



**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING AGENDA**  
**Tuesday, February 10, 2026 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. Presentations
  - a. 2026 Preliminary Financing Plan - Ehlers Financial Advisors
4. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
5. Consent Agenda
  - a. Approval of Minutes for the Village Board Meeting of January 13, 2026
  - b. Consideration and Approval of Meeting Date Change - August 2026
  - c. Resolution #26-02 Authorizing the Continued Conversation of the Creation of a Washington County Countywide Emergency Medical Services (EMS) System
  - d. Resolution #26-03 Approving Additional Election Officials for the 2026-2027 Election Cycle
  - e. Resolution #26-04 Honoring Tyler Mentzel for Achieving Certification as a Park and Recreation Professional
  - f. Resolution #26-05 Honoring Jacob Caltagerone for Achieving Certification as a Park and Recreation Professional
  - g. Resolution #26-06 A Resolution Opposing Wisconsin Assembly Bill 885
6. Approval of Licenses
  - a. Transfer of Manufactured Home Park License - N168W21700 Main Street - Green Valley MHC LLC
7. Budget and Finance Committee
  - a. Change Order #2 - Final - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$24,493.60
  - b. Pay Request #1 - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$207,838.41
  - c. Pay Request #1 - 2025 Dog Park at Cedar Creek Park - Lowe Underground, Inc. in the amount of \$90,134.29

- d. Review of 2022 Stormwater Pond Compliance Report and Invoicing — Request for Refund of Special Assessments
  - e. Review of Bids - Wastewater Treatment Plant Fill Removal Project
  - f. Review of Bids – Purchase of Brush Chipper
  - g. Resolution #26-01 Accepting Funds from the Washington County Roadway Shared Services Grant Program
- 8. Personnel Committee
    - a. Discussion and Possible Action – Operations Manager Reclassification and Operations Manager Internship Proposal
- 9. West Bend School District
  - 10. Washington County Board Report
  - 11. Greater Jackson Business Alliance
  - 12. Mid-Moraine Municipal Association Report
  - 13. Closed Session Pursuant to Wis. Stats. §19.85(1)(e) “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session” and §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The closed session is for the following purposes:

- 1. To Discuss the Oaks of Jackson Development Agreement
  - 2. To Discuss TID 6 Development Agreement
  - 3. To Discuss a Personnel Matter
  - 4. To Discuss Village Square Development
- 14. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
  - 15. 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.



# **Village of Jackson, WI**

## **2026 Preliminary Financing Plan**

February 10, 2026 Village Board

# 2026 G.O. Notes & Revenue Bonds

- G.O. Notes: \$3,325,449
- Revenue Bonds: \$3,369,645
- Grants/Aids/Cash: \$1,547,000

\*See full CIP table attached at the end of the presentation

<b>Sources of Funding</b>		
G.O. Debt	3,325,449	3,325,449
Cap. Projects	3,208,154	3,208,154
TID 7	117,295	117,295
Revenue Debt	3,369,645	3,369,645
Water	1,177,045	1,177,045
Sewer	2,192,600	2,192,600
Grants/Aids	112,000	112,000
Fire/EMS	112,000	112,000
Special Assessment/Impact Fees	100,000	100,000
Cap. Projects	100,000	100,000
Cash	1,547,000	1,547,000
Water	170,000	170,000
Sewer	991,000	991,000
Cap. Projects	364,000	364,000
Fire/EMS	22,000	22,000
<b>Total</b>	<b>8,454,095</b>	<b>8,454,095</b>

# 2026 G.O. Notes & Revenue Bonds Sizing

	2026			2026		
	G.O. Notes	Levy Portion	TID #7 Portion	Revenue Bonds	Water Portion	Sewer Portion
<b>CIP Projects<sup>1</sup></b>						
Water	-			1,177,045	1,177,045	
Sewer	-			2,192,600		2,192,600
Cap. Projects	3,208,154	3,208,154		-		
Fire/EMS	-			-		
TID 7	117,295		117,295	-		
<b>Subtotal Project Costs</b>	<b>3,325,449</b>	<b>3,208,154</b>	<b>117,295</b>	<b>3,369,645</b>	<b>1,177,045</b>	<b>2,192,600</b>
<b>CIP Projects<sup>1</sup></b>	<b>3,325,449</b>	<b>3,208,154</b>	<b>117,295</b>	<b>3,369,645</b>	<b>1,177,045</b>	<b>2,192,600</b>
<b>Debt Service Reserve</b>						
DSR Funds On Hand	0	0	0	(535,012)	(187,002)	(348,011)
New DSR Requirement	0	0	0	729,293	254,908	474,385
<b>Reserve Fund Requirement</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>194,281</b>	<b>67,906</b>	<b>126,374</b>
<b>Estimated Issuance Expenses</b>	<b>129,325</b>	<b>124,801</b>	<b>4,524</b>	<b>164,563</b>	<b>57,519</b>	<b>107,043</b>
Municipal Advisor (Ehlers)	28,600	27,599	1,001	49,400	17,267	32,133
Bond Counsel	25,000	24,125	875	30,000	10,486	19,514
Disclosure Counsel	17,500	16,888	612	21,000	7,340	13,660
Rating Fee	14,500	13,993	507	17,000	5,942	11,058
Maximum Underwriter's Discount	12.50 42,875	41,375	1,500	12.50 46,313	16,188	30,125
Paying Agent	850	820	30	850	297	553
<b>Subtotal Issuance Expenses</b>	<b>129,325</b>	<b>124,801</b>	<b>4,524</b>	<b>164,563</b>	<b>57,519</b>	<b>107,043</b>
<b>TOTAL TO BE FINANCED</b>	<b>3,454,774</b>	<b>3,332,955</b>	<b>121,819</b>	<b>3,728,488</b>	<b>1,302,471</b>	<b>2,426,018</b>
Estimated Interest Earnings	3.00% (24,941)	(24,061)	(880)	3.00% (25,272)	(8,828)	(16,445)
Assumed spend down (months)	3.00			3.00		
Rounding	167	1,106	(940)	1,784	1,357	427
<b>NET SIZE</b>	<b>3,430,000</b>	<b>3,310,000</b>	<b>120,000</b>	<b>3,705,000</b>	<b>1,295,000</b>	<b>2,410,000</b>

# 2026 G.O. Notes Tax Impact

Year Ending	Existing Debt				Proposed Debt									Year Ending
	Net Debt Service Levy	Change From Prior Year Levy	Tax Rate Per \$1,000	Annual Taxes \$365,000 Home	2026 G.O. Notes 3,430,000 Dated: 5/1/2026 Total Prin. & Int.	Abatements		Debt Service Levy		Taxes				
						Less: CP Fund	Less: TID 7	Total Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt	Annual Taxes \$365,000 Home	Tax Levy Change from Prior Year	Annual Taxes Difference From Existing	
2026	1,754,766		\$1.28	\$467.31	0		0	1,754,766		\$1.28	\$467		\$0	2026
2027	1,755,364	599	\$1.24	\$452.95	256,490	(136,437)	(16,243)	1,859,175	104,409	\$1.31	\$480	\$12	\$27	2027
2028	1,693,508	(61,857)	\$1.16	\$423.43	182,870	(206,450)	(13,798)	1,656,130	(203,045)	\$1.13	\$414	(\$66)	(\$9)	2028
2029	1,627,683	(65,825)	\$1.08	\$394.34	181,610	(54,124)	(13,483)	1,741,686	85,556	\$1.16	\$422	\$8	\$28	2029
2030	1,401,233	(226,450)	\$0.90	\$328.94	254,111	0	(13,163)	1,642,181	(99,504)	\$1.06	\$385	(\$36)	\$57	2030
2031	1,420,240	19,008	\$0.86	\$315.30	230,651		(12,833)	1,638,059	(4,122)	\$1.00	\$364	(\$22)	\$48	2031
2032	1,417,422	(2,818)	\$0.84	\$304.91	227,398		(12,490)	1,632,330	(5,729)	\$0.96	\$351	(\$13)	\$46	2032
2033	1,403,425	(13,997)	\$0.80	\$292.53	224,025		(12,135)	1,615,315	(17,015)	\$0.92	\$337	(\$14)	\$44	2033
2034	1,378,521	(24,904)	\$0.76	\$278.42	225,440		(11,768)	1,592,193	(23,122)	\$0.88	\$322	(\$15)	\$43	2034
2035	1,366,505	(12,016)	\$0.73	\$267.42	221,690		(11,393)	1,576,802	(15,391)	\$0.85	\$309	(\$13)	\$41	2035
2036	1,355,296	(11,208)	\$0.70	\$256.03	217,940		(11,018)	1,562,219	(14,583)	\$0.81	\$295	(\$13)	\$39	2036
2037	1,349,514	(5,783)	\$0.67	\$244.60	213,990		(10,623)	1,552,881	(9,338)	\$0.77	\$281	(\$14)	\$37	2037
2038	1,332,800	(16,714)	\$0.64	\$234.07	209,840		(10,208)	1,532,433	(20,449)	\$0.74	\$269	(\$12)	\$35	2038
2039	1,304,999	(27,802)	\$0.61	\$222.08	195,898		0	1,500,896	(31,537)	\$0.70	\$255	(\$14)	\$33	2039
2040	1,096,000	(208,999)	\$0.49	\$177.99	289,945		0	1,385,945	(114,951)	\$0.62	\$225	(\$30)	\$47	2040
2041	813,156	(282,844)	\$0.35	\$127.95	511,723		0	1,324,879	(61,066)	\$0.57	\$208	(\$17)	\$81	2041
2042	794,538	(18,619)	\$0.33	\$121.14	493,023		0	1,287,560	(37,319)	\$0.54	\$196	(\$12)	\$75	2042
2043	770,613	(23,925)	\$0.31	\$113.85	473,898		0	1,244,510	(43,050)	\$0.50	\$184	(\$12)	\$70	2043
2044	702,138	(68,475)	\$0.28	\$100.51	454,773		0	1,156,910	(87,600)	\$0.45	\$166	(\$18)	\$65	2044
2045	262,438	(439,700)	\$0.10	\$36.40	440,105		0	702,543	(454,368)	\$0.27	\$97	(\$68)	\$61	2045
2046	0	(262,438)	\$0.00	\$0.00	0		0	0	(702,543)	\$0.00	\$0	(\$97)	\$0	2046
Total	25,000,156				5,505,418	(397,011)	(149,150)						\$967,977	Total

# Tax Impact Full FMP CIP

Year Ending	Proposed Debt						Year Ending
	Debt Service Levy		Taxes				
	Total Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt	Annual Taxes \$365,000 Home	Tax Levy Change from Prior Year	Annual Taxes Difference From Existing	
2026	1,754,766		\$1.28	\$467		\$0	2026
2027	1,859,175	104,409	\$1.31	\$480	\$12	\$27	2027
2028	1,967,754	108,579	\$1.35	\$492	\$12	\$69	2028
2029	2,051,640	83,886	\$1.36	\$497	\$5	\$103	2029
2030	2,068,855	17,216	\$1.33	\$486	(\$11)	\$157	2030
2031	2,098,579	29,724	\$1.28	\$466	(\$20)	\$151	2031
2032	2,128,101	29,522	\$1.25	\$458	(\$8)	\$153	2032
2033	2,154,604	26,503	\$1.23	\$449	(\$9)	\$157	2033
2034	2,188,736	34,132	\$1.21	\$442	(\$7)	\$164	2034
2035	2,155,695	(33,041)	\$1.16	\$422	(\$20)	\$154	2035
2036	2,132,805	(22,890)	\$1.10	\$403	(\$19)	\$147	2036
2037	2,114,915	(17,890)	\$1.05	\$383	(\$20)	\$139	2037
2038	2,085,574	(29,341)	\$1.00	\$366	(\$17)	\$132	2038
2039	2,044,955	(40,619)	\$0.95	\$348	(\$18)	\$126	2039
2040	1,969,589	(75,366)	\$0.88	\$320	(\$28)	\$142	2040
2041	1,901,674	(67,915)	\$0.82	\$299	(\$21)	\$171	2041
2042	1,861,905	(39,769)	\$0.78	\$284	(\$15)	\$163	2042
2043	1,805,905	(56,000)	\$0.73	\$267	(\$17)	\$153	2043
2044	1,729,606	(76,299)	\$0.68	\$248	(\$19)	\$147	2044
2045	1,655,841	(73,765)	\$0.63	\$230	(\$18)	\$193	2045
2046	1,508,599	(147,243)	\$0.56	\$203	(\$27)	\$203	2046
2047	1,350,451	(158,148)	\$0.48	\$176	(\$27)	\$176	2047
2048	1,145,503	(204,949)	\$0.40	\$145	(\$31)	\$145	2048
2049	940,605	(204,898)	\$0.32	\$115	(\$30)	\$115	2049
2050	0	(940,605)	\$0.00	\$0	(\$115)	\$0	2050
Total						\$3,284.05	Total
<b>Total Cost of new DS to sample taxpayer</b>							

# Debt Coverage – All In Water & Sewer

Year	Water Debt Service <sup>1</sup>					Sewer Debt Service <sup>2</sup>					Water & Sewer Debt Service					Year
	Existing Debt	Proposed Debt	Total	Debt Coverage	D.S. Capacity	Existing Debt	Proposed Debt	Total	Debt Coverage	D.S. Capacity	Existing Debt	Proposed Debt	Total	Debt Coverage	D.S. Capacity	
	\$605,211 @ 1.6x 2025 Net Revenues					953,478.32 @ 1.6x 2025 Net Revenues					\$1,558,689 @ 1.6x 2025 Net Revenues					
2026	219,844	0	219,844	2.75	158,413	731,364	0	731,364	1.30	(135,440)	951,208	0	951,208	1.64	22,973	2026
2027	226,138	132,025	358,163	1.69	20,094	733,593	161,654	895,247	1.07	(299,324)	959,731	293,680	1,253,410	1.24	(279,229)	2027
2028	219,888	102,584	322,471	1.88	55,786	723,277	147,050	870,326	1.10	(274,403)	943,164	249,633	1,192,797	1.31	(218,617)	2028
2029	213,638	100,784	314,421	1.92	63,836	703,209	165,250	868,459	1.10	(272,535)	916,847	266,033	1,182,880	1.32	(208,699)	2029
2030	207,388	98,979	306,366	1.98	71,891	693,390	163,084	856,473	1.11	(260,549)	900,777	262,062	1,162,839	1.34	(188,659)	2030
2031	201,138	102,056	303,194	2.00	75,063	683,569	165,795	849,364	1.12	(253,440)	884,706	267,851	1,152,557	1.35	(178,377)	2031
2032	194,888	99,988	294,876	2.05	83,381	683,496	173,160	856,656	1.11	(260,732)	878,384	273,148	1,151,532	1.35	(177,351)	2032
2033	193,963	102,768	296,730	2.04	81,527	678,897	175,168	854,064	1.12	(258,141)	872,859	277,935	1,150,794	1.35	(176,614)	2033
2034	188,363	105,298	293,660	2.06	84,597	670,021	176,908	846,929	1.13	(251,005)	858,384	282,205	1,140,589	1.37	(166,408)	2034
2035	182,963	107,545	290,508	2.08	87,749	661,343	178,340	839,683	1.14	(243,759)	844,306	285,885	1,130,191	1.38	(156,010)	2035
2036	177,763	109,461	287,224	2.11	91,033	652,864	179,406	832,270	1.15	(236,346)	830,626	288,868	1,119,494	1.39	(145,313)	2036
2037	172,563	106,199	278,761	2.17	99,496	644,382	180,165	824,547	1.16	(228,623)	816,945	286,364	1,103,309	1.41	(129,128)	2037
2038	172,263	102,899	275,161	2.20	103,096	640,799	180,654	821,453	1.16	(225,529)	813,062	283,553	1,096,614	1.42	(122,433)	2038
2039	166,863	99,561	266,424	2.27	111,833	632,114	180,870	812,984	1.17	(217,060)	798,976	280,431	1,079,408	1.44	(105,227)	2039
2040	166,300	96,186	262,486	2.31	115,771	628,264	175,920	804,184	1.19	(208,260)	794,564	272,106	1,066,670	1.46	(92,490)	2040
2041	165,469	97,660	263,129	2.30	115,128	624,144	175,801	799,945	1.19	(204,021)	789,613	273,461	1,063,074	1.47	(88,893)	2041
2042	159,531	93,980	253,511	2.39	124,746	614,915	175,395	790,310	1.21	(194,386)	774,446	269,375	1,043,821	1.49	(69,641)	2042
2043	153,594	90,260	243,854	2.48	134,403	605,684	179,583	785,267	1.21	(189,343)	759,278	269,843	1,029,120	1.51	(54,940)	2043
2044	64,275	86,480	150,755	4.01	227,502	434,670	349,120	783,790	1.22	(187,866)	498,945	435,600	934,545	1.67	39,636	2044
2045	66,463	97,280	163,743	3.70	214,514	66,463	675,840	742,303	1.28	(146,379)	132,925	773,120	906,045	1.72	68,136	2045
2046	0	0	0	N/A	378,257	0	0	0	N/A	595,924	0	0	0	N/A	974,181	2046
Total	3,513,288	1,931,991	5,445,279			12,506,459	3,959,161	16,465,619			16,019,746	5,891,152	21,910,898			Total

**Notes:**

1) Water has implemented a 24% adjustment, effective 4/1/2026, which is projected to add \$370k of additional revenues.

2) Sewer completed a 1/1/2026 18% adjustment which is projected to add \$374k of additional revenues.

# G.O. Debt Capacity – 2025 FMP All Proposed Debt

Existing Debt				
Year Ending	Projected Equalized Value (TID IN) <sup>1</sup>	Existing Debt Limit	Existing Principal Outstanding	% of Limit
2025	1,431,604,400	71,580,220	26,484,893	37%
2026	1,474,500,560	73,725,028	24,973,713	34%
2027	1,518,682,048	75,934,102	23,288,171	31%
2028	1,564,187,377	78,209,369	21,610,000	28%
2029	1,611,056,214	80,552,811	20,065,000	25%
2030	1,698,742,514	84,937,126	18,695,000	22%
2031	1,749,643,120	87,482,156	17,260,000	20%
2032	1,802,068,896	90,103,445	15,780,000	18%
2033	1,860,251,561	93,012,578	14,270,000	15%
2034	1,921,909,040	96,095,452	12,755,000	13%
2035	1,992,695,939	99,634,797	11,210,000	11%
2036	2,061,255,856	103,062,793	9,640,000	9%
2037	2,129,511,089	106,475,554	8,040,000	8%
2038	2,200,003,103	110,000,155	6,385,000	6%
2039	2,296,747,374	114,837,369	4,725,000	4%
2040	2,372,736,616	118,636,831	3,635,000	3%
2041	2,451,214,381	122,560,719	2,825,000	2%
2042	2,532,261,480	126,613,074	2,005,000	2%
2043	2,615,961,329	130,798,066	1,180,000	1%
2044	2,702,400,033	135,120,002	385,000	0%
2045	2,791,666,472	139,583,324	0	0%
2046	2,883,852,391	144,192,620		0%
2047	2,979,052,491	148,952,625		0%
2048	3,077,364,523	153,868,226		0%

Proposed Debt					
Combined Principal Existing & Proposed	Statutory Limit (5% EV)		Village Limit (3% EV)		Year Ending
	% of Limit	Residual	% of Limit	Residual	
\$26,484,893	37%	\$45,095,327	62%	\$16,463,239	2025
\$28,403,713	39%	\$45,321,315	64%	\$15,831,303	2026
\$32,238,171	42%	\$43,695,932	71%	\$13,322,291	2027
\$33,545,000	43%	\$44,664,369	71%	\$13,380,621	2028
\$31,820,000	40%	\$48,732,811	66%	\$16,511,686	2029
\$30,060,000	35%	\$54,877,126	59%	\$20,902,275	2030
\$28,250,000	32%	\$59,232,156	54%	\$24,239,294	2031
\$26,360,000	29%	\$63,743,445	49%	\$27,702,067	2032
\$24,425,000	26%	\$68,587,578	44%	\$31,382,547	2033
\$22,470,000	23%	\$73,625,452	39%	\$35,187,271	2034
\$20,475,000	21%	\$79,159,797	34%	\$39,305,878	2035
\$18,445,000	18%	\$84,617,793	30%	\$43,392,676	2036
\$16,370,000	15%	\$90,105,554	26%	\$47,515,333	2037
\$14,220,000	13%	\$95,780,155	22%	\$51,780,093	2038
\$12,065,000	11%	\$102,772,369	18%	\$56,837,421	2039
\$10,340,000	9%	\$108,296,831	15%	\$60,842,098	2040
\$8,835,000	7%	\$113,725,719	12%	\$64,701,431	2041
\$7,315,000	6%	\$119,298,074	10%	\$68,652,844	2042
\$5,735,000	4%	\$125,063,066	7%	\$72,743,840	2043
\$4,155,000	3%	\$130,965,002	5%	\$76,917,001	2044
\$2,580,000	2%	\$137,003,324	3%	\$81,169,994	2045
\$1,395,000	1%	\$142,797,620	2%	\$85,120,572	2046
\$250,000	0%	\$148,702,625	0%	\$89,121,575	2047
\$0	0%	\$153,868,226	0%	\$92,320,936	2048

**Notes:**

1) Projected TID IN EV based on 5-year average at 3.0% annual inflation.

# Next Steps

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- Funding 2026 CIP:
  - ✓ Preliminary Offering Statement Prep: February/March 2026
  - ✓ Set sale: March 10, 2026
  - ✓ Sale: April 14, 2026
  - ✓ Closing: around May 1, 2026

# Questions/Discussion

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# 2026 CIP

Projects	Department	Purpose	Plan Issue	Funding	2026	Totals
Linden Drive - Hickory Lane to Dead End	Cap. Projects	Streets - Improvements	2026 G.O. Notes	G.O. Debt	340,909	340,909
Linden Drive - Hickory Lane to Dead End	Water	Water - Improvements	2026 Revenue Bonds	Revenue Debt	340,909	340,909
Linden Drive - Hickory Lane to Dead End	Sewer	Sewer - Improvements	2026 Revenue Bonds	Revenue Debt	340,909	340,909
Aspen Drive - Hickory Lane to Dead End	Cap. Projects	Streets - Improvements	2026 G.O. Notes	G.O. Debt	402,519	402,519
Aspen Drive - Hickory Lane to Dead End	Water	Water - Improvements	2026 Revenue Bonds	Revenue Debt	402,519	402,519
Aspen Drive - Hickory Lane to Dead End	Sewer	Sewer - Improvements	2026 Revenue Bonds	Revenue Debt	402,519	402,519
Hawthorne Drive - Hickory Lane to Dead End	Cap. Projects	Streets - Improvements	2026 G.O. Notes	G.O. Debt	433,617	433,617
Hawthorne Drive - Hickory Lane to Dead End	Water	Water - Improvements	2026 Revenue Bonds	Revenue Debt	433,617	433,617
Hawthorne Drive - Hickory Lane to Dead End	Sewer	Sewer - Improvements	2026 Revenue Bonds	Revenue Debt	433,617	433,617
Eagle Drive - Hickory Lane to STH 60	Cap. Projects	Streets - Improvements	2026 G.O. Notes	G.O. Debt	2,031,109	2,031,109
Eagle Drive - Hickory Lane to STH 60	Sewer	Sewer - Improvements	2026 Revenue Bonds	Revenue Debt	1,015,555	1,015,555
CPR Training Equipment - Manikins/AED Trainers	Fire/EMS	Fire - Building	None	Cash	3,400	3,400
Heart Montiors - 1250, 1251, Paramedic First Responder	Fire/EMS	Fire - Equip.	None	Grants/Aids	112,000	112,000
AED's - first responders, 1285	Fire/EMS	Fire - Equip.	None	Cash	18,600	18,600
EQS #9 - Turf Mower (2018)	Cap. Projects	Streets - Equip./Vehicle	None	Cash	16,000	16,000
EQS #10 - Turf Mower (2019)	Cap. Projects	Streets - Equip./Vehicle	None	Cash	16,000	16,000
ENG #2 - Engineering Tech Vehicle	Cap. Projects	Streets - Equip./Vehicle	None	Cash	30,000	30,000
EQS #6 - Vermeer Chipper	Cap. Projects	Streets - Equip./Vehicle	None	Cash	110,000	110,000
4 Badger Books	Cap. Projects	Treasurer	None	Cash	12,000	12,000
JCC HVAC Unit Replacement	Cap. Projects	Community Center	None	Cash	18,000	18,000
Fiber Internet & Security Cameras - Hickory Lane Park & Splash Pad	Cap. Projects	Parks & Rec	None	Cash	45,000	45,000
Fiber Internet & Security Cameras - Jackson Park	Cap. Projects	Parks & Rec	None	Cash	75,000	75,000
Jackson Park - Picnic Table Replacement	Cap. Projects	Parks & Rec	None	Cash	17,000	17,000
Hasmer Lake Park - Park Development Engineering	Cap. Projects	Parks & Rec	None	Special Assessment/Impact Fees	100,000	100,000
Fiber and Cameras to Well 1, 4 and 5	Water	Water - Improvements	None	Cash	170,000	170,000
EQWW5 - Electric Scissors Lift	Sewer	Sewer - Equip./Vehicle	None	Cash	25,000	25,000
EQWW8 - Toro Turf Mower	Sewer	Sewer - Equip./Vehicle	None	Cash	16,000	16,000
2026 Fleet Addition - Pick Up Truck	Sewer	Sewer - Equip./Vehicle	None	Cash	35,000	35,000
Fiber and Cameras to Lift Station Sherman Road	Sewer	Sewer - Improvements	None	Cash	35,000	35,000
Digitizing Clerk files, Treasurer Files, DPW files	Cap. Projects	Admininstration	None	Cash	25,000	25,000
WWTP Improvements Phase 2A - Aeration Basin	Sewer	Sewer - Improvements	None	Cash	880,000	880,000
TID #7 Incentive Payment	TID 7	GHU Incentive	2026 G.O. Notes	G.O. Debt	17,295	17,295
<b>Actual CIP Costs</b>					<b>8,454,095</b>	<b>8,454,095</b>

**VILLAGE OF JACKSON**  
**VILLAGE BOARD MEETING**  
**Tuesday, January 13, 2026 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. Kruepke, Tr. Kurtz, Tr. Olson, and Tr. Wells

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, Police Chief Ryan Vossekul and Clerk Jackie Schuh

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Presentations

a. Discussion and Possible Action regarding Fire/EMS Services in Washington County

Administrator Heidtke presented information regarding the potential development of a county-wide EMS service, noting that discussions have taken place among Washington County representatives, municipal Fire/EMS Chiefs, area administrators, and chief elected officials. She provided a summary of key advantages and disadvantages identified through these discussions and advised that direction from the Board is needed regarding whether to continue the evaluation process.

Board members engaged in discussion concerning the status of current funding, potential impacts a county-wide EMS service could have on municipal budgets and funding, and how services might evolve if the initiative were to proceed. President Heckendorf clarified that staff is requesting authorization to continue discussions only and emphasized that doing so would not constitute any commitment on the part of the Village.

The motion to direct Staff to prepare a resolution acknowledging the Village of Jackson's participation in the pursuit of a County EMS system was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

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

None.

5. Consent Agenda

- a. Approval of Minutes for the Village Board Meeting of December 9, 2025
- b. Approval of the Agreement for 2026 Jackson Fire Department Services with the Town of Polk, Town of Jackson, and Town of Germantown

President Heckendorf requested item 5b be pulled from the consent agenda for individual consideration. There were no objections from the Board.

The motion to approve Minutes for the Village Board meeting of December 9, 2025, was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

Administrator Heidtke advised that the Town of Jackson requested section 3c and term 7 of the contract be reconsidered. Section 3c relates to unpaid medical bills being the responsibility of the Town, and term 7 relates to catastrophic events. Should an event exceed \$10,000.00 in cost, any amount beyond the first \$10,000.00 shall be shared 50% Town, 50% Village. Administrator Heidtke indicated that neither she nor Fire Chief Swaney could recall a time when either had been invoked. The financial impact to the Village of Jackson of removing these two items was discussed.

The motion to approve the 2026 Jackson Fire Department Services with the Town of Polk, Town of Jackson, and Town of Germantown, as written, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

6. Plan Commission

- a. Review of Extra-Territorial Three-Lot Certified Survey Map - Parcels: T7\_0523, T7\_052700A, and T7\_052700Z - Hans Lamm

The motion to approve the Certified Survey Map for properties identified as Parcels T7\_0523, T7\_052700A, and T7\_052700Z for Hans Lamm was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

7. Parks and Recreation

- a. Presentation and Possible Action - Eagle Scout Project

Hayden made a brief presentation of his proposed Eagle Scout project for a GaGa Ball Pit in Hickory Lane Park.

The motion to approve the Eagle Scout Project was made by Tr. Olson and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

8. West Bend School District

Tr. Wells gave a brief update regarding the West Bend School District.

9. Washington County Board Report

No report.

10. Greater Jackson Business Alliance

Pres. Heckendorf provided a summary for the Board.

11. Mid-Moraine Municipal Association Report

Tr. Olson provided a summary of meeting dates.

12. Closed Session Pursuant to Wis. Stats. §19.85(1)(e) “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”

The closed session is for the following purposes:

1. To Discuss Village Square Development
2. To Discuss the Creation of a County EMS System
3. To Discuss the Oaks of Jackson Development Agreement and Declaration of Covenants

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

Pres. Heckendorf: Aye  
Tr. Emmrich: Aye  
Tr. Engelhardt: Aye  
Tr. Kurtz: Aye  
Tr. Kruepke: Aye  
Tr. Wells: Aye  
Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 8:22 PM. Those present in the closed session were Board members, Administrator Heidtke, Fire Chief Swaney for item 2, Economic Development of Washington County Representative Christian Tscheschlok, and Village Attorney Matt Parmentier via video conferencing.

13. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 9:44 PM.

The motion authorizing the Village Administrator and Village Attorney to prepare, execute, and record an amendment to the Declaration of Covenants for the Oaks of Jackson development, removing Lot 41 from the Declaration, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 7 ayes, 0 nays. Motion carried.

14. Adjourn

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 9:46 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson

DRAFT



**STAFF MEMO**

**Village of Jackson**

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

**CC:** Village Board

**From:** Jacqueline Schuh, Village Clerk

**Subject:** Consideration and Approval of Meeting Date Change – August 2026

**Meeting Date:** February 10, 2026 - Village Board

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**Background and Analysis:**

This memo is to inform the Board of a scheduling conflict for the Budget and Finance Committee and Village Board meetings of August 11, 2026. These meetings will fall on the same evening of the Partisan Primary election held in the training rooms at the Jackson Municipal Complex. In line with past practice, I recommend moving the meetings to Tuesday, August 18, 2026, at 7PM and 7:30PM, respectively.

**Recommendation:**

Motion to approve rescheduling of the August 11, 2026, Budget and Finance Committee and Village Board meetings to Tuesday, August 18, 2026, at 7PM and 7:30PM, respectively.

**RESOLUTION #26-02**

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**RESOLUTION AUTHORIZING THE CONTINUED CONVERSATION OF  
THE CREATION OF A WASHINGTON COUNTY COUNTYWIDE  
EMERGENCY MEDICAL SERVICES (EMS) SYSTEM**

---

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

**WHEREAS**, Wisconsin Statutes §§ 59.03, 60.565, 61.34, and 62.11 authorize counties, towns, villages, and cities to provide emergency services necessary to protect the public health, safety, and welfare of their communities; and

**WHEREAS**, the rising costs, staffing shortages, decreased volunteerism, and increasing service demands for emergency medical services (EMS) have created challenges for individual municipalities in maintaining reliable and sustainable local EMS systems; and

**WHEREAS**, Wisconsin Statute § 66.0301 authorizes municipalities and counties to enter into intergovernmental cooperation agreements for the joint exercise of powers and the joint performance of duties; and

**WHEREAS**, the Washington County Board of Supervisors, together with the Cities, Villages, and Towns within Washington County, recognize the benefit of developing a unified, cooperative, and efficient Countywide EMS System to ensure consistent service levels countywide; and

**WHEREAS** a countywide EMS system may improve response times, optimize resource allocation, enhance quality of care, and create long-term financial sustainability; and

**WHEREAS**, Washington County has initiated efforts under Wisconsin law to facilitate the creation of such a Countywide EMS System, to be governed collaboratively by the County and participating municipalities under a formal intergovernmental agreement; and

**WHEREAS**, Wisconsin Statute §66.0602 authorizes the County to raise the tax levy to fund a countywide EMS system.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village Board of the Village of Jackson that this Board hereby expresses its willingness to engage in discussions and exploratory planning efforts regarding the potential development of a Washington County Countywide EMS

System, in partnership with municipalities within Washington County, without obligating the Village to participate in or implement such a system; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the Village Administrator, Fire Chief, and President or designee(s) to participate in informational meetings and planning discussions related to the potential development of a countywide EMS system, solely for the purpose of evaluation and information-gathering, committing to working collaboratively with all municipalities within Washington County to develop fair and transparent cost-sharing formulas, service expectations, and governance structures that reflect local needs; and

**BE IT FURTHER RESOLVED**, that any development of an Intergovernmental Cooperation Agreement under Wis. Stat. § 66.0301 related to a countywide EMS system shall be subject to future consideration and separate approval by the Village Board of the Village of Jackson, following review by the Village Attorney; and

**BE IT FURTHER RESOLVED**, that nothing in this resolution shall be construed as a commitment by the Village of Jackson to funding, governance participation, operational responsibility, or implementation of a countywide EMS system, and any such commitment shall require explicit future Board approval.

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, the Jackson Community Center, and the Village of Jackson website.

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date

RESOLUTION #26-03

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

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

WHEREAS, pursuant to Wis. Stats. § 7.30, 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, the municipality may nominate and approve additional election officials at certain times throughout the election cycle to increase the total number to a level sufficient for staffing polling places; and

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

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

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, the Jackson Community Center, and the Village of Jackson website.

\_\_\_\_\_

Village Official

\_\_\_\_\_

Date

DRAFT

**2026-2027 ELECTION CYCLE  
APPOINTED POLL WORKERS/SVDs**

<b>NAME</b>	<b>ADDRESS</b>	<b>POLITICAL AFFILIATION</b>	<b>JOB DUTIES</b>
ADAMS-BUTLER, KIM	W205N17038 PARKVIEW DR, JACKSON WI 53307	UNAFFILIATED	POLL WORKER/SPECIAL VOTING DEPUTY
FECHTER, LINDA	N171W20548 NORTHVIEW DR, JACKSON WI 53037	REPUBLICAN	POLL WORKER
KITZKE, LISA	N169W20322 CHATEAU DR, JACKSON WI 53037	DEMOCRAT	POLL WORKER

**RESOLUTION #26-04**

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**RESOLUTION HONORING TYLER MENTZEL FOR ACHIEVING  
CERTIFICATION AS A PARK AND RECREATION PROFESSIONAL**

---

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

**WHEREAS**, Tyler Mentzel serves the Village of Jackson with dedication and professionalism as Parks and Recreation Director; and

**WHEREAS**, Tyler Mentzel has successfully passed the Certified Park and Recreation Professional (CPRP) Examination administered by the National Recreation and Park Association (NRPA); and

**WHEREAS**, attainment of the CPRP credential reflects a high level of knowledge, competency, and commitment to excellence in the field of parks and recreation; and

**WHEREAS**, Tyler Mentzel’s achievement enhances the quality of programs, services, and facilities provided to the residents of the Village of Jackson;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Jackson that this Board hereby congratulates and commends Tyler Mentzel for earning the Certified Park and Recreation Professional designation and expresses its appreciation for his continued service and leadership on behalf of the community.

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, the Jackson Community Center, and the Village of Jackson website.

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date

DRAFT

RESOLUTION #26-05

RESOLUTION HONORING JACOB CALTAGERONE FOR ACHIEVING CERTIFICATION AS A PARK AND RECREATION PROFESSIONAL

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

WHEREAS, Jacob Caltagerone serves the Village of Jackson with dedication and professionalism as Parks and Recreation Adult Recreation Supervisor; and

WHEREAS, Jacob Caltagerone has successfully passed the Certified Park and Recreation Professional (CPRP) Examination administered by the National Recreation and Park Association (NRPA); and

WHEREAS, attainment of the CPRP credential reflects a high level of knowledge, competency, and commitment to excellence in the field of parks and recreation; and

WHEREAS, Jacob Caltagerone’s achievement enhances the quality of programs, services, and facilities provided to the residents of the Village of Jackson;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Jackson that this Board hereby congratulates and commends Jacob Caltagerone for earning the Certified Park and Recreation Professional designation and expresses its appreciation for his continued service and leadership on behalf of the community.

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, the Jackson Community Center, and the Village of Jackson website.

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date

DRAFT

RESOLUTION #26-06

A RESOLUTION OPPOSING WISCONSIN ASSEMBLY BILL 885

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

WHEREAS, Wisconsin Assembly Bill 885 would limit the use of extraterritorial jurisdiction and extraterritorial zoning by cities and villages, including the Village of Jackson’s authority to exercise zoning control within 1.5 miles of its municipal boundaries; and

WHEREAS, extraterritorial jurisdiction is a vital planning tool that allows the Village of Jackson to manage and coordinate development in adjacent towns in a manner that protects public health, safety, and welfare; and

WHEREAS, extraterritorial powers enable the Village to grow in an orderly and planned fashion, supporting the development of housing, employment opportunities, commercial activity, and manufacturing that benefit both Village residents and the surrounding region; and

WHEREAS, Assembly Bill 885 would allow townships to approve developments within 1.5 miles of Village boundaries, potentially resulting in development that relies on Village services without providing the Village any ability to collect offsetting tax revenue to support those services;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Jackson, Washington County, Wisconsin, hereby expresses its opposition to Wisconsin Assembly Bill 885; and

BE IT FURTHER RESOLVED, that the Village Board urges state legislators to preserve local control and extraterritorial authority necessary for responsible growth, sound land-use planning, and fiscal fairness.

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, the Jackson Community Center, and the Village of Jackson website.

\_\_\_\_\_  
Village Official

\_\_\_\_\_  
Date

DRAFT



**STAFF MEMO**

**Village of Jackson**

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

**CC:** Village Board

**From:** Jacqueline Schuh, Village Clerk

**Subject:** Transfer of Manufactured Home Park License – N168W21700 Main Street – Green Valley MHC LLC

**Meeting Date:** February 10, 2026 - Village Board

---

**Background and Analysis:**

This memo is to inform the Board of a request for transfer of license for Green Valley Manufactured Home Community. Dittmar Realty Inc. closed on the sale of the property on Friday, January 30, 2026. The new owner (buyer), Green Valley MHC LLC, notified me of the closing on January 30, 2026, with Carla Dunn of Dittmar Realty Inc. copied on the email.

Per Village Code the following must occur for a transfer of license:

1. Notification of the sale / update of owner and contact information
2. Licensing fee paid
3. Compliance with Village code regarding maintenance
4. Village Board approval for the transfer

Notification of sale was made on January 30, 2026, and all necessary information was obtained. The licensing fee of \$415.00 for 2026 was previously paid by Dittmar Realty Inc. in December 2025. Zoning and Inspections Director Collin Johnson reported nothing of significance regarding maintenance at the property that should affect the transfer of license. My recommendation to the Board is to grant the transfer of license.

**Recommendation:**

Motion to approve the transfer of the 2026 Manufactured Home Park License from Dittmar Realty Inc. to Green Valley MHC LLC effective as of February 10, 2026.

## Manufactured Home Park License # M-2026 TRX

Green Valley MHC has paid the sum of \$415.00 to the Treasurer of the Village of Jackson as required by the Resolutions and Ordinances of the Village of Jackson and has complied with all requirements necessary to obtain this license.

**Green Valley MHC  
N168W21700 Main Street  
Jackson, Wisconsin 53037**

The local governing body of the Village of Jackson, County of Washington, State of Wisconsin, has hereby granted this Manufactured Home Park License to:

**Green Valley MHC LLC  
7050 W. Palmetto Park Road, Suite 15-234  
Boca Raton, Florida 33433**

who is hereby authorized and licensed to operate a Manufactured Home Park for the period of February 10, 2026, through December 31, 2026, subject to all the conditions and provisions of the Resolutions and Ordinances of the Village of Jackson.

**Given under my hand and the corporate seal of the Village of Jackson, County of Washington, State of Wisconsin, on this \_\_\_\_ day of \_\_\_\_\_, 2026.**

---

Jacqueline Schuh  
Village Clerk

(SEAL)



**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 #2 - Final - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation for an increase in the amount of \$24,493.60

**Meeting Date:** January 27, 2026 - Board of Public Works

---

**Background and Analysis:**

This memo is to inform the Board of Change Order #2 related to the 2025 Oaks of Jackson Surface Course, Spruce Street, and Ridgeway Drive Project.

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

The changes are summarized as follows:

- Catch Basin chimney rebuilds using poly ProRings: increase of \$7,400.00
- Catch Basin chimney rebuilds using concrete rings: credit of (\$875.00)
- Final reconciliation of installed quantities: increase of \$17,968.60

Funding for this change order will come from Account Number:  
670-00-56700-000-000 (TID #7 Miscellaneous TID Expense)

JS

**Recommendation:**

Board of Public Works recommends the Budget and Finance Committee and Village Board approve Change Order #2 for an increase in the amount of \$24,493.60 to Stark Pavement Corporation.

**SECTION 00 63 63**  
**CHANGE ORDER NO.: 2 FINAL**

Owner:	Village of Jackson	Owner's Project No.	
Engineer:	Cedar Corporation	Engineer's Project No.:	J5789-0023
Contractor:	Stark Pavement Corporation	Contractor's Project No.:	
Project:	Spruce, Ridgeway, Oaks of Jackson Surface Course Spruce, Ridgeway, Oaks of Jackson Surface		
Contract Name:	Course	Effective Date of	
Date Issued:	December 8, 2025	Change Order:	October 20, 2025

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

Description:

1	ADD 8 Each Catch Basin Chimney Rebuilds w/ ProRing Materials @ \$925.00 EA	=	\$7,400.00
2	CREDIT Concrete Adjusting Rings related to Resetting Catch Basins	=	(\$875.00)
3	Final Reconciliation of Installed Quantities	=	\$17,968.60
	<b>TOTAL</b>	=	<b>\$24,493.60</b>
4	Extension of Contract Times - SUBSTANTIAL COMPLETION:	+ / (-)	49 Day(s)
5	Extension of Contract Times - FINAL COMPLETION:	+ / (-)	76 Day(s)

Reason for Change Order:

- a) Change Order Item Nos. 1&2: The Owner directed the Contractor to replace all catch basin adjustment rings with ProRing product material in lieu of the concrete adjusting rings included in the Resetting of Catch Basins Work item resulting in an increased amount/quantity of adjusting rings and related credit for unused concrete adjusting rings..
- b) Change Order Item No. 3: Contract cost amount adjustment related to the Final Reconciliation of Installed Quantities (Estimated Vs Installed).
- c) Change Order Item Nos. 4&5: Extension of contract times associated with Owner's preference to delay paving Work as long as possible allowing construction activity within the Oaks of Jackson development to subside.

Attachments:

- a) Change Order Item Nos. 1&2: 1) Email correspondence between Engineer & Contractor dated 9/23/25, 2) Subcontractor's invoice to General Contractor dated 9/25/25, 3) ProRing material invoices (Ferguson) dated 9/12/25.
- b) Change Order Item No. 3: Engineer's final Unit Price Quantity Summary dated 12/8/25.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>174,334.00</u>	Original Contract Times: Substantial completion (date): <u>September 1, 2025</u> Ready for Final Payment (date): <u>September 30, 2025</u>
<b>[Increase] [Decrease]</b> from previous approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>14,340.00</u>	<b>[Increase] [Decrease]</b> from previous approved Change Orders No. <u>1</u> to No. <u>1</u> Substantial Completion (days): <u>0</u> Ready for Final Payment (days): <u>0</u>
Contract Price prior to this Change Order: \$ <u>188,674.00</u>	Contract Times prior to this Change Order: Substantial completion (date): <u>September 1, 2025</u> Ready for Final Payment (date): <u>September 30, 2025</u>
<b>[Increase]</b> this Change Order: \$ <u>24,493.60</u>	<b>[Increase] [Decrease]</b> this Change Order: Substantial Completion (days): <u>49</u> Ready for Final Payment (days): <u>76</u>
Contract Price incorporating this Change Order: \$ <u>213,167.60</u>	Contract Times with all approved Change Orders: Substantial completion (date): <u>October 20, 2025</u> Ready for Final Payment (date): <u>December 15, 2025</u>


**Recommended by Engineer (if required)**

By:   
 Title: Senior Construction Manager  
 Date: 12/8/2025

**Authorized by Owner**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Accepted by Contractor**

  
Stark Pavement Corp.  
12.8.25

**Approved by Funding Agency (if applicable)**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Doug Kroes


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**From:** Doug Kroes  
**Sent:** Tuesday, September 23, 2025 10:06 AM  
**To:** Dan Mueller  
**Cc:** 'Jack Straehler'; Logan Myers; Matt Stephan; Joseph Coe  
**Subject:** RE: Jackson - Spruce, Ridgeway, Oaks Surface Course: Inlet Reset Materials 9/23/25

Dan:

FYI, we met on site this morning with your subcontractor to discuss the curb inlet resets. The subcontractor had concrete rings on site that they were intending on using for the reset. The Owner prefers the use of ProRings by Cretex. Your subcontractor stated that they will install ProRings for the difference in material cost as the only additional cost. Therefore, when the work is complete, please submit detail information that provides the total difference in material costs.

Thank you,



**Douglas Kroes**  
Senior Construction Manager/Office Manager | Cedar Corporation

✉ [doug.kroes@cedarcorp.com](mailto:doug.kroes@cedarcorp.com)    📍 W61N497 Washington Avenue  
Cedarburg, WI 53012

**Office** 262.204.2360    **Direct** 262.204.2343    **Mobile** 920.246.6326

[www.cedarcorp.com](http://www.cedarcorp.com) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

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

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**From:** Jack Straehler <jack.straehler@villageofjacksonwi.gov>  
**Sent:** Tuesday, September 23, 2025 7:21 AM  
**To:** Dan Mueller <danmueller@starkcorp.us>; Adrian Ruiz <adrianr@starkcorp.us>; Logan Myers <Logan.Myers@villageofjacksonwi.gov>  
**Cc:** Doug Kroes <doug.kroes@cedarcorp.com>  
**Subject:** Re: Jackson - Contact List and Written Schedule

Thanks, Dan!

**Jack B. Straehler II**  
**Director of Public Works**  
**Village of Jackson**  
**W194 N16660 Eagle Drive**  
**Jackson, WI 53037**  
**Office: 262-677-0707**  
**Cell: (262) 305-5012**

# INVOICE

DXT  
5337 State Road 28  
Allenton, WI 53002

jdonald\_1388@hotmail.com  
+1 (920) 382-5816



**Bill to**  
Dan Mueller  
Stark

**Ship to**  
Dan Mueller  
Stark

## Invoice details

Invoice no.: 1112  
Terms: Net 30  
Invoice date: 09/25/2025  
Due date: 10/25/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Spruce, Ridgeway, oaks of Jackson			
2.		Services <b>BID UNIT PRICE ITEM</b>	<del>Reset select Catch basin castings</del>	<del>8</del>	<del>\$750.00</del>	<del>\$6,000.00</del>
3.		Services <b>CO ITEM</b>	ADDITIONAL-Rebuild chimney's with pro rings	8	\$925.00	\$7,400.00
4.		Services <b>CO ITEM</b>	concrete ring credit	7	-\$125.00	-\$875.00

**Total** **\$12,525.00**

Contact DXT to pay.

**Overdue** 10/25/2025

**LESS BID ITEM = (\$6,000.00)**  
**TOTAL CO AMOUNT = \$6,525.00**



EMAIL DUPLICATE INVOICE

FERGUSON WATERWORKS #1476  
 PO BOX 802817  
 CHICAGO, IL 60680-2817

Deliver To:  
 From: Erik Lewis  
 erik.lewis@ferguson.com  
 Comments:

Please Contact With Questions:  
 920-731-3252

Invoice Number	Customer	Page
CW020257	21373	1

Please refer to Invoice Number when making payment and remit to:

**TOTAL DUE ---> 2494.80**

FERGUSON WATERWORKS #1476  
 PO BOX 802817  
 CHICAGO, IL 60680-2817

**Sold To:**

DONALD EXCAVATING & TRCKNG INC  
 DBA DXT  
 W5337 HWY 28  
 ALLENTON, WI 53002

**Ship To:**

COUNTER PICK UP  
 N49 W22990 COMMERCE CENTRE DR  
 PEWAUKEE, WI 53072-0000

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
1479	1479	WI67	MERTON	ACP	MERTON	09/12/2025	
Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount	
12	12	CRT3624300	36X24X3 M/HOLE RECT SYS *X	198.000	EA	2376.00	
<b>Invoice Sub-Total</b>						<b>2376.00</b>	
<b>Tax</b>						<b>118.80</b>	
<b>Total Amt</b>						<b>2494.80</b>	

**TOTAL DUE ---> 2494.80**

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT <https://www.ferguson.com/content/website-info/terms-of-sale>  
 GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH \*NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



FERGUSON WATERWORKS #1476  
 PO BOX 802817  
 CHICAGO, IL 60680-2817

<b>Deliver To:</b>
<b>From:</b> Erik Lewis erik.lewis@ferguson.com
<b>Comments:</b>

Please Contact With Questions:  
 920-731-3252

Invoice Number	Customer	Page
CW020256	21373	1

Please refer to Invoice Number when making payment and remit to:

TOTAL DUE ---> 5722.79

FERGUSON WATERWORKS #1476  
 PO BOX 802817  
 CHICAGO, IL 60680-2817

**Sold To:**

DONALD EXCAVATING & TRCKNG INC  
 DBA DXT  
 W5337 HWY 28  
 ALLENTON, WI 53002

**Ship To:**

COUNTER PICK UP  
 N49 W22990 COMMERCE CENTRE DR  
 PEWAUKEE, WI 53072-0000

Ship Whse	Sell Whse	Tax Code	Customer Order Number	Sales Person	Job Name	Invoice Date	Batch
1479	1479	WI67	MERTON	ACP	MERTON	09/12/2025	

Ordered	Shipped	Item Number	Description	Unit Price	UM	Amount
13	7	CRT3624400	36X24X4 RECT FLT PRO RNG *X	243.000	EA	1701.00
18	18	CRT3624200	36X24X2 M/HOLE RECT SYS *X	138.000	EA	2484.00
6	6	CRT3624100	36X24X1 M/HOLE RECT SYS *X	98.000	EA	588.00
3	3	CRT3624150	36X24X1-1/2 M/HOLE RECT SYS *X	116.000	EA	348.00
12	12	C098050	M-1 28OZ ADHESIVE CART	27.440	EA	329.28

**Invoice Sub-Total** 5450.28  
**Tax** 272.51  
**Total Amt** 5722.79

<b>TOTAL DUE ---&gt;</b>	<b>5722.79</b>
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ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOR OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT <https://www.ferguson.com/content/website-info/terms-of-sale>  
 GOVT BUYERS: ALL ITEMS QUOTED ARE OPEN MARKET UNLESS NOTED OTHERWISE.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH \*NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



# UNIT PRICE QUANTITY SUMMARY

Community Infrastructure • Architecture • Environmental Services

<b>Client</b>	Village of Jackson	<b>Project No.</b>	J5789-0023
<b>Project</b>	Spruce, Ridgeway, Oaks of Jackson Surface Course	<b>Date</b>	12/8/2025
<b>Contractor</b>	Stark Pavement Corp.		

ESTIMATED VS INSTALLED						
Bid Items	Installed Quantities	QUANTITIES		Installed Values	VALUES	
		Estimated VS Installed			Estimated VS Installed	Installed
1 Asphaltic Pavement Milling at Curbs	10420	0		\$ 16,151.00	\$	-
2 Asphaltic Pavement Milling at Intersections	142	0		\$ 710.00	\$	-
3 Asphaltic Pavement Milling at Manholes	27	0		\$ 2,700.00	\$	-
4 Upper Layer HMA Pavement 1-3/4"	2033	183		\$ 146,985.90	\$	13,230.90
5 Remove Curb and Gutter	58.5	9.5		\$ 1,755.00	\$	285.00
6 30" Concrete Curb and Gutter Type D	58.5	9.5		\$ 8,073.00	\$	1,311.00
7 EBS (18")	0	-52		\$ -	\$	(2,132.00)
8 EBS Backfill, 1-1/4" Dense (2 ton/cy)	0	-104		\$ -	\$	(2,704.00)
9 Reset Select Catchbasin Castings	8	1		\$ 6,000.00	\$	750.00
10 Water Valve Box Adjustment	18	0		\$ 2,700.00	\$	-
<b>Bid Item Totals =</b>				<b>\$ 185,074.90</b>	<b>\$</b>	<b>10,740.90</b>

CHANGE ORDER ITEMS: NEW ITEMS						
CO1	Removal & Replacement of 4" Concrete Sidewalk	287.5	107.5	\$ 12,190.00	\$	4,558.00
CO1	Removal & Replacement of Concrete Curb Ramps to include Removal	28.86	-31.14	\$ 2,741.70	\$	(2,958.30)
CO1	Removal & Replacement of Concrete Curb and Gutter	39.5	33.5	\$ 6,636.00	\$	5,628.00
CO2	ADD 8 Each Catch Basin Chimney Rebuilds w/ ProRing Materials	8	0	\$ 7,400.00	\$	-
CO2	CREDIT Concrete Adjusting Rings related to Resetting Catch Basins	7	0	\$ (875.00)	\$	-
	0					
<b>FINAL PROJECT TOTALS =</b>				<b>\$ 213,167.60</b>	<b>\$</b>	<b>17,968.60</b>



**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 #1 - 2025 Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$207,838.41

**Meeting Date:** January 27, 2026 – Board of Public Works

---

**Background and Analysis:**

This memo is to inform the Board of Pay Request #1 for Stark Pavement Corporation in the amount of \$207,838.41 for work completed on the Oaks of Jackson Surface Course - Spruce Street and Ridgeway Drive 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 Number:  
670-00-56700-000-000 (TID #7 Miscellaneous TID Expense)

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 #1 for Stark Pavement Corporation in the amount of \$207,838.41.

December 9, 2025

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

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

Subject: Contractor's Application for Payment No. 1  
Spruce, Ridgeway, Oaks of Jackson Surface Course  
Cedar Project No. 05789-0023

Dear Mr. Straehler:

Enclosed for your use in payment to Stark Pavement Corp in the amount of \$207,838.41 is Contractor's Application for Payment No. 1.

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

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

Sincerely,

CEDAR CORPORATION



Douglas T. Kroes  
Senior Construction Manager

Enclosed: As Noted

Cc: Dan Mueller, Stark Pavement Corp.



Unit Price Progress Estimate

Contractor's Application

Project: Spruce, Ridgeway, Oaks of Jackson Surface Course				Application Number: 1								
Application Period: 9/1/25 - 10/20/25				Application Date: December 8, 2025								
A				B	C	D	E	F	G	H	I	J
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
				Previous Applications		This Application		Materials Stored		Quantity	Amount	
				Quantity	Amount	Quantity	Amount	Quantity	Amount			
1	Asphaltic Pavement Milling at Curbs	10420 L.F.	\$1.55			10420	\$16,151.00			10420	\$16,151.00	100.0%
2	Asphaltic Pavement Milling at Intersections	142 L.F.	\$5.00			142	\$710.00			142	\$710.00	100.0%
3	Asphaltic Pavement Milling at Manholes	27 EA.	\$100.00			27	\$2,700.00			27	\$2,700.00	100.0%
4	Upper Layer HMA Pavement 1-3/4"	1850 TON	\$72.30			2033	\$146,985.90			2033	\$146,985.90	109.9%
5	Remove Curb and Gutter	49 L.F.	\$30.00			58.5	\$1,755.00			58.5	\$1,755.00	119.4%
6	30" Concrete Curb and Gutter Type D	49 L.F.	\$138.00			58.5	\$8,073.00			58.5	\$8,073.00	119.4%
7	EBS (18")	52 C.Y.	\$41.00									
8	EBS Backfill, 1-1/4" Dense (2 ton/cy)	104 Ton	\$26.00									
9	Reset Select Catchbasin Castings	7 EA.	\$750.00			8	\$6,000.00			8	\$6,000.00	114.3%
10	Water Valve Box Adjustment	18 EA.	\$150.00			18	\$2,700.00			18	\$2,700.00	100.0%
C01	Removal & Replacement of 4" Concrete Sidewalk	180 SF	\$42.40			287.5	\$12,190.00			287.5	\$12,190.00	159.7%
C01	Removal & Replacement of Concrete Curb Ramps to include Removal and Reinstallation of Existing	60 SF	\$95.00			28.86	\$2,741.70			28.86	\$2,741.70	48.1%
C01	Removal & Replacement of Concrete Curb and Gutter ADD 8 Each Catch Basin Chimney Rebuilds w/ ProRing	6 LF	\$168.00			39.5	\$6,636.00			39.5	\$6,636.00	658.3%
C02	Materials	8 EA	\$925.00			8	\$7,400.00			8	\$7,400.00	100.0%
C02	CREDIT Concrete Adjusting Rings related to Resetting Catch Basins	7 EA	-\$125.00			7	-\$875.00			7	-\$875.00	100.0%
TOTAL							\$213,167.60				\$213,167.60	

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**To:** Tyler Mentzel, Parks & Recreation Director  
**From:** Shelley Granberg, Project Manager  
**Subject:** Cedar Creek Dog Park Pay Application No. 1  
**Date:** February 2, 2026

---

MSA recommends review and processing of the attached Pay Application No. 1 in the amount of \$90,134.29 from Lowe Underground, Inc. for work completed on the Village's Cedar Creek Dog Park project. A summary of the contract can be found on the cover sheet of the pay application. Once approved please retain a copy of the pay application for your records and return a copy of the signed pay application to MSA.

**Summary of Work:**

Clearing, Grubbing, and Tree Removal

- Sitewide clearing and grubbing work was performed.
- Additional clearing and grubbing removal per MSA/Village field markings to occur.

Erosion Control & Site Access

- Silt fence installation completed
- Tracking pad relocated and new pad installed.

Trail Installation Progress

- Trail corridors excavated.
- Began installing dense graded base.

Additional Site Work

- General site cleanup operations initiated after first round of clearing/grubbing.

Project Schedule

- Substantial completion is May 15, 2026; final completion is June 15, 2026.

**Contractor's Application for Payment**

<b>Owner:</b> <u>Village of Jackson</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>MSA Professional Services, Inc.</u>	<b>Engineer's Project No.:</b> <u>059000007</u>
<b>Contractor:</b> <u>Lowes Underground, Inc.</u>	<b>Contractor's Project No.:</b> <u>1256-TL</u>
<b>Project:</b> <u>Village of Jackson Cedar Creek Dog Park</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>01</u>	<b>Application Date:</b> <u>1/21/2026</u>
<b>Application Period:</b> From <u>1/1/2026</u> to <u>1/21/2026</u>	

1. Original Contract Price			\$ 217,614.10
2. Net change by Change Orders			\$ -
3. Current Contract Price (Line 1 + Line 2)			\$ 217,614.10
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column G Unit Price Total)			\$ 94,878.20
5. Retainage			
a. <u>5%</u> X \$ <u>94,878.20</u> Work Completed			\$ 4,743.91
b. _____ X \$ <u>-</u> Stored Materials			\$ -
c. Total Retainage (Line 5.a + Line 5.b)			\$ 4,743.91
6. Amount eligible to date (Line 4 - Line 5.c)			\$ 90,134.29
7. Less previous payments (Line 6 from prior application)			\$ -
8. <b>Amount due this application</b>			\$ 90,134.29
9. Balance to finish, including retainage (Line 3 - Line 4, plus 5c)			\$ 127,479.81

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:

**Contractor:** Lowes Underground, Inc

**Signature:** *Peggy Chapman* **Date:** 01/26/2026

**PAYMENT OF:** \$ 90,134.29  
 (line 8 or other - attach explanation of the other amount)

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u><i>Shelley Danberg</i></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>1/26/2026</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): Village of Jackson Cedar Creek Dog Park												Application Number: 1			
Application Period: Thru 01.202.2026												Application Date: 01.21.2026			
A				B		C	D	E	F	G	H	I		J	
Item			Contract Information			Work Completed to Date					Materials Presently Stored (not in F)	Total Completed and Stored to Date (G + H)	% (I / B)	Balance to Finish (B - I)	
Bid Item No.	Specials Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantities from Previous Pay Applications	Estimated Quantities Installed this Pay Period	Value of Work Installed this Pay Period	Total Estimated Quantity Installed					Value of Work Installed to Date
1		MOBILIZATION, BONDS & INSURANCE	1	LS	\$16,000.00	\$16,000.00		1.0	\$16,000.00	1.0	\$16,000.00	\$0.00	\$16,000.00	100.0%	\$0.00
2		CONSTRUCTION LAYOUT	1	LS	\$3,850.00	\$3,850.00		0.0	\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$3,850.00
3		EROSION AND SEDIMENTATION CONTROL	1	LS	\$7,650.00	\$7,650.00		1.0	\$7,650.00	1.0	\$7,650.00	\$0.00	\$7,650.00	100.0%	\$0.00
4		TURF AND SITE RESTORATION	1	LS	\$42,841.00	\$42,841.00		0.8	\$34,272.80	0.8	\$34,272.80	\$0.00	\$34,272.80	80.0%	\$8,568.20
5		CLEARING AND GRUBBING	1	LS	\$21,244.00	\$21,244.00		0.8	\$15,933.00	0.8	\$15,933.00	\$0.00	\$15,933.00	75.0%	\$5,311.00
6		UNCLASSIFIED EXCAVATION	1	LS	\$16,750.00	\$16,750.00		0.7	\$11,725.00	0.7	\$11,725.00	\$0.00	\$11,725.00	70.0%	\$5,025.00
7		5-INCH CONCRETE SIDEWALK WITH BASE	450	SF	\$14.50	\$6,525.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$6,525.00
8		POST AND WOVEN WIRE FENCE, 4-FOOT	1,970	LF	\$30.24	\$59,572.80			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$59,572.80
9		POST AND WOVEN WIRE FENCE, PEDESTRIAN GATE	3	EA	\$1,098.00	\$3,294.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$3,294.00
10		POST AND WOVEN WIRE FENCE, SERVICE GATE	2	EA	\$2,978.00	\$5,956.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$5,956.00
11		WOOD CHIP PATH	370	CY	\$31.69	\$11,725.30			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$11,725.30
12		DENSE GRADED BASE, 1 1/4 INCH	450	TON	\$35.00	\$15,750.00		265.6	\$9,297.40	265.6	\$9,297.40	\$0.00	\$9,297.40	59.0%	\$6,452.60
13		GEOTEXTILE FABRIC, TYPE DF	2,400	SY	\$2.69	\$6,456.00			\$0.00		\$0.00	\$0.00	\$0.00	0.0%	\$6,456.00
<b>Contract Totals</b>						<b>\$217,614.10</b>			<b>\$94,878.20</b>		<b>\$94,878.20</b>	<b>\$0.00</b>	<b>\$94,878.20</b>	<b>43.6%</b>	<b>\$122,735.90</b>

**Progress Estimate - Unit Price Work**

**Contractor's Application**

For (Contract): Village of Jackson Cedar Creek Dog Park											Application Number: 1			
Application Period: Thru 01.202.2026											Application Date: 01.21.2026			
A				B	C	D	E	F	G	H	I		J	
Item				Contract Information			Work Completed to Date				Materials Presently Stored (not in F)	Total Completed and Stored to Date (G + H)	% (I / B)	Balance to Finish (B - I)
Bid Item No.	Specials Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantities from Previous Pay Applications	Estimated Quantities Installed this Pay Period	Value of Work Installed this Pay Period	Total Estimated Quantity Installed				

<b>CHANGE ORDERS</b>															
1						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
2						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
3						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
4						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
5						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
6						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
7						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
8						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
9						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
10						\$ -			\$0.00		\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00
Change Order Totals						\$0.00			\$0.00		\$0.00	\$0.00	\$0.00		\$0.00
<b>TOTALS</b>						<b>\$217,614.10</b>			<b>\$94,878.20</b>		<b>\$94,878.20</b>	<b>\$0.00</b>	<b>\$94,878.20</b>	43.6%	<b>\$122,735.90</b>



**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:** Review of 2022 Stormwater Pond Compliance Report and Invoicing – Request for Refund of Special Assessments

**Meeting Date:** January 27, 2026 - Board of Public Works

---

**Background and Analysis:**

This memo is to inform the Board of an agreement entered in 2021 between former Director Kober and CDM Smith to support compliance with the Village of Jackson’s MS4 permit. The agreement required inspections of both Village-owned and privately owned stormwater detention and retention ponds as required on a five-year cycle.

In July 2022, all respective pond owners were notified that inspections would be conducted and were provided with two options:

- Option One: Retain their own consultant to perform the inspection and submit a report to the Village, with the Village reviewing the report for a fee of \$500.00 per pond.
- Option Two: Have the inspections performed by the Village’s consultant, with the Village providing the report at a fee of \$2,000.00 per pond.

Based on my review, no pond owners selected Option One. All elected to have the Village consultant perform the inspections and provide the reports, with the associated inspection fees assessed accordingly.

My understanding is that all inspections and reporting were to be completed in 2022. However, further review shows that inspections were conducted across both 2022 and 2023, and the final report was not received until September 2025, nearly three years later than expected.

Upon reviewing the contents of the report for both accuracy and completeness, and after speaking with multiple pond owners, I have identified several inaccuracies, including issues with photographs and descriptions, as well as the timeliness of the report. The significant delay in receiving the final report has also caused considerable frustration among pond owners.



At the Board's request, assessments totaling approximately \$115,000 were issued to the respective pond owners. To date, the Village has received approximately \$33,000.00. I have also contacted our stormwater compliance DNR representative, who confirmed that all ponds will be required to be inspected again in 2027 to remain compliant with our MS4 permit.

Given these circumstances, I am respectfully requesting that the Board consider the following actions refunding the inspection assessments to pond owners who have already paid, and forgoing collection of any remaining unpaid fees related to the 2022 inspection cycle.

I further intend to seek a new consultant engineer and enter into a new agreement in the fall of 2026 to conduct inspections of all Village-owned and privately owned stormwater detention and retention ponds as part of our MS4 compliance in 2027. This approach will allow the Village to move forward transparently and ensure accurate, timely inspections and reporting.

If you have any questions, please let me know.

JS

**Recommendation:**

Board of Public Works recommends the Budget and Finance Committee and Village Board refund the inspection assessments to pond owners who have already paid and forego collection of any remaining unpaid fees related to the 2022 inspection cycle.



**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:** Review of Bids – Wastewater Treatment Plant Fill Removal Project

**Meeting Date:** January 27, 2026 - Board of Public Works

---

**Background and Analysis:**

This memo is to inform the Board of a dumping situation that occurred behind the Public Works and Utility Building. The issue was brought to my attention in April 2025 by a neighboring property owner.

It was reported that over the past several years, fill material originating from previous road construction projects had been dumped behind the Public Works and Utility Building. This material was placed not only on Village-owned property but also encroached onto neighboring private property. In addition, it was determined that fill was placed within a designated floodplain and floodway.

The Village of Jackson's Engineering Technician visited the site and conducted surveys to confirm property boundaries and identify the locations of the fill. Since that time, I have been working closely with the Village's consulting engineer, Cedar Corp., as well as the Wisconsin Department of Natural Resources (DNR), to correct the issue.

Cedar Corp. submitted a letter of self-compliance along with a plan of correction to the DNR on behalf of the Village. Both submissions were reviewed and approved. Cedar Corp. subsequently prepared detailed plans that comply with the requirements forwarded to and approved by the DNR.

The project was recently advertised for public bidding. Bids were received from five contractors, with the lowest responsible bid submitted by BMCI Construction in the amount of \$125,055.00. Please see the attached bid tab provided by Cedar Corp showing all bids received.

After reviewing the budget with the Village Administrator, it has been determined that funding for this project will be split 50/50 between the Water Utility and the Sewer Utility coming from Account Numbers:

- 200-00-52000-625-301 (Water – Building/Grounds)
- 300-00-57320-834-000 (Sewer – Building/Grounds)



*Taking the lead in Washington County*

After reviewing the bid received and the qualifications it is my recommendation to award the contract for the Wastewater Treatment Plant Fill Removal Project to BMCI Construction in the amount of \$125,055.00.

If you have any questions, please let me know.

JS

**Recommendation:**

Board of Public Works recommends the Budget and Finance Committee and Village Board award the contract for the Wastewater Treatment Plant Fill Removal Project to BMCI Construction in the amount of \$125,055.00.

Client	Village of Jackson
Project	WWTP Fill Permitting
Prepared By	Joshua Molter

Project No.	J5789-0026
Date	January 20, 2026

The Village of Jackson (hereinafter referred to as the OWNER) has received bids on the 20<sup>th</sup> day of January 2026 for WWTP Fill Permitting (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from five (5) bidders. Bids ranged from a low of \$125,055.00 to a high of \$219,395.00. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

BMCI Construction Inc.  
7040 N. Trenton Road  
West Bend, WI 53090

Bid Amount: \$125,055.00

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.



**BID TABULATION**

WWTP FILL PERMITTING  
 VILLAGE OF JACKSON  
 WASHINGTON COUNTY, WI

BID DATE - JANUARY 20, 2026

PROJECT NAME: WWTP FILL PERMITTING				BMCI Construction Inc. 7040 N. Trenton Road West Bend, WI 53090		Payne & Dolan, Inc. N3W23650 Badinger Road Waukesha, WI 53188		Willkomm Excavating and Grading, Inc. 17108 County Line Road Union Grove, WI 53182		Buteyn-Peterson Construction Co., Inc. N7337 Dairyland Drive Sheboygan, WI 53083		
PROJECT NO: 05789-0026												
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
1	Excavation	CY	6,500	\$14.30	\$92,950.00	\$17.20	\$111,800.00	\$20.54	\$133,510.00	\$20.00	\$130,000.00	
2	Mobilization	LS	1	\$2,500.00	\$2,500.00	\$5,763.87	\$5,763.87	\$6,120.55	\$6,120.55	\$9,500.00	\$9,500.00	
3	Temporary Silt Fence	LF	720	\$2.75	\$1,980.00	\$2.64	\$1,900.80	\$4.10	\$2,952.00	\$3.00	\$2,160.00	
4	Temporary Stone Tracking Pad	EA	1	\$1,200.00	\$1,200.00	\$3,886.61	\$3,886.61	\$3,010.85	\$3,010.85	\$2,500.00	\$2,500.00	
5	Restoration – Erosion Matting, Turf and Grasses	SY	1,400	\$5.75	\$8,050.00	\$7.72	\$10,808.00	\$6.99	\$9,786.00	\$10.00	\$14,000.00	
6	Restoration – Turf and Grasses	SY	3,500	\$5.25	<u>\$18,375.00</u>	\$8.25	<u>\$28,875.00</u>	\$6.57	<u>\$22,995.00</u>	\$8.75	<u>\$30,625.00</u>	
<b>PROJECT TOTAL</b>						<b>\$125,055.00</b>		<b>\$163,034.28</b>		<b>\$178,374.40</b>		<b>\$188,785.00</b>



**BID TABULATION**

WWTP FILL PERMITTING  
 VILLAGE OF JACKSON  
 WASHINGTON COUNTY, WI

BID DATE - JANUARY 20, 2026

<b>PROJECT NAME:</b> WWTP FILL PERMITTING				<b>Wondra Construction, Inc.</b> W2874 Graylog Road Iron Ridge, WI 53035							
<b>PROJECT NO:</b> 05789-0026											
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Excavation	CY	6,500	\$28.50	\$185,250.00						
2	Mobilization	LS	1	\$5,000.00	\$5,000.00						
3	Temporary Silt Fence	LF	720	\$2.25	\$1,620.00						
4	Temporary Stone Tracking Pad	EA	1	\$6,000.00	\$6,000.00						
5	Restoration – Erosion Matting, Turf and Grasses	SY	1,400	\$6.00	\$8,400.00						
6	Restoration – Turf and Grasses	SY	3,500	\$3.75	<u>\$13,125.00</u>						
<b>PROJECT TOTAL</b>					<b>\$219,395.00</b>						



**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:** Review of Bids – Purchase of Brush Chipper

**Meeting Date:** January 27, 2026 - Board of Public Works

---

**Background and Analysis:**

This memo is to inform the Board of quotes received for the purchase of a new brush chipper, which was included in the 2026 budget. As approved by the Board, the 2026 capital budget includes funding for the purchase of one new brush chipper at a cost not to exceed \$110,000.00.

Quotes were requested from two vendors, with the following pricing received:

<b>Vendor / Equipment Model</b>	<b>Price</b>
Vermeer Wisconsin – BC1500XL	\$88,273.00
LF George – Morbark BVR16	\$89,073.50

Based on the quotes received, it is my recommendation that the Village move forward with the purchase of one new brush chipper from Vermeer Wisconsin. Purchasing from a local distributor provides easier access to parts and service if maintenance is needed. Additionally, our team is familiar with the Vermeer chipper and has been very satisfied with the performance of our current equipment.

The total purchase price is \$88,273.00, which is \$21,727.00 under budget.

Funding for this purchase will come from Account Number:  
600-00-53310-450-000 (Capital Projects – Streets Machinery).

JS

**Recommendation:**

Board of Public Works recommends the Budget and Finance Committee and Village Board approve the purchase of one new brush chipper in the amount of \$88,273.00 from Vermeer Wisconsin.



**Vermeer**<sup>®</sup>  
Wisconsin

W223 N6250 Richard Rd  
Lisbon, WI 53089  
(414) 303-7951  
msyverson@vermeerwisconsin.com

1/13/2026  
Account Number: 62639

Quote #: 02670-MS vs3  
P.O. #

Bill To:  
Village of Jackson  
W194 N16660 Eagle Drive

Ship To:  
Village of Jackson  
W194 N16660 Eagle Drive

Jackson, WI 53037-0147

Jackson, WI 53037-0147

**1 - VERMEER BC1500 BRUSH CHIPPER**

**\$86,527.00**

NEW S/N:

- **15" Capacity** Drum Style Chipper 15" x 20" Opening
- **130 h.p. Cummins QSF3.8L Turbo Diesel T4F Engine** with DEF System
- **Ecolde Engine Control System** - 3 settings ( 1 minute / 5 Minute / Off )
- **Low RPM** Clutch Engagement System
- **Vermeer Smartfeed System**-Monitors Engine RPM
- Hydraulic Over-Pressure Sensor
- **Twin Vertical Helical knifed Feed Wheel Rollers --- 20" x 21" each**
- Fold-up Infeed Table with 52" x 32" Infeed Opening
- 4 position Infeed Control Bar ( Fwd/Neutral/Reverse/Stop )
- **Upper and Lower Feed Stop Bar for Safety.**
- 2 Reset Buttons for Safety Feed System
- **270 Degree Rotating Discharge Chute** w adjustable Deflector & Manual Rotation
- 2 double sided Chipper Knives / Adjustable Bed knife
- 8,000 lb. Rubber Torsion Axle with Electric Brakes with Breakaway switch
- LT235/75R17.5 LR H/J Tires
- Fuel Tank 45 Gal. / Hydraulic Tank 12 Gal.
- Adjustable Height Pintle Hitch / Jackstand / Safety Chains & LED Light Package
- Balance of New Machine Warranty
- **Standard 1 Year/1,000 Hour** Vermeer Limited Equipment Warranty
- 3 Year/3,000 Hour Extended Limited Warranty on Drum Housing, Cutter Drums, Shaft & Ring-fetter Hubs
- **2 Year/2,000 Hour Parts and Labor Cummins Engine** Warranty per Cummins Policy

**- INCLUDES 1 EXTRA SET OF KNIVES WITH BOLTS**



**Vermeer**<sup>®</sup>  
Wisconsin

W223 N6250 Richard Rd  
Lisbon, WI 53089  
(414) 303-7951  
msyverson@vermeerwisconsin.com

**Vermeer has been awarded Sourcewell Government Bid Contract #010925-VRM. The Sell Price will be at the Current Sourcewell Contract Pricing when Delivered.**

**Member Sourcewell #**

**Current Lead Time is to be confirmed upon being awarded Bid and Machine Build Specifications.**

Government Contract #010925-VRM	<b>Machine</b>	<b>\$86,527.00</b>
	<b>Freight</b>	<b>\$1,746.00</b>
	<b>Tax</b>	<b>Exempt</b>
	<b>Total Due</b>	<b>\$88,273.00</b>

*Pricing Valid through February, 11<sup>th</sup>.*

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Sincerely,

Mark Syverson / Sales Representative / (414) 303-7951 / msyverson@vermeerwisconsin.com



Village of Jackson  
W194 N16660 Eagle Dr  
Jackson Wi 53037  
ATTN: Russell Krueger  
Quote is Valid 60 Days

## New Morbark BVR16

- Morbark orange urethane paint system
- Dual horizontal feed wheels with hydraulic lift assist, manually applied hydraulic down pressure at the control panel, direct drive bottom feed wheel with torque arm coupler and reversing automatic feed system
- Electronic three position control bar
- Gauge panel mounted on side of infeed
- 24" diameter x 24-5/8" wide staggered knife pocket drum with four (4) dual-edged chipper knives
- Manual crank swivel discharge with 360° rotation
- 30-gallon composite fuel tank with sight gauge and drain plug
- 12-gallon composite hydraulic reservoir with sight gauge and drain plug
- 6" x 3" tubular steel tongue with hitch plate
- 7-pin flat electrical connector
- 9,000# Torsion axle with electric brakes and break-away actuator
- Toolbox
- Complete set of manuals
- 18" Hitch extension
- Amber strobe light
- Caterpillar C4.4, 174-HP, Tier 4F diesel engine with Morbark ZeroClutch (centrifugal) in lieu of standard

**Sale Price: \$89,073.50**

Sincerely,

Gregorio Grundy  
[ggrundy@lfgeorge.com](mailto:ggrundy@lfgeorge.com)  
414-403-8720

**Under & Above Ground Equipment**

**RESOLUTION #26-01**

---

**ACCEPTING FUNDS FROM THE WASHINGTON COUNTY ROADWAY SHARED SERVICES GRANT PROGRAM**

---

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

**WHEREAS**, Washington County has allocated a pool of dollars to create a grant program to provide direct assistance to Municipalities in the County for road work and related professional services; and

**WHEREAS**, the County has worked in conjunction with local chief elected officials to create a distribution formula and has calculated the award amounts for each eligible municipality; and

**WHEREAS**, Washington County has awarded \$12,468.00 to the Village of Jackson for this purpose; and

**WHEREAS**, the Village of Jackson has reviewed the terms and conditions of the grant program as reflected in the attached presentation and agrees to abide by them.

**NOW, THEREFORE, BE IT RESOLVED** by the Village of Jackson Board that the Village of Jackson does hereby accept the grant award in accordance with the Washington County Roadway Maintenance Shared Services Grant Program.

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 posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

---

Village Official

---

Date

DRAFT

Shared Revenue Roadway Funding for Local Municipalities

This form is due December 12, 2025 to scott.schmidt@washcowisco.gov (earlier is appreciated) - contact Scott with any questions 262-335-6881

Please fill out all highlighted cells (If you do not want a particular service, leave the quantity at 0)

Municipality: **Village of Jackson**

		Rank your projects above with 1 being your highest priority				The red number above would be the municipalities financial responsibility		The green number above should closely match the green highlighted number for your municipality below	This green amount will be forgiven once the local municipality takes official action to accept the grant. Municipality will only have to pay this amount if it does not take action.	Exact locations are not needed at this time and can be modified at a later date.
--	--	---	--	--	--	---	--	--	--	--

DESCRIPTION OF SERVICE ITEM	PRIORITY #	UNIT	QTY	MATERIAL UNIT COST	MATERIAL COST	LABOR & EQUIP UNIT COST	LABOR & EQUIP COST	TOTAL PROJECT COST	LOCATIONS and NOTES
PAVEMENT MARKING (CENTER LINE ONLY)		MILES		\$225.00	\$0.00	\$150.00	\$0.00	\$0.00	
PAVEMENT MARKING (CENTER AND EDGE LINE)		MILES		\$600.00	\$0.00	\$400.00	\$0.00	\$0.00	
PAVEMENT MARKINGS (SPECIAL MARKINGS)		EACH		\$25.00	\$0.00	\$150.00	\$0.00	\$0.00	
CRACK FILLING		MILES		\$2,400.00	\$0.00	\$7,000.00	\$0.00	\$0.00	
MASTIC - ROADWAY		MILES		\$5,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	
<b>MASTIC - SPOT LOCATIONS</b>	<b>3</b>	<b>EACH</b>	<b>12</b>	<b>\$250.00</b>	<b>\$3,000.00</b>	<b>\$300.00</b>	<b>\$3,600.00</b>	<b>\$6,600.00</b>	Hickory Lane & Pine Drive (5) Ridgeway Drive North of Willow Ridge (7)
CHIP SEAL		MILES		\$12,000.00	\$0.00	\$6,500.00	\$0.00	\$0.00	
CULVERT REPLACEMENT (24" - 50")		EACH		\$7,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	
CULVERT LINING (50' - 30" liner dry conditions)		EACH		\$4,250.00	\$0.00	\$3,200.00	\$0.00	\$0.00	
SHOULDER RECLAIMING (BOTH SIDES OF ROADWAY)		MILES		\$1,000.00	\$0.00	\$2,400.00	\$0.00	\$0.00	
SHOULDERING (3' WIDE 4" DEEP)		MILES		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	
<b>DITCHING</b>	<b>1</b>	<b>LF</b>	<b>1,000</b>	<b>\$1.00</b>	<b>\$1,000.00</b>	<b>\$7.50</b>	<b>\$7,500.00</b>	<b>\$8,500.00</b>	250' on Eagle Drive at Spruce Stret near W194N16660 Eagle Drive. & 750' along Hickry lane between Hawthorne Circle and Cedar Creek bridge.
STORM INLET REPAIR (ONE CONCRETE RING, MORTAR, 10' CONCRETE CURB, ASPHALT)		EACH		\$1,200.00	\$0.00	\$3,600.00	\$0.00	\$0.00	
BRIDGE APPROACH ASPHALT (BOTH SIDES)		EACH		\$1,700.00	\$0.00	\$5,000.00	\$0.00	\$0.00	
INSTALL ROAD SIGNS		EACH		\$50.00	\$0.00	\$200.00	\$0.00	\$0.00	
<b>ROADSIDE VEGETATION/TREE REMOVAL - WINTER WORK</b>	<b>2</b>	<b>LF</b>	<b>700</b>	<b>\$0.02</b>	<b>\$14.00</b>	<b>\$2.00</b>	<b>\$1,400.00</b>	<b>\$1,414.00</b>	W194N16660 Eagle Drive along North and West property line drainage ditch.
ROADSIDE MOWING (both sides of roadway included)		MILES		\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	
ASPHALT PATCHING (24'x30')		EACH		\$1,700.00	\$0.00	\$5,000.00	\$0.00	\$0.00	
VEGETATION SPRAYING (both sides of roadway included)		MILES		\$100.00	\$0.00	\$70.00	\$0.00	\$0.00	
GUARD RAIL REPAIR		LF		\$140.00	\$0.00	\$50.00	\$0.00	\$0.00	
INSERT ANOTHER SERVICE - SPRAY FLEX BEAM AND BRIDGES		EACH		\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	
Possibly Pave Townline RD 2 inch overlay 20Feet Wide		FEET							
<b>TOTAL</b>					<b>\$4,014.00</b>		<b>\$12,500.00</b>	<b>\$16,514.00</b>	

All the numbers above are estimates, invoicing will occur based on actual time and materials.

Municipality	Total	Have Plan	Included Above?
T. Addison	\$ 25,132		
T. Barton	\$ 17,827		
T. Erin	\$ 21,845		
T. Farmington	\$ 26,083		
T. Germantown	\$ 1,718		
T. Hartford	\$ 18,983		
T. Jackson	\$ 21,298		
T. Kewaskum	\$ 14,660		
T. Polk	\$ 22,585		
T. Trenton	\$ 25,567		
T. Wayne	\$ 22,558		
T. West Bend	\$ 17,257		
<b>V. Jackson</b>	<b>\$ 12,468</b>		
V. Newburg	\$ 2,516		
V. Richfield	\$ 57,749		
V. Slinger	\$ 11,755		

**MEMO** DATE 2/10/2026

TO	FROM	REGARDING
Personnel Committee and Village Board	Tyler Mentzel Jackson Parks & Recreation Director <a href="mailto:tyler.mentzel@villageofjacksonwi.gov">tyler.mentzel@villageofjacksonwi.gov</a> Phone Ext: (262) 677-9665 x113	Discussion and Possible Action - Operations Manager Reclassification and Operations Manager Internship Proposal

**Parks and Recreation Department Staffing Reorganization Proposal**

In 2024, the Personnel Committee and Village Board approved updated job descriptions for the Parks and Recreation Department. As part of this process, the existing Recreation Supervisor position was restructured into two full-time positions: Youth Recreation Supervisor and Adult Recreation Supervisor. This change formally recognized the department’s need to expand from three to four full-time staff members to support program growth and service demands.

With the recent departure of the long-term Operations Manager, staff believe this is an appropriate time to evaluate and pursue a broader reorganization of the department to ensure long-term growth, sustainability, and service to the community. While a fourth full-time position has been approved, it was not budgeted in 2026. Staff believe that prioritizing a second Recreation Supervisor position at this time is in the department’s best long-term interest.

This proposed reorganization does not eliminate the need for an Operations Manager. Rather, it allows staff to evaluate the structure of the position and determine how best to allocate resources to expand programming capacity while maintaining strong operations and customer service. Through this evaluation, staff have determined the Operations Manager position is no longer needed as a full-time, exempt role. Instead, staff recommend reclassifying the position to permanent, part-time. This change would allow the department to increase staff capacity focused on program growth and revenue generation, while continuing to meet operational and customer service needs.

Under this proposal, the approved 2024 staffing plan would shift from four full-time staff positions to three full-time positions and one three-quarter-time position, with the Operations Manager working approximately 30 hours per week. Amended job descriptions for these two roles are attached for the Personnel Committee’s consideration.

### **Budget Impact and Staffing Timeline**

Hiring the permanent part-time Operations Manager position in 2026 would equate to approximately \$24,000.00 in additional expenses. Staff are also considering the consolidation of existing part-time hours and increased program revenues generated through expanded capacity of Recreation Supervisors. These opportunities could further reduce the budget impact, well below \$24,000.00.

Two 2026 Operational Manager hiring timelines have been identified:

- Option 1: Hire an Operations Manager Intern beginning in May, with the intent to transition the intern into a permanent, part-time Operations Manager role upon completion of the internship, as early as September.
- Option 2: Hire a permanent, part-time Operations Manager beginning in July.

Staff request the Personnel Committee's flexibility to first pursue option 1 listed above. Should the Village fail to receive applications for the internship, option 2 would be pursued. Until the Operations Manager role is filled, operational responsibilities will be distributed among Building Supervisors, the Office Assistant, Recreation Supervisors, and the Parks and Recreation Director. While this interim approach will allow the newly hired Youth Recreation Supervisor to build relationships, learn operations, become familiar with existing programming, and begin planning for fall programs, an extended vacancy will continue to limit departmental capacity and place strain on front-facing services.

### **Recommendations**

1. Personnel Committee recommends Village Board approve the Operations Manager Role reclassification as either a permanent part-time position or an Intern position and approve the associated job descriptions.
2. Personnel Committee recommends Village Board authorize staff to recruit for a permanent, part-time Operations Manager position for a net budget impact not to exceed \$24,000.00 in 2026.

## VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Operations Manager - Internship  
DEPARTMENT: Jackson Parks & Recreation  
IMMEDIATE SUPERVISOR: Parks & Recreation Director  
CLASSIFICATION: Seasonal, Part-Time  
EXERCISES DIRECT SUPERVISION:

### **GENERAL STATEMENT OF DUTIES:**

The Operations Manager – Intern is responsible for the coordination and scheduling of the Jackson Community Center (JCC) and Village Parks. Assists the Director in planning and implementation of recreational programming and special events. Performs clerical, secretarial, financial, and administrative work by answering phones, greeting the public, providing customer assistance, cashiering, data processing and building supply ordering. Role also includes bookkeeping registration, administration and departmental marketing. This role will work approximately 30 hours per week.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and serve the public; ability to communicate effectively verbally and in writing. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs RecDesk; copy machine. The ideal candidate will have basic knowledge of facility maintenance. The ability to handle stressful situations and function well within a fast paced, multi-tasking environment.

### **EDUCATION AND PRIOR EXPERIENCE:**

Must be enrolled in or a recent graduate of, an accredited college or university pursuing a degree in Parks and Recreation, Sports Management, Communications, or Business Education. Previous experience working in parks and recreation, event coordination, or facility operations is preferred, but not required. Candidates also should demonstrate knowledge of best practices as it applies to accounting, scheduling, bookkeeping, Microsoft Office, Google Docs and social media account management. Valid driver's license and reliable transportation is required.

### **SPECIFIC POSITION RESPONSIBILITIES:**

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

- Responsible for scheduling and coordinating Community Center and Village Parks facilities for programming, rentals, and special events.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Maintains office forms, files, and procedures for the department.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Oversight of Fitness Center operations, memberships, reports, check-ins, renewals, 3<sup>rd</sup> party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts

and Facebook page updates.

- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks and Recreation events.
- Maintains a positive, helpful and cohesive partnership between the Parks and Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Acts as “substitute” for front desk staff when applicable and necessary.

**ENVIRONMENTAL ADAPTABILITY:**

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

Job Description Updated on: 2/01/2026

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Supervisor’s Signature

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Date

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Employee’s Signature

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Date

**VILLAGE OF JACKSON  
JOB DESCRIPTION**

POSITION:	Operations Manager
DEPARTMENT:	Jackson Parks & Recreation
IMMEDIATE SUPERVISOR:	Parks & Recreation Director
CLASSIFICATION:	Permanent Part Time
EXERCISES DIRECT SUPERVISION:	Office Assistant, Custodial Staff and Building Supervisors

**GENERAL STATEMENT OF DUTIES:**

The Operations Manager is responsible for the coordination and scheduling of the Jackson Community Center (JCC) and Village Parks. Hires, trains, supervises, schedules, and evaluates building staff. Serves as the liaison for long-term renters of the Community Center. Assists the Director in planning and implementation of recreational programming and special events. Performs clerical, secretarial, financial, and administrative work by answering phones, greeting the public, providing customer assistance, cashiering, data processing and building supply ordering. Role also includes bookkeeping which shall be comprised of daily deposits, registration administration and departmental marketing.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and serve the public; ability to communicate effectively verbally and in writing. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs RecDesk; copy machine. The ideal candidate will have basic knowledge of facility maintenance. The ability to handle stressful situations and function well within a fast paced, multi-tasking environment.

**EDUCATION AND PRIOR EXPERIENCE:**

A minimum of 3 years of progressive experience managing recreation activities. Candidates also should demonstrate knowledge of best practices as it applies to accounting, scheduling, bookkeeping, Microsoft Office, Google Docs and social media account management. Bachelor or associate degree in Recreation Management, Business Administration or related field; National Certification through NRPA (National Recreation and Park Association) as a Certified Park and Recreation Professional is desired.

**SPECIFIC POSITION RESPONSIBILITIES:**

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

- Responsible for scheduling and coordinating Community Center and Village Parks facilities for programming, rentals, and special events.
- Serves as liaison to contracted users of the Community Center including but not limited to, the Washington County Boys and Girls Club and Kettlebrook Church.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Coordinates the office and custodial/maintenance operations for the Jackson Community Center.
- Maintains safety records and logs for cleaning chemicals and procedures as required.

- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Develops and maintains office forms, files, and procedures for the department.
- Responsible for the layout and printing of bi-annual Activity Guide and all event marketing, coordinates content with Recreation Supervisors and Director.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Works with the Director and Recreation Supervisors in acquiring grants and sponsorships.
- Oversight of Fitness Center operations, memberships, reports, check-ins, renewals, 3<sup>rd</sup> party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts and Facebook page updates.
- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks and Recreation events.
- Maintains a positive, helpful and cohesive partnership between the Parks and Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Serves as treasurer including receipting various payments, posting monies to appropriate accounts and balancing deposits for the Village Treasurer and provides financial reports to the Director.
- Works with the Village Treasurer in preparing weekly batch deposits for the Village accounting system.
- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Hires, trains, supervises, schedules, and evaluates front staff including Office Assistant, Custodians and Building Supervisors, and Building Assistants.
- Acts as “substitute” for front desk staff when applicable and necessary.
- Attends conferences, workshops, and meetings to further educate and maintain certifications.

**ENVIRONMENTAL ADAPTABILITY:**

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

Job Description Updated on: 1/20/2025

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Supervisor’s Signature

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Date

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Employee's Signature

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Date