least one week (seven days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (seven days) before the hearing, is required. Local ordinances or bylaws may require additional notice, exceeding these minimums.

High flood damage potential means damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

Highest adjacent grade means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure means any structure that is either:

(1) Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

(2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

(3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or

(4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior; or by the Secretary of the Interior in states without approved programs.

Increase in regional flood height means a calculated upward rise in the regional flood elevation greater than 0.00 feet, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.

Land use means any nonstructural use made of unimproved or improved real estate. (Also see *Development.*)

Lowest adjacent grade means elevation of the lowest ground surface that touches any of the exterior walls of a building.

Lowest floor means the lowest floor of the lowest enclosed area (including basement). ~~An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of 44 CFR 60.3~~*.(this portion of the definition is only needed for COASTAL AREAS, so it can be deleted)*

Maintenance means the act or process of restoring to original soundness, including redecorating, refinishing, nonstructural repairs, or the replacement of existing fixtures, systems or equipment, with equivalent fixtures, systems or structures.

Manufactured home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."

Mobile/manufactured home park or *subdivision* means a parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.

Mobile/manufactured home park or *subdivision*, existing, means a parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of the ordinance from which this article is derived. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.

Mobile/manufactured home park, expansion to existing, means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading or the pouring of concrete pads.

Mobile recreational vehicle means a vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."

Model, corrected effective, means a hydraulic engineering model that corrects any errors that occur in the duplicate effective model, adds any additional cross sections to the duplicate effective model, or incorporates more detailed topographic information than that used in the current effective model.

Model, duplicate effective, means a copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.

Model, effective, means the hydraulic engineering model that was used to produce the current effective flood insurance study.

Model, existing (pre-project), means a modification of the duplicate effective model or corrected effective model to reflect any manmade modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the corrected effective model or duplicate effective model.

Model, revised (post-project), means a modification of the existing or pre-project conditions model, duplicate effective model or corrected effective model to reflect revised or post-project conditions.

Municipality or *municipal* means the county, village or village governmental units enacting, administering and enforcing this article.

NAVD or *North American Vertical Datum* means elevations referenced to mean sea level datum, 1988 adjustment.

New construction, structures for which the start of construction commenced on or after the effective date of floodplain zoning regulations adopted by this community and includes any subsequent improvements to such structures.

NGVD or *National Geodetic Vertical Datum* means elevations referenced to mean sea level datum, 1929 adjustment.

Nonconforming structure means an existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this article for the area of the floodplain which it occupies. (For example, an existing residential structure in the flood fringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)

Nonconforming use means an existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this article for the area of the floodplain which it occupies. (Such as a residence in the floodway.)

Obstruction to flow means any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.

Official floodplain zoning map means that map, adopted and made part of this article, as described in section 16-23(b), which has been approved by the department and FEMA.

Open space use means those uses having a relatively low flood damage potential and not involving structures.

Ordinary high-water mark means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

Person means an individual, or group of individuals, corporation, partnership, association, municipality or state agency.

Private sewage system means a sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. The term "private sewage system" also means an alternative sewage system approved by the department of safety and professional services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure.

Public utilities means those utilities using underground or overhead transmission lines, such as electric, telephone and telegraph, and distribution and collection systems, such as water, sanitary sewer and storm sewer.

Reasonably safe from flooding means base floodwaters will not inundate the land or damage structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

Regional flood means a flood determined to be representative of large floods known to have occurred in the state. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.

Start of construction means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lake bed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.

Subdivision has the meaning given in Wis. Stats. § 236.02(12).

Substantial damage means damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.

Substantial improvement means any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term "substantial improvement" does not, however, include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Unnecessary hardship means where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.

Variance means an authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.

Violation means the failure of a structure or other development to be fully compliant with the floodplain zoning ordinance. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.

Water surface profile means a graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

Watershed means the entire region contributing runoff or surface water to a watercourse or body of water.

Well means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

(Ord. No. 13-06, § 23.10.0; Ord. No. 21-11, § I)

Secs. 16-26—16-49. Reserved.

DIVISION 2. GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS

Sec. 16-50. Basic requirements.

(a) The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy; be constructed with flood-resistant materials; be constructed to minimize flood damages and to ensure that utility and mechanical equipment must be elevated to or above the flood protection elevation and is designed and/or located so as to prevent water from entering or accumulating within the equipment during conditions of flooding.

(b) If a subdivision or other proposed new development is in a flood-prone area, the community shall assure that:

(1) Such proposed subdivision or other proposed new development is consistent with the need to minimize flood damage within the flood-prone area;

(2) Public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and

(3) Adequate drainage is provided to reduce exposure to flood hazards.

All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this article and all other requirements in section 16-193(b).

(Ord. No. 13-06, § 23.2.0; Ord. No. 21-11, § I)

Sec. 16-51. Hydraulic and hydrologic analyses.

(a) No floodplain development shall:

(1) Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or

(2) Cause any increase in the regional flood height due to floodplain storage area lost.

(b) The zoning administrator shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of division 8 of this article are met.

(Ord. No. 13-06, § 23.2.1; Ord. No. 21-11, § I)

Sec. 16-52. Watercourse alterations.

(a) No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the department and FEMA regional offices, and required the applicant to secure all necessary state and federal permits. The standards of section 16-51 must be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

(b) As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to division 8 of this article, the community shall apply for a letter of map revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNR through the LOMC process.

(Ord. No. 13-06, § 23.2.2; Ord. No. 21-11, § I)

Sec. 16-53. Wis. Stats. chs. 30 and 31, development.

Development which requires a permit from the department, under Wis. Stats. chs. 30 and 31, such as docks, piers, wharves, bridges, culverts, dams and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodplain zoning ordinance are made according to division 8 of this division.

(Ord. No. 13-06, § 23.2.3; Ord. No. 21-11, § I)

Sec. 16-54. Public or private campgrounds.

Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

(1) The campground is approved by the department of agriculture, trade and consumer protection;

(2) A land use permit for the campground is issued by the zoning administrator;

(3) The character of the river system and the campground elevation are such that a 72-hour warning of an impending flood can be given to all campground occupants;

(4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or zoning administrator, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

(5) This agreement shall be for no more than one calendar year, at which time the agreement shall be reviewed and updated, by the officials identified in subsection (4) of this section, to remain in compliance with all applicable regulations, including those of the state department of agriculture, trade and consumer protection and all other applicable regulations;

(6) Only camping units that are fully licensed, if required, and ready for highway use are allowed;

(7) The camping units shall not occupy any site in the campground for more than 180 consecutive days, at which time the camping unit must be removed from the floodplain for a minimum of 24 hours;

a. A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

(8) All camping units that remain on site for more than 30 days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit for a period not to exceed 180 days and shall ensure compliance with all the provisions of this section;

(9) The municipality shall monitor the limited authorizations issued by the campground operator to ensure compliance with the terms of this section;

(10) All camping units that remain in place for more than 180 consecutive days must meet the applicable requirements in either division 3, 4 or 5 of this article for the floodplain district in which the structure is located;

(11) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued; and

(12) All service facilities, including, but not limited to, refuse collection, electrical service, gas lines, propane tanks, sewage systems and wells, shall be properly anchored and placed at or floodproofed to the flood protection elevation.

(13) Standards for structures in a campground:

a. All structures must comply with section 2.4 or meet the applicable requirements in ss. 3.0, 4.0, or 5.1 for the floodplain district in which the structure is located;
b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided

that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the written agreement with the municipality compliant with section 2.4(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.

d. Camping equipment and appurtenant equipment in the campground may be allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section 2.4(4).

e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 2.4(4).

2) A land use permit shall be obtained as provided under 7.1(2) before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

(Ord. No. 13-06, § 23.2.4; Ord. No. 21-11, § I)

Secs. 16-55—16-81. Reserved.

DIVISION 3. FLOODWAY DISTRICT (FW)

Sec. 16-82. Applicability.

This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to section 16-149.

(Ord. No. 13-06, § 23.3.1; Ord. No. 21-11, § I)

Sec. 16-83. Permitted uses.

The following open space uses are allowed in the floodway district and the floodway areas of the general floodplain district, if they are not prohibited by any other ordinance, they meet the standards in section 16-84 and 16-85, and all permits or certificates have been issued according to section 16-193.

(1) Agricultural uses, such as farming, outdoor plant nurseries, horticulture, viticulture and wild crop harvesting.

(2) Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.

(3) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of section 16-84(d).

(4) Uses or structures accessory to open space uses or classified as historic structures that comply with sections 16-84 and 16-85.

(5) Extraction of sand, gravel or other materials that comply with section 16-84(d).

(6) Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with Wis. Stats. chs. 30 and 31.

(7) Public utilities, streets and bridges that comply with section 16-83(c).

(8) Portable latrines that are removed prior to flooding and systems associated with recreational areas and department-approved campgrounds that meet the applicable provisions of local ordinances and ch. SPS 383, Wis. Adm. Code.

(9) Public or private wells used to obtain potable water for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.

(10) Wastewater treatment ponds or facilities permitted under § NR 110.15(3)(b), Wis. Adm. Code.

(11) Sanitary sewer or water supply lines to service existing or proposed development located outside the floodway that complies with the regulations for the floodplain area occupied.

(Ord. No. 13-06, § 23.3.2; Ord. No. 21-11, § I)

Sec. 16-84. Standards for developments in the floodway.

(a) *Generally.*

(1) Any development in the floodway shall comply with division 2 of this article and have a low flood damage potential.

(2) Applicants shall provide the following data to determine the effects of the proposal according to sections 16-51 and 16-193(b)(3):

a. A cross section elevation view of the proposal, perpendicular to the watercourse, showing if the proposed development will obstruct flow; or

b. An analysis calculating the effects of this proposal on regional flood height.

c. The analysis must be completed by a registered professional engineer in the state of Wisconsin.

(3) Any encroachment in the regulatory floodway is prohibited unless the data submitted for section 16-84(a)(2) above demonstrates that the encroachment will cause no increase in flood elevations in flood events up to the base flood at any location or removes the encroached area from the regulatory floodway as provided in section 16-23(d)(2).

(b) *Structures.* Structures accessory to permanent open space uses or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

(1) Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage;

(2) Shall either have the lowest floor elevated to or above the flood protection elevation or shall meet all the following standards:

a. Have the lowest floor elevated to or above the regional flood elevation and be dry floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water and completely dry to the flood protection elevation without human intervention during flooding;

b. Have structural components capable of meeting all provisions of Section 16-84(b)(7) and;

c. Be certified by a registered professional engineer or architect, through the use of a Federal Emergency Management Agency Floodproofing Certificate, that the design and methods of construction are in accordance with section 16-84(b)(7).

(3) Must be anchored to resist flotation, collapse, and lateral movement;

(4) Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

(5) Must not obstruct flow of floodwaters or cause any increase in flood levels during the occurrence of the regional flood.

(6) For a structure designed to allow the automatic entry of floodwaters below the regional flood elevation, the applicant shall submit a plan that meets section 16-84(b)(1) through 16-84(b)(5) and meets or exceeds the following standards:

a. The lowest floor must be elevated to or above the regional flood elevation;

b. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;

c. The bottom of all openings shall be no higher than one foot above the lowest adjacent grade; openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters, otherwise must remain open.

d. The use must be limited to parking, building access or limited storage.

(7) Certification: Whenever floodproofing measures are required, a registered professional engineer or architect shall certify that the following floodproofing measures will be utilized, where appropriate, and are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the regional flood:

a. Reinforcement of floors and walls to resist rupture, collapse, or lateral movement caused by water pressures or debris buildup;

b. Construction of wells, water supply systems and waste treatment systems so as to prevent the entrance of flood waters in such systems and must be in accordance with provisions in sections 16-83;

c. Subsurface drainage systems to relieve external pressures on foundation walls and basement floors;

d. Cutoff valves on sewer lines or the elimination of gravity flow basement drains; and

e. Placement of utilities to or above the flood protection elevation.

(c) *Public utilities, streets and bridges.* Public utilities, streets and bridges may be allowed by permit, if:

(1) Adequate floodproofing measures are provided to the flood protection elevation; and

(2) Construction meets the development standards of section 16-51.

(d) *Fills or deposition of materials.* Fills or deposition of materials may be allowed by permit, if:

(1) The requirements of section 16-51 are met;

(2) No material is deposited in navigable waters unless a permit is issued by the department pursuant to Wis. Stats. ch. 30, and a permit pursuant to section 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 USC 1344 has been issued, if applicable, and all other requirements have been met;

(3) The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and

(4) The fill is not classified as a solid or hazardous material.

(Ord. No. 13-06, § 23.3.3; Ord. No. 21-11, § I)

Sec. 16-85. Prohibited uses.

All uses not listed as permitted uses in section 16-83 are prohibited, including the following uses:

(1) Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses;

(2) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;

(3) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;

(4) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and department-approved campgrounds that meet the applicable provisions of local ordinances and Wis. Admin. Code ch. SPS 383;

(5) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and Wis. Admin. Code chs. NR 811 and 812;

(6) Any solid or hazardous waste disposal sites;

(7) Any wastewater treatment ponds or facilities, except those permitted under Wis. Admin. Code § NR 110.15(3)(b); and

(8) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

(Ord. No. 13-06, § 23.3.4; Ord. No. 21-11, § I)

Secs. 16-86—16-113. Reserved.

DIVISION 4. FLOOD FRINGE DISTRICT (FF)

Sec. 16-114. Applicability.

This section applies to all flood fringe areas shown on the floodplain zoning maps and those identified pursuant to section 16-149.

(Ord. No. 13-06, § 23.4.1; Ord. No. 21-11, § I)

Sec. 16-115. Permitted uses.

Any structure, land use, or development is allowed in the flood fringe district if the standards in section 16-116 are met, the use is not prohibited by this article, or any other ordinance or regulation and all permits or certificates specified in section 16-193 have been issued.

(Ord. No. 13-06, § 23.4.2; Ord. No. 21-11, § I)

Sec. 16-116. Standards for development in the flood fringe.

Section 16-51 shall apply in addition to the following requirements according to the use requested. Any existing structure in the flood fringe must meet the requirements of division 6 of this article nonconforming uses;

(1) *Residential uses.* Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards. Any existing structure in the floodfringe must meet the requirements of division 6, nonconforming uses;

a. All new construction, including placement of manufactured homes, and substantial improvement of residential structures, shall have the lowest floor elevated to or above the flood protection elevation on fill. The fill around the structure shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure. No area may be removed from the floodfringe district unless it can be shown to meet section 16-23(e).

b. Notwithstanding section 16-116(1)a, a basement or crawlspace floor may be placed at the regional flood elevation if the basement or crawlspace is designed to make all portions of the structure below the flood protection elevation watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. No floor of any kind is allowed below the regional flood elevation;

c. Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subsection d.

d. In developments where existing street or sewer line elevations make compliance with subsection c. impractical, the municipality may permit new development and substantial improvements where roads are below the regional flood elevation, if:

1. The municipality has written assurance from police, fire and emergency services that rescue, and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or

2. The municipality has a DNR-approved emergency evacuation plan that follows acceptable hazard mitigation planning guidelines.

(2) *Accessory structures or uses.* Accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) *Commercial uses.* Any commercial structure which is erected, altered or moved into the flood fringe shall meet the requirements of subsection (1) of this section. Subject to the requirements of subsection (5) of this section, storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(4) *Manufacturing and industrial uses.* Any manufacturing or industrial structure which is erected, altered or moved into the flood fringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in section 16-197. Subject to the requirements of subsection (5) of this section, storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) *Storage of materials.* Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with section 16-197. Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.

(6) *Public utilities, streets and bridges.* All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and:

a. When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with section 16-197.

b. Minor roads or nonessential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) *Sewage systems.* All sewage disposal systems shall be designed to minimize or eliminate infiltration of floodwater into the system, pursuant to section 16-197(c), to the flood protection elevation and meet the provisions of all local ordinances and Wis. Admin. Code ch. SPS 383.

(8) *Wells.* All wells shall be designed to minimize or eliminate infiltration of floodwaters into the system, pursuant to section 16-197(c), to the flood protection elevation and shall meet the provisions of Wis. Admin. Code chs. NR 811 and 812.

(9) *Solid waste disposal sites.* Disposal of solid or hazardous waste is prohibited in flood fringe areas.

(10) *Deposition of materials.* Any deposited material must meet all the provisions of this article.

(11) *Manufactured homes.*

a. Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.

b. In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:

1. Have the lowest floor elevated to the flood protection elevation; and

2. Be anchored so they do not float, collapse or move laterally during a flood.

c. Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the flood fringe in subsection (1) of this section.

(12) *Mobile recreational vehicles.* All mobile recreational vehicles that are on site for 180 consecutive days or more or are not fully licensed and ready for highway use shall; or shall meet the elevation and

anchoring requirements in subsection (11)b. and c. of this section. A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

(Ord. No. 13-06, § 23.4.3; Ord. No. 21-11, § I)

Secs. 16-117—16-145. Reserved.

DIVISION 5. GENERAL FLOODPLAIN DISTRICT (GFP)

Sec. 16-146. Applicability/floodway boundaries.

(a) *Applicability.* The provisions for the general floodplain district shall apply to development in all floodplains mapped as A, AO, AH, and in AE zones within which a floodway is not delineated on the flood insurance rate maps identified in section 16-23(b)(2).

(b) *Floodway boundaries.* For proposed development in zone A, or in zone AE within which a floodway is not delineated on the flood insurance rate map identified in section 16-23(b)(2), the boundaries of the regulatory floodway shall be determined pursuant to section 16-148 If the development is proposed to encroach upon the regulatory floodway, the development is subject to the standards of division 3. If the development is located entirely within the floodfringe, the development is subject to the standards of division 4.

(Ord. No. 13-06, § 23.5.1; Ord. No. 21-11, § I)

Sec. 16-147. Permitted uses.

(a) Pursuant to section 16-149, it shall be determined whether the proposed use is located within the floodway or flood fringe.

(b) Those uses permitted in the floodway (section 16-83) and flood fringe (section 16-115) districts are allowed within the general floodplain district, according to the standards of section 16-148, provided that all permits or certificates required under section 16-193 have been issued.

(Ord. No. 13-06, § 23.5.2; Ord. No. 21-11, § I)

Sec. 16-148. Standards for development in the general floodplain district.

Division 3 of this article applies to floodway areas, and division 4 of this article applies to flood fringe areas. The rest of this article applies to either district.

(1) New construction and substantial improvement of structures in zone AO shall have the lowest floor, including basement, elevated:

   a. To or above the depth, in feet, as shown on the FIRM above the highest adjacent natural grade; or

   b. If the depth is not specified on the FIRM, to or above two feet above the highest adjacent natural grade.

(2) New construction and substantial improvement of structures in zone AH shall have the lowest floor, including basement, elevated to or above the flood protection elevation.

(3) In AO/AH zones, provide adequate drainage paths to guide floodwaters around structures.

(4) All development in zones AO and zone AH shall meet the requirements of division 4 applicable to flood fringe areas.

(Ord. No. 13-06, § 23.5.3; Ord. No. 21-11, § I)

Sec. 16-149. Determining floodway and flood fringe limits.

Upon receiving an application for development within the general floodplain district, the zoning administrator shall:

(1) Require the applicant to submit two copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and floodproofing measures; and the flood zone as shown on the FIRM.

(2) Require the applicant to furnish any of the following information deemed necessary by the department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries:

a. A hydrologic and hydraulic study as specified in section 16-193(b)(3).

b. Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information.

c. Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

(Ord. No. 13-06, § 23.5.4; Ord. No. 21-11, § I)

Sec. 16-150 Flood storage district.

The flood storage district delineates that portion of the floodplain where storage of floodwaters has been taken into account and is relied upon to reduce the regional flood discharge. The district protects the flood storage areas and assures that any development in the storage areas will not decrease the effective flood storage capacity which would cause higher flood elevations.

(1) *Applicability.* The provisions of this section apply to all areas within the flood storage district (FSD), as shown on the official floodplain zoning maps.

(2) *Permitted uses.* Any use or development which occurs in a flood storage district must meet the applicable requirements in section 16-116.

(3) *Standards for development in flood storage districts.*

a. Development in a flood storage district shall not cause an increase equal or greater than 0.00 of a foot in the height of the regional flood.

b. No development shall be allowed which removes flood storage volume unless an equal volume of storage as defined by the pre-development ground surface and the regional flood elevation shall be provided in the immediate area of the proposed development to compensate for the volume

of storage, which is lost, (compensatory storage). Excavation below the groundwater table is not considered to provide an equal volume of storage.

c. If compensatory storage cannot be provided, the area may not be developed unless the entire area zoned as flood storage district—on this waterway—is rezoned to the floodfringe district. This must include a revision to the floodplain study and map done for the waterway to revert to the higher regional flood discharge calculated without floodplain storage, as per division 8, Amendments of this article.

d. No area may be removed from the flood storage district unless it can be shown that the area has been filled to the flood protection elevation and is contiguous to other lands lying outside of the floodplain.

(Ord. No. 21-11, § I)

Secs. 16-151—16-166. Reserved.

DIVISION 6. NONCONFORMING USES

Sec. 16-167. General standards.

(a) *Applicability.*

(1) The standards in this section shall apply to all uses and buildings that do not conform to the provisions contained within a floodplain zoning ordinance or with Wis. Stats. § 87.30 and §§ NR 116.12-14, Wis. Adm. Code and 44 CFR 59-72., these standards shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this article or any amendment thereto. A party asserting existence of a lawfully established nonconforming use or structure has the burden of proving that the use or structure was compliant with the floodplain zoning ordinance in effect at the time the use or structure was created.

(2) As permit applications are received for additions, modifications, or substantial improvements to nonconforming buildings in the floodplain, municipalities shall develop a list of those nonconforming buildings, their present equalized assessed value and a list of the costs of those activities associated with changes to those buildings.

(b) *Conditions.* The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this article may continue subject to the following conditions:

(1) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this article. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance.

(2) The construction of a deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.

(3) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon shall conform to the applicable requirements of this article.

(4) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent.

(5) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed 50 percent of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this article. Contiguous dry land access must be provided for residential and commercial uses in compliance with section 16-116(1). The costs of elevating the lowest floor of a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the 50 percent provisions of this subsection;

(6) No maintenance on a per event basis to any nonconforming structure or any structure with a nonconforming use, the cost of which would equal or exceed 50 percent of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this article. Contiguous dry land access must be provided for residential and commercial uses in compliance with section 16-116(1). Maintenance to any nonconforming structure, which does not exceed 50 percent of its present equalized assessed value on a per event basis, does not count against the cumulative calculations over the life of the structure for substantial improvement calculations.

(7) If on a per event basis the total value of the work being done under subsections (b)(5) and (6) of this section equals or exceeds 50 percent of the present equalized assessed value, the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this article. Contiguous dry land access must be provided for residential and commercial uses in compliance with section 16-116(1).

(8) Except as provided in subsection (b)(9) of this section, if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed or rebuilt unless the use and the structure meet the current article requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50 percent of the structure's present equalized assessed value.

(9) For nonconforming buildings that are substantially damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the minimum Federal Code requirements below are met, and all required permits have been granted prior to the start of construction.

a. Residential structures shall:

1. Have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts or perimeter walls. Perimeter walls must meet the requirements of section 16-197(b).

2. Be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be constructed with methods and materials resistant to flood damage.

3. Be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.

4. In A zones, obtain, review and utilize any flood data available from a federal, state or other source.

5. In AO zones with no elevations specified, have the lowest floor, including basement, meet the standards in section 16-148(1).

6. In AO zones, have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.

b. Nonresidential structures shall:

1. Meet the requirements of subsection (b)(9)a of this section.

2. Either:

(i) Have the lowest floor, including basement, elevated to or above the regional flood elevation; or

(ii) Together with attendant utility and sanitary facilities, meet the standards in section 16-197(a) or (b).

3. In AO zones with no elevations specified, have the lowest floor, including basement, meet the standards in section 16-148(1).

(c) *Alteration, repair and rehabilitation of historic structure.* A nonconforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with section 16-84(a), flood-resistant materials are used, and construction practices and floodproofing methods that comply with section 16-197 are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of subsection (b)(9)a of this section if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.

(Ord. No. 13-06, § 23.6.1; Ord. No. 21-11, § I)

Sec. 16-168. Floodway district.

(a) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in the floodway district, unless such modification or addition:

(1) Has been granted a permit or variance which meets all article requirements;

(2) Meets the requirements of section 16-167;

(3) Shall not increase the obstruction to flood flows or regional flood height;

(4) Any addition to the existing structure shall be floodproofed, pursuant to section 16-197, by means other than the use of fill, to the flood protection elevation; and

(5) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:

a. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of floodwaters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot

of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;

b. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;

c. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

d. The use must be limited to parking, building access or limited storage.

(b) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the floodway district. Any replacement, repair or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, section 16-197(c) and Wis. Admin. Code ch. SPS 383.

(c) No new well or modification to an existing well used to obtain potable water shall be allowed in the floodway district. Any replacement, repair or maintenance of an existing well in the floodway district shall meet the applicable requirements of all municipal ordinances, section 16-197(c) and Wis. Admin. Code chs. NR 811 and 812.

(Ord. No. 13-06, § 23.6.2; Ord. No. 21-11, § I)

Sec. 16-169. Flood fringe district.

(a) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality, and meets the requirements of section 16-116, except where subsection (b) of this section is applicable.

(b) Where compliance with the provisions of subsection (a) of this section would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the board of ~~adjustment/~~appeals, using the procedures established in section 16-195, may grant a variance from those provisions of subsection (a) of this section for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

(1) No floor is allowed below the regional flood elevation for residential or commercial structures;

(2) Human lives are not endangered;

(3) Public facilities, such as water or sewer, shall not be installed;

(4) Flood depths shall not exceed two feet;

(5) Flood velocities shall not exceed two feet per second; and

(6) The structure shall not be used for storage of materials as described in section 16-116(5).

(c) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, section 16-197(c) and Wis. Admin. Code ch. SPS 383.

(d) All new wells, or addition to, replacement, repair or maintenance of a well shall meet the applicable provisions of this article, section 16-197(c) and Wis. Admin. Code chs. NR 811 and 812.

(Ord. No. 13-06, § 23.6.3; Ord. No. 21-11, § I)

Sec. 16-170. Flood storage district.

No modifications or additions shall be allowed to any nonconforming structure in a flood storage area unless the standards outlined in 16-150(c) are met.

(Ord. No. 21-11, § I)

Secs. 16-171—16-191. Reserved.

DIVISION 7. ADMINISTRATION

Sec. 16-192. Officials previously appointed to administer zoning regulations.

Where a zoning administrator, planning agency or a board of ~~adjustment/~~appeals has already been appointed to administer a zoning ordinance adopted under Wis. Stats. §§ 59.69, 59.692 or 62.23(7), these officials shall also administer this article.

(Ord. No. 13-06, § 23.7.0; Ord. No. 21-11, § I)

Sec. 16-193. Zoning administrator.

(a) *Duties and powers.* The zoning administrator is authorized to administer this article and shall have the following duties and powers:

(1) Advise applicants of the article provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.

(2) Issue permits and inspect properties for compliance with provisions of this article and issue certificates of compliance where appropriate.

(3) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.

(4) Keep records of all official actions, such as:

a. All permits issued, inspections made, and work approved.

b. Documentation of certified lowest floor and regional flood elevations.

c. Floodproofing certificates.

d. Water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures, including changes, appeals, variances and amendments.

e. All substantial damage assessment reports for floodplain structures.

f. List of nonconforming structures and uses.

(5) Submit copies of the following items to the department regional office:

a. Within ten days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments.

b. Copies of case-by-case analyses and other required information, including an annual summary of floodplain zoning actions taken.

c. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.

(6) Investigate, prepare reports, and report violations of this article to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the department regional office.

(7) Submit copies of amendments to the FEMA regional office.

(b) *Land use permit.* A land use permit shall be obtained before any new development; repair, modification or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the zoning administrator shall include:

(1) *General information.*

a. Name and address of the applicant, property owner and contractor;

b. Legal description, proposed use, and whether it is new construction or a modification.

(2) *Site development plan.* A site plan drawn to scale shall be submitted with the permit application form and shall contain:

a. Location, dimensions, area and elevation of the lot;

b. Location of the ordinary high-water mark of any abutting navigable waterways;

c. Location of any structures with distances measured from the lot lines and street center lines;

d. Location of any existing or proposed on-site sewage systems or private water supply systems;

e. Location and elevation of existing or future access roads;

f. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;

g. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study—either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);

h. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of division 3 or 4 of this article are met; and

i. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to section 16-51. This may include any of the information noted in section 16-84(a).

(3) *Hydraulic and hydrologic studies to analyze development.* All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the state. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed and approved by the department.

a. *Zone A floodplains and AE zones within which a floodway is no delineated:*

1. *Hydrology.* The appropriate method shall be based on the standards in Wis. Admin. Code § NR 116.07(3), hydrologic analysis: Determination of regional flood discharge.

2. *Hydraulic modeling.* The regional flood elevation shall be based on the standards in Wis. Admin. Code § NR 116.07(4), hydraulic analysis: Determination of regional flood elevation, and the following:

    (i) Determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.

    (ii) Channel sections must be surveyed.

    (iii) Minimum four foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.

    (iv) A maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope, including a survey of the channel at each location.

    (v) The most current version of HEC-RAS shall be used.

    (vi) A survey of bridge and culvert openings and the top of road is required at each structure.

    (vii) Additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.

    (viii) Standard accepted engineering practices shall be used when assigning parameters for the base model, such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high-water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.

    (ix) The model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.

3. *Mapping.* A work map of the reach studied shall be provided, showing all cross section locations, floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.

    (i) If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.

    (ii) If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

b. *Zone AE floodplains.*

1. *Hydrology.* If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on Wis. Admin. Code § NR 116.07(3), hydrologic analysis: Determination of regional flood discharge.

2. *Hydraulic model.* The regional flood elevation shall be based on the standards in Wis. Admin. Code § NR 116.07(4), hydraulic analysis: Determination of regional flood elevation, and the following:

    (i) Duplicate effective model. The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the floodway data table in the FIS report to within 0.1 foot.

    (ii) Corrected effective model. The corrected effective model shall not include any manmade physical changes since the effective model date but shall import the model into the most current version of HEC-RAS for department review.

    (iii) Existing (pre-project conditions) model. The existing model shall be required to support conclusions about the actual impacts of the project associated with the revised (post-project) model or to establish more up-to-date models on which to base the revised (post-project) model.

    (iv) Revised (post-project conditions) model. The revised (post-project conditions) model shall incorporate the existing model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.

    (v) All changes to the duplicate effective model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.

    (vi) Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and result in water surface elevations and top widths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The effective model shall not be truncated.

3. *Mapping.* Maps and associated engineering data shall be submitted to the department for review which meet the following conditions:

    (i) Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or flood boundary floodway maps (FBFMs), construction plans, bridge plans.

    (ii) Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.

    (iii) Annotated FIRM panel showing the revised one percent and 0.2 percent annual chance floodplains and floodway boundaries.

    (iv) If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used, then all supporting documentation or metadata must be included with

the data submission along with the Universal Transverse Mercator (UTM) Projection and state plane coordinate system in accordance with FEMA mapping specifications.

(v) The revised floodplain boundaries shall tie into the effective floodplain boundaries.

(vi) All cross sections from the effective model shall be labeled in accordance with the effective map and a cross section lookup table shall be included to relate to the model input numbering scheme.

(vii) Both the current and proposed floodways shall be shown on the map.

(viii) The stream centerline, or profile baseline used to measure stream distances in the model, shall be visible on the map.

(4) *Expiration.* All permits issued under the authority of this article shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause. If the permitted work has not started within 180 days of the permit date, the development must comply with any regulation, including any revision to the FIRM or FIS, that took effect after the permit date.

(c) *Certificate of compliance.* No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt or replaced shall be occupied until a certificate of compliance is issued by the zoning administrator, except where no permit is required, subject to the following provisions:

(1) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this article;

(2) Application for such certificate shall be concurrent with the application for a permit;

(3) If all article provisions are met, the certificate of compliance shall be issued within ten days after written notification that the permitted work is completed;

(4) The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of section 16-197 are met.

(5) Where applicable pursuant to section 16-148, the applicant must submit a certification by a registered professional engineer or surveyor of the elevation of the bottom of the lowest horizontal structural member supporting the lowest floor (excluding pilings or columns), and an indication of whether the structure contains a basement.

(6) Where applicable pursuant to section 16-148, the applicant must submit certifications by a registered professional engineer or architect that the structural design and methods of construction meet accepted standards of practice as required by section 16-148.

(d) *Other permits.* Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including, but not limited to, those required by the U.S. Army Corps of Engineers under section 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 USC 1344.

(Ord. No. 13-06, § 23.7.1; Ord. No. 21-11, § I)

Sec. 16-194. Plan commission.

(a) The plan commission shall:

(1) Oversee the functions of the office of the zoning administrator; and

(2) Review and advise the governing body on all proposed amendments to this article, maps and text.

(3) Publish adequate notice pursuant to Wis. Stats. ch. 985, specifying the date, time, place and subject of the public hearing.

(b) The plan commission shall not:

(1) Grant variances to the terms of the article in place of action by the board of ~~adjustment/~~appeals; or

(2) Amend the text or zoning maps in place of official action by the governing body.

(Ord. No. 13-06, § 23.7.2; Ord. No. 21-11, § I)

Sec. 16-195. Board of ~~adjustment/~~appeals.

The board of ~~adjustment/~~appeals, created under Wis. Stats. § 59.694 for counties or Wis. Stats. § 62.23(7)(e) for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this article. The board shall exercise the powers conferred by state statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the board.

(1) *Powers and duties.* The board of ~~adjustment/~~appeals shall:

a. *Appeals.* Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this article;

b. *Boundary disputes.* Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and

c. *Variances.* Hear and decide, upon appeal, variances from the ordinance standards.

(2) *Appeals to the board.*

a. *Procedure.* Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.

b. *Notice and hearing for appeals including variances.*

1. *Notice.* The board shall:

(i) Fix a reasonable time for the hearing;

(ii) Publish adequate notice pursuant to state statutes, specifying the date, time, place and subject of the hearing; and

(iii) Ensure that notice shall be mailed to the parties in interest and the department regional office at least ten days in advance of the hearing.

2. *Hearing.* Any party may appear in person or by agent. The board shall:

(i) Resolve boundary disputes according to subsection (3) of this section;

(ii) Decide variance applications according to subsection (4) of this section; and

(iii) Decide appeals of permit denials according to section 16-196.

c. *Decision.* The final decision regarding the appeal or variance application shall:

1. Be made within a reasonable time;

2. Be sent to the department regional office within ten days of the decision;

3. Be a written determination signed by the chairman or secretary of the board;

4. State the specific facts which are the basis for the board's decision;

5. Either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and

6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the board proceedings.

(3) *Boundary disputes.* The following procedure shall be used by the board in hearing disputes concerning floodplain district boundaries:

a. If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary. If none exist, other evidence may be examined;

b. The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the board; and

c. If the boundary is incorrectly mapped, the board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to division 8 of this article.

(4) *Variances.*

a. The board may, upon appeal, grant a variance from the standards of this article if an applicant convincingly demonstrates that:

1. Literal enforcement of the article will cause unnecessary hardship;

2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the article or map must be amended;

3. The variance is not contrary to the public interest; and

4. The variance is consistent with the purpose of this article in section 16-21.

b. In addition to the criteria in subsection (4)a of this section, to qualify for a variance under FEMA regulations, the Board must find that the following criteria have been met:

1. The variance shall not cause any increase in the regional flood elevation;

2. The applicant has shown good and sufficient cause for issuance of the variance; and

3. Failure to grant the variance would result in exceptional hardship;

4. Granting the variance will not result in additional threats to public safety, extraordinary expense, create a nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances;

5. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.

c. A variance shall not:

1. Grant, extend or increase any use prohibited in the zoning district;

2. Be granted for a hardship based solely on an economic gain or loss;

3. Be granted for a hardship which is self-created;

4. Damage the rights or property values of other persons in the area;

5. Allow actions without the amendments to this article or map(s) required in division 8 of this article; and

6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.

d. When a floodplain variance is granted, the board shall notify the applicant in writing that it may increase risks to life, and property and flood insurance premiums could increase up to $25.00 per $100.00 of coverage. A copy shall be maintained with the variance record.

(Ord. No. 13-06, § 23.7.3; Ord. No. 21-11, § I)

Sec. 16-196. To review appeals of permit denials.

(a) The zoning agency (section 16-194) or board shall review all data related to the appeal. This may include:

(1) Permit application data listed in section 16-193(b);

(2) Floodway/flood fringe determination data in section 16-149;

(3) Data listed in section 16-84(a)(2) where the applicant has not submitted this information to the zoning administrator; and

(4) Other data submitted with the application or submitted to the board with the appeal.

(b) For appeals of all denied permits, the board shall:

(1) Follow the procedures of section 16-195;

(2) Consider zoning agency recommendations; and

(3) Either uphold the denial or grant the appeal.

(c) For appeals concerning increases in regional flood elevation, the board shall:

(1) Uphold the denial where the board agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of division 8 of this article; and

(2) Grant the appeal where the board agrees that the data properly demonstrates that the project does not cause an increase, provided no other reasons for denial exist.

(Ord. No. 13-06, § 23.7.4; Ord. No. 21-11, § I)

Sec. 16-197. Floodproofing standards for nonconforming structures or uses.

(a) No permit or variance shall be issued for a nonresidential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to the flood protection elevation and submits a FEMA floodproofing certificate. Floodproofing is not an alternative to the development standards in divisions 2, 3, 4, or 5.

(b) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:

(1) Certified by a registered professional engineer or architect; or

(2) That meets or exceeds the following standards:

a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;

b. The bottom of all openings shall be no higher than one foot above grade; and

c. Openings may be equipped with screens, louvers, valves, or other coverings or devices, provided that they permit the automatic entry and exit of floodwaters.

(c) Floodproofing measures shall be designed, as appropriate, to:

(1) Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;

(2) Protect structures to the flood protection elevation;

(3) Anchor structures to foundations to resist flotation and lateral movement;

(4) Minimize or eliminate infiltration of floodwaters;

(5) Minimize or eliminate discharges into floodwaters; and

(6) Placement of essential utilities to or above the flood protection elevation; and

(7) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:

a. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;

b. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;

c. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

d. The use must be limited to parking, building access or limited storage.

(Ord. No. 13-06, § 23.7.5; Ord. No. 21-11, § I)

Sec. 16-198. Public information.

To provide information regarding the status of real property, marks shall be placed on structures to show the depth of inundation during a regional flood. In addition, all maps, engineering data and regulations shall be available and widely distributed and real estate transfer should show what floodplain district the transferred property is located in.

(Ord. No. 13-06, § 23.7.6; Ord. No. 21-11, § I)

Secs. 16-199—16-219. Reserved.

DIVISION 8. AMENDMENTS

Sec. 16-220. Required for obstructions or increases.

Obstructions or increases may only be permitted if amendments are made to this article, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with section 16-221.

(1) In AE zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a conditional letter of map revision from FEMA and amendments are made to this article, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with section 16-221. Any such alterations must be reviewed and approved by FEMA and the DNR.

(2) In A zones, increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a conditional letter of map revision from FEMA and amendments are made to this article, the official floodplain maps, floodway lines, and water surface profiles, in accordance with section 16-221.

(Ord. No. 13-06, § 23.8.0; Ord. No. 21-11, § I)

Sec. 16-221. Events requiring amendment of article and letter of map change.

The governing body shall change or supplement the floodplain zoning district boundaries and this article in the manner outlined in section 16-222. Actions which require an amendment to this article or submittal of a letter of map change (LOMC) include, but are not limited to, the following:

(1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height;

(2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM;

(3) Any changes to any other officially adopted floodplain maps listed in section 16-23(b)(2);

(4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain;

(5) Correction of discrepancies between the water surface profiles and floodplain maps;

(6) Any upgrade to a floodplain zoning ordinance text required by Wis. Admin. Code § NR 116.05, or otherwise required by law, or for changes by the municipality; and

(7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the flood fringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

(Ord. No. 13-06, § 23.8.1; Ord. No. 21-11, § I)

Sec. 16-222. Procedures.

Article amendments may be made upon petition of any party according to the provisions of Wis. Stats. § 62.23 for cities and villages, or Wis. Stats. § 59.69 for counties. The petitions shall include all data required by sections 16-149 and 16-193(b). The land use permit shall not be issued until a letter of map revision is issued by FEMA for the proposed changes.

(1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the department regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of Wis. Stats. § 62.23 for cities and villages or Wis. Stats. § 59.69 for counties.

(2) No amendments shall become effective until reviewed and approved by the department.

(3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

(Ord. No. 13-06, § 23.8.2; Ord. No. 21-11, § I)

ORDINANCE #25-12

AMENDING CERTAIN SECTIONS OF CHAPTER 16 OF THE VILLAGE CODE OF ORDINANCES REGARDING FLOODPLAIN REGULATIONS

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

WHEREAS, the environmental regulations, as amended, are codified as Chapter 16 of the Village of Jackson municipal code, which is titled "Flood Prevention and Damage Control"and

WHEREAS, the Village of Jackson was notified by the Wisconsin Department of Natural Resources that recent updates to the Village's local floodplain zoning regulations must be adopted no later than February 20, 2026; and

WHEREAS, the Village of Jackson Plan Commission considered the matter at its meeting on November 20, 2025, and recommended approval; and

WHEREAS, a copy of this proposed ordinance was sent to the Wisconsin Department of Natural Resources on or about November 21, 2025, in advance of the public hearing as required; and

WHEREAS, the Village Board conducted a public hearing on December 9, 2025; and

WHEREAS, the Village Board accepted the Plan Commission's recommended code amendments without revision.

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

Section 1. Repeal and recreate Section 16.23(b)(1)b. of the Village Code of Jackson as follows:

(b) Flood Insurance Study (FIS) volumes 55131CV001C, 55131CV002C, 55131CV003C, 55131CV004C, 55131CV005C, 55131CV006C for Washington County, dated 02/20/2026.

Approved by: The DNR and FEMA

Section 2. Amending Sections 16.23(b)(2)a. and 16.23(b)(2)b. of the Village Code of Jackson as follows:

a. Flood Storage Map for Washington County, Panel 8 dated 02/20/2026.
b. Flood Storage Map for Washington County, Panel 9 dated 02/20/2026.

Approved by: The DNR and FEMA

Section 3. Amending Section 16.23(g), of the Village Code of Jackson as follows:

(g) *Municipalities and state agencies regulated.* Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this article and obtain all necessary permits. State agencies are required to comply if Wis. Stats. § 13.48(13) applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the state department of transportation is exempt when Wis. Stats. § 30.2022 applies. Although exempt from a local zoning permit and permit fees, DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with federal, state, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

Section 4. Amending the first paragraph in Section 16.25, of the Village Code of Jackson as follows:

Unless specifically defined, words and phrases in this article shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

Section 5. Amending the definition of *Accessory Structure or use* under Section 16.25, of the Village Code of Jackson as follows:

Accessory structure or *use* means a facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.

Section 6. Amending the definition of *Lowest floor* under Section 16.25, of the Village Code of Jackson as follows:

Lowest floor means the lowest floor of the lowest enclosed area (including basement).

Section 7. Amending Section 16.50(a), of the Village Code of Jackson as follows:

(a) The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy; be constructed with flood-resistant materials; be constructed to minimize flood damages and to ensure that utility and mechanical equipment must be elevated to or above the flood protection elevation and is designed and/or located so as to prevent water from entering or accumulating within the equipment during conditions of flooding.

Section 8. Amending Section 16.54(4), of the Village Code of Jackson as follows:

(4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or zoning administrator, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

Section 9. Add Subsection 16.54(13), to read as follows:

(13) Standards for structures in a campground:

a. All structures must comply with Division 2 or meet the applicable requirements in Division 3-5 for the floodplain district in which the structure is located;
b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the

written agreement with the municipality compliant with section 16-54(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.

d. Camping equipment and appurtenant equipment in the campground may be allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section *16-54(4).*

e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 16-54(4).

14) A land use permit shall be obtained as provided under section 16-193(b) before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

Section 10. Amending the first paragraph in Section 16.169(b), of the Village Code of Jackson as follows:

Where compliance with the provisions of subsection (a) of this section would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the board of appeals, using the procedures established in section 16-195, may grant a variance from those provisions of subsection (a) of this section for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

Section 11. Amending Section 16.192, of the Village Code of Jackson as follows:

Sec. 16-192. Officials previously appointed to administer zoning regulations.

Where a zoning administrator, planning agency or a board of appeals has already been appointed to administer a zoning ordinance adopted under Wis. Stats. §§ 59.69, 59.692 or 62.23(7), these officials shall also administer this article.

Section 12. Repeal and recreate Subsection 16-194(b) of the Village Code of Jackson to read as follows:

(b) The plan commission shall not:
(1) Grant variances to the terms of the article in place of action by the board of appeals; or
(2) Amend the text or zoning maps in place of official action by the governing body.

Section 13. Repeal and recreate Section 16.195, of the Village Code of Jackson as follows:

Sec. 16-195. Board of appeals.

The board of appeals, created under Wis. Stats. § 59.694 for counties or Wis. Stats. § 62.23(7)(e) for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this article. The board shall exercise the powers conferred by state statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the board.

(1) *Powers and duties.* The board of appeals shall:

Section 14. Effective Date

This ordinance is subject to the review and approval of the Wisconsin Department of Natural Resources and shall be in full force and effect from and after such approval and passage and posting or publication as provided by law, whichever occurs later. All other provisions of Chapter 16 of the Village Code of Ordinances remain in full force and effect.

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

Introduced by:_____ Seconded by:_____

Vote: _____aye _____nay Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

_____
Jacqueline Schuh, Village Clerk

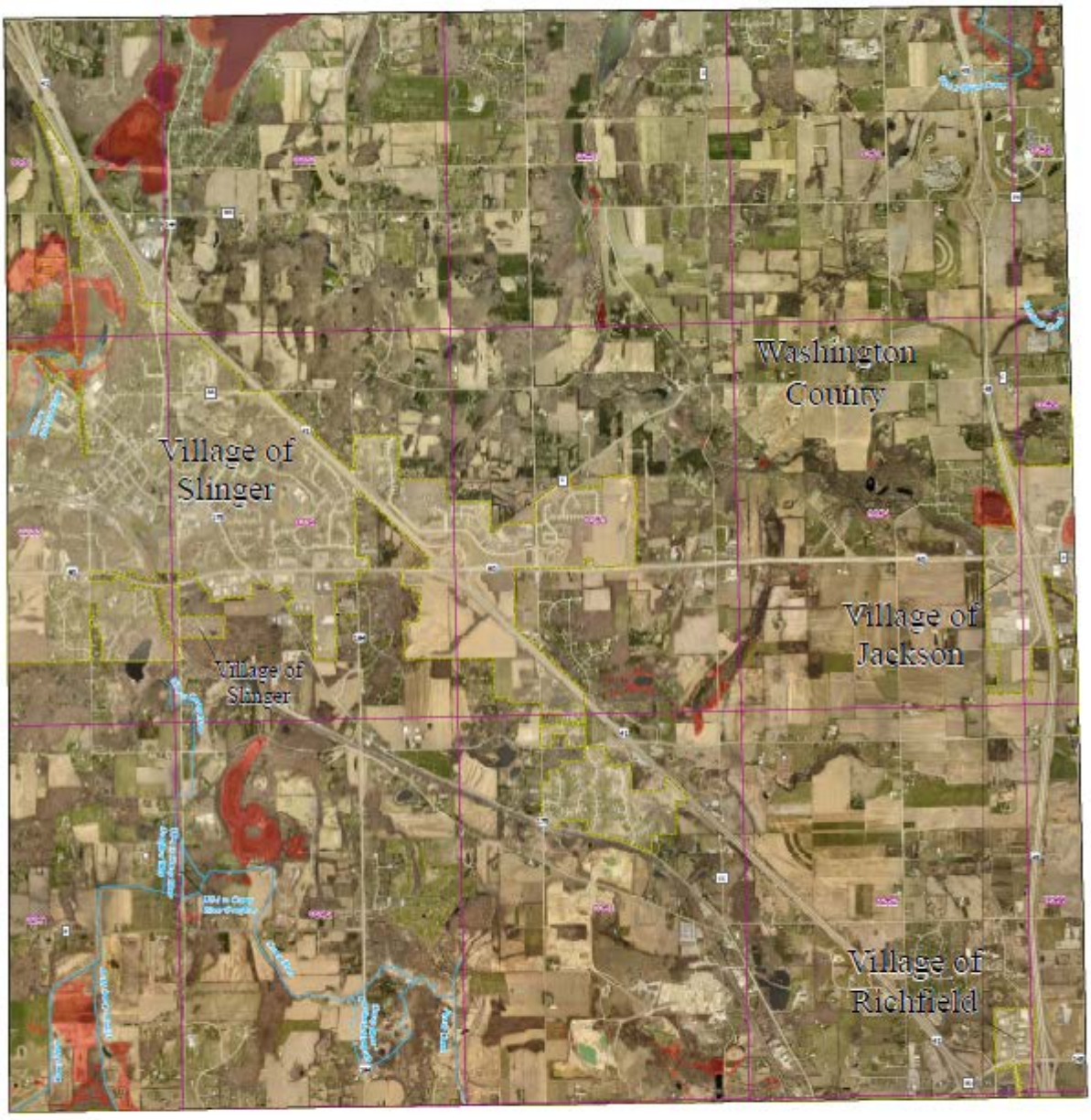
Proof of Posting:
I, the undersigned, certify that I posted copies of this Ordinance on posting boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

_____ _____
Village Official Date

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Washington County
and incorporated areas
Flood Storage Districts
10N 19E
Panel 8

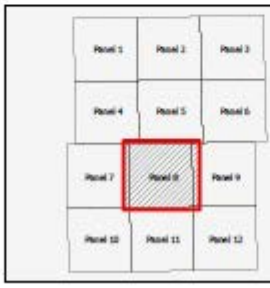
Sources of Study: WDNR
Effective Date: 02/20/2026
Approved by: WDNR



LEGEND
- Flood Storage Districts
- Panels
- Rivers/streams

POLITICAL AREAS
- Political Boundary
- Municipalities

0 1,250 2,500 5,000 Feet
1:18,000



Coordinate System: NAD 1983 HARN UTM Zone 16

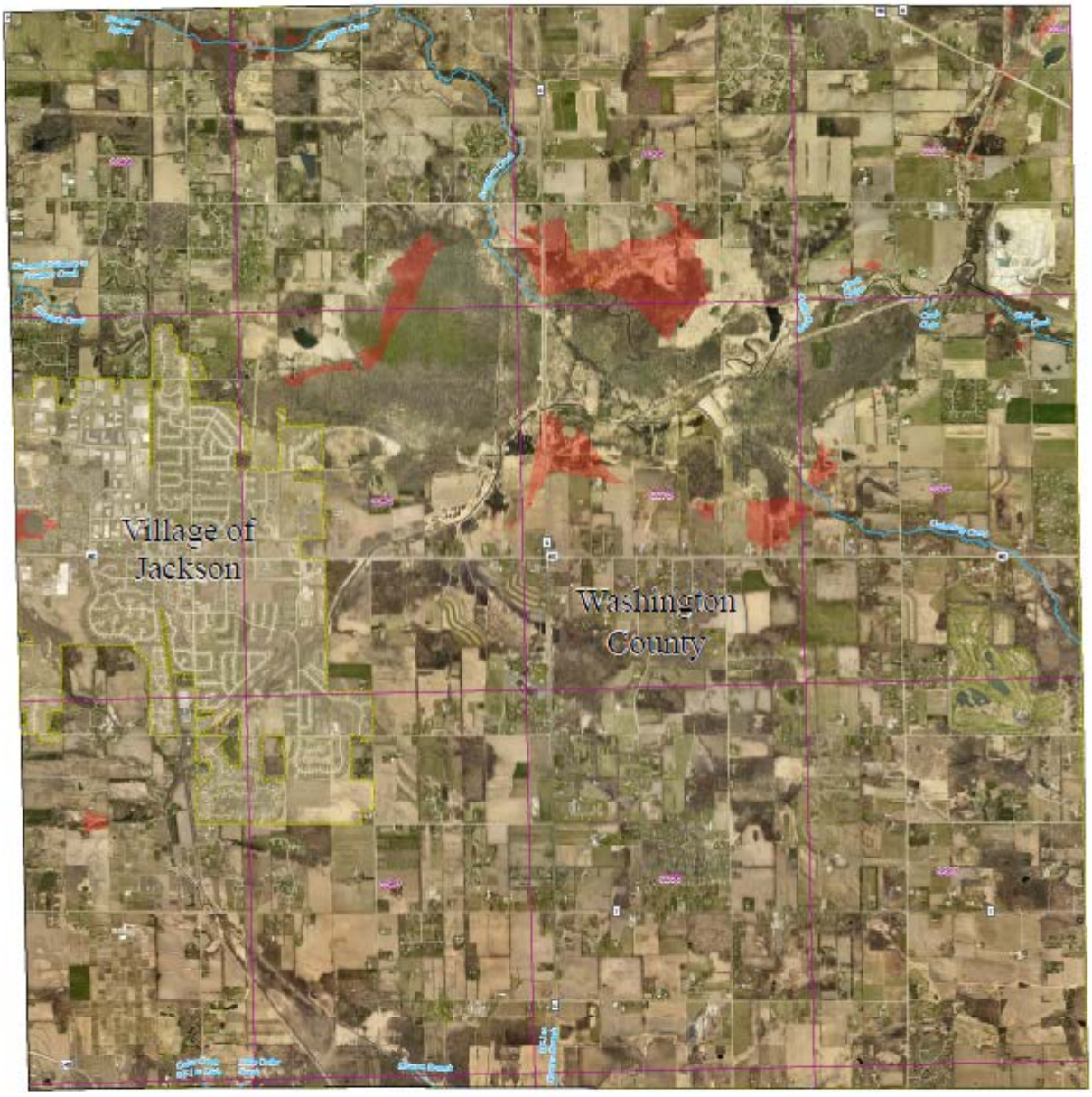
Aerial photography was acquired in the Spring of 2022 and was provided in digital format by Washington County.

Flood Storage Districts are available for viewing after the Letter of Final Determination (LFD) date at DNR's Surface Water Data Viewer: dnr.wisconsin.gov/topic/SurfaceWater/swdv (or go to dnr.wi.gov and search "SWDV")

Washington County
and incorporated areas
Flood Storage Districts

10N 20E
Panel 9

Sources of Study: WDNR
Effective Date: 02/20/2026
Approved by: WDNR



LEGEND

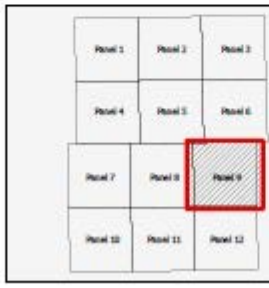
- Flood Storage Districts
- Panels
- Rivers/streams

POLITICAL AREAS

- Political Boundary
- Municipalities

0 1,250 2,500 5,000 Feet

1:18,000



Coordinate System: NAD 1983 HARN UTM Zone 16

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Flood Storage Districts are available for viewing after the Letter of Final Determination (LFD) date at DNR's Surface Water Data Viewer: dnr.wisconsin.gov/topic/SurfaceWater/swdv (or go to dnr.wi.gov and search "SWDV")

STATE OF WISCONSIN VILLAGE OF JACKSON WASHINGTON COUNTY

ORDINANCE #25-13

TO AMEND SEVERAL SECTIONS OF VILLAGE CODE PERTAINING TO THE POSITIONS OF VILLAGE ENGINEER AND DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Village of Jackson adopted Code of Ordinances recognizes a public works director/engineer role in various sections of Village Code; and

WHEREAS, it is in the best interest of the Village to update the Village Code of Ordinances so as to reflect current staffing, duties, and procedures; and

WHEREAS, the Village of Jackson day-to-day staffing, duties and procedures have included the separate roles of a public works director and engineer since the retirement of the public works director/engineer role in April 2025.

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

Section 1. Amending "Village Officials" as revised below.

Brian Heckendorf, Village President; Brian Emmrich, Tim Engelhardt, John Kruepke, Debra Kurtz, Donald Olson, Traci Wells, Village Board of Trustees.

Section 2. Amending Sec. 2-82 as revised below.

Sec. 2-82 – Public Works Director

(a) *Appointment.* The public works director shall be appointed by the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position.
(b) *Powers and duties.* The powers and duties of the public works director shall be those as prescribed by state law and as specified by the village board.

Section 3. Amending Sec. 2-277 as revised below.

Sec. 2-277 – Preliminary resolution.

Whenever the village board shall determine that any public work or improvement shall be financed in whole or in part by special assessments levied under this section, it shall adopt a preliminary resolution setting forth the following:

(7) A directive that the Public Works Director and Assigns, prepare a report as required in this division.

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Section 4. Amending Sec. 2-278 as revised below.

Sec. 2-278 Report of the Public Works Director.

(a) Whenever the village board, by preliminary resolution, directs the Public Works Director to prepare a report, the Public Works Director shall prepare a report consisting of the following:
(b) Upon completion of the report, the Public Works Director shall file a copy of the report with the village clerk.

Section 5. Amending Sec. 8-168 as revised below.

Sec. 8-168 – Private well abandonment.

(a) Coverage. All private wells, including geothermal wells, located on any premises, which are served by the public water system of the village, shall be properly filled by such time and in such manner as set forth by resolution. Only those wells for which a well operation permit has been granted by the village Public Works Director may be exempted from this requirement, subject to conditions of maintenance and operation.
(b) Well operation permits. Application shall be made on forms provided by the village Public Works Director. A permit may be granted to a well owner to operate a well for a period of three years if the following requirements are met:
(2) The well has passed an inspection by a DNR licensed well inspector and DNR form 3300-221, the state well and pressure system inspection form, is on file with the Public Works Director. The inspection form on file shall be no greater than ten years old.
(c) Methods. Wells to be abandoned shall be filled according to the procedures outlined in Wis. Admin. Code ch. NR 812. The pump and piping must be removed and the well checked out, by the village water utility department, for obstructions and cross connections prior to plugging. Any obstruction or liner must be removed. An abandonment permit must be obtained from the office of the Public Works Director prior to the beginning of work.
(d) Reports and inspection. A well abandonment report must be submitted by the well owner to the department of natural resources on forms provided by that agency (available at the office of the Public Works Director). The report shall be submitted immediately upon completion of the filling of the well. The filling must be observed by a representative of this municipality.

Section 6. Amending Sec. 35-19 as revised below.

Sec. 35-19 Authority.

(c) The village board hereby designates the Public Works Director and Assigns to administer and enforce the provisions of this article.

Section 7. Amending Sec. 35-22 as revised below.

Sec. 35-22 Applicability and jurisdiction.

(a) *Applicability.*

(3) Notwithstanding the applicability requirements in subsection (a) of this section, this article applies to construction sites of any size that, as determined by the Public Works Director and Assigns, are likely to result in runoff that exceeds the safe capacity of the

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existing drainage facilities or receiving body of water, that causes undue channel erosion, or that increases water pollution by scouring or transporting of particulate.

Section 8. Amending Sec. 35-23 as revised below.

Sec. 35-23 Definitions.

Business day means a day the office of the Public Works Director and Assigns is routinely and customarily open for business.

Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the Public Works Director and Assigns.

Permit means a written authorization made by the Public Works Director and Assigns to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state.

Stop work order means an order issued by the Public Works Director and Assigns which requires that all construction activity on the site be stopped.

Section 9. Amending Sec. 35-24 as revised below.

Sec. 35-24 Applicability of maximum extent practicable.

The term "maximum extent practicable" applies when a person who is subject to a performance standard of this article demonstrates to the Public Works Director and Assigns satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the Public Works Director and Assigns that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.

Section 10. Amending Sec. 35-25 as revised below.

Sec. 35-25 Technical standards.

All BMPs required for compliance with this article shall meet design criteria, standards and specifications based on any of the following:

(3) Technical standards and methods approved by the Public Works Director and Assigns.

Section 11. Amending Sec. 35-28 as revised below.

Sec. 35-28 Permitting requirements, procedures and fees.

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(a) *Permit required.* No responsible party may commence a land disturbing construction activity subject to this article without receiving prior approval of an erosion and sediment control plan for the site and a permit from the Public Works Director and Assigns.

(b) *Permit application and fees.* The responsible party that will undertake a land disturbing construction activity subject to this article shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of section 35-29, and shall pay an application fee to the Public Works Director and Assigns in the amount specified in section 35-30. By submitting an application, the applicant is authorizing the Public Works Director and Assigns to enter the site to obtain information required for the review of the erosion and sediment control plan.

(c) *Permit application review and approval.* The Public Works Director and Assigns shall review any permit application that is submitted with an erosion and sediment control plan, and the required fee. The following approval procedure shall be used:

(2) Within three days of receipt of the application, a copy thereof together with a copy of the control plan for activities covering more than one acre shall be delivered to the Public Works Director and Assigns for initial review. Within three days of the village receipt of the application, a copy thereof together with a copy of the control plan statement for activities covering less than one acre, shall be delivered to the village building inspector for initial review. If the Public Works Director and Assigns or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review.

(4) Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, as required by subsection (b) of this section, the Public Works Director and Assigns shall inform the applicant whether the application and erosion and sediment control plan are approved or disapproved based on the requirements of this article.

(5) If the permit application and erosion and sediment control plan are approved, the Public Works Director and Assigns shall issue the permit.

(6) If the permit application or erosion and sediment control plan is disapproved, the Public Works Director and Assigns shall state in writing the reasons for disapproval.

(7) The Public Works Director and Assigns may request additional information from the applicant. If additional information is submitted, the Public Works Director and Assigns shall have 45 days from the date the additional information is received to inform the applicant that the erosion and sediment control plan is either approved or disapproved.

(8) Failure by the Public Works Director and Assigns to inform the permit applicant of a decision within 45 days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.

(d) *Surety bond.* As a condition of approval and issuance of the permit, the Public Works Director and Assigns may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the approved erosion and sediment control plan and any permit conditions.

(e) *Permit requirements.* All permits shall require the responsible party to:

(1) Notify Public Works Director and Assigns 48 hours in advance of commencing any land disturbing construction activity.

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(2) Notify the Public Works Director and Assigns of completion of any BMPs within 14 days after their installation.
(3) Obtain permission in writing from the Public Works Director and Assigns prior to any modification pursuant to section 35-29(c) of the erosion and sediment control plan.

(f) *Permit conditions.* Permits issued under this section may include conditions established by Public Works Director and Assigns in addition to the requirements set forth in subsection (e) of this section, where needed to ensure compliance with the performance standards in sections 35-26 and 35-27.

(g) *Permit duration.* Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Public Works Director and Assigns may grant one or more extensions not to exceed 180 days cumulatively. The Public Works Director and Assigns may require additional BMPs as a condition of an extension if they are necessary to meet the requirements of this article.

Section 12. Amending Sec. 35-29 as revised below.

Sec. 35-29 Erosion and sediment control plan, statement and amendments.

(a) *Erosion and sediment control plan statement.* For each construction site identified under section 35-22(a)(3), an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the Public Works Director and Assigns. The erosion and sediment control plan statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the article. A site map shall also accompany the erosion and sediment control plan statement.

(b) *Erosion and sediment control plan requirements.*
(1) An erosion and sediment control plan shall be prepared and submitted to the Public Works Director and Assigns.

(c)*Erosion and sediment control plan amendments.* The applicant shall amend the erosion and sediment control plan if any of the following occur:
(3)The Public Works Director and Assigns notifies the applicant of changes needed in the erosion and sediment control plan.

Section 13. Amending Sec. 35-30 as revised below.

Sec. 35-30 Fee Schedule.

The fees referred to in other sections of this article shall be established by the Public Works Director and Assigns and may from time to time be modified by resolution. A schedule of the fees established by the Public Works Director and Assigns shall be available for review in the office of the village clerk.

Section 14. Amending Sec. 35-31 as revised below.

Sec. 35-31 Inspection.

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If land disturbing construction activities are occurring without a permit required by this article, the Public Works Director and Assigns may enter the land pursuant to the provisions of Wis. Stats. § 66.0119(1) through (3).

Section 15. Amending Sec. 35-32 as revised below.

Sec. 35-32 Enforcement.

(a)The Public Works Director and Assigns may post a stop work order if any of the following occurs:

(1) Land disturbing construction activity regulated under this article is occurring without a permit.

(2) The erosion and sediment control plan is not being implemented in good faith.

(3) The conditions of the permit are not being met.

Note to permittees: The Public Works Director and Assigns should inspect any construction site that holds a permit under this chapter at least once a month between March 1 and October 31, and at least two times between November 1 and February 28 to ensure compliance with the approved erosion and sediment control plan.

(b) If the responsible party does not cease activity as required in a stop work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the Public Works Director and Assigns may revoke the permit.

(c) If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the Public Works Director and Assigns, or if a responsible party violates a stop work order posted under subsection (a) of this section, the Public Works Director and Assigns may request the village attorney to obtain a cease and desist order in any court with jurisdiction.

(d) The Public Works Director and Assigns may retract the stop work order issued under subsection (a) of this section or the permit revocation under subsection (b) of this section.

(e) After posting a stop work order under subsection (a) of this section, the Public Works Director and Assigns may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this article. The Public Works Director and Assigns may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the Public Works Director and Assigns, plus interest at the rate authorized by Public Works Director and Assigns shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Wis. Stats. subchapter VII of ch. 66.

(f) Compliance with the provisions of this article may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist order before resorting to injunctional proceedings.

Section 16. Amending Sec. 35-33 as revised below.

Sec. 35-33 Appeals.

(a) *Board of appeals.* The board of appeals created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b):

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(1) Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Public Works Director and Assigns in administering this article except for cease and desist orders obtained under section 35-32(c);

(b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved person or by any office, department, board, or bureau of the village affected by any decision of the Public Works Director and Assigns.

Section 17. Amending Sec. 35-55 as revised below.

Sec. 35-55 Authority.

(c) The village board hereby designates the Public Works Director and Assigns to administer and enforce the provisions of this article.

Section 18. Amending Sec. 35-58 as revised below.

Sec. 35-58 Applicability and jurisdiction.

(a) *Applicability.*

(3) Notwithstanding the applicability requirements in subsection (a)(1) of this section, this article applies to post-construction sites of any size that, as determined by the Public Works Director and Assigns, are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, causes undue channel erosion, or increases water pollution by scouring or the transportation of particulate matter.

Section 19. Amending Sec. 35-58 as revised below.

Sec. 35-59 Definitions.

Business day means a day the office of the Public Works Director and Assigns is routinely and customarily open for business.

Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the Public Works Director and Assigns.

Financial guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the Public Works Director and Assigns by the responsible party to ensure that requirements of the article are carried out in compliance with the stormwater management plan.

Permit means a written authorization made by the Public Works Director and Assigns to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state.

Permit administration fee means a sum of money paid to the Public Works Director and Assigns by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit.

Stop work order means an order issued by the Public Works Director and Assigns which requires that all construction activity on the site be stopped.

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Section 20. Amending Sec. 35-60 as revised below.

Sec. 35-60 Applicability of maximum extent practicable.

Maximum extent practicable applies when a person who is subject to a performance standard of this article demonstrates to the Public Works Director and Assigns satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the Public Works Director and Assigns that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.

Section 21. Amending Sec. 35-61 as revised below.

Sec. 35-61 – Technical standards.

The following methods shall be used in designing the water quality, peak discharge, and infiltration components of stormwater practices needed to meet the water quality standards of this article:

(2) Where technical standards have not been identified or developed by the state department of natural resources, other technical standards may be used provided that the methods have been approved by the Public Works Director and Assigns.

Note to permittees: Pollutant loading models such as DETPOND, WinSLAMM, P8, or equivalent methodology may be used to evaluate the efficiency of the design in reducing total suspended solids. Use the most recent version of the model and the rainfall files and other parameter files identified for state users unless directed otherwise by the regulatory authority.

Section 22. Amending Sec. 35-62 as revised below.

Sec. 35-62 Performance Standards.

(d) *Requirements.* The stormwater management plan required under subsection (b) of this section shall include the following:

(2)*Peak discharge.*

a. By design, BMPs shall be employed to maintain or reduce the one-year, 24-hour, five-year, 24-hour; and the 100-year, 24-hour post-construction peak runoff discharge rates to the one-year, 24-hour, two-year, 24-hour; and the five-year, 24-hour pre-development peak runoff discharge rates respectively, or to the maximum extent practicable. The runoff curve numbers in Table 2 shall be used to represent the actual pre-development conditions. Peak discharges shall be calculated using TR-55 runoff curve number methodology, Atlas 14 precipitation depths, and the appropriate NRCS Wisconsin MSE3 or MSE4 precipitation distribution. On a case-by-case basis, the Public Works Director

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and Assigns may allow the use of TP-40 precipitation depths and the Type II distribution.

Note to permittees: For determining compliance with the peak flow requirement, the department recommends use of the National Oceanic and Atmospheric Administration (NOAA) Atlas 14 Precipitation Frequency Estimates for precipitation depth. The Natural Resources Conservation Service (NRCS) - Wisconsin has calculated county-specific Atlas 14 precipitation depths and they are to be used in combination with the appropriate NRCS MSE3 or MSE4 precipitation distribution. The NRCS calculated county-specific Atlas 14 precipitation depths and MSE3 and MSE4 precipitation distributions are available at: https://www.nrcs.usda.gov/wps/portal/nrcs/detail/wi/technical/engineering/?cid=nrcs142p2_025417.

Table 2. Maximum Pre-Development Runoff Curve Numbers

Runoff Curve Number	Hydrologic Soil Group			
	A	B	C	D
Woodland	30	55	70	77
Grassland	39	61	71	78
Cropland	55	69	78	83

Note to permittees: Where the pre-development condition is a combination of woodland, grassland, or cropland, the runoff curve number should be pro-rated by area.

(7) *Swale treatment for transportation facilities.*

b. *Other requirements.*

1. Notwithstanding subsection (d)(7)a of this section, the Public Works Director and Assigns may, consistent with water quality standards, require that other requirements, in addition to swale treatment, be met on a transportation facility with an average daily traffic rate greater than 2,500 and where the initial surface water of the state that the runoff directly enters is one of the following:

(i)An outstanding resource water.
(ii)An exceptional resource water.
(iii)Waters listed in section 303(d) of the Federal Clean Water Act that are identified as impaired in whole or in part, due to nonpoint source impacts.
(iv)Water where targeted performance standards are developed pursuant to Wis. Admin. Code § NR 151.004.

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2.The transportation facility authority shall contact the Public Works Director and Assigns to determine if additional BMPs beyond a water quality swale are needed under this subsection.

(f) *BMP location.*

(2) The Public Works Director and Assigns may approve off-site management measures provided that all of the following conditions are met:

a. The Public Works Director and Assigns determines that the post-construction runoff is covered by a stormwater management system plan that is approved by the village and that contains management requirements consistent with the purpose and intent of this article.

(3) Where a regional treatment option exists such that the Public Works Director and Assigns exempts the applicant from all or part of the minimum on-site stormwater management requirements, the applicant shall be required to pay a fee in an amount determined in negotiation with the Public Works Director and Assigns. In determining the fee for post-construction runoff, the Public Works Director and Assigns shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the regional treatment option.

(g) *Additional requirements.* The Public Works Director and Assigns may establish stormwater management requirements more stringent than those set forth in this article if the Public Works Director and Assigns determines that the requirements are needed to control stormwater quantity or control flooding, comply with federally approved total maximum daily load requirements, or control pollutants associated with existing development or redevelopment.

Sec. 35-63 Permitting requirements, procedures and fees.

(b) *Permit application and fees.* Unless specifically excluded by this article, any responsible party desiring a permit shall submit to the Public Works Director and Assigns a permit application on a form provided by the Public Works Director and Assigns for that purpose.

(c) *Permit application review and approval.* The Public Works Director and Assigns shall review any permit application that is submitted with a stormwater management plan, maintenance agreement, and the required fee. The following approval procedure shall be used:

(2) Within three days of receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the Public Works Director and Assigns for initial review. Within three days of the village's receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the village building inspector for initial review. If the Public Works Director and Assigns or village building inspector finds the application or stormwater management plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review.

(4) Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, including all items as

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required by subsection (b) of this section, the Public Works Director and Assigns shall inform the applicant whether the application, stormwater management plan and maintenance agreement are approved or disapproved based on the requirements of this article.

(5) If the stormwater permit application, stormwater management plan and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of stormwater management practices is made, the Public Works Director and Assigns shall issue the permit.

(6) If the stormwater permit application, stormwater management plan or maintenance agreement is disapproved, the Public Works Director and Assigns shall detail in writing the reasons for disapproval.

(7) The Public Works Director and Assigns may request additional information from the applicant. If additional information is submitted, the Public Works Director and Assigns shall have 45 days from the date the additional information is received to inform the applicant that the stormwater management plan and maintenance agreement are either approved or disapproved.

(8) Failure by the Public Works Director and Assigns to inform the permit applicant of a decision within 45 days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.

(d) *Permit requirements.* All permits issued under this article shall be subject to the following conditions, and holders of permits issued under this article shall be deemed to have accepted these conditions. The Public Works Director and Assigns may suspend or revoke a permit for violation of a permit condition, following written notification of the responsible party. An action by the Public Works Director and Assigns to suspend or revoke this permit may be appealed in accordance with section 35-69.

(3) The responsible party shall notify the Public Works Director and Assigns at least 48 hours before commencing any work in conjunction with the stormwater management plan, and within 14 days upon completion of the stormwater management practices. If required as a special condition under subsection (e) of this section, the responsible party shall make additional notification according to a schedule set forth by the Public Works Director and Assigns so that practice installations can be inspected during construction.

(4) Practice installations required as part of this article shall be certified "as built" or "record" drawings by a licensed professional engineer. Completed stormwater management practices must pass a final inspection by the Public Works Director and Assigns to determine if they are in accordance with the approved stormwater management plan and ordinance. The Public Works Director and Assigns shall notify the responsible party in writing of any changes required in such practices to bring them into compliance with the conditions of this article.

(5) The responsible party shall notify the Public Works Director and Assigns of any significant modifications it intends to make to an approved stormwater management plan. The Public Works Director and Assigns may require that the proposed modifications be submitted to it for approval prior to incorporation into the stormwater management plan and execution by the responsible party.

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(7) The responsible party authorizes the Public Works Director and Assigns to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consents to a special assessment or charge against the property as authorized under Wis. Stats. subchapter VII of chapter 66, or to charging such costs against the financial guarantee posted under section 35-66.

(8) If so directed by the Public Works Director and Assigns, the responsible party shall repair at the responsible party's own expense all damage to adjoining municipal facilities and drainageways caused by runoff, where such damage is caused by activities that are not in compliance with the approved stormwater management plan.

(9) The responsible party shall permit property access to the Public Works Director and Assigns or its designee for the purpose of inspecting the property for compliance with the approved stormwater management plan and this article.

(10) Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the Public Works Director and Assigns may require the responsible party to make appropriate legal arrangements with affected property owners concerning the prevention of endangerment to property or public safety.

(e) *Permit conditions.* Permits issued under this subsection may include conditions established by Public Works Director and Assigns in addition to the requirements needed to meet the performance standards in section 35-62 or a financial guarantee as provided for in section 35-66.

(f) *Permit duration.* Permits issued under this section shall be valid from the date of issuance through the date the Public Works Director and Assigns notifies the responsible party that all stormwater management practices have passed the final inspection required under subsection (d)(4) of this section.

Sec. 35-64 Stormwater management plan.

(a) Stormwater management plan requirements. The stormwater management plan required under section 35-62(b) shall contain at a minimum the following information:

(8) Other information requested in writing by the Public Works Director and Assigns to determine compliance of the proposed stormwater management measures with the provisions of this article.

(b) *Alternate requirements.* The Public Works Director and Assigns may prescribe alternative submittal requirements for applicants seeking an exemption to on-site stormwater management performance standards under section 35-62(e).

Sec. 35-65 Maintenance agreement.

(a)*Maintenance agreement required.* The maintenance agreement required under section 35-63(b) for stormwater management practices shall be an agreement between the Public Works Director and Assigns and the responsible party to provide for maintenance of stormwater practices beyond the duration period of this permit. The maintenance agreement shall be filed with the county register of deeds as a property

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deed restriction so that it is binding upon all subsequent owners of the land served by the stormwater management practices.

(b) *Agreement provisions.* The maintenance agreement shall contain the following information and provisions and be consistent with the maintenance plan required by:

(5) Authorization for the Public Works Director and Assigns to access the property to conduct inspections of stormwater management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement.

(6) A requirement on the Public Works Director and Assigns to maintain public records of the results of the site inspections, to inform the responsible party responsible for maintenance of the inspection results, and to specifically indicate any corrective actions required to bring the stormwater management practice into proper working condition.

(7) Agreement that the party designated under subsection (b)(3) of this section, as responsible for long-term maintenance of the stormwater management practices, shall be notified by the Public Works Director and Assigns of maintenance problems which require correction. The specified corrective actions shall be undertaken within a reasonable time frame as set by the Public Works Director and Assigns.

(8) Authorization of the Public Works Director and Assigns to perform the corrected actions identified in the inspection report if the responsible party designated under subsection (b)(3) of this section does not make the required corrections in the specified time period. The Public Works Director and Assigns shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to Wis. Stats. subch. VII of ch. 66.

Sec. 35-66- Financial guarantee.

(a) *Establishment of the guarantee.* The Public Works Director and Assigns may require the submittal of a financial guarantee, the form and type of which shall be acceptable to the Public Works Director and Assigns. The financial guarantee shall be in an amount determined by the Public Works Director and Assigns to be the estimated cost of construction and the estimated cost of maintenance of the stormwater management practices during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the Public Works Director and Assigns the authorization to use the funds to complete the stormwater management practices if the responsible party defaults or does not properly implement the approved stormwater management plan, upon written notice to the responsible party by the Public Works Director and Assigns that the requirements of this article have not been met.

(b) *Conditions for release.* Conditions for the release of the financial guarantee are as follows:

(1) The Public Works Director and Assigns shall release the portion of the financial guarantee established under this section, less any costs incurred by the Public Works Director and Assigns to complete installation of practices, upon submission of "as built plans" or "record" drawings by a licensed professional engineer. The Public

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Works Director and Assigns may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages.
(2) The Public Works Director and Assigns shall release the portion of the financial guarantee established under this section to ensure maintenance of stormwater practices, less any costs incurred by the Public Works Director and Assigns, at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.

Sec. 35-67 Fee Schedule.

The fees referred to in other sections of this article shall be established by the Public Works Director and Assigns and may from time to time be modified by resolution. A schedule of the fees established by the Public Works Director and Assigns shall be available for review in the office of the village clerk.

Sec. 35-68 Enforecement.

(b) The Public Works Director and Assigns shall notify the responsible party by certified mail of any non-complying land disturbing construction activity or post-construction runoff. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action which may be taken.

(c) Upon receipt of written notification from the Public Works Director and Assigns under subsection (b) of this section, the responsible party shall correct work that does not comply with the stormwater management plan or other provisions of this article. The responsible party shall make corrections as necessary to meet the specifications and schedule set forth by the Public Works Director and Assigns in the notice.

(d) If the violations to a permit issued pursuant to this article are likely to result in damage to properties, public facilities, or waters of the state, the Public Works Director and Assigns may enter the land and take emergency actions necessary to prevent such damage. The costs incurred by the Public Works Director and Assigns plus interest and legal costs shall be billed to the responsible party.

(e) The Public Works Director and Assigns is authorized to post a stop work order on all land disturbing construction activity that is in violation of this article, or to request the municipal attorney to obtain a cease-and-desist order in any court with jurisdiction.

(f) The Public Works Director and Assigns may revoke a permit issued under this article for non-compliance with article provisions.

(g) Any permit revocation, stop work order, or cease and desist order shall remain in effect unless retracted by the Public Works Director and Assigns or by a court with jurisdiction.

(h) The Public Works Director and Assigns is authorized to refer any violation of this article, or a stop work order or cease and desist order issued pursuant to this article, to the municipal attorney for the commencement of further legal proceedings in any court with jurisdiction.

(j) When the Public Works Director and Assigns determines that the holder of a permit issued pursuant to this article has failed to follow practices set forth in the stormwater management plan, or has failed to comply with schedules set forth in said stormwater management plan, the Public Works Director and Assigns or a party designated by the

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Public Works Director and Assigns may enter upon the land and perform the work or other operations necessary to bring the condition of said lands into conformance with requirements of the approved stormwater management plan. The Public Works Director and Assigns shall keep a detailed accounting of the costs and expenses of performing this work. These costs and expenses shall be deducted from any financial security posted pursuant to section 35-66. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the work is completed.

Sec. 35-69 Appeals.

(a) *Board of appeals.* The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b), shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Public Works Director and Assigns in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions a literal enforcement of the article will result in unnecessary hardship.

(b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the Public Works Director and Assigns.

Sec. 35-97 Authority.

(c) The village board hereby designates the Public Works Director and Assigns to administer and enforce the provisions of this article.

Sec. 35-100 Applicability of article.

This section shall apply to all water entering the MS4 generated on any developed and undeveloped lands unless explicitly exempted by the Public Works Director and Assigns.

Sec. 35-101 – Responsibility for administration.

The Public Works Director and Assigns shall administer, implement, and enforce the provisions of this section. Any powers granted or duties imposed upon may be delegated to persons or entities acting in the beneficial interest of or in the employ of the village.

Sec. 35-104 – Suspension of MS4 access.

(b) Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The village will notify a violator of the proposed termination of its MS4 access. The violator has a maximum of 72 hours (or less if the Public Works Director and Assigns believes necessary) from written notification to correct the illicit discharge before access is terminated.

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Sec. 35-110 Appeals.

(a) *Board of appeals.* The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b) shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Public Works Director and Assigns in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions, a literal enforcement of the article will result in unnecessary hardship.

(b) *Who may appeal.* Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the Public Works Director and Assigns.

Sec. 36-1 Sidewalk construction and repair.

(a) *Standards and specifications; state law adopted.* Wis. Stats. § 66.0907 relating to the construction and repair of sidewalks is adopted by reference and made a part of this section. Specifications for sidewalks to be constructed are on file with the Public Director and Assigns. Works Any variation from the standard specifications shall be approved by the Public Works Director and Assigns.

(b) *Village sidewalk system.* The village shall have the discretion on a case-by-case basis to determine costs for sidewalks constructed, repaired, or replaced on private property required for inclusion as part of the village public sidewalk system. The Public Works Director and Assigns shall determine what constitutes the village sidewalk system, as adopted by resolution.

(c) *Costs.*

(1) *Repair and replacement.* The village will provide 50 percent of the repair or replacement costs of sidewalks in the village that have lasted their expected service life. The balance of the costs shall be borne by the property owner. In the event of sidewalks damaged prematurely due to property owner or contractor error, the property owner will be responsible for 100 percent of the replacement costs. The need for replacements will be at the discretion of the Public Works Director and Assigns.

(2) *New sidewalks.* The property owner shall provide 100 percent of the costs of new sidewalk construction in the village.

(3) *Authority of property owner to alter; approval required.* Property owners may, at their expense, construct, repair, or replace sidewalks, provided the Public Works Director and Assigns approves the alignment, grade, thickness, concrete mix, base and timing.

Sec. 38-14 Fees.

(e) *Plan review fee.* The subdivider shall pay a fee at the time of submission of improvements plans and specifications to partially cover the cost to the village of checking and reviewing such plans and specifications. This fee shall be estimated, using actual costs by staff. The fee may be recomputed upon demand of the subdivider or Public Works Director and Assigns, after completion of improvement construction in accordance with the actual cost of such improvements, and the difference, if any, shall be

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paid by or remitted to the subdivider. Evidence of cost shall be in such detail and form as provided by the Public Works Director and Assigns.

(f) *Inspection fee.* The subdivider shall pay a fee equal to the actual cost to the village for such inspection as the Public Works Director and Assigns deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the village or any other governmental authority. Inspection fees shall be paid as they are accrued.

(g) *Engineering fee.* The subdivider shall pay a fee equal to the actual cost to the village for all engineering work incurred by the village in connection with the plat and such fees shall be paid as they accrue. Engineering work may include the preparation of construction plans and standard specifications. The Public Works Director and Assigns may permit the subdivider to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for the preparation of such plans and specifications, except that fees shall be leviable for the review of plans submitted in accordance with this chapter.

Sec. 38-61 Information to be included.

(b) The preliminary plat submittal shall also include:

(19) Street plans and profiles. These plans and profiles shall show existing ground surface; proposed and established street grades and profiles; and street extensions beyond the limits of the subdivision when required. All elevations shall be based on U.S.G.S. datum, and plans and profiles shall meet the approval of the Public Works Director and Assigns.

(20) Borings and soundings in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table, in event the Public Works Director and Assigns requires such.

Sec. 38-143 Street design standards.

(c) Cul-de-sac streets designed to have one end permanently closed shall not exceed 500 feet in length without approval of the village, and in no event exceed 1,000 feet. The turnaround portion of the cul-de-sac shall be subject to the approval of the Public Works Director and Assigns. In no case shall the turn portions be less than 60 feet radius for the right-of-way. Temporary cul-de-sac streets shall be constructed at the ends of streets within the subdivision that are planned to be extended either within the subdivision or to adjacent parcels or subdivisions outside the subdivisions. These temporary cul-de-sacs are subject to the approval of the village.

Sec. 38-147 Easements.

(d) Where a subdivision is traversed by a watercourse, drainageway, channel or stream, the village shall require an adequate drainageway or easement. The location, width, alignment and improvement of such drainageway or easement shall be subject to the approval of the Public Works Director and Assigns; and parallel streets or parkways may be required in connection therewith. Where necessary, storm sewer drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate potential volumes of flow. These design details are subject to review and approval by the Public Works Director and Assigns.

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Sec. 38-167 Required; contract and bond.

(e) Contractors and subcontractors who are engaged in the construction of street and utility improvements on dedicated street rights-of-way shall be subject to approval of the Public Works Director and Assigns.

Sec. 38-168 Standard specifications.

All improvements shall comply with the approved standard specifications of the village, which are on file with the Public Works Director and Assigns. These requirements would apply to new subdivisions within the village and to subdivisions within 1½ miles of the corporate limits of the village.

Sec. 38-169 Survey monuments.

The subdivider shall install survey monuments placed in accordance with the requirements of Wis. Stats. ch. 236 and as may be required by the Public Works Director and Assigns.

Sec. 38-170 Grading.

After the installation of temporary block corner monuments or other survey control points by the subdivider and establishment of street grades by the village, the subdivider shall grade the full width of the right-of-way of all streets proposed to be dedicated in accordance with the plans and standard specifications approved by the Public Works Director and Assigns. The subdivider shall grade the roadbeds in the street rights-of-way to sub-grade together with side slopes beyond the right-of-way as required.

Sec. 38-174 Curb and gutter.

After installation of all underground utilities and improvements required by the village, the subdivider shall construct concrete curb and gutter in accordance with the standard specifications on file at the Village. Curb and gutter standards shall provide for the construction of concrete curb and gutter, using a 30-inch curb and gutter specification.

Sec. 38-175 Rural street sections.

When rural street sections have been approved by the village board, the subdivider shall finish grade of all shoulders and ditches, install all necessary culverts to prevent erosion and sediment in accordance with plans and standard specifications on file at the Village.

Sec. 38-176 Surfacing.

After the installation of all utility, sanitary sewer, storm sewer, water mains and other improvements, the subdivider shall surface all roadways in streets proposed to be dedicated, to the widths prescribed by these regulations, and shall be constructed in accordance with the standard specifications of the village which are on file at the Village. Street surfacing standards shall provide for requirements no less stringent than the following:

(2) Streets shall have an asphalt binder course of material as determined and specified by the Standard Specifications of the Village applied to such streets and shall not be less than three inches thick on any street after being rolled and compacted. This shall

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be followed by a final Asphalt Surface Course as determined and specified by the Standard Specifications of the Village that shall not be less than two inches thick after being rolled and compacted.

Sec. 38-177 Compaction.

(a) *Trench compaction.* All fill within trenches shall be compacted by means of mechanical vibration in one-foot lifts. Spoil material, minus topsoil, vegetation and all detrimental objects (including, but not limited to, asphalt, concrete chunks, scrap metal, building materials, and large rocks), as approved by the Public Works Director and Assigns, may be used as backfill. All spoil material shall be compacted to a minimum compaction of 96.5 percent standard proctor, with an average of 98 percent standard proctor. Four tests shall be taken every 100 feet until the first 300 feet of the trench backfill has met the compaction standards as set forth in this section. For each 100 feet, two tests shall be taken when the trench has been backfilled halfway, and two tests shall be taken when the trench is completely backfilled. Upon verification that the 300 feet of the trench has passed the minimum compaction requirements, and that satisfactory compaction requirements, and that satisfactory compaction methods are being followed, the contractor has two options for verifying the compaction on the remaining length of the trench:

(b) *Sub-base compaction.* Undisturbed soil, exposed during grading, lying just below the proposed base, shall be rolled with a vibrating roller just prior to base application. A minimum of two passes shall be required. The contractor shall not be required to provide density tests on this material if the minimum required passes are performed to the satisfaction of the Public Works Director and Assigns. If the sub-base has been substantially disturbed, or if fill is sub-grade, then a minimum compaction of 103 percent existing density or 96.5 percent standard proctor (at a minimum of 101 percent existing) is required. Fill lifts shall be limited to a maximum of one foot. Minimum tests for verification of compaction shall be: one density test per 100 feet.

Sec. 38-179 Sidewalks.

(a) The subdivider shall construct a concrete sidewalk on one side of all frontage roads and on both sides of all other streets within the subdivision. Sidewalks shall be a minimum of five feet in width. The design and construction of all sidewalks shall be in accordance with plans and standard specifications which are on file with the Public Works Director and Assigns.

Sec. 38-180 Other Utilities.

The subdivider shall cause gas, electrical power and communication facilities to be installed in such a manner as to make adequate service available to each lot in the subdivision. All electrical and communication service shall be buried underground and shall be placed within easements or dedicated public ways in a manner which will not conflict with other municipal underground facilities. Plans indicating the proposed location of all gas, electrical power and communication lines shall be approved by the Public Works Director and Assigns. The cost of installing conduit to be used for the installation of dark fiber shall be refunded to the then current

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property owner in accordance with the terms of the subdivision improvement agreement, when the dark fiber is lit.

Sec. 38-181 Street lamps.

The subdivider shall install street lamps along the streets proposed to be dedicated to the village, of a design compatible with the neighborhood and type of development proposed. Such lamps shall be placed on each street intersection and at such interior block spacing to provide the required footcandles of lighting intensity as may be required by the Public Works Director and Assigns.

Sec. 38-184 Acceptance of improvements.

(b) The acceptance of the utilities (sewer and water) shall be affected by passage of a resolution of the village board. The acceptance of all other improvements shall also be affected by a passage of a separate resolution by the village board. Both resolutions shall be based upon the Public Works Director and Assigns certification that improvements have been properly installed and completed, and that the village has adequate security for the correction of defects for a period of one year from the date of acceptance of such improvements. Normal operating costs, such as street lighting electricity, pump station electricity, and maintenance, such as snow plowing and street sweeping, shall be assumed by the village from the time of assuming the use of the improvements.

Sec. 38-207 Commencement.

No construction of improvements shall commence in a proposed subdivision until the final plat or certified survey map has been approved, the plans pertaining to the work which is proposed to be commenced are approved, the plan review fees are paid, and the Public Works Director and Assigns has given written authorization to commence work.

Sec. 38-208 Plans.

The following plans, together with calculations and accompanying construction specifications, shall be required by the village before authorization of construction or installation of improvements. All street and utility plans shall be drawn to a horizontal scale of one inch to 40 feet and a vertical scale of one inch to four feet on standard 24-inch by 36-inch plan-profile sheets, unless other scales and sizes are approved by the Public Works Director and Assigns. Elevations shall be referenced to mean sea level datum and benchmarks indicated on the plans.

(6) Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion shall generally follow the guidelines and standards set forth by the state department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the Public Works Director and Assigns.

(7) Additional special plans or information as may be required by the Public Works Director and Assigns.

Sec. 38-209 As-built plans.

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After completion of all public improvements and prior to final acceptance of the improvements, the subdivider shall make or cause to be made maps showing the actual location of all valves, manholes with elevations, stubs, sewer and water mains, sewer and water laterals, and other such facilities as the Public Works Director and Assigns may require. The subdivider shall provide the village as-built working drawings of sewage lift stations, water pump house facilities, together with manufacturer's guarantees on equipment where in force. Such maps, plans, and drawings shall be provided on a reproducible medium and supplied on an AutoCAD compatible file on a 3.5 inch disc.

Sec 38-210 Inspection.

The subdivider, prior to commencing any work within the subdivision, shall make arrangements with the Public Works Director and Assigns to provide inspection of the work.

Sec. 38-229 Design criteria, standards and specifications for control measures.

All control measures required to comply with this chapter shall meet the design criteria, standards and specifications as set forth in the department of natural resources' Wisconsin Construction Site Best Management Practice Handbook, or as directed by the Public Works Director and Assigns.

Sec. 38-230 Maintenance of control measures.

All sedimentation basins and other control measures necessary to meet the requirements of this chapter shall be maintained by the subdivider or subsequent land owner during the period of land disturbance and land development of the site in a satisfactory manner to ensure adequate performance and to prevent nuisance conditions. The standards for maintenance of control measures shall be set forth in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the Public Works Director and Assigns.

Sec. 38-235 Drain inlet protection.

All storm drain inlets shall be protected with a straw bale, filter fabric, or equivalent barrier meeting acceptance design, criteria, standards and specifications approved by the Public Works Director and Assigns.

Sec. 38-236 Additional requirements for runoff sites.

(d) Runoff from the entire disturbed area on the site shall be controlled by meeting either subsections (d)(1) and (2) or (d)(1) and (3) of this section.

(1) All disturbed ground left inactive for 14 or more days shall be stabilized by temporary or permanent seeding; temporary or permanent seeding and mulching; sodding; covering with tarps; or equivalent control measures. If temporary seeding is used, a permanent cover shall also be required as part of the final site stabilization. Seeding or sodding shall be conducted and specified in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook" or by the Public Works Director and Assigns. Variances from the requirements of this subsection may be granted by the Public Works Director and Assigns upon application, but only if the failure to comply is due to extended

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periods of rain or other construction delays beyond the control of the responsible party.

(e) Runoff from sites on slopes of 12 percent or more slope may require additional or different controls than listed in subsection (d) of this section. Requirements for such slopes shall be specified by the Public Works Director and Assigns.

(f) Any soil or dirt storage piles containing more than ten cubic yards of material should not be located with a downslope drainage length of less than 25 feet to a roadway or drainage channel. Straw bales or filter fence barriers shall be placed immediately on the downslope side of the piles. If remaining for more than 30 days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. In-street utility repair or construction soil or dirt storage piles located closer than 25 feet of a roadway or drainage channel must be covered with tarps or suitable alternative control if exposed for more than seven days, and the storm-drain inlets must be protected with straw bales or other appropriate filtering barriers. If any soil or dirt storage pile described in this subsection is in existence for more than six months, the filter fabric or straw bales shall be replaced upon order by the Public Works Director and Assigns.

Sec. 38-266 Required; application submission.

No landowner or land user may commence a land disturbance or land development activity subject to this chapter without receiving prior approval of a control plan for the site and a permit from the village. At least one landowner or land user controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this chapter shall submit an application for a permit, together with a control plan and pay an application fee to the village. The applicant may file supplemental information to comply with directives resulting from the Public Works Director and Assigns initial review. By submitting an application, the applicant is authorizing the Public Works Director and Assigns and village building inspector to enter the site to obtain information required for the review of the control plan.

Sec. 38-269 Review of control plan.

(c) Within three days of receipt of the application, a copy thereof, together with a copy of the control plan for activities covering more than one acre, shall be delivered to the Public Works Director and Assigns for initial review.

(d) If the Public Works Director and Assigns or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this chapter, the applicant shall be notified of the inadequacy as soon as practical after review.

Sec. 38-270 Permits.

(c) *Conditions.* All permits shall require the permittee to:

(8) Allow the Public Works Director and Assigns or building inspector or agent of the village to enter the site for the purpose of inspecting for compliance with the control plan or for performing any work necessary to bring the site into compliance with the control plan.

Sec. 38-289 Inspection.

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(a) The Public Works Director and Assigns or building inspector may post a stop-work order if:

(1) Any land disturbing or land developing activity regulated under this article is being undertaken without a permit;

(2) The control plan is not being implemented in a good faith manner; or

(3) The conditions of the permit are not being met.

(e) Ten days after posting a stop-work order, the Public Works Director and Assigns may issue a notice of the intent to perform work necessary to comply with this article. The Public Works Director and Assigns may go on the land and commence the work after 14 days from issuing the notice of intent. The costs of the work performed by the village, plus interest at the rate authorized by the village shall be billed to the permittee or the landowner. In the event the permittee or the landowner fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special charge against the property pursuant to Wis. Stats. § 66.60(16).

Sec. 48-63 Appeals and applications.

Appeals from the decision of the zoning officer concerning the literal enforcement of this chapter may be made by any person aggrieved or by any officer, department, board, or bureau of the village. Such appeals shall be filed with the clerk within 30 days after the date or written notice of the decision or order of the zoning officer. Applications may be made by the owner or lessee of the structure, land, or water to be affected at any time and shall be filed with the clerk. Such appeals and applications shall include the following:

(1) Name and address of the appellant or applicant and all abutting and opposite property owners of record within 500 feet of the subject property.

(2) Plat of survey prepared by a registered land surveyor, or a location sketch drawn to scale, showing all of the information required on the standard village application.

(3) Additional information required by the village plan commission, Public Works Director and Assigns, board of appeals, or zoning officer.

Sec. 48-177 Parking.

(a) *Generally.* In all districts and in connection with every use, there shall be provided at the time any use or building is erected, enlarged, extended, or increased off-street parking stalls for all vehicles in accordance with the following:

(1) Adequate access to a public street shall be provided for each parking space, and driveways shall comply with village standards on file with Public Works Director and Assigns.

Sec. 48-243 Application.

(4) Additional information as may be required by the plan commission, Public Works Director and Assigns, village administrator, building inspector, or village board.

Section 47. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 48. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or

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unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 49. The Village Clerk and Village Administrator are authorized and directed to make all changes within the Village of Jackson Code of Ordinances necessary to reflect this Ordinance.

Introduced by:_____ Seconded by:_____

Vote: _____aye _____nay Passed and approved_____

VILLAGE OF JACKSON

By:_____
Brian J. Heckendorf, Village President

Attest:

_____
Jacqueline Schuh, Village Clerk

Proof of Posting:

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

_____ _____
Village Official Date

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	A	B	C	D	E	F
1	**ATTACHMENT FOR REVIEW AMENDING SEVERAL SECTIONS OF VILLAGE CODE PERTAINING TO THE POSITIONS OF VILLAGE ENGINEER AND DPW**					
2	**Chapter/Article/Section of Code**	**Adopted Verbiage**		**Proposed Verbiage**	**Link**	
3	Amending 2-82 "Administration", "Officers and Employees", "Public works director/engineer"	(a)Appointment. The public works director/engineer shall be appointed by the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position. (b)Powers and duties. The powers and duties of the public works director/engineer shall be those as prescribed by state law and as specified by the village board.	Just Board appointing the Director	(a)Appointment. The public works director/~~engineer~~ shall be appointed by the village board for an indefinite term, subject to removal pursuant to the provisions of state law or the term of office and conditions of employment may be a matter of written contract between the village and the person appointed to the position. (b)Powers and duties. The powers and duties of the public works director/~~engineer~~ shall be those as prescribed by state law and as specified by the village board.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTIIIOFEM_DIV2SPOF_S2-82PUWODIEN	https://docs.legis.wisconsin.gov/statutes/statutes/66/vii/0703/9
4	Amending 2-277 (7) "Administration", "Finance", "Preliminary resolution"	Whenever the village board shall determine that any public work or improvement shall be financed in whole or in part by special assessments levied under this section, it shall adopt a preliminary resolution setting forth the following: (7)A directive that the village engineer prepare a report as required in this division.	Director of Public Works can set up the report, there does not appear that an "Engineer" needs to assemble the report. I have always refeered to the report as "Engineers Report", Stats refeer to it as just "Report" (*"governing body.....direct the proper municipal officer or employee to make a report on the proposal"*) https://docs.legis.wisconsin.gov/statutes/statutes/66/vii/0703/9	Whenever the village board shall determine that any public work or improvement shall be financed in whole or in part by special assessments levied under this section, it shall adopt a preliminary resolution setting forth the following: (7)A directive that the ~~village engineer~~ **Public Works Director and Assigns,** prepare a report as required in this division.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV3SPAS_S2-277PRRE	https://docs.legis.wisconsin.gov/statutes/statutes/66/vii/0703/9
5	Amending 2-278 "Administration", "Finance" "Report of the ~~village engineer~~" **Public Works Director**	(a)Whenever the village board, by preliminary resolution, directs the village engineer to prepare a report, the village engineer shall prepare a report consisting of the following: (b)Upon completion of the report, the village engineer shall file a copy of the report with the village clerk.	Public Works Director can do this. Design engineer can assist if needed.	(a)Whenever the village board, by preliminary resolution, directs the ~~village engineer~~ **Public Works Director** to prepare a report, the ~~village engineer~~ **Public Works Director** shall prepare a report consisting of the following: (b)Upon completion of the report, the ~~village engineer~~ **Public Works Director** shall file a copy of the report with the village clerk.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV3SPAS_S2-278REVIEN	
6	Amending 8-168 (a) "Buildings and Construction", "Building and Technical Codes", "Private well abandonment"	(a)Coverage. All private wells, including geothermal wells, located on any premises, which are served by the public water system of the village, shall be properly filled by such time and in such manner as set forth by resolution. Only those wells for which a well operation permit has been granted by the village engineer may be exempted from this requirement, subject to conditions of maintenance and operation.	Does not need a P.E. to issue this permit. Could be the Village in general, Clerk, Public Works Director.... Sample permit here: https://villageofhoward.com/DocumentCenter/View/1011/Well-Operation-Permits-PDF	(a)Coverage. All private wells, including geothermal wells, located on any premises, which are served by the public water system of the village, shall be properly filled by such time and in such manner as set forth by resolution. Only those wells for which a well operation permit has been granted by the village ~~engineer~~ **Public Works Director** may be exempted from this requirement, subject to conditions of maintenance and operation.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH8BUCO_ARTIIIBUTECO_DIV2PL_S8-168PRWEAB	
7	Amending 8-168 (b)(2) "Buildings and Construction", "Building and Technical Codes", "Private well abandonment"	(b)Well operation permits. Application shall be made on forms provided by the village engineer. A permit may be granted to a well owner to operate a well for a period of three years if the following requirements are met: (2)The well has passed an inspection by a DNR licensed well inspector and DNR form 3300-221, the state well and pressure system inspection form, is on file with the village engineer. The inspection form on file shall be no greater than ten years old.	Does not need a P.E. to issue this permit. Could be the Village in general, Clerk, Public Works Director....	(b)Well operation permits. Application shall be made on forms provided by the village ~~engineer~~ **Public Works Director** . A permit may be granted to a well owner to operate a well for a period of three years if the following requirements are met: (2)The well has passed an inspection by a DNR licensed well inspector and DNR form 3300-221, the state well and pressure system inspection form, is on file with the village ~~engineer~~ **Public Works Director** . The inspection form on file shall be no greater than ten years old.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH8BUCO_ARTIIIBUTECO_DIV2PL_S8-168PRWEAB	
8	Amending 8-168 (c-d) "Buildings and Construction", "Building and Technical Codes", "Private well abandonment"	(c)Methods. Wells to be abandoned shall be filled according to the procedures outlined in Wis. Admin. Code ch. NR 812. The pump and piping must be removed and the well checked out, by the village water utility department, for obstructions and cross connections prior to plugging. Any obstruction or liner must be removed. An abandonment permit must be obtained from the office of the village engineer prior to the beginning of work. (d)Reports and inspection. A well abandonment report must be submitted by the well owner to the department of natural resources on forms provided by that agency (available at the office of the village engineer). The report shall be submitted immediately upon completion of the filling of the well. The filling must be observed by a representative of this municipality.	Does not need to be a P.E. to issue	(c)Methods. Wells to be abandoned shall be filled according to the procedures outlined in Wis. Admin. Code ch. NR 812. The pump and piping must be removed and the well checked out, by the village water utility department, for obstructions and cross connections prior to plugging. Any obstruction or liner must be removed. An abandonment permit must be obtained from the office of the ~~village engineer~~ **Public Works Director** prior to the beginning of work. (d)Reports and inspection. A well abandonment report must be submitted by the well owner to the department of natural resources on forms provided by that agency (available at the office of the ~~village engineer~~ **Public Works Director**). The report shall be submitted immediately upon completion of the filling of the well. The filling must be observed by a representative of this municipality.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH8BUCO_ARTIIIBUTECO_DIV2PL_S8-168PRWEAB	

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9	Amending 35-19 (c) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Authority"	(c)The village board hereby designates the village engineer to administer and enforce the provisions of this article.	This could be done through the Public Works Director (or his assignes), or maybe by the Building Inspector.	(c)The village board hereby designates the ~~village engineer~~ **Public Works Director and Assigns** to administer and enforce the provisions of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-19AU	
10	Amending 35-22 (a)(3) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Applicability and jurisdiction"	(a)Applicability. (3)Notwithstanding the applicability requirements in subsection (a) of this section, this article applies to construction sites of any size that, as determined by the village engineer, are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, or that increases water pollution by scouring or transporting of particulate.	Public Works Director could look at case by case basis, and if the Director has concern, reach out to the Engineer assisting the Village, to request review of drainage areas, pipe capacities, flow rate and velocities.	(a)Applicability. (3)Notwithstanding the applicability requirements in subsection (a) of this section, this article applies to construction sites of any size that, as determined by the ~~village engineer~~ **Public Works Director and Assigns ,** are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, or that increases water pollution by scouring or transporting of particulate.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-22APJU	
11	Amending 35-23 "Stormwater Management", "Construction Site Erosion and Sediment Control", "Definitions"	Business day means a day the office of the village engineer is routinely and customarily open for business. Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the village engineer. Permit means a written authorization made by the village engineer to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state. Stop work order means an order issued by the village engineer which requires that all construction activity on the site be stopped.	Business Day - If Public Works Director is issuing, it should be that office hours (building Inspector) Cease and Desist should be able to be done by Director, Staff, Building Inspector if something is being done in violation. Who is issuing the Permit, Director or Building Inspector ? Stop work should be able to be issued by Director, Staff, Building Inspector etc. as needed.	Business day means a day the office of the ~~village engineer~~ **Public Works Director and Assigns** is routinely and customarily open for business. Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the ~~village engineer~~ **Public Works Director and Assigns.** Permit means a written authorization made by the ~~village engineer~~ **Public Works Director and Assigns** to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state. Stop work order means an order issued by the ~~village engineer~~ **Public Works Director and Assigns** which requires that all construction activity on the site be stopped.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-23DE	
12	Amending 35-24 "Stormwater Management", "Construction Site Erosion and Sediment Control", "Applicability of maximum extent practicable"	The term "maximum extent practicable" applies when a person who is subject to a performance standard of this article demonstrates to the village engineer's satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the village engineer that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.	Chapter 35 covers "Stormwater Management", This would apply to a very broad range of projects. If the Public Works Director is not comfortable in reviewing more complex projects, the Director could assign the review to the Engineer etc. I think this would apply to all of Chapter 35 references.	The term "maximum extent practicable" applies when a person who is subject to a performance standard of this article demonstrates to the ~~village engineer's~~ **Public Works Director and Assigns,** satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the ~~village engineer~~ **Public Works Director and Assigns,** that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-24APMAEXPR	
13	Amending 35-25 (3) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Technical standards"	All BMPs required for compliance with this article shall meet design criteria, standards and specifications based on any of the following: (3)Technical standards and methods approved by the village engineer.	If the Public Works Director is not comfortable in reviewing more complex projects, the Director could assign the review to the Engineer etc.	All BMPs required for compliance with this article shall meet design criteria, standards and specifications based on any of the following: (3)Technical standards and methods approved by the ~~village engineer~~ **Public Works Director and Assigns,**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-25TEST	
14	Amending 35-28 (a-b) "Stormwater Management", Permitting requirements, procedures and fees"	(a)Permit required. No responsible party may commence a land disturbing construction activity subject to this article without receiving prior approval of an erosion and sediment control plan for the site and a permit from the village engineer. (b)Permit application and fees. The responsible party that will undertake a land disturbing construction activity subject to this article shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of section 35-29, and shall pay an application fee to the village engineer in the amount specified in section 35-30. By submitting an application, the applicant is authorizing the village engineer to enter the site to obtain information required for the review of the erosion and sediment control plan.		(a)Permit required. No responsible party may commence a land disturbing construction activity subject to this article without receiving prior approval of an erosion and sediment control plan for the site and a permit from the ~~village engineer~~ **Public Works Director and Assigns** (b)Permit application and fees. The responsible party that will undertake a land disturbing construction activity subject to this article shall submit an application for a permit and an erosion and sediment control plan that meets the requirements of section 35-29, and shall pay an application fee to the ~~village engineer~~ **Public Works Director and Assigns** in the amount specified in section 35-30. By submitting an application, the applicant is authorizing the ~~village engineer~~ **Public Works Director and Assigns** to enter the site to obtain information required for the review of the erosion and sediment control plan.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-28PEREPRFE	

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15	Amending 35-28 (c)(2,4,5,6,7,8) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Permitting requirements, procedures and fees"	(c)Permit application review and approval. The village engineer shall review any permit application that is submitted with an erosion and sediment control plan, and the required fee. The following approval procedure shall be used: (2)Within three days of receipt of the application, a copy thereof together with a copy of the control plan for activities covering more than one acre shall be delivered to the village engineer for initial review. Within three days of the village receipt of the application, a copy thereof together with a copy of the control plan statement for activities covering less than one acre, shall be delivered to the village building inspector for initial review. If the village engineer or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review. (4)Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, as required by subsection (b) of this section, the village engineer shall inform the applicant whether the application and erosion and sediment control plan are approved or disapproved based on the requirements of this article. (5)If the permit application and erosion and sediment control plan are approved, the village engineer shall issue the permit. (6)If the permit application or erosion and sediment control plan is disapproved, the village engineer shall state in writing the reasons for disapproval. (7)The village engineer may request additional information from the applicant. If additional information is submitted, the village engineer shall have 45 days from the date the additional information is received to inform the applicant that the erosion and sediment control plan is either approved or disapproved. (8)Failure by the village engineer to inform the permit applicant of a decision within 45 days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.	6.0 PWD can always attach engineers review comments	submitted with an erosion and sediment control plan, and the required fee. The following approval procedure shall be used: (2)Within three days of receipt of the application, a copy thereof together with a copy of the control plan for activities covering more than one acre shall be delivered to the ~~village engineer~~ **Public Works Director and Assigns** for initial review. Within three days of the village receipt of the application, a copy thereof together with a copy of the control plan statement for activities covering less than one acre, shall be delivered to the village building inspector for initial review. If the ~~village engineer~~ **Public Works Director and Assigns** or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review. (4)Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, as required by subsection (b) of this section, the ~~village engineer~~ **Public Works Director and Assigns** shall inform the applicant whether the application and erosion and sediment control plan are approved or disapproved based on the requirements of this article. (5)If the permit application and erosion and sediment control plan are approved, the ~~village engineer~~ **Public Works Director and Assigns** shall issue the permit. (6)If the permit application or erosion and sediment control plan is disapproved, the ~~village engineer~~ **Public Works Director** shall state in writing the reasons for disapproval. (7)The ~~village engineer~~ **Public Works Director and Assigns** may request additional information from the applicant. If additional information is submitted, the village engineer shall have 45 days from the date the additional information is received to inform the applicant that the erosion and sediment control plan is either approved or disapproved. (8)Failure by the ~~village engineer~~ **Public Works Director and Assigns** to inform the permit applicant of a decision within 45 days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-28PEREPRFE	
16	"Stormwater Management", "Stormwater Management", "Construction Site Erosion and Sediment Control", "Permitting requirements, procedures and fees"	(d)Surety bond. As a condition of approval and issuance of the permit, the village engineer may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the approved erosion and sediment control plan and any permit conditions.		(d)Surety bond. As a condition of approval and issuance of the permit, the ~~village engineer~~ **Public Works Director and Assigns** may require the applicant to deposit a surety bond or irrevocable letter of credit to guarantee a good faith execution of the approved erosion and sediment control plan and any permit conditions.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-28PEREPRFE	
17	Amending 35-28 (e)(1-3) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Permitting requirements, procedures and fees"	(e)Permit requirements. All permits shall require the responsible party to: (1)Notify the village engineer 48 hours in advance of commencing any land disturbing construction activity. (2)Notify the village engineer of completion of any BMPs within 14 days after their installation. (3)Obtain permission in writing from the village engineer prior to any modification pursuant to section 35-29 (c) of the erosion and sediment control plan.		(e)Permit requirements. All permits shall require the responsible party to: (1)Notify the ~~village engineer~~ **Public Works Director and Assigns** 48 hours in advance of commencing any land disturbing construction activity. (2)Notify the village engineer **Public Works Director and Assigns** of completion of any BMPs within 14 days after their installation. (3)Obtain permission in writing from the ~~village engineer~~ **Public Works Director and Assigns** prior to any modification pursuant to section 35-29 (c) of the erosion and sediment control plan.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-28PEREPRFE	
18	Amending 35-28 (f-g) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Permitting requirements, procedures and fees"	(f)Permit conditions. Permits issued under this section may include conditions established by village engineer in addition to the requirements set forth in subsection (e) of this section, where needed to ensure compliance with the performance standards in sections 35-26 and 35-27. (g)Permit duration. Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The village engineer may grant one or more extensions not to exceed 180 days cumulatively. The village engineer may require additional BMPs as a condition of an extension if they are necessary to meet the requirements of this article.		(f)Permit conditions. Permits issued under this section may include conditions established by ~~village engineer~~ **Public Works Director and Assigns** in addition to the requirements set forth in subsection (e) of this section, where needed to ensure compliance with the performance standards in sections 35-26 and 35-27. (g)Permit duration. Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The ~~village engineer~~ **Public Works Director and Assigns** may grant one or more extensions not to exceed 180 days cumulatively. The ~~village engineer~~ **Public Works Director and Assigns** may require additional BMPs as a condition of an extension if they are necessary to meet the requirements of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-28PEREPRFE	
19	Amending 35-29 (a) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Erosion and sediment control plan, statement and amendments"	(a)Erosion and sediment control plan statement. For each construction site identified under section 35-22(a)(3), an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the village engineer. The erosion and sediment control plan statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the article. A site map shall also accompany the erosion and sediment control plan statement.		(a)Erosion and sediment control plan statement. For each construction site identified under section 35-22(a)(3), an erosion and sediment control plan statement shall be prepared. This statement shall be submitted to the ~~village engineer~~ **Public Works Director and Assigns.** The erosion and sediment control plan statement shall briefly describe the site, the development schedule, and the BMPs that will be used to meet the requirements of the article. A site map shall also accompany the erosion and sediment control plan statement.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-29ERSECOPLSTAM	
20	Amending 35-29 (b)(1) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Erosion and sediment control plan, statement and amendments"	(b)Erosion and sediment control plan requirements. (1)An erosion and sediment control plan shall be prepared and submitted to the village engineer.		(b)Erosion and sediment control plan requirements. (1)An erosion and sediment control plan shall be prepared and submitted to the ~~village engineer.~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-29ERSECOPLSTAM	

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21	Amending 35-29 (c)(3) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Erosion and sediment control plan, statement and amendments"	(c)Erosion and sediment control plan amendments. The applicant shall amend the erosion and sediment control plan if any of the following occur: (3)The village engineer notifies the applicant of changes needed in the erosion and sediment control plan.	Public Works Director can ewly on consultant to aid revisions	(c)Erosion and sediment control plan amendments. The applicant shall amend the erosion and sediment control plan if any of the following occur: (3)The ~~village engineer~~ **Public Works Director and Assigns** notifies the applicant of changes needed in the erosion and sediment control plan.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-29ERSECOPLSTAM	
22	Amending 35-30 "Stormwater Management", "Construction Site Erosion and Sediment Control", "Fee schedule"	The fees referred to in other sections of this article shall be established by the village engineer and may from time to time be modified by resolution. A schedule of the fees established by the village engineer shall be available for review in the office of the village clerk.	Public Works Director, admin, or just village	The fees referred to in other sections of this article shall be established by the ~~village engineer~~ **Public Works Director and Assigns** and may from time to time be modified by resolution. A schedule of the fees established by the ~~village engineer~~ **Public Works Director and Assigns** shall be available for review in the office of the village clerk.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-30FESC	
23	Amending 35-31 "Stormwater Management", "Construction Site Erosion and Sediment Control", "Inspection"	If land disturbing construction activities are occurring without a permit required by this article, the village engineer may enter the land pursuant to the provisions of Wis. Stats. § 66.0119(1) through (3).		If land disturbing construction activities are occurring without a permit required by this article, the ~~village engineer~~ **Public Works Director and Assigns** may enter the land pursuant to the provisions of Wis. Stats. § 66.0119(1) through (3).	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-31IN	
24	Amending 35-32 "Stormwater Management", "Construction Site Erosion and Sediment Control", "Enforcement"	(a)The village engineer may post a stop work order if any of the following occurs:(1)Land disturbing construction activity regulated under this article is occurring without a permit.(2)The erosion and sediment control plan is not being implemented in good faith.(3)The conditions of the permit are not being met. Note to permittees: The village engineer should inspect any construction site that holds a permit under this chapter at least once a month between March 1 and October 31, and at least two times between November 1 and February 28 to ensure compliance with the approved erosion and sediment control plan. (b)If the responsible party does not cease activity as required in a stop work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the village engineer may revoke the permit. (c)If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the village engineer, or if a responsible party violates a stop work order posted under subsection (a) of this section, the village engineer may request the village attorney to obtain a cease and desist order in any court with jurisdiction. (d)The village engineer may retract the stop work order issued under subsection (a) of this section or the permit revocation under subsection (b) of this section. (e)After posting a stop work order under subsection (a) of this section, the village engineer may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this article. The village engineer may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the village engineer, plus interest at the rate authorized by village engineer shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Wis. Stats. subchapter VII of ch. 66.		construction activity regulated under this article is occurring without a permit.(2)The erosion and sediment control plan is not being implemented in good faith.(3)The conditions of the permit are not being met. Note to permittees: The ~~village engineer~~ **Public Works Director and Assigns** should inspect any construction site that holds a permit under this chapter at least once a month between March 1 and October 31, and at least two times between November 1 and February 28 to ensure compliance with the approved erosion and sediment control plan. (b)If the responsible party does not cease activity as required in a stop work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the ~~village engineer~~ **Public Works Director and Assigns** may revoke the permit. (c)If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the ~~village engineer~~ **Public Works Director and Assigns,** or if a responsible party violates a stop work order posted under subsection (a) of this section, the ~~village engineer~~ **Public Works Director and Assigns** may request the village attorney to obtain a cease and desist order in any court with jurisdiction. (d)The ~~village engineer~~ **Public Works Director and Assigns** may retract the stop work order issued under subsection (a) of this section or the permit revocation under subsection (b) of this section. (e)After posting a stop work order under subsection (a) of this section, the ~~village engineer~~ **Public Works Director and Assigns** may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this article. The ~~village engineer~~ **Public Works Director and Assigns** may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the ~~village engineer~~ **Public Works Director and Assigns,** plus interest at the rate authorized by ~~village engineer~~ **Public Works Director and Assigns** shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the ~~clerk~~ **Treasurer** shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Wis. Stats. subchapter VII of ch. 66.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-32EN	
25	Amending 35-33 (a)(1) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Appeals"	(a)Board of appeals. The board of appeals created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b): (1)Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the village engineer in administering this article except for cease and desist orders obtained under section 35-32(c)		(a)Board of appeals. The board of appeals created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b): (1)Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the ~~village engineer~~ **Public Works Director and Assigns** in administering this article except for cease and desist orders obtained under section 35-32(c)	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-33AP	
26	Amending 35-33 (b) "Stormwater Management", "Construction Site Erosion and Sediment Control", "Appeals"	(b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by any office, department, board, or bureau of the village affected by any decision of the village engineer.		(b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by any office, department, board, or bureau of the village affected by any decision of the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIICOSIERSECO_S35-33AP	

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27	Amending 35-55 (c) "Stormwater Management", "Post-Construction Stormwater Management", "Authority"	(c)The village board hereby designates the village engineer to administer and enforce the provisions of this article.		(c)The village board hereby designates the ~~village engineer~~ **Public Works Director and Assigns** to administer and enforce the provisions of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-55AU	
28	Amending 35-58 (a)(3) "Stormwater Management", "Post-Construction Stormwater Management", "Applicability and jurisdiction"	(a)Applicability. (3)Notwithstanding the applicability requirements in subsection (a)(1) of this section, this article applies to post-construction sites of any size that, as determined by the village engineer, are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, causes undue channel erosion, or increases water pollution by scouring or the transportation of particulate matter.		(a)Applicability. (3)Notwithstanding the applicability requirements in subsection (a)(1) of this section, this article applies to post-construction sites of any size that, as determined by the ~~village engineer~~ **Public Works Director and Assigns,** are likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, causes undue channel erosion, or increases water pollution by scouring or the transportation of particulate matter.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-58APJU	
29	Amending 35-59 "Stormwater Management", "Post-Construction Stormwater Management", "Definitions"	Business day means a day the office of the village engineer is routinely and customarily open for business. Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the village engineer. Financial guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the village engineer by the responsible party to ensure that requirements of the article are carried out in compliance with the stormwater management plan. Permit means a written authorization made by the village engineer to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state. Permit administration fee means a sum of money paid to the village engineer by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit. Stop work order means an order issued by the village engineer which requires that all construction activity on the site be stopped.	Same as note on line 11	Business day means a day the office of the ~~village engineer~~ **Public Works Director and Assigns** is routinely and customarily open for business. Cease and desist order means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit or in violation of a permit issued by the ~~village engineer~~ **Public Works Director and Assigns.** Financial guarantee means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the ~~village engineer~~ **Public Works Director and Assigns** by the responsible party to ensure that requirements of the article are carried out in compliance with the stormwater management plan. Permit means a written authorization made by the ~~village engineer~~ **Public Works Director and Assigns** to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state. Permit administration fee means a sum of money paid to the ~~village engineer~~ **Public Works Director and Assigns** by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit. Stop work order means an order issued by the ~~village engineer~~ **Public Works Director and Assigns** which requires that all construction activity on the site be stopped.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-59DE	
30	Amending 35-60 "Stormwater Management", "Post-Construction Stormwater Management", "Applicability of maximum extent practicable"	Maximum extent practicable applies when a person who is subject to a performance standard of this article demonstrates to the village engineer's satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the village engineer that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.	Same as note on line 12 or directors assigns	Maximum extent practicable applies when a person who is subject to a performance standard of this article demonstrates to the ~~village engineer's~~ **Public Works Director and Assigns** satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties. Determination by the ~~village engineer~~ **Public Works Director and Assigns** that the maximum extent practicable is appropriate for a performance standard does not exempt an applicant from the village board plan approval process.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-60APMAEXPR	
31	Amending 35-61 (2) "Stormwater Management", "Post-Construction Stormwater Management", "Technical Standards"	The following methods shall be used in designing the water quality, peak discharge, and infiltration components of stormwater practices needed to meet the water quality standards of this article: (2)Where technical standards have not been identified or developed by the state department of natural resources, other technical standards may be used provided that the methods have been approved by the village engineer.		The following methods shall be used in designing the water quality, peak discharge, and infiltration components of stormwater practices needed to meet the water quality standards of this article: (2)Where technical standards have not been identified or developed by the state department of natural resources, other technical standards may be used provided that the methods have been approved by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-61TEST	
32	Amending 35-62 (d)(2a) "Stormwater Management", "Post-Construction Stormwater Management", "Performance Standards"	(2)Peak discharge. a.By design, BMPs shall be employed to maintain or reduce the one-year, 24-hour, five-year, 24-hour; and the 100-year, 24-hour post-construction peak runoff discharge rates to the one-year, 24-hour, two-year, 24-hour; and the five-year, 24-hour pre-development peak runoff discharge rates respectively, or to the maximum extent practicable. The runoff curve numbers in Table 2 shall be used to represent the actual pre-development conditions. Peak discharges shall be calculated using TR-55 runoff curve number methodology, Atlas 14 precipitation depths, and the appropriate NRCS Wisconsin MSE3 or MSE4 precipitation distribution. On a case-by-case basis, the village engineer may allow the use of TP-40 precipitation depths and the Type II distribution.		(2)Peak discharge. a.By design, BMPs shall be employed to maintain or reduce the one-year, 24-hour, five-year, 24-hour; and the 100-year, 24-hour post-construction peak runoff discharge rates to the one-year, 24-hour, two-year, 24-hour; and the five-year, 24-hour pre-development peak runoff discharge rates respectively, or to the maximum extent practicable. The runoff curve numbers in Table 2 shall be used to represent the actual pre-development conditions. Peak discharges shall be calculated using TR-55 runoff curve number methodology, Atlas 14 precipitation depths, and the appropriate NRCS Wisconsin MSE3 or MSE4 precipitation distribution. On a case-by-case basis, the ~~village engineer~~ **Public Works Director and Assigns** may allow the use of TP-40 precipitation depths and the Type II distribution.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-62PEST	

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33	Amending 35-62 (d)(7b)(1-2) "Stormwater Management", "Post-Construction Stormwater Management", "Performance Standards"	b.Other requirements. 1.Notwithstanding subsection (d)(7)a of this section, the village engineer may, consistent with water quality standards, require that other requirements, in addition to swale treatment, be met on a transportation facility with an average daily traffic rate greater than 2,500 and where the initial surface water of the state that the runoff directly enters is one of the following: 2.The transportation facility authority shall contact the village engineer to determine if additional BMPs beyond a water quality swale are needed under this subsection.		b.Other requirements. 1.Notwithstanding subsection (d)(7)a of this section, the ~~village engineer~~ **Public Works Director and Assigns** may, consistent with water quality standards, require that other requirements, in addition to swale treatment, be met on a transportation facility with an average daily traffic rate greater than 2,500 and where the initial surface water of the state that the runoff directly enters is one of the following: 2.The transportation facility authority shall contact the ~~village engineer~~ **Public Works Director and Assigns** to determine if additional BMPs beyond a water quality swale are needed under this subsection.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-62PEST	
34	Amending 35-62 (f)(2a) "Stormwater Management", "Post-Construction Stormwater Management", "Performance standards"	(f)BMP location. (2)The village engineer may approve off-site management measures provided that all of the following conditions are met: a.The village engineer determines that the post-construction runoff is covered by a stormwater management system plan that is approved by the village and that contains management requirements consistent with the purpose and intent of this article.		(f)BMP location. (2)The ~~village engineer~~ **Public Works Director or Assigns** may approve off-site management measures provided that all of the following conditions are met: a.The ~~village engineer~~ **Public Works Director or Assigns** determines that the post-construction runoff is covered by a stormwater management system plan that is approved by the village and that contains management requirements consistent with the purpose and intent of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-62PEST	
35	Amending 35-62 (f)(3) "Stormwater Management", "Post-Construction Stormwater Management", "Performance standards"	(f)BMP location. (3)Where a regional treatment option exists such that the village engineer exempts the applicant from all or part of the minimum on-site stormwater management requirements, the applicant shall be required to pay a fee in an amount determined in negotiation with the village engineer. In determining the fee for post-construction runoff, the village engineer shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the regional treatment option.		(f)BMP location. (3)Where a regional treatment option exists such that the ~~village engineer~~ **Public Works Director and Assigns** exempts the applicant from all or part of the minimum on-site stormwater management requirements, the applicant shall be required to pay a fee in an amount determined in negotiation with the ~~village engineer~~ **Public Works Director and Assigns.** In determining the fee for post-construction runoff, the ~~village engineer~~ **Public Works Director and Assigns** shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the regional treatment option.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-62PEST	
36	Amending 35-62 (g) "Stormwater Management", "Post-Construction Stormwater Management", "Performance standards"	(g)Additional requirements. The village engineer may establish stormwater management requirements more stringent than those set forth in this article if the village engineer determines that the requirements are needed to control stormwater quantity or control flooding, comply with federally approved total maximum daily load requirements, or control pollutants associated with existing development or redevelopment.		(g)Additional requirements. The ~~village engineer~~ **Public Works Director and Assigns** may establish stormwater management requirements more stringent than those set forth in this article if the ~~village engineer~~ **Public Works Director and Assigns** determines that the requirements are needed to control stormwater quantity or control flooding, comply with federally approved total maximum daily load requirements, or control pollutants associated with existing development or redevelopment.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-62PEST	
37	Amending 35-63 (b) "Stormwater Management", "Post-Construction Stormwater Management", "Permitting requirements, procedures and fees"	(b)Permit application and fees. Unless specifically excluded by this article, any responsible party desiring a permit shall submit to the village engineer a permit application on a form provided by the village engineer for that purpose.		(b)Permit application and fees. Unless specifically excluded by this article, any responsible party desiring a permit shall submit to the ~~village engineer~~ **Public Works Director and Assigns** a permit application on a form provided by the ~~village engineer~~ **Public Works Director and Assigns** for that purpose.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-63PEREPRFE	
38	Amending 35-63 (c)(2,4,5,6,7,8) "Stormwater Management", "Post-Construction Stormwater Management", "Permitting requirements, procedures and fees"	stormwater management plan, maintenance agreement, and the required fee. The following approval procedure shall be used: (2)Within three days of receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the village engineer for initial review. Within three days of the village's receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the village building inspector for initial review. If the village engineer or village building inspector finds the application or stormwater management plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review. (4)Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, including all items as required by subsection (b) of this section, the village engineer shall inform the applicant whether the application, stormwater management plan and maintenance agreement are approved or disapproved based on the requirements of this article. (5)If the stormwater permit application, stormwater management plan and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of stormwater management practices is made, the village engineer shall issue the permit. (6)If the stormwater permit application, stormwater management plan or maintenance agreement is disapproved, the village engineer shall detail in writing the reasons for disapproval. (7)The village engineer may request additional information from the applicant. If additional information is submitted, the village engineer shall have 45 days from the date the additional information is received to inform the applicant that the stormwater management plan and maintenance agreement are either approved or disapproved. (8)Failure by the village engineer to inform the permit applicant of a decision within 45 days of a required submittal shall be	2. Public Works Director, staff, consultant Public Works Director can have consultanting engineer review as needed and reference engineers memo or review	submitted with a stormwater management plan, maintenance agreement, and the required fee. The following approval procedure shall be used: (2)Within three days of receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the ~~village engineer~~ **Public Works Director and Assigns** for initial review. Within three days of the village's receipt of the application, a copy thereof together with a copy of the stormwater management plan shall be delivered to the village building inspector for initial review. If the ~~village engineer~~ **Public Works Director and Assigns** or village building inspector finds the application or stormwater management plan or statement to be lacking necessary information or not in compliance with this Code, the applicant shall be notified of the inadequacy as soon as practical after review. (4)Within 45 days of the filing deadline for the application, control plan, or control plan statement and fee for the plan commission meeting, including all items as required by subsection (b) of this section, the ~~village engineer~~ **Public Works Director and Assigns** shall inform the applicant whether the application, stormwater management plan and maintenance agreement are approved or disapproved based on the requirements of this article. (5)If the stormwater permit application, stormwater management plan and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of stormwater management practices is made, the ~~village engineer~~ **Public Works Director and Assigns** shall issue the permit. (6)If the stormwater permit application, stormwater management plan or maintenance agreement is disapproved, the ~~village engineer~~ **Public Works Director and Assigns** shall detail in writing the reasons for disapproval. (7)The ~~village engineer~~ **Public Works Director and Assigns** may request additional information from the applicant. If additional information is submitted, the ~~village engineer~~ **Public Works Director and Assigns** shall have 45 days from the date the additional information is received to inform the applicant that the stormwater management plan and maintenance agreement are either approved or disapproved. (8)Failure by the ~~village engineer~~ **Public Works Director and Assigns** to inform the permit applicant of a decision within 45 days of a required	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-63PEREPRFE	

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39	Amending 35-63 (d)(3-5) "Stormwater Management", "Post-Construction Stormwater Management", "Permitting requirements, procedures and fees"	(d)Permit requirements. All permits issued under this article shall be subject to the following conditions, and holders of permits issued under this article shall be deemed to have accepted these conditions. The village engineer may suspend or revoke a permit for violation of a permit condition, following written notification of the responsible party. An action by the village engineer to suspend or revoke this permit may be appealed in accordance with section 35-69. (3)The responsible party shall notify the village engineer at least 48 hours before commencing any work in conjunction with the stormwater management plan, and within 14 days upon completion of the stormwater management practices. If required as a special condition under subsection (e) of this section, the responsible party shall make additional notification according to a schedule set forth by the village engineer so that practice installations can be inspected during construction. (4)Practice installations required as part of this article shall be certified "as built" or "record" drawings by a licensed professional engineer. Completed stormwater management practices must pass a final inspection by the village engineer or its designee to determine if they are in accordance with the approved stormwater management plan and ordinance. The village engineer or its designee shall notify the responsible party in writing of any changes required in such practices to bring them into compliance with the conditions of this article. (5)The responsible party shall notify the village engineer of any significant modifications it intends to make to an approved stormwater management plan. The village engineer may require that the proposed modifications be submitted to it for approval prior to incorporation into the stormwater management plan and execution by the responsible party.	"Or its designee" listed here, but other places we state "assigns"	(d)Permit requirements. All permits issued under this article shall be subject to the following conditions, and holders of permits issued under this article shall be deemed to have accepted these conditions. The ~~village engineer~~ **Public Works Director and Assigns** may suspend or revoke a permit for violation of a permit condition, following written notification of the responsible party. An action by the ~~village engineer~~ **Public Works Director and Assigns** to suspend or revoke this permit may be appealed in accordance with section 35-69. (3)The responsible party shall notify the ~~village engineer~~ **Public Works Director and Assigns** at least 48 hours before commencing any work in conjunction with the stormwater management plan, and within 14 days upon completion of the stormwater management practices. If required as a special condition under subsection (e) of this section, the responsible party shall make additional notification according to a schedule set forth by the ~~village engineer~~ **Public Works Director and Assigns** so that practice installations can be inspected during construction. (4)Practice installations required as part of this article shall be certified "as built" or "record" drawings by a licensed professional engineer. Completed stormwater management practices must pass a final inspection by the ~~village engineer~~ **Public Works Director and Assigns** or its designee to determine if they are in accordance with the approved stormwater management plan and ordinance. The ~~village engineer~~ **Public Works Director and Assigns** or its designee shall notify the responsible party in writing of any changes required in such practices to bring them into compliance with the conditions of this article. (5)The responsible party shall notify the ~~village engineer~~ **Public Works Director and Assigns** of any significant modifications it intends to make to an approved stormwater management plan. The ~~village engineer~~ **Public Works Director and Assigns** may require that the proposed modifications be submitted to it for approval prior to incorporation into the stormwater management plan and execution by the responsible party.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-63PEREPRFE	
40	Amending 35-63 (d)(7-10) "Stormwater Management", "Post-Construction Stormwater Management", "Permitting requirements, procedures and fees"	(7)The responsible party authorizes the village engineer to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consents to a special assessment or charge against the property as authorized under Wis. Stats. subchapter VII of chapter 66, or to charging such costs against the financial guarantee posted under section 35-66. (8)If so directed by the village engineer, the responsible party shall repair at the responsible party's own expense all damage to adjoining municipal facilities and drainageways caused by runoff, where such damage is caused by activities that are not in compliance with the approved stormwater management plan. (9)The responsible party shall permit property access to the village engineer or its designee for the purpose of inspecting the property for compliance with the approved stormwater management plan and this article. (10)Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the village engineer may require the responsible party to make appropriate legal arrangements with affected		(7)The responsible party authorizes the ~~village engineer~~ **Public Works Director and Assigns** to perform any work or operations necessary to bring stormwater management measures into conformance with the approved stormwater management plan, and consents to a special assessment or charge against the property as authorized under Wis. Stats. subchapter VII of chapter 66, or to charging such costs against the financial guarantee posted under section 35-66. (8)If so directed by the ~~village engineer~~ **Public Works Director and Assigns**, the responsible party shall repair at the responsible party's own expense all damage to adjoining municipal facilities and drainageways caused by runoff, where such damage is caused by activities that are not in compliance with the approved stormwater management plan. (9)The responsible party shall permit property access to the ~~village engineer~~ **Public Works Director and Assigns** or its designee for the purpose of inspecting the property for compliance with the approved stormwater management plan and this article. (10)Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the ~~village engineer~~ **Public Works Director and Assigns** may require the responsible party to make appropriate legal arrangements with affected	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-63PEREPRFE	
41	Amending 35-63 (e-f) "Stormwater Management", "Post-Construction Stormwater Management", "Permitting requirements, procedures and fees"	(e)Permit conditions. Permits issued under this subsection may include conditions established by village engineer in addition to the requirements needed to meet the performance standards in section 35-62 or a financial guarantee as provided for in section 35-66. (f)Permit duration. Permits issued under this section shall be valid from the date of issuance through the date the village engineer notifies the responsible party that all stormwater management practices have passed the final inspection required under subsection (d)(4) of this section.		(e)Permit conditions. Permits issued under this subsection may include conditions established by ~~village engineer~~ **Public Works Director and Assigns** in addition to the requirements needed to meet the performance standards in section 35-62 or a financial guarantee as provided for in section 35-66. (f)Permit duration. Permits issued under this section shall be valid from the date of issuance through the date the ~~village engineer~~ **Public Works Director and Assigns** notifies the responsible party that all stormwater management practices have passed the final inspection required under subsection (d)(4) of this section.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-63PEREPRFE	
42	Amending 35-64 (a)(8) "Stormwater Management", "Post-Construction Stormwater Management", "Stormwater managment plan"	(a)Stormwater management plan requirements. The stormwater management plan required under section 35-62(b) shall contain at a minimum the following information: (8)Other information requested in writing by the village engineer to determine compliance of the proposed stormwater management measures with the provisions of this article.		(a)Stormwater management plan requirements. The stormwater management plan required under section 35-62(b) shall contain at a minimum the following information: (8)Other information requested in writing by the ~~village engineer~~ **Public Works Director and Assigns** to determine compliance of the proposed stormwater management measures with the provisions of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-64STMAPL	
43	Amending 35-64 (b) "Stormwater Management", "Post-Construction Stormwater Management", "Stormwater managment plan"	(b)Alternate requirements. The village engineer may prescribe alternative submittal requirements for applicants seeking an exemption to on-site stormwater management performance standards under section 35-62(e).		(b)Alternate requirements. The ~~village engineer~~ **Public Works Director and Assigns** may prescribe alternative submittal requirements for applicants seeking an exemption to on-site stormwater management performance standards under section 35-62(e).	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-64STMAPL	
44	Amending 35-65 (a) "Stormwater Management", "Post-Construction Stormwater Management", "Maintenance agreement"	(a)Maintenance agreement required. The maintenance agreement required under section 35-63(b) for stormwater management practices shall be an agreement between the village engineer and the responsible party to provide for maintenance of stormwater practices beyond the duration period of this permit. The maintenance agreement shall be filed with the county register of deeds as a property deed restriction so that it is binding upon all subsequent owners of the land served by the stormwater management practices.		(a)Maintenance agreement required. The maintenance agreement required under section 35-63(b) for stormwater management practices shall be an agreement between the ~~village engineer~~ **Public Works Director and Assigns** and the responsible party to provide for maintenance of stormwater practices beyond the duration period of this permit. The maintenance agreement shall be filed with the county register of deeds as a property deed restriction so that it is binding upon all subsequent owners of the land served by the stormwater management practices.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-65MAAG	

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45	Amending 35-65 (b)(5-8) "Stormwater Management", "Post-Construction Stormwater Management", "Maintenance agreement"	(b)Agreement provisions. The maintenance agreement shall contain the following information and provisions and be consistent with the maintenance plan required by: (5)Authorization for the village engineer to access the property to conduct inspections of stormwater management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement. (6)A requirement on the village engineer to maintain public records of the results of the site inspections, to inform the responsible party responsible for maintenance of the inspection results, and to specifically indicate any corrective actions required to bring the stormwater management practice into proper working condition. (7)Agreement that the party designated under subsection (b)(3) of this section, as responsible for long-term maintenance of the stormwater management practices, shall be notified by the village engineer of maintenance problems which require correction. The specified corrective actions shall be undertaken within a reasonable time frame as set by the village engineer. (8)Authorization of the village engineer to perform the corrected actions identified in the inspection report if the responsible party designated under subsection (b)(3) of this section does not make the required corrections in the specified time period. The village engineer shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to Wis. Stats. subch. VII of ch. 66.		(b)Agreement provisions. The maintenance agreement shall contain the following information and provisions and be consistent with the maintenance plan required by: (5)Authorization for the ~~village engineer~~ **Public Works Director and Assigns** to access the property to conduct inspections of stormwater management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement. (6)A requirement on the ~~village engineer~~ **Public Works Director and Assigns** to maintain public records of the results of the site inspections, to inform the responsible party responsible for maintenance of the inspection results, and to specifically indicate any corrective actions required to bring the stormwater management practice into proper working condition. (7)Agreement that the party designated under subsection (b)(3) of this section, as responsible for long-term maintenance of the stormwater management practices, shall be notified by the ~~village engineer~~ **Public Works Director and Assigns** of maintenance problems which require correction. The specified corrective actions shall be undertaken within a reasonable time frame as set by the ~~village engineer~~ **Public Works Director and Assigns.** (8)Authorization of the ~~village engineer~~ **Public Works Director and Assigns** to perform the corrected actions identified in the inspection report if the responsible party designated under subsection (b)(3) of this section does not make the required corrections in the specified time period. The ~~village engineer~~ **Public Works Director and Assigns** shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to Wis. Stats. subch. VII of ch. 66.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-65MAAG	
46	Amending 35-66 "Stormwater Management", "Post-Construction Stormwater Management", "Financial guarantee"	(a) Establishment of the guarantee. The village engineer may require the submittal of a financial guarantee, the form and type of which shall be acceptable to the village engineer. The financial guarantee shall be in an amount determined by the village engineer to be the estimated cost of construction and the estimated cost of maintenance of the stormwater management practices during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the village engineer the authorization to use the funds to complete the stormwater management practices if the responsible party defaults or does not properly implement the approved stormwater management plan, upon written notice to the responsible party by the village engineer that the requirements of this article have not been met. (b) Conditions for release. Conditions for the release of the financial guarantee are as follows: (1) The village engineer shall release the portion of the financial guarantee established under this section, less any costs incurred by the village engineer to complete installation of practices, upon submission of "as built plans" or "record" drawings by a licensed professional engineer. The village engineer may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages. (2) The village engineer shall release the portion of the financial guarantee established under this section to ensure maintenance of stormwater practices, less any costs incurred by the village engineer, at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.		(a) Establishment of the guarantee. The ~~village engineer~~ **Public Works Director and Assigns** may require the submittal of a financial guarantee, the form and type of which shall be acceptable to the ~~village engineer~~ **Public Works Director and Assigns.** The financial guarantee shall be in an amount determined by the ~~village engineer~~ **Public Works Director and Assigns** to be the estimated cost of construction and the estimated cost of maintenance of the stormwater management practices during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the ~~village engineer~~ **Public Works Director and Assigns** the authorization to use the funds to complete the stormwater management practices if the responsible party defaults or does not properly implement the approved stormwater management plan, upon written notice to the responsible party by the ~~village engineer~~ **Public Works Director and Assigns** that the requirements of this article have not been met. (b) Conditions for release. Conditions for the release of the financial guarantee are as follows: (1) The ~~village engineer~~ **Public Works Director and Assigns** shall release the portion of the financial guarantee established under this section, less any costs incurred by the ~~village engineer~~ **Public Works Director and Assigns** to complete installation of practices, upon submission of "as built plans" or "record" drawings by a licensed professional engineer. The ~~village engineer~~ **Public Works Director and Assigns** may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages. (2) The ~~village engineer~~ **Public Works Director and Assigns** shall release the portion of the financial guarantee established under this section to ensure maintenance of stormwater practices, less any costs incurred by the ~~village engineer~~ **Public Works Director and Assigns,** at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-66FIGU	
47	Amending 35-67 "Stormwater Management", "Post-Construction Stormwater Management", "Fee schedule"	The fees referred to in other sections of this article shall be established by the village engineer and may from time to time be modified by resolution. A schedule of the fees established by the village engineer shall be available for review in the office of the village clerk.		The fees referred to in other sections of this article shall be established by the ~~village engineer~~ **Public Works Director and Assigns** and may from time to time be modified by resolution. A schedule of the fees established by the ~~village engineer~~ **Public Works Director and Assigns** shall be available for review in the office of the village clerk.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-67FESC	
48	Amending 35-68 (b-h) "Stormwater Management", "Post-Construction Stormwater Management", "Enforcement"	(b)The village engineer shall notify the responsible party by certified mail of any non-complying land disturbing construction activity or post-construction runoff. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action which may be taken. (c)Upon receipt of written notification from the village engineer under subsection (b) of this section, the responsible party shall correct work that does not comply with the stormwater management plan or other provisions of this article. The responsible party shall make corrections as necessary to meet the specifications and schedule set forth by the village engineer in the notice. (d)If the violations to a permit issued pursuant to this article are likely to result in damage to properties, public facilities, or waters of the state, the village engineer may enter the land and take emergency actions necessary to prevent such damage. The costs incurred by the village engineer plus interest and legal costs shall be billed to the responsible party. (e)The village engineer is authorized to post a stop work order on all land disturbing construction activity that is in violation of this article, or to request the municipal attorney to obtain a cease and desist order in any court with jurisdiction. (f)The village engineer may revoke a permit issued under this article for non-compliance with article provisions. (g)Any permit revocation, stop work order, or cease and desist order shall remain in effect unless retracted by the village engineer or by a court with jurisdiction. (h)The village engineer is authorized to refer any violation of this article, or a stop work order or cease and desist order issued pursuant to this article, to the municipal attorney for the commencement of further legal proceedings in any court with jurisdiction.	(b) If consultant is involved, a memo or letter can be referenced by the Public Works Director	(b)The ~~village engineer~~ **Public Works Director and Assigns** shall notify the responsible party by certified mail of any non-complying land disturbing construction activity or post-construction runoff. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action which may be taken. (c)Upon receipt of written notification from the ~~village engineer~~ **Public Works Director and Assigns** under subsection (b) of this section, the responsible party shall correct work that does not comply with the stormwater management plan or other provisions of this article. The responsible party shall make corrections as necessary to meet the specifications and schedule set forth by the ~~village engineer~~ **Public Works Director and Assigns** in the notice. (d)If the violations to a permit issued pursuant to this article are likely to result in damage to properties, public facilities, or waters of the state, the ~~village engineer~~ **Public Works Director and Assigns** may enter the land and take emergency actions necessary to prevent such damage. The costs incurred by the ~~village engineer~~ **Public Works Director and Assigns** plus interest and legal costs shall be billed to the responsible party. (e)The ~~village engineer~~ **Public Works Director and Assigns** is authorized to post a stop work order on all land disturbing construction activity that is in violation of this article, or to request the municipal attorney to obtain a cease and desist order in any court with jurisdiction. (f)The ~~village engineer~~ **Public Works Director and Assigns** may revoke a permit issued under this article for non-compliance with article provisions. (g)Any permit revocation, stop work order, or cease and desist order shall remain in effect unless retracted by the ~~village engineer~~ **Public Works Director and Assigns** or by a court with jurisdiction. (h)The ~~village engineer~~ **Public Works Director and Assigns** is authorized to refer any violation of this article, or a stop work order or cease and desist order issued pursuant to this article, to the municipal attorney for the commencement of further legal proceedings in any court with jurisdiction.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-68EN	

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49	Amending 35-68 (j) "Stormwater Management", "Post-Construction Stormwater Management", "Enforcement"	(j)When the village engineer determines that the holder of a permit issued pursuant to this article has failed to follow practices set forth in the stormwater management plan, or has failed to comply with schedules set forth in said stormwater management plan, the village engineer or a party designated by the village engineer may enter upon the land and perform the work or other operations necessary to bring the condition of said lands into conformance with requirements of the approved stormwater management plan. The village engineer shall keep a detailed accounting of the costs and expenses of performing this work. These costs and expenses shall be deducted from any financial security posted pursuant to section 35-66. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the work is completed.		(j)When the ~~village engineer~~ **Public Works Director and Assigns** determines that the holder of a permit issued pursuant to this article has failed to follow practices set forth in the stormwater management plan, or has failed to comply with schedules set forth in said stormwater management plan, the ~~village engineer~~ **Public Works Director and Assigns** or a party designated by the ~~village engineer~~ **Public Works Director and Assigns** may enter upon the land and perform the work or other operations necessary to bring the condition of said lands into conformance with requirements of the approved stormwater management plan. The ~~village engineer~~ **Public Works Director and Assigns** shall keep a detailed accounting of the costs and expenses of performing this work. These costs and expenses shall be deducted from any financial security posted pursuant to section 35-66. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon for the year in which the work is completed.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-68EN	
50	Amending 35-69 "Stormwater Management", "Post-Construction Stormwater Management", "Appeals"	(a)Board of appeals. The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4) (b), shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the village engineer in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions a literal enforcement of the article will result in unnecessary hardship.(b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the village engineer.		(a)Board of appeals. The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4) (b), shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the ~~village engineer~~ **Public Works Director and Assigns** in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions a literal enforcement of the article will result in unnecessary hardship.(b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIIIPONSSTMA_S35-69AP	
51	Amending 35-97 (c) "Stormwater Management", "Illicit Discharge Prohibition and Disconnection", "Authority"	(c)The village board hereby designates the village engineer to administer and enforce the provisions of this article.		(c)The village board hereby designates the ~~village engineer~~ **Public Works Director and Assigns** to administer and enforce the provisions of this article.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIVILDIPRDI_S35-97AU	
52	Amending 35-100 "Stormwater Management", "Illicit Discharge Prohibition and Disconnection", "Applicability of article"	This section shall apply to all water entering the MS4 generated on any developed and undeveloped lands unless explicitly exempted by the village engineer.		This section shall apply to all water entering the MS4 generated on any developed and undeveloped lands unless explicitly exempted by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIVILDIPRDI_S35-100APAR	
53	Amending 35-101 "Stormwater Management", "Responsibility for administration"	The village engineer shall administer, implement, and enforce the provisions of this section. Any powers granted or duties imposed upon may be delegated to persons or entities acting in the beneficial interest of or in the employ of the village.		The ~~village engineer~~ **Public Works Director and Assigns** shall administer, implement, and enforce the provisions of this section. Any powers granted or duties imposed upon may be delegated to persons or entities acting in the beneficial interest of or in the employ of the village.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIVILDIPRDI_S35-101READ	
54	Amending 35-104 (b) "Stormwater Management", "Illicit Discharge Prohibition and Disconnection", "Suspension of MS4 access"	(b)Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The village will notify a violator of the proposed termination of its MS4 access. The violator has a maximum of 72 hours (or less if the village engineer believes necessary) from written notification to correct the illicit discharge before access is terminated.		(b)Suspension due to the detection of illicit discharge. Any person discharging to the MS4 in violation of this section may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The village will notify a violator of the proposed termination of its MS4 access. The violator has a maximum of 72 hours (or less if the ~~village engineer~~ **Public Works Director and Assigns** believes necessary) from written notification to correct the illicit discharge before access is terminated.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIVILDIPRDI_S35-104SUMSAC	

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55	Amending 35-110 "Stormwater Management", "Illicit Discharge Prohibition and Disconnection", "Appeals"	(a)Board of appeals. The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b) shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the village engineer in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions, a literal enforcement of the article will result in unnecessary hardship. (b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the village engineer.		(a)Board of appeals. The board of appeals, created pursuant to section 2-182, pursuant to Wis. Stats. § 61.354(4)(b) shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the ~~village engineer~~ **Public Works Director and Assigns** in administering this article. The board shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals. Upon appeal, the board may authorize variances from the provisions of this article that are not contrary to the public interest, and where owing to special conditions, a literal enforcement of the article will result in unnecessary hardship. (b)Who may appeal. Appeals to the board of appeals may be taken by any aggrieved person or by an officer, department, board, or bureau of the village affected by any decision of the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH35STMA_ARTIVILDIPRDI_S35-110AP	
56	Amending 36-1 "Streets, Sidewalks and Other Public Places", "In General", "Sidewalk construction and repair"	(a)Standards and specifications; state law adopted. Wis. Stats. § 66.0907 relating to the construction and repair of sidewalks is adopted by reference and made a part of this section. Specifications for sidewalks to be constructed are on file with the village engineer. Any variation from the standard specifications shall be approved by the village engineer. (b)Village sidewalk system. The village shall have the discretion on a case-by-case basis to determine costs for sidewalks constructed, repaired, or replaced on private property required for inclusion as part of the village public sidewalk system. The village engineer shall determine what constitutes the village sidewalk system, as adopted by resolution. (c)Costs. (1)Repair and replacement. The village will provide 50 percent of the repair or replacement costs of sidewalks in the village that have lasted their expected service life. The balance of the costs shall be borne by the property owner. In the event of sidewalks damaged prematurely due to property owner or contractor error, the property owner will be responsible for 100 percent of the replacement costs. The need for replacements will be at the discretion of the village engineer. (2)New sidewalks. The property owner shall provide 100 percent of the costs of new sidewalk construction in the village. (3)Authority of property owner to alter; approval required. Property owners may, at their expense, construct, repair, or replace sidewalks, provided the village engineer approves the alignment, grade, thickness, concrete mix, base and timing.		(a)Standards and specifications; state law adopted. Wis. Stats. § 66.0907 relating to the construction and repair of sidewalks is adopted by reference and made a part of this section. Specifications for sidewalks to be constructed are on file with the ~~village engineer~~ **Public Works Director and Assigns.** Any variation from the standard specifications shall be approved by the ~~village engineer~~ **Public Works Director and Assigns.** (b)Village sidewalk system. The village shall have the discretion on a case-by-case basis to determine costs for sidewalks constructed, repaired, or replaced on private property required for inclusion as part of the village public sidewalk system. The ~~village engineer~~ **Public Works Director and Assigns** shall determine what constitutes the village sidewalk system, as adopted by resolution. (c)Costs. (1)Repair and replacement. The village will provide 50 percent of the repair or replacement costs of sidewalks in the village that have lasted their expected service life. The balance of the costs shall be borne by the property owner. In the event of sidewalks damaged prematurely due to property owner or contractor error, the property owner will be responsible for 100 percent of the replacement costs. The need for replacements will be at the discretion of the ~~village engineer~~ **Public Works Director and Assigns.** (2)New sidewalks. The property owner shall provide 100 percent of the costs of new sidewalk construction in the village. (3)Authority of property owner to alter; approval required. Property owners may, at their expense, construct, repair, or replace sidewalks, provided the ~~village engineer~~ **Public Works Director and Assigns** approves the alignment, grade, thickness, concrete mix, base and timing.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH36STSIOTPUPL_ARTIINGE_S36-1SICORE	
57	Amending 38-14 (e-g) "Subdivisions", "In General", "Fees"	(e)Plan review fee. The subdivider shall pay a fee at the time of submission of improvements plans and specifications to partially cover the cost to the village of checking and reviewing such plans and specifications. This fee shall be estimated, using actual costs by staff. The fee may be recomputed upon demand of the subdivider or village engineer, after completion of improvement construction in accordance with the actual cost of such improvements, and the difference, if any, shall be paid by or remitted to the subdivider. Evidence of cost shall be in such detail and form as provided by the village engineer. (f)Inspection fee. The subdivider shall pay a fee equal to the actual cost to the village for such inspection as the village engineer deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the village or any other governmental authority. Inspection fees shall be paid as they are accrued. (g)Engineering fee. The subdivider shall pay a fee equal to the actual cost to the village for all engineering work incurred by the village in connection with the plat and such fees shall be paid as they accrue. Engineering work may include the preparation of construction plans and standard specifications. The village engineer may permit the subdivider to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for the preparation of such plans and specifications, except that fees shall be leviable for the review of plans submitted in accordance with this chapter.		(e)Plan review fee. The subdivider shall pay a fee at the time of submission of improvements plans and specifications to partially cover the cost to the village of checking and reviewing such plans and specifications. This fee shall be estimated, using actual costs by staff. The fee may be recomputed upon demand of the subdivider or ~~village engineer~~ **Public Works Director and Assigns,** after completion of improvement construction in accordance with the actual cost of such improvements, and the difference, if any, shall be paid by or remitted to the subdivider. Evidence of cost shall be in such detail and form as provided by the ~~village engineer~~ **Public Works Director and Assigns.** (f)Inspection fee. The subdivider shall pay a fee equal to the actual cost to the village for such inspection as the ~~village engineer~~ **Public Works Director and Assigns** deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the village or any other governmental authority. Inspection fees shall be paid as they are accrued. (g)Engineering fee. The subdivider shall pay a fee equal to the actual cost to the village for all engineering work incurred by the village in connection with the plat and such fees shall be paid as they accrue. Engineering work may include the preparation of construction plans and standard specifications. The ~~village engineer~~ **Public Works Director and Assigns** may permit the subdivider to furnish all, some or part of the required construction plans and specifications, in which case no engineering fees shall be levied for the preparation of such plans and specifications, except that fees shall be leviable for the review of plans submitted in accordance with this chapter.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIINGE_S38-14FE	
58	Amending 38-61 (b)(19-20) "Subdivisions", "Platting Procedure", "Information to be included"	(b)The preliminary plat submittal shall also include: (19)Street plans and profiles. These plans and profiles shall show existing ground surface; proposed and established street grades and profiles; and street extensions beyond the limits of the subdivision when required. All elevations shall be based on U.S.G.S. datum, and plans and profiles shall meet the approval of the village engineer. (20)Borings and soundings in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table, in event the village engineer requires such.	Public Works Director can always get input and advice from consultant	(b)The preliminary plat submittal shall also include: (19)Street plans and profiles. These plans and profiles shall show existing ground surface; proposed and established street grades and profiles; and street extensions beyond the limits of the subdivision when required. All elevations shall be based on U.S.G.S. datum, and plans and profiles shall meet the approval of the ~~village engineer~~ **Public Works Director and Assigns.** (20)Borings and soundings in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table, in event the ~~village engineer~~ **Public Works Director and Assigns** requires such.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIIPLPR_DIV2PRPL_S38-61INBEIN	
59	Amending 38-143 (c) "Subdivisions", "Design Standards", "Street design standards"	(c)Cul-de-sac streets designed to have one end permanently closed shall not exceed 500 feet in length without approval of the village, and in no event exceed 1,000 feet. The turnaround portion of the cul-de-sac shall be subject to the approval of the village engineer. In no case shall the turn portions be less than 60 feet radius for the right-of-way. Temporary cul-de-sac streets shall be constructed at the ends of streets within the subdivision that are planned to be extended either within the subdivision or to adjacent parcels or subdivisions outside the subdivisions. These temporary cul-de-sacs are subject to the approval of the village.		(c)Cul-de-sac streets designed to have one end permanently closed shall not exceed 500 feet in length without approval of the village, and in no event exceed 1,000 feet. The turnaround portion of the cul-de-sac shall be subject to the approval of the ~~village engineer~~ **Public Works Director and Assigns.** In no case shall the turn portions be less than 60 feet radius for the right-of-way. Temporary cul-de-sac streets shall be constructed at the ends of streets within the subdivision that are planned to be extended either within the subdivision or to adjacent parcels or subdivisions outside the subdivisions. These temporary cul-de-sacs are subject to the approval of the village.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIIIDEST_S38-143STDEST	

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60	Amending 38-147 (b) "Subdivisions", "Design Standards", "Easements"	(b)Where a subdivision is traversed by a watercourse, drainageway, channel or stream, the village shall require an adequate drainageway or easement. The location, width, alignment and improvement of such drainageway or easement shall be subject to the approval of the village engineer; and parallel streets or parkways may be required in connection therewith. Where necessary, storm sewer drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate potential volumes of flow. These design details are subject to review and approval by the village engineer.		(b)Where a subdivision is traversed by a watercourse, drainageway, channel or stream, the village shall require an adequate drainageway or easement. The location, width, alignment and improvement of such drainageway or easement shall be subject to the approval of the ~~village engineer~~ **Public Works Director and Assigns;** and parallel streets or parkways may be required in connection therewith. Where necessary, storm sewer drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate potential volumes of flow. These design details are subject to review and approval by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIIIDEST_S38-147EA	
61	Amending 38-167 (e) "Subdivisions", "Improvements", "Required; contract and bond"	(e)Contractors and subcontractors who are engaged in the construction of street and utility improvements on dedicated street rights-of-way shall be subject to approval of the village engineer.		(e)Contractors and subcontractors who are engaged in the construction of street and utility improvements on dedicated street rights-of-way shall be subject to approval of the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-167RECOBO	
62	Amending 38-168 "Subdivisions", "Improvements", "Standard specifications"	All improvements shall comply with the approved standard specifications of the village, which are on file with the village engineer. These requirements would apply to new subdivisions within the village and to subdivisions within 1½ miles of the corporate limits of the village.		All improvements shall comply with the approved standard specifications of the village, which are on file with the ~~village engineer~~ **Public Works Director and Assigns.** These requirements would apply to new subdivisions within the village and to subdivisions within 1½ miles of the corporate limits of the village.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-168STSP	
63	Amending 38-169 "Subdivisions", "Survey monuments"	The subdivider shall install survey monuments placed in accordance with the requirements of Wis. Stats. ch. 236 and as may be required by the village engineer.		The subdivider shall install survey monuments placed in accordance with the requirements of Wis. Stats. ch. 236 and as may be required by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-169SUMO	
64	Amending 38-170 "Subdivisions", "Improvements", "Grading"	After the installation of temporary block corner monuments or other survey control points by the subdivider and establishment of street grades by the village, the subdivider shall grade the full width of the right-of-way of all streets proposed to be dedicated in accordance with the plans and standard specifications approved by the village engineer. The subdivider shall grade the roadbeds in the street rights-of-way to sub-grade together with side slopes beyond the right-of-way as required.		After the installation of temporary block corner monuments or other survey control points by the subdivider and establishment of street grades by the village, the subdivider shall grade the full width of the right-of-way of all streets proposed to be dedicated in accordance with the plans and standard specifications approved by the ~~village engineer~~ **Public Works Director and Assigns.** The subdivider shall grade the roadbeds in the street rights-of-way to sub-grade together with side slopes beyond the right-of-way as required.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-170GR	
65	Amending 38-174 "Subdivisions", "Improvements", "Curb and gutter"	After installation of all underground utilities and improvements required by the village, the subdivider shall construct concrete curb and gutter in accordance with the standard specifications on file with the village engineer. Curb and gutter standards shall provide for the construction of concrete curb and gutter, using a 30-inch curb and gutter specification.	**The structure of the sentence needs to be revised (the bold was previously 'At the Village')**	After installation of all underground utilities and improvements required by the village, the subdivider shall construct concrete curb and gutter in accordance with the standard specifications on file ~~with the village engineer~~ **at the Village.** Curb and gutter standards shall provide for the construction of concrete curb and gutter, using a 30-inch curb and gutter specification.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-174CUGU	
66	Amending 38-175 "Subdivisions", "Improvements", "Rural street sections"	When rural street sections have been approved by the village board, the subdivider shall finish grade of all shoulders and ditches, install all necessary culverts to prevent erosion and sediment in accordance with plans and standard specifications by the village engineer.	**The structure of the sentence needs to be revised (the bold was previously 'At the Village')**	When rural street sections have been approved by the village board, the subdivider shall finish grade of all shoulders and ditches, install all necessary culverts to prevent erosion and sediment in accordance with plans and standard specifications ~~by the village engineer~~ **on file at the Village.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-175RUSTSE	

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67	Amending 38-176 (2) "Subdivisions", "Improvements", "Surfacing"	After the installation of all utility, sanitary sewer, storm sewer, water mains and other improvements, the subdivider shall surface all roadways in streets proposed to be dedicated, to the widths prescribed by these regulations, and shall be constructed in accordance with the standard specifications of the village which are on file with the village engineer. Street surfacing standards shall provide for requirements no less stringent than the following: (2)Streets shall have an asphalt binder course of material as determined and specified by the village engineer applied to such streets and shall not be less than three inches thick on any street after being rolled and compacted. This shall be followed by a final concrete asphalt course as determined and specified by the village engineer that shall not be less than two inches thick after being rolled and compacted for a street within a 66 foot right-of-way, and two inches thick for a street within an 80 foot or larger right-of-way.	**The structure of the sentence needs to be revised (the bold was previously 'At the Village' for the first bold and 'Standard Specifications Of The Village' for the other two bold)**	After the installation of all utility, sanitary sewer, storm sewer, water mains and other improvements, the subdivider shall surface all roadways in streets proposed to be dedicated, to the widths prescribed by these regulations, and shall be constructed in accordance with the standard specifications of the village which are on file ~~with the village engineer~~ **at the Village.** Street surfacing standards shall provide for requirements no less stringent than the following: (2)Streets shall have an asphalt binder course of material as determined and specified by the ~~village engineer~~ **Standard Specifications of the Village** applied to such streets and shall not be less than three inches thick on any street after being rolled and compacted. This shall be followed by a final ~~concrete asphalt course~~ **Asphalt Surface Course** as determined and specified by the ~~village engineer~~ **Standard Specifications of the Village** that shall not be less than two inches thick after being rolled and compacted. ~~for a street within a 66 foot right-of-way, and two inches thick for a street within an 80 foot or larger right-of-way.~~	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-176SU	
68	Amending 38-177 (a-b) "Subdivisions", "Improvements", "Compaction"	(a)Trench compaction. All fill within trenches shall be compacted by means of mechanical vibration in one-foot lifts. Spoil material, minus topsoil, vegetation and all detrimental objects (including, but not limited to, asphalt, concrete chunks, scrap metal, building materials, and large rocks), as approved by the village engineer, may be used as backfill. All spoil material shall be compacted to a minimum compaction of 96.5 percent standard proctor, with an average of 98 percent standard proctor. Four tests shall be taken every 100 feet until the first 300 feet of the trench backfill has met the compaction standards as set forth in this section. For each 100 feet, two tests shall be taken when the trench has been backfilled halfway, and two tests shall be taken when the trench is completely backfilled. Upon verification that the 300 feet of the trench has passed the minimum compaction requirements, and that satisfactory compaction requirements, and that satisfactory compaction methods are being followed, the contractor has two options for verifying the compaction on the remaining length of the trench: (b)Sub-base compaction. Undisturbed soil, exposed during grading, lying just below the proposed base, shall be rolled with a vibrating roller just prior to base application. A minimum of two passes shall be required. The contractor shall not be required to provide density tests on this material if the minimum required passes are performed to the satisfaction of the village engineer. If the sub-base has been substantially disturbed, or if fill is sub-grade, then a minimum compaction of 103 percent existing density or 96.5 percent standard proctor (at a minimum of 101 percent existing) is required. Fill lifts shall be limited to a maximum of one foot. Minimum tests for verification of compaction shall be: one density test per 100 feet.		(a)Trench compaction. All fill within trenches shall be compacted by means of mechanical vibration in one-foot lifts. Spoil material, minus topsoil, vegetation and all detrimental objects (including, but not limited to, asphalt, concrete chunks, scrap metal, building materials, and large rocks), as approved by the ~~village engineer~~ **Public Works Director and Assigns,** may be used as backfill. All spoil material shall be compacted to a minimum compaction of 96.5 percent standard proctor, with an average of 98 percent standard proctor. Four tests shall be taken every 100 feet until the first 300 feet of the trench backfill has met the compaction standards as set forth in this section. For each 100 feet, two tests shall be taken when the trench has been backfilled halfway, and two tests shall be taken when the trench is completely backfilled. Upon verification that the 300 feet of the trench has passed the minimum compaction requirements, and that satisfactory compaction requirements, and that satisfactory compaction methods are being followed, the contractor has two options for verifying the compaction on the remaining length of the trench: (b)Sub-base compaction. Undisturbed soil, exposed during grading, lying just below the proposed base, shall be rolled with a vibrating roller just prior to base application. A minimum of two passes shall be required. The contractor shall not be required to provide density tests on this material if the minimum required passes are performed to the satisfaction of the ~~village engineer~~ **Public Works Director and Assigns.** If the sub-base has been substantially disturbed, or if fill is sub-grade, then a minimum compaction of 103 percent existing density or 96.5 percent standard proctor (at a minimum of 101 percent existing) is required. Fill lifts shall be limited to a maximum of one foot. Minimum tests for verification of compaction shall be: one density test per 100 feet.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-177CO	
69	Amending 38-179 (a) "Subdivisions", "Improvements", "Sidewalks"	(a)The subdivider shall construct a concrete sidewalk on one side of all frontage roads and on both sides of all other streets within the subdivision. Sidewalks shall be a minimum of five feet in width. The design and construction of all sidewalks shall be in accordance with plans and standard specifications which are on file with the village engineer.		(a)The subdivider shall construct a concrete sidewalk on one side of all frontage roads and on both sides of all other streets within the subdivision. Sidewalks shall be a minimum of five feet in width. The design and construction of all sidewalks shall be in accordance with plans and standard specifications which are on file with the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-179SI	
70	Amending 38-180 "Subdivisions", "Improvements", "Other utilities"	The subdivider shall cause gas, electrical power and communication facilities to be installed in such a manner as to make adequate service available to each lot in the subdivision. All electrical and communication service shall be buried underground and shall be placed within easements or dedicated public ways in a manner which will not conflict with other municipal underground facilities. Plans indicating the proposed location of all gas, electrical power and communication lines shall be approved by the village engineer. The cost of installing conduit to be used for the installation of dark fiber shall be refunded to the then current property owner in accordance with the terms of the subdivision improvement agreement, when the dark fiber is lit.	Not sure what dark fiber is	The subdivider shall cause gas, electrical power and communication facilities to be installed in such a manner as to make adequate service available to each lot in the subdivision. All electrical and communication service shall be buried underground and shall be placed within easements or dedicated public ways in a manner which will not conflict with other municipal underground facilities. Plans indicating the proposed location of all gas, electrical power and communication lines shall be approved by the ~~village engineer~~ **Public Works Director and Assigns.** The cost of installing conduit to be used for the installation of dark fiber shall be refunded to the then current property owner in accordance with the terms of the subdivision improvement agreement, when the dark fiber is lit.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-180OTUT	
71	Amending 38-181 "Subdivisions", "Improvements", "Street lamps"	The subdivider shall install street lamps along the streets proposed to be dedicated to the village, of a design compatible with the neighborhood and type of development proposed. Such lamps shall be placed on each street intersection and at such interior block spacing to provide the required footcandles of lighting intensity as may be required by the village engineer.	Public Works Director can get recommendations from others	The subdivider shall install street lamps along the streets proposed to be dedicated to the village, of a design compatible with the neighborhood and type of development proposed. Such lamps shall be placed on each street intersection and at such interior block spacing to provide the required footcandles of lighting intensity as may be required by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-181STLA	

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72	Amending 38-184 (b) "Subdivisions", "Improvements", "Acceptance of improvements"	(b)The acceptance of the utilities (sewer and water) shall be affected by passage of a resolution of the village board. The acceptance of all other improvements shall also be affected by a passage of a separate resolution by the village board. Both resolutions shall be based upon the village engineer's certification that improvements have been properly installed and completed, and that the village has adequate security for the correction of defects for a period of one year from the date of acceptance of such improvements. Normal operating costs, such as street lighting electricity, pump station electricity, and maintenance, such as snow plowing and street sweeping, shall be assumed by the village from the time of assuming the use of the improvements.	Consultants can weigh in on specific projects	(b)The acceptance of the utilities (sewer and water) shall be affected by passage of a resolution of the village board. The acceptance of all other improvements shall also be affected by a passage of a separate resolution by the village board. Both resolutions shall be based upon the ~~village engineer's~~ **Public Works Director and Assigns** certification that improvements have been properly installed and completed, and that the village has adequate security for the correction of defects for a period of one year from the date of acceptance of such improvements. Normal operating costs, such as street lighting electricity, pump station electricity, and maintenance, such as snow plowing and street sweeping, shall be assumed by the village from the time of assuming the use of the improvements.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTIVIM_S38-184ACIM	
73	Amending 38-207 "Subdivisions", "Construction", "Commencement"	No construction of improvements shall commence in a proposed subdivision until the final plat or certified survey map has been approved, the plans pertaining to the work which is proposed to be commenced are approved, the plan review fees are paid, and the village engineer has given written authorization to commence work.	PW changed to have	No construction of improvements shall commence in a proposed subdivision until the final plat or certified survey map has been approved, the plans pertaining to the work which is proposed to be commenced are approved, the plan review fees are paid, and the ~~village engineer~~ **Public Works Director and Assigns has** given written authorization to commence work.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVCO_S38-207CO	
74	Amending 38-208 (6-7) "Subdivisions", "Construction", "Plans"	The following plans, together with calculations and accompanying construction specifications, shall be required by the village before authorization of construction or installation of improvements. All street and utility plans shall be drawn to a horizontal scale of one inch to 40 feet and a vertical scale of one inch to four feet on standard 24-inch by 36-inch plan-profile sheets, unless other scales and sizes are approved by the village engineer. Elevations shall be referenced to mean sea level datum and benchmarks indicated on the plans. (6)Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion shall generally follow the guidelines and standards set forth by the state department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the village engineer. (7)Additional special plans or information as may be required by the village engineer.		The following plans, together with calculations and accompanying construction specifications, shall be required by the village before authorization of construction or installation of improvements. All street and utility plans shall be drawn to a horizontal scale of one inch to 40 feet and a vertical scale of one inch to four feet on standard 24-inch by 36-inch plan-profile sheets, unless other scales and sizes are approved by the ~~village engineer.~~ **Public Works Director and Assigns.** Elevations shall be referenced to mean sea level datum and benchmarks indicated on the plans. (6)Erosion and sedimentation control plans showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion shall generally follow the guidelines and standards set forth by the state department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the ~~village engineer~~ **Public Works Director and Assigns.** (7)Additional special plans or information as may be required by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVCO_S38-208PL	
75	Amending 38-209 "Subdivisions", "Construction", "As-built plans"	After completion of all public improvements and prior to final acceptance of the improvements, the subdivider shall make or cause to be made maps showing the actual location of all valves, manholes with elevations, stubs, sewer and water mains, sewer and water laterals, and other such facilities as the village engineer may require. The subdivider shall provide the village as-built working drawings of sewage lift stations, water pump house facilities, together with manufacturer's guarantees on equipment where in force. Such maps, plans, and drawings shall be provided on a reproducible medium and supplied on an AutoCAD compatible file on a 3.5 inch disc.		After completion of all public improvements and prior to final acceptance of the improvements, the subdivider shall make or cause to be made maps showing the actual location of all valves, manholes with elevations, stubs, sewer and water mains, sewer and water laterals, and other such facilities as the ~~village engineer~~ **Public Works Director and Assigns** may require. The subdivider shall provide the village as-built working drawings of sewage lift stations, water pump house facilities, together with manufacturer's guarantees on equipment where in force. Such maps, plans, and drawings shall be provided on a reproducible medium and supplied on an AutoCAD compatible file on a 3.5 inch disc.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVCO_S38-209ILPL	
76	Amending 38-210 "Subdivisions", "Construction", "Inspection"	The subdivider, prior to commencing any work within the subdivision, shall make arrangements with the village engineer to provide inspection of the work.		The subdivider, prior to commencing any work within the subdivision, shall make arrangements with the ~~village engineer~~ **Public Works Director and Assigns** to provide inspection of the work.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVCO_S38-210IN	
77	Amending 38-229 "Subdivisions", "Erosion and Pollutant Control", "Design criteria, standards and specifications for control measures"	All control measures required to comply with this chapter shall meet the design criteria, standards and specifications as set forth in the department of natural resources' Wisconsin Construction Site Best Management Practice Handbook, or as directed by the village engineer.		All control measures required to comply with this chapter shall meet the design criteria, standards and specifications as set forth in the department of natural resources' Wisconsin Construction Site Best Management Practice Handbook, or as directed by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV1GE_S38-229DECRSTSPCOME	
78	Amending 38-230 "Subdivisions", "Erosion and Pollutant Control", "Maintenance of control measures"	All sedimentation basins and other control measures necessary to meet the requirements of this chapter shall be maintained by the subdivider or subsequent land owner during the period of land disturbance and land development of the site in a satisfactory manner to ensure adequate performance and to prevent nuisance conditions. The standards for maintenance of control measures shall be set forth in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the village engineer.	PW- land owner should be landowner	All sedimentation basins and other control measures necessary to meet the requirements of this chapter shall be maintained by the subdivider or subsequent land owner during the period of land disturbance and land development of the site in a satisfactory manner to ensure adequate performance and to prevent nuisance conditions. The standards for maintenance of control measures shall be set forth in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook," or as directed by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV1GE_S38-230MACOME	

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79	Amending 38-235 "Subdivisions", "Erosion and Pollutant Control", "Drain inlet protection"	All storm drain inlets shall be protected with a straw bale, filter fabric, or equivalent barrier meeting acceptance design, criteria, standards and specifications approved by the village engineer.		All storm drain inlets shall be protected with a straw bale, filter fabric, or equivalent barrier meeting acceptance design, criteria, standards and specifications approved by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV1GE_S38-235DRINPR	
80	Amending 38-236 (d)(1) "Subdivisions", "Erosion and Pollutant Control", "Additional requirements for runoff sites"	(d)Runoff from the entire disturbed area on the site shall be controlled by meeting either subsections (d)(1) and (2) or (d)(1) and (3) of this section. (1)All disturbed ground left inactive for 14 or more days shall be stabilized by temporary or permanent seeding; temporary or permanent seeding and mulching; sodding; covering with tarps; or equivalent control measures. If temporary seeding is used, a permanent cover shall also be required as part of the final site stabilization. Seeding or sodding shall be conducted and specified in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook" or by the village engineer. Variances from the requirements of this subsection may be granted by the village engineer upon application, but only if the failure to comply is due to extended periods of rain or other construction delays beyond the control of the responsible party.		(d)Runoff from the entire disturbed area on the site shall be controlled by meeting either subsections (d)(1) and (2) or (d)(1) and (3) of this section. (1)All disturbed ground left inactive for 14 or more days shall be stabilized by temporary or permanent seeding; temporary or permanent seeding and mulching; sodding; covering with tarps; or equivalent control measures. If temporary seeding is used, a permanent cover shall also be required as part of the final site stabilization. Seeding or sodding shall be conducted and specified in the department of natural resources' "Wisconsin Construction Site Best Management Practice Handbook" or by the ~~village engineer~~ **Public Works Director and Assigns.** Variances from the requirements of this subsection may be granted by the ~~village engineer~~ **Public Works Director and Assigns** upon application, but only if the failure to comply is due to extended periods of rain or other construction delays beyond the control of the responsible party.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV1GE_S38-236ADRERUSI	
81	Amending 38-236 (e-f) "Subdivisions", "Erosion and Pollutant Control", "Additional requirements for runoff sites"	(e)Runoff from sites on slopes of 12 percent or more slope may require additional or different controls than listed in subsection (d) of this section. Requirements for such slopes shall be specified by the village engineer. (f)Any soil or dirt storage piles containing more than ten cubic yards of material should not be located with a downslope drainage length of less than 25 feet to a roadway or drainage channel. Straw bales or filter fence barriers shall be placed immediately on the downslope side of the piles. If remaining for more than 30 days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. In-street utility repair or construction soil or dirt storage piles located closer than 25 feet of a roadway or drainage channel must be covered with tarps or suitable alternative control if exposed for more than seven days, and the storm-drain inlets must be protected with straw bales or other appropriate filtering barriers. If any soil or dirt storage pile described in this subsection is in existence for more than six months, the filter fabric or straw bales shall be replaced upon order by the village engineer.		(e)Runoff from sites on slopes of 12 percent or more slope may require additional or different controls than listed in subsection (d) of this section. Requirements for such slopes shall be specified by the ~~village engineer~~ **Public Works Director and Assigns.** (f)Any soil or dirt storage piles containing more than ten cubic yards of material should not be located with a downslope drainage length of less than 25 feet to a roadway or drainage channel. Straw bales or filter fence barriers shall be placed immediately on the downslope side of the piles. If remaining for more than 30 days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. In-street utility repair or construction soil or dirt storage piles located closer than 25 feet of a roadway or drainage channel must be covered with tarps or suitable alternative control if exposed for more than seven days, and the storm-drain inlets must be protected with straw bales or other appropriate filtering barriers. If any soil or dirt storage pile described in this subsection is in existence for more than six months, the filter fabric or straw bales shall be replaced upon order by the ~~village engineer~~ **Public Works Director and Assigns.**	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV1GE_S38-236ADRERUSI	
82	Amending 38-266 "Subdivisions", "Erosion and Pollutant Control", "Required; application submission"	No landowner or land user may commence a land disturbance or land development activity subject to this chapter without receiving prior approval of a control plan for the site and a permit from the village. At least one landowner or land user controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this chapter shall submit an application for a permit, together with a control plan and pay an application fee to the village. The applicant may file supplemental information to comply with directives resulting from the village engineer's initial review. By submitting an application, the applicant is authorizing the village engineer and village building inspector to enter the site to obtain information required for the review of the control plan.		No landowner or land user may commence a land disturbance or land development activity subject to this chapter without receiving prior approval of a control plan for the site and a permit from the village. At least one landowner or land user controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this chapter shall submit an application for a permit, together with a control plan and pay an application fee to the village. The applicant may file supplemental information to comply with directives resulting from the ~~village engineer's~~ **Public Works Director and Assigns** initial review. By submitting an application, the applicant is authorizing the ~~village engineer~~ **Public Works Director and Assigns** and village building inspector to enter the site to obtain information required for the review of the control plan.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV2COPLCOSTPE_S38-266REAPSU	
83	Amending 38-269 (b, d) "Subdivisions", "Erosion and Pollutant Control", "Review of control plan"	(b)Within three days of receipt of the application, a copy thereof, together with a copy of the control plan for activities covering more than one acre, shall be delivered to the village engineer for initial review. (d)If the village engineer or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this chapter, the applicant shall be notified of the inadequacy as soon as practical after review.		(b)Within three days of receipt of the application, a copy thereof, together with a copy of the control plan for activities covering more than one acre, shall be delivered to the ~~village engineer~~ **Public Works Director and Assigns** for initial review. (d)If the ~~village engineer~~ **Public Works Director and Assigns** or village building inspector finds the application or control plan or statement to be lacking necessary information or not in compliance with this chapter, the applicant shall be notified of the inadequacy as soon as practical after review.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV2COPLCOSTPE_S38-269RECOPL	
84	Amending 38-270 (c)(8) "Subdivisions", "Erosion and Pollutant Control", "Permits"	(c)Conditions. All permits shall require the permittee to: (8)Allow the village engineer or building inspector or agent of the village to enter the site for the purpose of inspecting for compliance with the control plan or for performing any work necessary to bring the site into compliance with the control plan.		(c)Conditions. All permits shall require the permittee to: (8)Allow the ~~village engineer~~ **Public Works Director and Assigns** or building inspector or agent of the village to enter the site for the purpose of inspecting for compliance with the control plan or for performing any work necessary to bring the site into compliance with the control plan.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV2COPLCOSTPE_S38-270PE	

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85	Amending 38-289 (a, e) "Subdivisions", "Erosion and Pollutant Control", "Inspection"	(a)The village engineer or building inspector may post a stop-work order if: (1)Any land disturbing or land developing activity regulated under this article is being undertaken without a permit; (2)The control plan is not being implemented in a good faith manner; or (3)The conditions of the permit are not being met. (e)Ten days after posting a stop-work order, the village engineer may issue a notice of the intent to perform work necessary to comply with this article. The village engineer may go on the land and commence the work after 14 days from issuing the notice of intent. The costs of the work performed by the village, plus interest at the rate authorized by the village shall be billed to the permittee or the landowner. In the event the permittee or the landowner fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special charge against the property pursuant to Wis. Stats. § 66.60(16).	Village could be village or village contractors	(a)The ~~village engineer~~ **Public Works Director and Assigns** or building inspector may post a stop-work order if: (1)Any land disturbing or land developing activity regulated under this article is being undertaken without a permit; (2)The control plan is not being implemented in a good faith manner; or (3)The conditions of the permit are not being met. (e)Ten days after posting a stop-work order, the ~~village engineer~~ **Public Works Director and Assigns** may issue a notice of the intent to perform work necessary to comply with this article. The ~~village engineer~~ **Public Works Director and Assigns** may go on the land and commence the work after 14 days from issuing the notice of intent. The costs of the work performed by the village, plus interest at the rate authorized by the village shall be billed to the permittee or the landowner. In the event the permittee or the landowner fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special charge against the property pursuant to Wis. Stats. § 66.60(16).	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH38SU_ARTVIERPOCO_DIV3EN_S38-289IN	
86	Amending 48-63 "Zoning", "Administration and Enforcement", "Appeals and applications"	Appeals from the decision of the zoning officer concerning the literal enforcement of this chapter may be made by any person aggrieved or by any officer, department, board, or bureau of the village. Such appeals shall be filed with the clerk within 30 days after the date or written notice of the decision or order of the zoning officer. Applications may be made by the owner or lessee of the structure, land, or water to be affected at any time and shall be filed with the clerk. Such appeals and applications shall include the following: (1)Name and address of the appellant or applicant and all abutting and opposite property owners of record within 500 feet of the subject property. (2)Plat of survey prepared by a registered land surveyor, or a location sketch drawn to scale, showing all of the information required on the standard village application. (3)Additional information required by the village plan commission, village engineer, board of appeals, or zoning officer.		Appeals from the decision of the zoning officer concerning the literal enforcement of this chapter may be made by any person aggrieved or by any officer, department, board, or bureau of the village. Such appeals shall be filed with the clerk within 30 days after the date or written notice of the decision or order of the zoning officer. Applications may be made by the owner or lessee of the structure, land, or water to be affected at any time and shall be filed with the clerk. Such appeals and applications shall include the following: (1)Name and address of the appellant or applicant and all abutting and opposite property owners of record within 500 feet of the subject property. (2)Plat of survey prepared by a registered land surveyor, or a location sketch drawn to scale, showing all of the information required on the standard village application. (3)Additional information required by the village plan commission, ~~village engineer~~ **Public Works Director**, board of appeals, or zoning officer.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH48ZO_ARTIIADEN_DIV2BOAP_S48-63APAP	
87	Amending 48-177 (a)(1) "Zoning", "District Specifications and Regulations", "Parking"	(a)Generally. In all districts and in connection with every use, there shall be provided at the time any use or building is erected, enlarged, extended, or increased off-street parking stalls for all vehicles in accordance with the following: (1)Adequate access to a public street shall be provided for each parking space, and driveways shall comply with village standards on file with village engineer.		(a)Generally. In all districts and in connection with every use, there shall be provided at the time any use or building is erected, enlarged, extended, or increased off-street parking stalls for all vehicles in accordance with the following: (1)Adequate access to a public street shall be provided for each parking space, and driveways shall comply with village standards on file with ~~village engineer~~ **Public Works Director**.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH48ZO_ARTIIIDISPRE_DIV3TRLOPAAC_S48-177PA	
88	Amending 48-243 (4) "Zoning", "District Specifications and Regulations", "Application"	Applications for conditional use permits shall be made on forms furnished by the village and shall include the following: (4)Additional information as may be required by the plan commission, village engineer, village administrator, building inspector, or village board.		Applications for conditional use permits shall be made on forms furnished by the village and shall include the following: (4)Additional information as may be required by the plan commission, ~~village engineer~~ **Public Works Director and Assigns**, village administrator, building inspector, or village board.	https://library.municode.com/wi/jackson/codes/code_of_ordinances?nodeId=COOR_CH48ZO_ARTIIIDISPRE_DIV5COUS_S48-243AP	
89						
90						
91				Few Spots where Village Board or village board - If we aren't capitilizing other spots SHOULD Public Works Director and Assigns be capitilized.		