

AGENDA
VILLAGE BOARD MEETING
Tuesday, August 10, 2021 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please Sign In)
4. Ordinance #21-06 – Amending Chapter 1 and Chapter 20 of Code of Ordinances Regarding Violations and Penalties
5. Resolution #21-17 – Amending the Village of Jackson 2021 Fee Schedule
6. Ordinance #21-07 – Amending Chapter 2 of Code of Ordinances Regarding Public Records, Destruction of Records
7. Approval of Minutes for the Village Board Meeting of July 13, 2021
8. Approval of Licenses
 - Class B Picnic License:
 - Democratic Party of Washington County – Spaghetti Dinner Fund-Raiser October 17, 2021
 - Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Joseph Heather Jr, Evan Williams
9. Budget & Finance Committee
 - Renewal of Self-Insured Retention Coverage – Cities and Villages Mutual Insurance Company
 - Pay Request #16 – Municipal Complex Building
 - Change Order #9 – Municipal Complex Building
 - Review Proposal for Memorial Plaque - Municipal Complex Building
 - Review Proposals for Purchase of Workbench – Municipal Complex Building
 - TID #7 Planning Services Proposal for Housing Development – Vandewalle & Associates Inc.
 - Review of Preliminary Special Assessment Willow Ridge Dr Reconstruction Project
 - Review of One Ton Truck Street Department Quote
 - Pay Request #7 – Spruce St & Ridgeway Dr Extensions – Wondra Construction, Inc.
 - Review of US Cellular & Verizon Cellular Antenna Agreement White Water Tower

10. Plan Commission
 - Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Spring Valley Road
(Plan Commission Draft Minutes)
11. Board of Public Works
 - Resolution #21-16 Jackson Sewer Utility 2020 CMAR
(Board of Public Works Draft Minutes)
12. Joint Parks & Recreation
 - Rental Agreement – Democratic Party of Washington County – Spaghetti Dinner Fundraiser – October 17, 2021
13. Facility Use Policy – Discussion and Possible Action
14. Sale of Village Owned Property – Located at N168 W20733 Main Street - Discussion and Possible Action
15. Village Municipal Complex Update – Cedar Corporation
16. West Bend School District Report
17. Washington County Board Report
18. Greater Jackson Business Alliance Report
19. Departmental Reports
20. Citizens to Address the Village Board
21. Future Agenda Items
22. Closed Session pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conducting other public business because competitive and bargaining reasons require a closed session. Wis. Stats. §19.85(1)(c)

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

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

23. Adjourn

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

ORDINANCE #21-06

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

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

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

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

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

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

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

Introduced by: _____

Seconded by: _____

Vote: ____ aye ____ nay

Passed and Approved: _____

VILLAGE OF JACKSON

By: _____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

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

Dated: _____ Village Official: _____

RESOLUTION #21-17

A RESOLUTION AMENDING 2021 FEES FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

WHEREAS, the Village of Jackson is responsible to set fees for special services, penalties, and user fees established through policies and the Village Code; and

WHEREAS, these fees are referenced in the Village Code to be established by Resolution; and

WHEREAS, these fees are reviewed annually for appropriateness;

WHEREAS, these fees have been amended to update the Bond Schedule;

NOW, THEREFORE, BE IT RESOLVED that the Village of Jackson Village Board does hereby amend and implement the attached fee and penalty schedule for 2021.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____

Jilline S. Dobratz – Village Clerk

Proof of Posting:

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

Village Official

Date

VILLAGE OF JACKSON
MUNICIPAL BOND/STIPULATION SCHEDULE
FOR VILLAGE CODE VIOLATIONS
2021

Violations under this section are counted withon a one-year period from date of violation.
(Bonds listed below recommended by State bond schedule).

ALCOHOL VIOLATIONS

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
4-1	125.07	Underage Alcohol Consume/Possess			
		17 - 20 years	376.00	439.00	691.00
		<17 years	124.00	187.00	691.00
4-1	125.085	ID Card Violations	439.00	565.00	691.00
4-1	125.07	Procuring Alcohol	376.00	439.00	691.00
4-1	125.07	Sale to Underage/ Underage on Premises	366.00	439.00	691.00
42-1	346.935	Alcohol in Moving Vehicle	250.00	357.10	495.70
30-8-(a)		Alcohol on Public Street	250.00	357.10	495.70
4-87		Intoxicated Server	250.00	357.10	495.70
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(63)	968.075(5)2.	72 Hour No-Contact Violation (Domestic Violence)	1000.00	1000.00	1000.00
42-1	346.94	Abandoned Motor Vehicle	250.00	357.10	495.70
30-1(35)	943.37	Alteration of Property ID Marks	250.00	357.10	495.70
14-63		Alarms: Permit Required	250.00	357.10	495.70

ANIMALS

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
6-27		Animals/Fowl Keeping	250.00	357.10	495.70
6-25		Animals Not to Run at Large	250.00	357.10	495.70
6-28		Animal Containment	250.00	357.10	495.70
6-29	951.01	Animal Cruelty	250.00	357.10	495.70
6-30		Animal Food/Water	250.00	357.10	495.70
6-31		Inhumane Tethering	250.00	357.10	495.70
6-32		Duty to Report Bite	250.00	357.10	495.70
6-53		Failure to License	250.00	357.10	495.70
6-54		Exceed Max Allowed	250.00	357.10	495.70
6-55		Rabies Vaccination	250.00	357.10	495.70
6-56		Nuisance Dogs	250.00	357.10	495.70
6-57		Feces Removal	250.00	357.10	495.70
6-93		Vicious Dog Multi-Family	250.00	357.10	495.70

6-100 (a)	Chickens Failure to License	250.00	357.10	495.70
6-101 (b)	Chickens State Statute/Admin Code Violation	250.00	357.10	495.70
6-102 (a)	Chickens Keeping of Rooster	250.00	357.10	495.70
6-102 (b)	Chickens Slaughtering of Chickens	250.00	357.10	495.70
6-102(c)	Chickens Inadueqately Fed/Water	250.00	357.10	495.70
6-102(d)	Chickens Sanitary/Inadequate Enclosure	250.00	357.10	495.70
6-102(e)	Chickens Coop Non-Workmanlike Construction	250.00	357.10	495.70
6-102(f)(j)	Chickens Coop Health, Odor, Nuisance	250.00	357.10	495.70
6-102(g)	Chickens Diseased	250.00	357.10	495.70
6-102(h)	Chickens Coop Setback Violation	250.00	357.10	495.70
6-102(i)	Chickens Coop in Wetland, Front Yard, Drainage	250.00	357.10	495.70
6-102(k)	Chickens Failure to Enclose at Night	250.00	357.10	495.70
6-102(l)	Chickens Failure to Contain in Yard	250.00	357.10	495.70
6-102(m)	Chickens Failure to Rodent Proof Feed	250.00	357.10	495.70

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(10)	939.32(2)	Attempt	250.00	357.10	495.70
42-119(a)		ATV, Illegal Operation	250.00	357.10	495.70
30-1(11)	940.19	Battery	470.50	609.10	747.70
42-1	347.489	Bike Lamps/Equipment Required	187.00	No increase 2nd/3rd vio	
42-1	346.79	Bike - More than one(1) Prohibited on Bike	187.00	No increase 2nd/3rd vio	
42-1	346.804	Bike on Sidewalk	187.00	No increase 2nd/3rd vio	
48-6		Building Code Violations	250.00	357.10	495.70

BURNING

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(13)	941.10	Negligent Use of Burning Materials	250.00	357.10	495.70
18-190		Open Air Burning: Unenclosed Appliance	250.00	357.10	495.70
18-191		Open Air Burning: Vegetation	250.00	357.10	495.70
18-192		Open Air Burning: Balcony/Porch	250.00	357.10	495.70
18-193		Open Air Burning: Bonfires	250.00	357.10	495.70
18-195		Open Air Burning: Torches, etc.	250.00	357.10	495.70

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
28-31		Chronic Nuisance Property	250.00	357.10	495.70

30-1(3)	175.60(2g) (b) & (c)	Concealed Carry: Fail to Display/ Carry Firearms Permit	25.00	25.00	25.00
30-1(4)	175.60(16)	Concealed Carry: Firearms Violations by Permittee	250.00	357.10	495.70
30-1(58)	961	Controlled Substance	470.50	609.10	747.70
30-1(59)	961.573(2)	Possession of Drug Paraphernalia	470.50	609.10	747.70
30-1(60)	961.574(2)	Manufacture/Deliver Paraphernalia	470.50	609.10	747.70
30-1(61)	961.575(2)	Deliver Paraphernalia to Minor	470.50	609.10	747.70
30-45(a)		Curfew - Juvenile	124.00	124.00	124.00
30-45(b)		Curfew - Parent	187.00	262.60	338.20

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(23)	943.01	Damage to Property	250.00	357.10	495.70
30-1(24)	943.07	Damage to Railroad Property	250.00	357.10	495.70
30-49	943.01	Damage to Public Property	250.00	357.10	495.70
30-13		Dangerous Weapons: Possess/Discharge	470.50	609.10	747.70
30-1(25)	943.07(4)	Depositing Debris on Railroad	250.00	357.10	495.70
30-1(50)	947.01	Disorderly Conduct	470.50	609.10	747.70
42-61(b)		Driving Conduct	250.00	357.10	495.70
10-3		Entertainment License	250.00	357.10	495.70
30-1(27)	943.11	Entry into Locked Motor Vehicle	250.00	357.10	495.70
30-1(28)	943.125	Entry into Locked Coin Box	250.00	357.10	495.70
30-1(45)	946.42(2)	Escape	470.50	609.10	691.00
30-1(21)		Facsimile Firearms	470.50	609.10	747.70
30-1(46)	946.66	False Complaint Against Police Officer	470.50	609.10	747.70
14-62(a)		False Alarms	250.00	357.10	495.70
30-1(47)	946.69	Falsely Assuming to Act as a Public Officer	250.00	357.10	495.70
30-13		Firearms Discharge from Building	250.00	357.10	495.70
18-29(b)		Fire Hazards	250.00	357.10	495.70
18-93		Fire Code: Emergency Lighting	250.00	357.10	495.70
18-96	167.10	Fireworks Sale/Discharge/Possession	187.00	262.60	338.20

44-53		Fire Hydrants: Illegal Use	470.50	609.10	747.70
18-85		Fire Code: NFPA Adopted	470.50	609.10	747.70
30-1(32)	943.21	Fraud: Hotel, Gas Station, Innkeeper	250.00	357.10	495.70
30-1(36)	943.41	Fraudulent Use - Credit Card	250.00	357.10	495.70
30-1(40)	945.02	Gambling	250.00	357.10	495.70
30-1(41)	945.04	Gambling Permit/Premises	250.00	357.10	495.70
30-1(53)	947.013(1m)	Harassment	250.00	357.10	495.70
30-1(48)	946.70	Impersonating a Peace Officer	250.00	357.10	495.70
30-1(42)	946.06	Improper use of a Flag	250.00	357.10	495.70
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(14)	941.12(2&3)	Interfere/Fail Assist Fire	250.00	357.10	495.70
30-1(33)	943.24	Issue Worthless Check (No three tier forfeiture; each violation to be charged \$215.00 plus restitution)	250.00		
8-361		Junk/Storage Regulated	250.00	357.10	495.70
34-2(a)(1)		Littering: Streets, Water, Public & Private Property	250.00	357.10	495.70
34-2(a)(2)		Littering: From Vehicle	250.00	357.10	495.70
34-2(a)(4)		Littering: Use Refuse Container without Consent	250.00	357.10	495.70
36-2(b)		Littering: Snow	250.00	357.10	495.70
30-6		Loitering or Prowling	250.00	357.10	495.70
30-4(a)		Loud/Unnecessary Noise: Generally	250.00	357.10	495.70
30-4(b)		Loud/Unnecessary Noise: Vehicle	250.00	357.10	495.70
30-4(c)		Loud/Unnecessary Noise: Compression Brakes	250.00	357.10	495.70
30-4(d)		Loud/Unnecessary Noise: Small Engines 9 p.m. - 7 a.m.	250.00	357.10	495.70
30-4(e)		Loud/Unnecessary Noise: Construction 7 p.m. - 7 a.m.	250.00	357.10	495.70
30-11		Misuse 9-1-1	250.00	357.10	495.70
30-1(7)	450.11(7)	Prescription Drug Violations	470.50	609.10	747.70

PARKING VIOLATIONS

DESCRIPTION	1st
Improper Parking On/Off Road	10.00

Stopping/Standing on Roadway by School	10.00
Parking/Standing/Stopping Where Prohibited	10.00
Improper Parking/Standing of Vehicles	10.00
Night Parking (December - April)	10.00
Municipal Property	10.00
One Hour Parking Zones	10.00
Loading Zones	10.00
Heavy Vehicles Parked in Residential Areas	10.00
Recreational Vehicles/More than 72 Hours	10.00
Parking in Excess of 24 Hours	10.00
Parking on Left Side of Road	10.00
Parking in Private Drive Without Consent	10.00
Parking on Parade Route	10.00

PARKING VIOLATIONS continued

DESCRIPTION	1st
Parking with Key in Ignition	20.00
Parking on Posted Private Property	20.00
Park/Stand where Prohibited during Snow Emergency	20.00
Parking in Fire Lanes	25.00
Parking in Handicapped Areas	25.00

(Additional late charges & collection fees may be assessed after 48 hours.)

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
36-3(a)		Obstruction/Enroachments Streets & Sidewalks	250.00	357.10	495.70
36-96		Parades: DC	250.00	357.10	495.70

PARKS

ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
32-24(b)		Parks: Threaten Wildlife	187.00	262.60	338.20
32-24(c)		Parks: Remove Property	187.00	262.60	338.20
32-24(d)		Parks: Operate Small Vehicles	187.00	262.60	338.20
32-24(e)		Parks: Tents, Amusement Devices	187.00	262.60	338.20
32-24(f)		Parks: Bikes, Skates, Scooters Off Paved Areas	187.00	262.60	338.20
32-24(g)		Parks: Interfere with Others	187.00	262.60	338.20
32-24(h)		Parks: Unauthorized Sales, Raffles, Fundraising	187.00	262.60	338.20
32-24(i)		Parks: Illegal Fire	187.00	262.60	338.20
32-24(j)		Parks: Littering	187.00	262.60	338.20
32-24(k)		Parks: Misuse of Property	187.00	262.60	338.20

32-24(l)		Parks: Disobedience to Park Personnel	187.00	262.60	338.20
32-25		Parks: Vehicles Driven Off of Drives	187.00	262.60	338.20
30-1(8)	939.05	Parties to Crime	250.00	357.10	495.70
PEDDLERS					
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
10-54		Peddlers: Permit Required	250.00	357.10	495.70
10-61		Peddlers: Display of Permit	250.00	357.10	495.70
10-85		Peddlers: Obey Posted Signs	250.00	357.10	495.70
10-86		Peddlers: Misrepresentation	250.00	357.10	495.70
PEDDLERS continued					
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
10-87		Peddlers: Loud Noise	250.00	357.10	495.70
10-88		Peddlers: Use of Streets	250.00	357.10	495.70
10-89		Peddlers: Hours	250.00	357.10	495.70
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
42-118(c)		Play Vehicles: On Street	187.00	262.60	338.20
30-1(58)	961.41(3g)(e)	Possession of Marijuana	470.50	609.10	747.70
28-3		Public Nuisance Prohibited	250.00	357.10	495.70
30-1(63)	948.63	Receive Property from Child (Pawnbroker or Dealer	470.50	609.10	747.70
30-1(34)	943.34(1)	Receiving Stolen Property	470.50	609.10	747.70
30-1(12)	941.01	Reckless Driving Off Highway	250.00	357.10	495.70
30-1(16)	941.20(1)	Reckless Use of Weapon	470.50	609.10	747.70
30-1(44)	946.41	Resist/Obstruct Officer	470.50	609.10	747.70
30-1(43)	946.40	Refuse to Aid Officer	250.00	357.10	495.70
30-1(38)	943.50	Retail Theft	470.50	609.10	747.70
20-23	101.123	Smoking Prohibited	187.00	313.00	439.00
36-2(a)		Sidewalk Snow/Ice	250.00	357.10	495.70
42-119(a)		Snowmobile, Illegal Operation	250.00	357.10	495.70
36-3(a)		Streets/Sidewalks: Obstruction	250.00	357.10	495.70
30-1(49)	946.72(2)	Tamper with Public Records	250.00	357.10	495.70
30-1(31)	943.20	Theft	470.50	609.10	747.70
30-1(37)	943.46	Theft of Cable TV Service	470.50	609.10	747.70

30-1(5)	254.92	Tobacco Possession (17)	187.00	262.60	338.20
30-1(5)	254.92	Tobacco Possession (<17)	155.50	199.60	243.70
30-1(2)	134.66	Tobacco Sale to Underage	250.00	357.10	495.70
30-1(5)	254.92(2m)	Tobacco, Procuring (<17 Defendant)	155.50	199.60	243.70
30-1(5)	254.92(2m)	Tobacco, Procuring (17+ Defendant)	155.50	199.60	243.70
30-1(30)	943.14	Trespass to Dwelling	250.00	357.10	495.70
30-1(29)	943.13	Trespass to Land	250.00	357.10	495.70
30-1(54)	947.06	Unlawful Assemblies	250.00	357.10	495.70
ORD	STATUTE	DESCRIPTION	1st	2nd	3rd
30-1(51)	947.012	Unlawful Use of Phone	250.00	357.10	495.70
30-1(52)	947.0125	Unlawful Use Computerized Communication Systems	250.00	357.10	495.70
30-1(17)	941.23	Weapon: Concealed Firearm	470.50	609.10	747.70
30-1(18)	941.231	Weapon: Concealed Knife by Anauthorized Person	470.50	609.10	747.70
48-6		Zoning Code Violations	250.00	357.10	495.70
			Violations may be cited per day		

Juvenile violations:

12 to 13 year olds, the forfeiture amount is the deposit only exception: truancy violations

Forfeitures for violations shall conform to forfeitures for violation of the comparable state offense, including any variations or increases for second offense as published in the State of Wisconsin Revised Deposit Schedules as adopted by the Wisconsin Judicial Conference, and any guidance issued by the Mid-Moraine Municipal Court.

The Police Chief is granted authority to establish bond/stipulation for any violations not listed in this document.

**As soon as practicable, after such action, the Police Chief shall propose the necessary changes in this bond/
stipulation schedule.**

ORDINANCE #21-07

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

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

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

Sec. 2-344. – Destruction of records.

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

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

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

Introduced by:_____

Seconded by:_____

Vote: _____aye _____nay

Passed and approved_____

VILLAGE OF JACKSON

By:_____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

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

Village Official

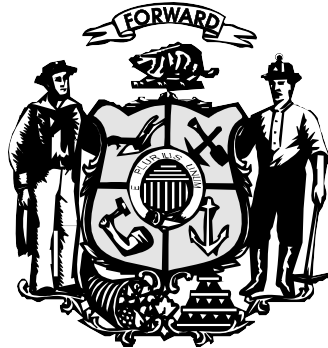
Date

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

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

Wisconsin Municipal Records Schedule

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Introduction

Wisconsin Municipal Records Schedule

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

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

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

I. Applicability:

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

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

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

II. Purpose:

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

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

III. Implementation:

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

Adopting the Schedule:

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

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

Additional Options:

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

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

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

IV. Using the Schedule:

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

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

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

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

Final Disposition:

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

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

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

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

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

Confidential Records:

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

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

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

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

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

Personally Identifiable Information (PII):

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

VI. Additional Schedules:

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

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

- Wisconsin School Districts
- Wisconsin Public Libraries and Library Systems

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

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

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

Administrative Records

Wisconsin Municipal Records Schedule

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cemetery Records

Wisconsin Municipal Records Schedule

Requirements Specific to Cemetery Records

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

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

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

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

Community Development/Public Services

Wisconsin Municipal Records Schedule

Requirements Specific to Community Development/Public Services

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

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

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

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

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

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

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

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

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

Election Records

Wisconsin Municipal Records Schedule

Requirements Specific to Election Records

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

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

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

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

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

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

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

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

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

Finance Records

Wisconsin Municipal Records Schedule

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

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

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

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

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

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

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

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

Public Works

Wisconsin Municipal Records Schedule

Requirements Specific to Public Works

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

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

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

- Facilities Management and Related Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenue Records

Wisconsin Municipal Records Schedule

Requirements Specific to Revenue Records

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adm 12.04 Definitions. In this chapter:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: Public Records Board > Counties & Municipalities

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

For additional information contact:

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

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

Three Easy Steps to Records Managements for Local Units of Government

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

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

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

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

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

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

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

Appendix C: Notifying the Wisconsin Historical Society

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

Notification Process

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

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

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

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

Declined Records

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

Accepted Records

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

Waiving the 60-day Notification Period

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

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

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

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

Sample Local Government Notification Letter

City of Badger Junction
Wisconsin
54545

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

Dear _____,

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

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

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

Sincerely,

John Schermerhorn
City Clerk

Appendix D: GUIDANCE FOR THE PERMANENT RETENTION OF RECORDS

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

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

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

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

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

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

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

Function Guidelines for Permanent Record-Keeping

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

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

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

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

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

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

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

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

Appendix E: Steps to Preserve State Electronic Records

Understand the Need

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

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

Collaborate for Success

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

Communicate Plans and Expectations

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

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

Keep Public Business on Public Platforms

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

Manage Email Records

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

Manage Legacy Data

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

Identify Records; Delete Non-records

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

Security and Risk Management

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

Implement Social Media Policies and Standards

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

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

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

Dedicate Funding

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

About NASS

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

Learn more about NASS at www.nass.org.

About CoSA

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

Read more at www.statearchivists.org.

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

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Appendix F: Managing Electronic Communications in Government



Council of State Archivists

Documenting government · Promoting history · Securing rights

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PSC 185.19 Retention of records.

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

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

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

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

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

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

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

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

165.87

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

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

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

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

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

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

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

(2)

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

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

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

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

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

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

(3)

(a). In this subsection:

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

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

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

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

DRAFT MINUTES
Village Board Meeting
Tuesday, July 13, 2021 at 7:30 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

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

Members Present: Trustees Emmrich, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.
Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller, Director of Public Works Brian Kober, Treasurer Darlene Smith, Fire Chief Aaron Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Ryan Vossekuil and Clerk Jilline Dobratz.

Also Present: Calvin Leszczynski of Sitzberger & Company, Monica Schneider of Appleton Sign Company, and Cory Scheidler of Cedar Corporation.

2. Pledge of Allegiance

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

3. Any Village Citizen Comment on an Agenda Item

None.

4. Amendment to Jackson WPPA Agreement – MOU for Officer-In-Training

Police Chief Vossekuil gave background information, focusing on three (3) main points of the amendment. The wages are 80% of what a new hire would be paid, it limits the Village's overtime exposure, and it extends the probationary period.

Motion by Tr. Emmrich, second by Tr. Engelhardt to approve the Amendment to Jackson WPPA Agreement – MOU for Officer-In-Training.

Pres. Schwab inquired as to why the amendment is being made. Police Chief Vossekuil explained that it is becoming an industry norm to hire officers that have do not have academy experience. This amendment will be incorporated into the union contract. The Department of Justice pays for the academy and no police work will be performed while enrolled in the academy. A three-year employment contract has been created, which requires repayment if an officer ends employment with the Village within that timeframe.

Vote: 7 ayes, 0 nays. Motion carried.

5. Ordinance #21-04 – Rezone Parcel V3_020600A in the Village of Jackson and Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code (2nd Reading)

Motion by Pres. Schwab, second by Tr. Wells to approve Ordinance #21-04 – Rezone Parcel V3_020600A in the Village of Jackson and Amend the Zoning Map of the Village of Jackson Pursuant to Section 48.34 of the Municipal Code (2nd Reading).

Vote: 7 ayes, 0 nays. Motion carried.

6. Approval of Minutes for the Village Board Meeting of June 8, 2021.

Motion by Tr. Emmrich, second by Tr. Engelhardt to approve the Village Board Minutes of June 8, 2021.

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Licenses

- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Aaliyah Kleb, Brittany Smith, Tracy Sorrento
 - Jackson Pub: Nathaniel Holzberger
 - Latest Edition Saloon: Jason Ahrens
- Motion by Tr. Wells, second by Tr. Emmrich to approve the licenses as listed.
Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

8. Budget & Finance Committee

- 2020 Audited Financial Statements Report
Calvin Leszczynski, CPA from Sitzberger & Company, was present and reviewed the 2020 Audited Financial Statements Report. Compared to 2019, the General Fund balance has increased, and the Debt Service Fund balance has decreased.
Motion by Tr. Emmrich, second by Tr. Matter to accept the 2020 Audited Financial Statements Report as presented.
Vote: 7 ayes, 0 nays. Motion carried.
- TID #7 Audit Report
Calvin Leszczynski, CPA from Sitzberger & Company, was present and reviewed the TID #7 Audit Report. This audit is required by the Wisconsin Department of Revenue, as 30% of the project costs were met. All expenditures were for the Municipal Complex. The final fund balance was \$598,000.00
Motion by Tr. Emmrich, second by Tr. Wells to accept the draft TID #7 Audit Report.
Vote: 7 ayes, 0 nays. Motion carried.
- Pay Request #15 – Municipal Complex Building
Motion by Tr. Heckendorf, second by Tr. Emmrich to approve Pay Request #15 – Municipal Complex Building in the amount of \$971,869.19.
Vote: 7 ayes, 0 nays. Motion carried.
- Change Order #8 – Municipal Complex Building
Motion by Tr. Wells, second by Tr. Kruepke to approve Change Order #8 – Municipal Complex Building in the amount of \$13,193.67.
Vote: 7 ayes, 0 nays. Motion carried.
- Review Proposals for Digital Sign – Municipal Complex Building
Administrator Keller provided an overview of the sign proposals. Resolution options are 16 millimeter or 10 millimeter and the size of the sign is 4' x 8'.
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Digital Sign – Municipal Complex Building Design #2 with a 10 millimeter resolution in the amount of \$50,509.20.
Information regarding the location and materials of the sign ensued.
Vote: 7 ayes, 0 nays. Motion carried.

Digital sign styles and Jackson logo were discussed.

Motion by Pres. Schwab, second by Tr. Wells to approve Option 6 for Digital Sign – Municipal Complex Building without the cable support.

Vote: 7 ayes, 0 nays. Motion carried.

- Review Proposals for Cleaning Services – Municipal Complex Building
Motion by Pres. Schwab, second by Tr. Kruepke to approve the Proposal for Cleaning Services – Municipal Complex Building from G.K. Properties in the amount of \$1,650.00 per month.
Discussion regarding the flexibility of cleanings per month ensued. Police Chief Vossekul stated background checks and fingerprints will be on file for the company employees.
Vote: 7 ayes, 0 nays. Motion carried.
- Resolution #21-15 Intent to Exercise Assessment to Police Powers - Coffee Connection Trail Project
Motion by Tr. Heckendorf, second by Tr. Wells to approve Resolution #21-15 Intent to Exercise Assessment to Police Powers - Coffee Connection Trail Project.
Vote: 7 ayes, 0 nays. Motion carried.
- Review of Proposal for WWTF Facilities Plan – Town & Country Engineering
Motion by Tr. Matter, second by Tr. Emmrich to approve the Proposal for WWTF Facilities Plan – Town & Country Engineering in an amount not to exceed \$45,000.00.
Vote: 7 ayes, 0 nays. Motion carried.

9. Plan Commission

- No Recommendations.

10. Board of Public Works

- Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.
Motion by Tr. Heckendorf, second by Tr. Emmrich to introduce Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.
Vote: 7 ayes, 0 nays. Motion carried.

Motion by Tr. Emmrich, second by Tr. Heckendorf to suspend the rules and allow the second reading with approval of Ordinance #21-05.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Motion Pres Schwab, second by Tr. Heckendorf to approve Ordinance #21-05 – Amending Chapter 42 of the Village Code Regarding Traffic Signs.

Vote: 7 ayes, 0 nays. Motion carried.

11. Joint Parks & Recreation

No Recommendations.

12. Village Municipal Complex – Update – Cedar Corp

Cory Scheidler from Cedar Corporation gave a presentation, which included the upcoming construction schedule. The project is at 83% completion, with 10 weeks remaining.

13. West Bend School District Report

None.

14. Washington County Board Report

None.

15. Greater Jackson Business Alliance Report

Tr. Matter stated the membership meeting is next week, at which the scholarship recipients will be introduced. Action in Jackson report is pending. President Meffert and Tr. Matter met with Administrator Keller to support the Municipal Complex Building Open House.

16. Department Reports

Clerk Dobratz commented the Wisconsin Elections Commission is in the process of sending out mailers to voters who have not voted in the last four (4) years. The deadline to the return the postcard is July 15th; if not the postcard is not returned, the voter will be merged off the voter registration rolls. The Electronic Registration Information Center (ERIC) postcard has also been mailed to voters who have potentially moved.

Police Chief Vossekuil announced National Night Out will be held on Tuesday, August 3rd from 5:00 p.m. to 8:00 p.m. at Hickory Lane Park. The Flight for Life helicopter will be landing, the Washington County SWAT team will be there, and 30 bicycles will be raffled off.

Building Inspector Johnson reported over 600 permits have been issued to date.

Parks & Recreation Director Valentino thanked everyone who supported Action in Jackson and the Beer Garden events. The Circus will be at the end of August at Hickory Lane Park.

Director of Public Works Kober stated preconstruction meetings have been scheduled for Willow Ridge to start in August and also the Coffeerville Path project will begin. The DOT permitting agent will appear virtually for the meeting.

Administrator Keller provided an update. In August, a Facility Use Policy for the Municipal Complex will be brought for review. There will be a TID #7 development consulting proposal. The Open House is set for October 5th at the Municipal Complex. A general Village update will be provided at the next Greater Jackson Business Alliance meeting.

17. Citizens to Address the Village Board

None.

18. Future Agenda Items

Tr. Heckendorf and Tr. Emmrich would like to discuss facility plans for the current Village Hall/Police Department building.

- 19. Closed Session pursuant to Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, and conduction other public business because competitive and bargaining reasons require a closed session. During the closed session, the Village Board will discuss matters related to the Development and Operations Agreement with the Town of Jackson.**

Motion by Pres. Schwab, second by Tr. Heckendorf to convene into closed session at 8:49 p.m. to include the Village Board, Village Administrator, Parks and Recreation Director, Village Engineer and Village Counsel.

Roll Call Vote: 7 ayes, 0 nays. Motion carried.

Reconvene into Open Session with Possible Action related to the closed session, including possible termination of Development and Operations Agreement with the Town of Jackson.

Motion by Tr. Emmrich, second by Tr. Engelhardt to reconvene into open session at 9:48 p.m.

Vote: 7 ayes, 0 nays. Motion carried.

20. Adjourn

Motion by Tr. Wells, second by Tr. Emmrich to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 9:49 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCMC*
Village Clerk

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 7/31/21

☐ Town ☒ Village ☒ City of Jackson

County of Washington

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/17/21 and ending 10/17/21 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Democratic Party of Washington County

(b) Address PO Box 355, West Bend, WI 53095

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized Prior to 1970

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Stephen Roberts 1954 Camden Ln. West Bend, WI 53090

Vice President Lynn Carey W148 N10217 Windsong Cir. E. Germantown, WI 53022

Secretary Jody Allen 1111 Poplar St. West Bend, WI 53095

Treasurer David Kliss 903 Mulberry Dr. E. West Bend, WI 53090

(g) Name and address of manager or person in charge of affair: David Kliss
903 Mulberry Dr. E. West Bend, WI 53090

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number N165 W209330 Hickory Ln. Jackson, WI 53037

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Gymnasium

Please Note: Alcoholic beverages may be served but will not be sold.

3. Name of Event

(a) List name of the event Spaghetti Dinner Fund-Raiser

(b) Dates of event October 17, 2021

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature]
 (Signature / Date)

Democratic Party of Washington County
 (Name of Organization)

Date Filed with Clerk 8-2-2021

Date Reported to Council or Board 8-10-2021

Date Granted by Council _____

License No. _____

Licenses: August 10, 2021 Village Board Meeting

Name	Establishment	Police Chief Recommendation
OPERATOR'S LICENSES		
Joseph Heather Jr.	East Side Mart, Main Street Mart & The Village Mart	Approval
Evan Williams	East Side Mart, Main Street Mart & The Village Mart	Approval



July 16, 2021

Ms. Kelly Valentino
Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

RE: Two-Year Liability Renewal Package
2023-2024

Dear Kelly:

Cities and Villages Mutual Insurance Company (CVMIC) is pleased to provide your community with its two (2) year liability renewal package. CVMIC continues to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin. This re-pricing continues CVMIC's approach of providing a long-term solution to your liability insurance needs.

Bickmore Actuarial has completed an actuarial review of CVMIC losses from 1988 to present. Their analysis has indicated that we continue to have very stable losses. The Board of Directors requested that Bickmore Actuarial review 2023-2024 premiums for both the current and next higher self-insured retention (SIR). Premium calculations were developed utilizing current loss data and the underwriting information members provided last fall for the reinsurance renewal.

The proposed pricing limits the experience modification to premium increases no greater than 15% and reductions no greater than 10% for 2022. Increases for 2022 will be as quoted in 2019.

Your premium options for the 2023 and 2024 policy years are set forth in ATTACHMENT ONE. These premiums are guaranteed for the two-year period, assuming that we achieve an adequate level of commitment for the renewal. In order to lock in these rates, we are asking that each member make their renewal commitment **by September 15, 2021**. Our general counsel, Patrick Nolan of

Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC (ATTACHMENT TWO).

The Board implemented the two-year pricing cycle to ensure members will always know their liability insurance cost before beginning the budget process.

To confirm your community's commitment to CVMIC for the 2023-2024 policy years as outlined in ATTACHMENT ONE, it will be necessary to complete and sign the acceptance form on page two and return the signed copy to Michelle Voskuil via email at mjv@cvmic.com.

We look forward to continuing working with you. If you have any questions regarding re-pricing, please contact either Michelle Voskuil or myself.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE CO.

Kevin Wondra
Chief Executive Officer

Michelle Voskuil
Finance Director/CFO



Village of Jackson
ANNUAL PREMIUMS
Policy Years 2022, 2023, 2024

ATTACHMENT ONE

- **Coverage includes:**
 - General Liability
 - Auto Liability
 - Excess Liability
 - Public Officials Liability
 - Law Enforcement Liability
- **Self-Insured Retention ("SIR")** is available at several levels.
- **Limits of Liability:** \$5,000,000 per occurrence excess of SIR.
- **Defense Costs are included in the SIR.**

ANNUAL PREMIUMS:

(SIR) Occurrence/Aggregate

	<u>Current SIR</u>	<u>Optional SIR</u>
	\$20,000	\$37,500
<u>Policy Year</u>	<u>Option 1</u>	<u>Option 2</u>
2022	\$35,688	\$33,547
2023	\$36,370	\$34,188
2024	\$37,098	\$34,872

NOTE: The premiums stated herein are based on an expected number of renewals and are subject to review, depending on the actual number of renewals. With that qualification, they are guaranteed for the three-year policy period 2022, 2023 and 2024.

ACCEPTANCE

The **Village of Jackson** agrees to continue as a member of CVMIC for the policy years 2022, 2023 and 2024 as outlined in **Option 1** _____ (\$20,000) [or] as outlined in **Option 2** _____ (\$37,500) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

ACCEPTED AND AGREED TO this _____ day of _____, 2021.

Village of Jackson

By _____
Signature

Its _____
Title



Please email signed PDF to: MJV@cvmic.com

CVMIC - 2021 SIR Analysis - JACKSON

By Member

Year	SIR	Premiums @	Claims within SIR										Total Paid 2014-2020	Total Paid 2011-2013
		Current SIR	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011		
2011	20000	29,660										2,091		31,751
2012	20000	30,402									0			30,402
2013	20000	30,402								0				30,402
2014	20000	31,314							0					
2015	20000	30,520						0						
2016	20000	31,131					13,309							
2017	20000	31,782				0								
2018	20000	32,576			0									
2019	20000	32,913		0										
2020	20000	33,571	0											
7 Year Total	2014-2020	223,807	0	0	0	0	13,309	0	0	0	0	2,091	237,116	92,555

Year	SIR	Premiums @	Claims within SIR										Total Paid 2014-2020	Total Paid 2011-2013
		Next Level SIR	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011		
2011	37500	26,439										2,091		28,530
2012	37500	28,632									0			28,632
2013	37500	28,632								0				28,632
2014	37500	29,122							0					
2015	37500	28,384						0						
2016	37500	28,952					13,309							
2017	37500	29,557				0								
2018	37500	30,296			0									
2019	37500	30,609		0										
2020	37500	31,221	0											
7 Year Total	2014-2020	208,141	0	0	0	0	13,309	0	0	0	0	2,091	221,450	85,794

Savings in 2014-2020

15,666

Savings in 2011-2013

6,761

SAVINGS OVER 10 YEARS

22,427



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

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

August 3, 2021

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

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

Re: Contractor's Application for Payment No. 16
Municipal Complex
Project No. J05789-0002

Dear Mr. Kober:

Enclosed for your use in payment to Mike Koenig Construction Co., Inc. in the amount of \$317,450.27 is Contractor's Application for Payment No. 16.

Please Note: As the Contractor received payment from the Village related to their Application for Payment No. 15 on July 26, 2021, this application does not include lien waivers from subcontractors and/or material suppliers associated with Application No. 15. These lien waivers will be submitted and included with Contractor's application for payment no. 17.

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: Contractor's Application for Payment No. 16
Lien Waivers – Application for Payment No. 14

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

☒ Owner ☐ Engineer
☐ Contractor ☐ Funding Agency

Contractor's Application for Payment No. 16

Application Period: 7/1/2021 to 7/31/2021		Application Date: 7/27/2021
To (Owner): Village of Jackson	From (Contractor): Mike Koenig Construction Co., Inc.	Via (Engineer): Cedar Corporation
Project: Municipal Complex	Contract: B-20	
Owner's Contract No:	Contractor's Project No: 200500	Engineer's Project No: J5789-0002

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$9,207.50	
2	\$89,762.17	
3		\$16,234.00
4	\$16,392.00	
5		\$759.00
6	\$5,897.68	
7	\$23,689.07	
8	\$13,193.67	
TOTALS	\$158,142.09	\$16,993.00
NET CHANGE BY CHANGE ORDERS	\$141,149.09	

1. ORIGINAL CONTRACT PRICE.....	\$	\$11,595,340.00
2. Net change by Change Orders.....	\$	\$141,149.09
3. Current Contract Price (Line 1 ± 2).....	\$	\$11,736,489.09
4. TOTAL COMPLETED AND STORED TO DATE (Column I total on Progress Estimates).....	\$	\$10,553,258.70
5. RETAINAGE:		
a. 5% X \$10,414,991.95 Work Completed.....	\$	\$520,749.60
b. 5% X \$138,266.75 Stored Material.....	\$	\$6,913.34
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$527,662.94
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$10,025,595.77
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$9,708,145.50
8. AMOUNT DUE THIS APPLICATION.....	\$	\$317,450.27

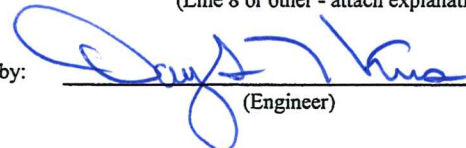
Contractor's Certification

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

Contractor Signature

By:  Date: 8-3-21

Payment of: \$ 317,450.27
(Line 8 or other - attach explanation of the other amount)

is recommended by:  8-3-21
(Engineer) (Date)

Payment of: \$ 317,450.27
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

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

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Municipal Complex				Application Number: 16				
Application Period: 7/1/2021 to 7/31/2021				Application Date: 7/27/2021				
			Work Completed		E	F		G
Specification Section No.	A Description	B Scheduled Value (\$)	C From Previous Application (C+D)	D This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
	General Conditions	\$280,000.00	\$238,000.00	\$14,000.00		\$252,000.00	90.0%	\$28,000.00
	Bond	\$80,000.00	\$80,000.00			\$80,000.00	100.0%	
	Site Utilities	\$225,200.00	\$225,200.00			\$225,200.00	100.0%	
	Site Work	\$106,330.00	\$96,371.10			\$96,371.10	90.6%	\$9,958.90
	Asphalt	\$213,247.00	\$137,065.60			\$137,065.60	64.3%	\$76,181.40
	Fencing	\$23,834.00		\$20,838.00		\$20,838.00	87.4%	\$2,996.00
	Landscaping	\$45,000.00						\$45,000.00
	Concrete Foundations	\$180,000.00	\$180,000.00			\$180,000.00	100.0%	
	Concrete Flatwork	\$515,000.00	\$515,000.00			\$515,000.00	100.0%	
	Precast Concrete	\$1,690,000.00	\$1,690,000.00			\$1,690,000.00	100.0%	
	Masonry	\$325,000.00	\$325,000.00			\$325,000.00	100.0%	
	Structural Steel	\$780,000.00	\$759,774.00			\$759,774.00	97.4%	\$20,226.00
	Carpentry	\$180,000.00	\$108,000.00	\$42,000.00		\$150,000.00	83.3%	\$30,000.00
	Cabinets	\$162,080.00	\$50,000.00	\$60,000.00		\$110,000.00	67.9%	\$52,080.00
	Insulation	\$5,165.00		\$2,980.00		\$2,980.00	57.7%	\$2,185.00
	Roofing	\$330,875.00	\$323,481.00	\$7,394.00		\$330,875.00	100.0%	
	EIFS	\$21,782.00	\$21,782.00			\$21,782.00	100.0%	
	Caulking	\$15,000.00	\$15,000.00			\$15,000.00	100.0%	
	HM & Wood Doors	\$206,860.00	\$163,504.00			\$163,504.00	79.0%	\$43,356.00
	Aluminum Entrances	\$297,800.00	\$179,132.00	\$20,000.00	\$6,420.00	\$205,552.00	69.0%	\$92,248.00
	Overhead Doors	\$304,999.00	\$212,785.71			\$212,785.71	69.8%	\$92,213.29
	Gypsum Board Assemblies	\$543,000.00	\$543,000.00			\$543,000.00	100.0%	
	Flooring	\$217,739.00			\$131,846.75	\$131,846.75	60.6%	\$85,892.25
	Epoxy Flooring	\$100,749.30	\$50,384.65	\$26,530.37		\$76,915.02	76.3%	\$23,834.28
	Painting	\$153,577.00	\$110,785.00	\$21,190.00		\$131,975.00	85.9%	\$21,602.00
	Acoustic Ceilings	\$85,250.00		\$41,325.00		\$41,325.00	48.5%	\$43,925.00
	Specialties	\$80,000.00	\$37,687.00			\$37,687.00	47.1%	\$42,313.00
	Lockers	\$109,673.00						\$109,673.00
	Mobil Storage Shelving	\$35,000.00	\$9,000.00			\$9,000.00	25.7%	\$26,000.00
	Furnishings - Blinds	\$7,245.00						\$7,245.00
	Elevator	\$59,050.00	\$56,098.00			\$56,098.00	95.0%	\$2,952.00
	Firehose Lift	\$53,000.00	\$53,000.00			\$53,000.00	100.0%	
	Firehouse Slide Pole	\$21,500.00	\$6,666.66			\$6,666.66	31.0%	\$14,833.34
	Mechanical HVAC	\$1,215,000.00	\$1,037,308.00			\$1,037,308.00	85.4%	\$177,692.00
	Sprinklers	\$109,510.00	\$107,602.50	\$1,047.50		\$108,650.00	99.2%	\$860.00
	Plumbing	\$613,850.00	\$590,000.00	\$23,850.00		\$613,850.00	100.0%	
	Electrical	\$1,146,400.00	\$1,095,571.71	\$20,828.29		\$1,116,400.00	97.4%	\$30,000.00
	OH, Supervision & Profit	\$394,749.70	\$373,914.15			\$373,914.15	94.7%	\$20,835.55

Progress Estimate - Lump Sum Work

Contractor's Application

Project: Municipal Complex					Application Number: 16			
Application Period: 7/1/2021 to 7/31/2021					Application Date: 7/27/2021			
			Work Completed		E	F		G
A		B	C	D	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
Specification Section No.	Description	Scheduled Value (\$)	From Previous Application (C+D)	This Period				
		\$10,933,465.00	\$9,391,113.08	\$301,983.16	\$138,266.75	\$9,831,362.99		\$1,102,102.01

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 16						
Application Period: 7/1/2021 to 7/31/2021						Application Date: July 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Imported Fill Material-Soil Class D-2	115 CY	\$22.75	115	\$2,616.25					115	\$2,616.25	100.0%
2	Footing Foundation Stabilization Excavation	700 CY	\$12.50	700	\$8,750.00					700	\$8,750.00	100.0%
3	Footing Foundation Stabilization Backfill - 1 1/4" CABC Dense	1400 TN	\$16.00	1400	\$22,400.00					1400	\$22,400.00	100.00%
4	Excavation Below Subgrade (EBS) - Building	1115 CY	\$12.55	115	\$1,443.25	1000	\$12,550.00			1115	\$13,993.25	100.00%
5	Structural Backfill - Building Pad - Soil Class D-3	4400 TN	\$16.00	3989.98	\$63,839.20	410.05	\$6,560.80			4400.03	\$70,400.00	100.00%
6	Crushed Aggregate Base Course - 1 1/4" Dense - Site	17500 TN	\$16.80	15761.08	\$264,786.14	1672.83	\$28,103.54			17433.91	\$292,889.69	99.62%
7	Crushed Aggregate Base Course - 1 1/4" Dense -Building	TN	\$16.80									
8	Geogrid - Site	13000 SY	\$2.80	13000	\$36,400.00					13000	\$36,400.00	100.0%
CO1	Add Transoms to Entry Doors (8 EA)	1 LS	\$3,566.50	1	\$3,566.50					1	\$3,566.50	100.0%
CO1	Removal & Disposal of Concrete Debris Pile	1 LS	\$7,363.00	1	\$7,363.00					1	\$7,363.00	100.0%
CO1	CREDIT Fire Dept. Log w/i Precast Panel	1 LS	-\$1,722.00	1	-\$1,722.00					1	-\$1,722.00	100.0%
CO2	Geogrid - Building Pad Stabilization	5450 SY	\$3.55	4905	\$17,412.75					4905	\$17,412.75	90.0%
CO2	3" Dense Graded Base - Building Pad Stabilization	7500 TN	\$19.75	5858.87	\$115,712.68					5858.87	\$115,712.68	78.1%
CO2	4"-8" Stone (6/18/20 Bldg Pad Stabilization Test Strip)	42.45 TN	\$40.00	42.45	\$1,698.00					42.45	\$1,698.00	100.0%
CO2	Existing Foundation Debris Disposal	1 LS	\$4,258.17	1	\$4,258.17					1	\$4,258.17	100.0%
CO2	Alternate Exterior Brick Material	1 LS	\$38,274.00	1	\$38,274.00					1	\$38,274.00	100.0%
CO3	Water Main Extension	1 LS	\$4,445.00	1	\$4,445.00					1	\$4,445.00	100.0%
CO3	Export Surplus Excavated Material	1 LS	\$58,690.00	1	\$58,690.00					1	\$58,690.00	100.0%
CO3	Additional Roof Drain Lateral	1 LS	\$4,231.00	1	\$4,231.00					1	\$4,231.00	100.0%
CO3	Tornado Siren Electrical Siren	1 LS	\$4,633.00	1	\$4,633.00					1	\$4,633.00	100.0%
CO3	Increased Window Size - Fire Dept. K	1 LS	\$3,142.00	1	\$3,142.00					1	\$3,142.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 16						
Application Period: 7/1/2021 to 7/31/2021						Application Date: July 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
CO4	Revision to Monument Sign Conduits	1 LS	\$673.00	1	\$673.00					1	\$673.00	100.0%
CO4	Revision to Elevator shaft wall locations and footings/structural slab	1 LS	\$4,848.00	1	\$4,848.00					1	\$4,848.00	100.0%
CO4	Addition of Rip Rap to 6" roof drain discharge to pond embankment	1 LS	\$847.00	1	\$847.00					1	\$847.00	100.0%
CO4	Enlarge Window Size - Fire Dept. Resource Report Watch Room	1 LS	\$4,165.00	1	\$4,165.00					1	\$4,165.00	100.0%
CO4	Building D Stairwell, West - Add access door to stairwell from hallway	1 LS	\$5,424.00	1	\$5,424.00					1	\$5,424.00	100.0%
CO4	CMU Partition Wall Footing - Room 1D27/1D28	1 LS	\$435.00	1	\$435.00					1	\$435.00	100.0%
CO5	Movable Partition Wall Strt. Support	1 LS	\$3,045.00	1	\$3,045.00					1	\$3,045.00	100.0%
CO5	High Speed OH Doors - PD	1 LS	\$2,254.00	1	\$2,254.00					1	\$2,254.00	100.0%
CO5	Waste Line Relocations - ADA rtms	1 LS	\$697.00	1	\$697.00					1	\$697.00	100.0%
CO5	Precast Plank Support Hanger/CMU	1 LS	-\$1,677.00	1	-\$1,677.00					1	-\$1,677.00	100.0%
CO5	Tower Windows - Material Revision	1 LS	-\$12,140.00	1	-\$12,140.00					1	-\$12,140.00	100.0%
CO5	Countertop - Material Revision	1 LS	-\$295.00									
CO5	Thin brick Handling Charge	1 LS	\$7,357.00	1	\$7,357.00					1	\$7,357.00	100.0%
CO6	Burn Tower Structure Foundation	1 LS	\$26,455.00	1	\$26,455.00					1	\$26,455.00	100.0%
CO6	Interior Bollards - Bldg E - Fire Dept	1 LS	-\$5,758.00	1	-\$5,758.00					1	-\$5,758.00	100.0%
CO6	Additional Electrical Outlets Bldg D	1 LS	\$2,803.28	1	\$2,803.28					1	\$2,803.28	100.0%
CO6	Revision to Hallway Windows Glass	1 LS	\$144.00									
CO6	HVAC Return Air Ductwork Bldg D	1 LS	\$4,203.00	1	\$4,203.00					1	\$4,203.00	100.0%
CO6	Relocation of Emergency Services	1 LS	-\$958.71	1	-\$958.71					1	-\$958.71	100.0%
CO6	IT Switch Gear - Bldg D 2nd Floor	1 LS	\$898.75	1	\$898.75					1	\$898.75	100.0%
CO6	Changes to Proposed Ceiling Bldg D	1 LS	\$2,180.14	1	\$2,180.14					1	\$2,180.14	100.0%
CO6	Work Station Case Work - Bldg A	1 LS	-\$1,135.00									
CO6	653 CY Footing Foundation Excavat.	653 CY	-\$12.50	653	-\$8,162.50					653	-\$8,162.50	100.0%
CO6	1265.33 TN Ftg Foundation Backfill	1265.33 TN	-\$16.00	1265.33	-\$20,245.28					1265.33	-\$20,245.28	100.0%
CO6	Modify Ceiling Sound Break Gypsum	1 LS	\$5,473.00	1	\$5,473.00					1	\$5,473.00	100.0%
CO7	2 Windows w/ Building C Village Adm	1 LS	\$4,087.00									
CO7	Electric and Data Outlets Floor Box	1 LS	\$2,465.07	1	\$2,465.07					1	\$2,465.07	100.0%
CO7	Heated Air Curtin Rough-in Prov.	1 LS	\$2,500.00	1	\$2,500.00					1	\$2,500.00	100.0%
CO7	12'W x 4'-2" H Display Cabinet	1 LS	\$11,022.00									
CO7	Depository Recepticle	1 LS	\$3,615.00									
CO8	Excavation Below Subgrade (EBS)	1000 CY	-\$12.55			1000	-\$12,550.00				-\$12,550.00	100.0%

Unit Price Progress Estimate

Contractor's Application

Project: Municipal Complex						Application Number: 16						
Application Period: 7/1/2021 to 7/31/2021						Application Date: July 27, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
CO8	Structural Backfill - Building Pad	410.05 TN	-\$16.00			410.05	-\$6,560.80				-\$6,560.80	100.0%
CO8	Crushed Aggregate Base Course	900 TN	-\$16.80			900	-\$15,120.00				-\$15,120.00	100.0%
CO8	Revision to Police Department	1 LS	\$369.00									
CO8	Electrical Fused Panel - Panel 4-EM-1	1 LS	\$3,714.20			1	\$3,714.20				\$3,714.20	100.0%
CO8	Valley Curb Installation - STH60	1 LS	\$3,132.00			1	\$3,132.00				\$3,132.00	100.0%
CO8	Owner Furnished Rm Access. Inst	1 LS	\$2,000.00									
CO8	Revisions to Sidewalk/ Curb & Gutter	1 LS	-\$3,966.00			1	-\$3,966.00				-\$3,966.00	100.0%
CO8	Add Clothers Dryer Exhaust Fan	1 LS	\$536.00			1	\$536.00				\$536.00	100.0%
CO8	Rev Location of Four-Fold Door Swit	1 LS	\$2,365.85			1	\$2,365.85				\$2,365.85	100.0%
CO8	Revision to Electrical Dist System	1 LS	\$2,357.00			1	\$2,357.00				\$2,357.00	100.0%
CO8	Revision to Curb Inlet Casting Types	1 LS	\$11,052.42			1	\$11,052.42				\$11,052.42	100.0%
CO8	Reconfigure Air Drop Locations	1 LS	\$12,872.00									
CO8	Metal Canopy - Main Lobby Entrance	1 LS	\$12,992.00									
	TOTAL					\$689,720.70		\$32,175.01				\$721,895.71

Stored Material Summary

Contractor's Application

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WAIVER OF LIEN

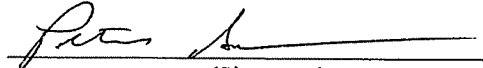
August 3, 2021

For value received, we hereby waive partial rights and claims for lien on land and on Buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,
for **Village of Jackson** Owner
by **Mike Koenig Construction Co., Inc.**, contractor
for **Application No. 15 Invoice #10297 \$317,450.27** *contingent on payment*
same being situated in **Washington County, State of Wisconsin**, described as

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

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

MIKE KOENIG CONSTRUCTION CO., INC.


(Signature)

8-3-21
(Date)

NAME: Pete Schmoll
TITLE: Project Manager

UNCONDITIONAL WAIVER OF LIEN

DATE CHECK RECEIVED: 7/26/2021

**For value received, we hereby waive partial rights and claims for lien on land and on Buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,
for Village of Jackson Owner
by Mike Koenig Construction Co., Inc., contractor
for Application #15 Invoice #10285 \$971,869.19 same being situated in Washington County, State of Wisconsin, described as**

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

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

MIKE KOENIG CONSTRUCTION CO., INC.

Donna Tewelis
(Signature)

7/26/21
(Date)

NAME: Donna Tewelis
TITLE: Office Manager

WAIVER OF LIEN

7-2-21

19

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

for Mike Roenig Construction Co. owner _____ contractor _____

by Partial Billing, Exterior Stonefront

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

Jackson Municipal Complex

N 168 W 19721 Main St.

Jackson, WI 53037

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

Tri City Glass & Door

Long Beach

UNCONDITIONAL LIEN WAIVER

STATE OF Wisconsin DATE 6/2/2021

COUNTY OF Waukesha

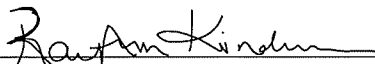
For value received, I hereby waive **partial** rights and claims for lien on land and on buildings about to be erected, erected, altered, or repaired and to the appurtenances thereunto,

For: Village of Jackson owner
Contractor: Mike Koenig Construction Co., Inc.
For: Electrical
\$125,949.19

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

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

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



Empower Electric

UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

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

Identifying Information

Name of Claimant: Edgewater Plumbing, LLC
Name of Customer: Village of Jackson
Job Location: N168 W 9721 Main Street, Jackson
Owner: _____
Through Date: May 2021

Unconditional Waiver and Release

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

\$ 23,750.00

Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature: [Signature]

Claimant's Title: Owner

Date of Signature: 7/7/2021

LIEN WAIVER

STATE OF Wisconsin DATE 7/10/2021
COUNTY OF Washington

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

For: Village of Jackson, owner
Contractor: Mike Koenig Construction Co., Inc.
By: Kohel Drywall LLC
 Drywall labor & materials
 Invoice #1399-7 \$23,750.00

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

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

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



Kohel Drywall LLC

WAIVER OF LIEN

7/11/2021

For value received, we hereby waive partial rights and claims for lien on land and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto, \$20,692.90 of payment

For Mike Koenigs Construction Co. by G & W Plastering, Inc. contractor, for ,
a commercial moisture drainage
e.i.f.system

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

Village of Jackson Municipal Complex
N168 W19721 Main Street
Jackson, WI 53037

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

G & W PLASTERING, INC.

Joseph D. Wagon
Signed

7/11/2021

Date

Contractor's Name:

HOHMANN PAINTING & DEC, INC.

Address:

4618 EVERGREEN DR. SHEBOYGAN, WI. 53081

Property Improved by Contractor's work or material located in WASHINGTON

County, WI

Name and Address of the Project:

JACKSON MUNICIPAL

HWY 60 JACKSON WI. 53033

Contractor's work furnished at request of: MIKE KOENIG CONSTRUCTION

Description of labor and/or material furnished: PAINTING

Waiver of lien rights: (Select A or B)

A. WAIVER OF ALL LIEN RIGHTS

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

B. PARTIAL WAIVER OF LIEN RIGHTS

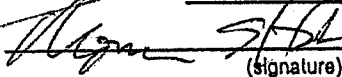
☒ A full waiver of all lien rights is made for all labor and/or materials furnished by the contractor for all work completed through Payment Application # 3 dated 5/21/2021 in the amount of \$24,348.50

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

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

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

By:


(signature)

Address: 4618 EVERGREEN DR.

THOMAS E. HOHMANN

SHEBOYGAN, WI. 53081

(print name of authorized agent signing above)

V. P.

Title:

Phone: 920-452-1261

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

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

Waiver of Construction Lien

Contractor's Name: HOHMANN PAINTING & DEC, INC.
Address: 4618 EVERGREEN DR. SHEBOYGAN, WI. 53081
Property improved by Contractor's work or material located in WASHINGTON County, WI
Name and Address of the Project: JACKSON MUNICIPAL
HWY 60 JACKSON WI. 53033
Contractor's work furnished at request of: MIKE KOENIG CONSTRUCTION
Description of labor and/or material furnished: PAINTING

Waiver of lien rights: (Select A or B)

A. WAIVER OF ALL LIEN RIGHTS

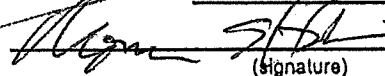
☐ Full waiver of all lien rights is made for all labor performed and/or material furnished at any time by contractor, in past or in the future, for the project and property described above.

B. PARTIAL WAIVER OF LIEN RIGHTS

☒ A full waiver of all lien rights is made for all labor and/or materials furnished by the contractor for all work completed through Payment Application # 3 dated 6/28/2021 in the amount of \$24,348.50

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

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

Contractor's Name: HOHMANN PAINTING & DEC, INC.
By:  Address: 4618 EVERGREEN DR.
(signature) SHEBOYGAN, WI. 53081
THOMAS E. HOHMANN
(print name of authorized agent signing above)
Title: V.P. Phone: 920-452-1261

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

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

SECTION 00 63 63 CHANGE ORDER

Change Order No. 9

Date of Issuance: August 3, 2021	Effective Date: August 10, 2021
Owner: Village of Jackson	Owner's Contract No.: B-20
Contractor: Mike Koenig Construction Co.	Contractor's Project No.:
Engineer: Cedar Corporation	Engineer's Project No.: J5789-002
Project: Municipal Complex	Contract Name:

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

Description:

1 DEDUCT 1 Each Security Bollard	=	(\$2,325.00)
2 ADD Lump Sum Tornado Siren Circuit Wiring	=	\$1,972.90
3 ADD Lump Sum Security Monitor Provisions	=	\$1,738.50
4 ADD Lump Sum Data Cables for Additional Security Cameras (8 Each)	=	\$5,413.50
5 DEDUCT Lump Sum Revised Plantings & Landscape Areas	=	(\$993.20)
6 ADD Lump Sum Electrical Cord Drop Offsets	=	\$3,171.32
7 ADD Lump Sum Precast Concrete Cores	=	\$4,608.00
8 ADD Lump Sum Upgrade to Apparatus Bay Vehicle Exhaust Ventilation System	=	\$12,681.00
9 ADD Lump Sum Installation of Owner Supplied Data Rack	=	\$1,928.00
TOTAL	=	\$28,195.02

Reason for Change Order:

- a) Change Order Item No.1: Revision to amount of proposed security bollards fronting the main building entrance. Bollard locations were revised from within the asphalt pavement section to within the concrete sidewalk section which reduced the number of bollard required from 9 each to 8 each.
- d) Change Order Item No. 2: Owner's staff decided to include the tornado circuit wiring within the Municipal Complex contract rather than within the tornado siren vendor's contract for the purpose of associated cost benefits.
- e) Change Order Item No. 3: Owner decided to add provisions for an additional security monitor to be located within the Village Hall administrative reception area.
- f) Change Order Item No. 4: By recommendation of the Owner's information technology vendor, the installation of additional security cameras are proposed to enhance range of view and quality. The additional cameras will require 8 each additional data cables installed.
- g) Change Order Item No. 5: Deletions of proposed planting/landscaping areas:
Area 1: Proposed site of Veterans Tribute: Area decided to be left vacant for future tribute installation.
Area 2: Proposed site of Village Monument/Informational Sign: Monument sign installation schedule does not coincide with Contractor's plantings/landscaping schedule and therefore, Owner's staff directed the area to be deleted with plantings and landscaping to be preformed at a later date.
- h) Change Order Item No. 6: Revision to emergency vehicle electric cord drop locations within Apparatus Bay to accommodate specific vehicle connections and staging locations. Additional cost is related to looping the electric cords from the installed source power location (center of bays) to specific locations for vehicle connections.
- i) Change Order Item No. 7: Add 11 each cores through precast concrete walls to accommodate access control cabling associated with proposed work performed by the Owner's contracted access control vendor.
- j) Change Order Item No. 8: Upgrade Apparatus Bay Vehicle Exhaust Ventilation System from commercial type system (as bid) to emergency vehicle system (Nederman System).
- k) Change Order Item No.9: Installation of Owner supplied IT data rack as requested by Owner. Advanced installation schedule desired due to the need for data cable terminations.

Attachments: (List documents supporting change)

- a) Change Order Item No.1: Contract Work Change Directive No. 38
- b) Change Order Item No. 2: Contract Work Change Directive No. 39
- c) Change Order Item No. 3: Contract Work Change Directive No. 40
- d) Change Order Item No. 4: Contract Work Change Directive No. 41
- e) Change Order Item No. 5: Contract Work Change Directive No. 36
- f) Change Order Item No. 6: Contract Work Change Directive No. 37
- g) Change Order Item No. 7: Contract Work Change Directive No.34
- h) Change Order Item No. 8: Contract Work Change Directive No.35
- i) Change Order Item No. 9: Contract Work Change Directive No. 42

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price		Original Contract Times:	
\$ 11,595,340.00		Substantial completion (date):	September 17, 2021
		Ready for Final Payment (date):	October 15, 2021
Increase (Decrease) from previous approved Change Orders No. 1 to No. 8 :		from previous Change Orders:	
\$ 141,149.09		No. 1 to No. 8 :	
		Substantial Completion (days):	0
		Ready for Final Payment (days):	0
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 11,736,489.09		Substantial completion (date):	September 17, 2021
		Ready for Final Payment (date):	October 15, 2021
Increase (Decrease) of this Change Order:		Increase (Decrease) this Change Order:	
\$ 28,195.02		Substantial Completion (days):	0
		Ready for Final Payment (days):	0
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 11,764,684.11		Substantial completion (date):	September 17, 2021
		Ready for Final Payment (date):	October 15, 2021

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____

 Engineer (if required)
 Title: Senior Construction Manager
 Date: August 3, 2021

By: _____

 Owner (Authorized Signature)
 Title: _____
 Date: _____

By: _____

 CONTRACTOR (Authorized Signature)
 Title: _____
 Date: _____

Approved by Funding Agency (if applicable):

By: _____ Date: _____
 Title: _____

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 38

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Revision to amount of proposed security bollards fronting the main building entrance. Bollard locations were revised from within the asphalt pavement section to within the concrete sidewalk section which reduced the number of bollard required from 9 each to 8 each.

Attachments:

- 1) Field Order No. 7 dated 4/15/21 with associated exhibit.
- 2) Contractor's Cost Proposal, PCO #66 dated 7/13/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 2,325.00 [Decrease] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: [Signature]
Engineer (Authorized Signature)

By: [Signature]
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: Director of Public Works

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

SECTION 00 63 36
FIELD ORDER

Field Order 7

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

Contractor is hereby directed to promptly execute this Field Order, issued in accordance with General Conditions Paragraph 11.01, for minor changes in the Work without changes in Contract Price or Contract Times. If Contractor considers that a change in Contract Price or Contract Times is required, submit a Change Proposal before proceeding with this Work.

Reference: _____ Drawing C103
Specification(s) Drawing(s) / Detail(s)

Description:

- 1) Reduce number of bollards **from** proposed nine (9) **to** revised eight (8).
- 2) Revise bollard locations **from** within HMA pavement **to** within concrete sidewalk: 2.5' from face of curb.
- 3) Revise bollard alignment as shown on attached exhibit.

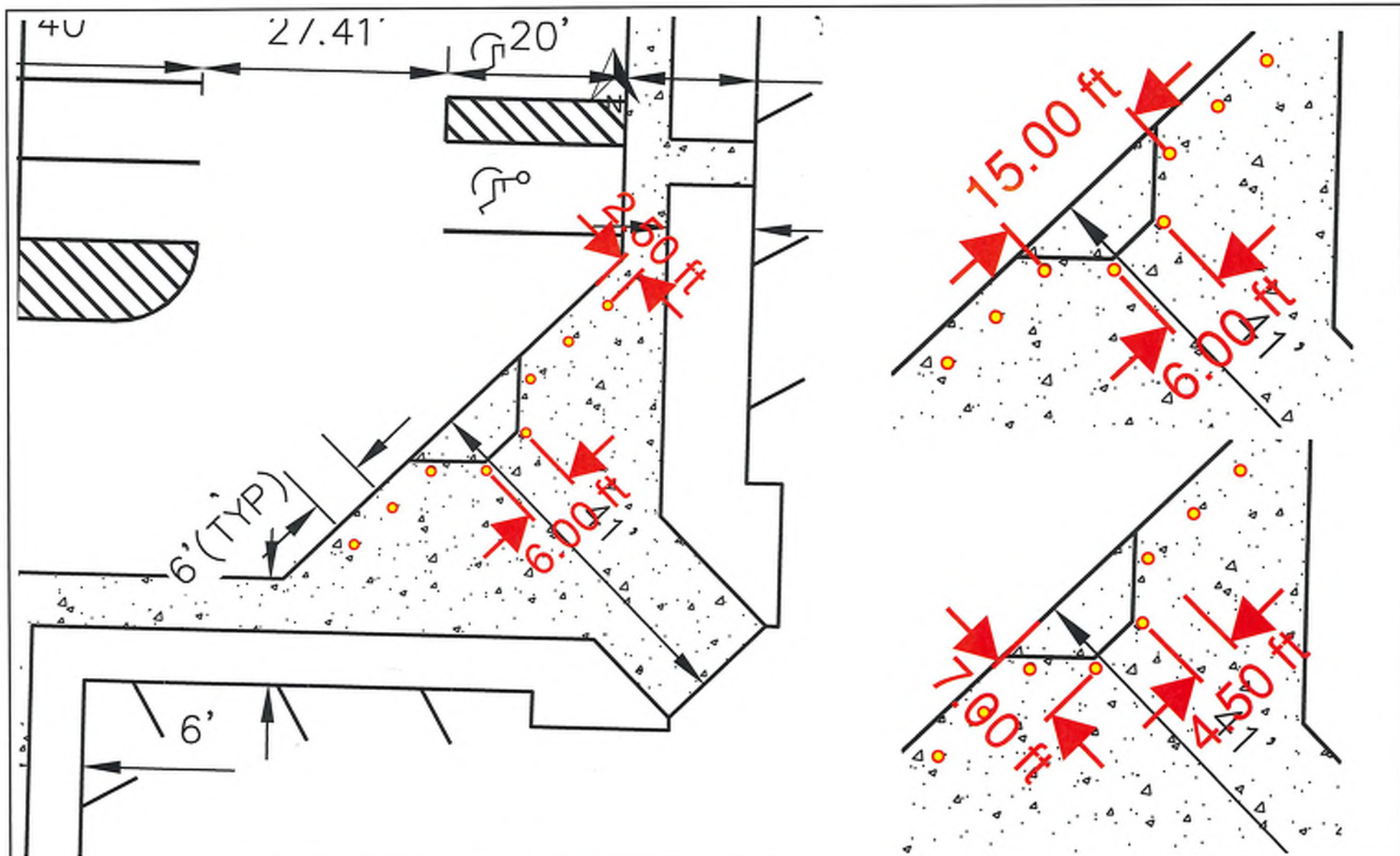
Purpose: Initial proposed bollard locations within HMA pavement would not allow for proper compaction of the HMA pavement between concrete curb and bollards.

Attachments:

- 1) A/E's EXHIBIT – Revision to Lit Bollard Locations – Main Entrance dated 4/15/21

ISSUED:		RECEIVED:	
By: 	By: 		
Engineer (Authorized Signature)	Contractor (Authorized Signature)		
Title: Senior Construction Manager	Title: Project Manager		
Date: April 15, 2021	Date: 4-16-21		

Copy to: Owner



JACKSON MUNICIPAL COMPLEX
MAIN ENTRANCE - REVISION TO
LIT BOLLARD LOCATIONS

Cedar
corporation

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

800-472-7372
www.cedarcorp.com

PROJECT NO. J5789-0002

DRAWN BY:

DATE: 4/15/21

SCALE: NTS



July 13, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #66: Delete Security Bollard

Mike Koenig Construction Co. Inc. proposes to delete (1) security bollard per the following specifications.

- Delete excavation and concrete base installation \$ 485.00
- Delete electrical connections and light bollard \$1,640.00

Labor and Material: \$ 2,125.00
Mark-up: \$ 154.00
Bond: \$ 46.00
DEDUCT: \$ 2,325.00

Please sign below to indicate your approval.

Owner Signature

Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 39

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Owner's staff decided to include the tornado circuit wiring within the Municipal Complex contract rather than within the tornado siren vendor's contract for the purpose of associated cost benefits.

Attachments:

- 1) Pages 2 & 3 of the 6/9/21 Municipal Complex progress meeting minutes.
- 2) E-mail correspondence between Engineer and Contractor dated 6/21/21
- 3) Related Exhibit Tornado Siren Electric Conduit dated 8/7/20
- 4) Contractor's Cost Proposal, PCO #61 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 1,972.90 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: [Signature]
Engineer (Authorized Signature)

By: [Signature]
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: Director of Public Works

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

- c. HVAC Controls
- d. Paint Drywall – Building C : *Contractor reported that the painting subcontractor reported that they are having difficulties ordering dry fall pain from Sherwin Williams and are currently in the process of looking to other manufacturers for a like product. They are currently approximately 70 gallons short of what is needed to complete the dry fall areas. If another product is the only option, Contractor to submit a substitute product submittal for review.*
- e. Stair, Roof Ladders & Railing Installations: *Contractor reported that the stairs in Building D leading to the Fire Dept. Kitchen are installed with stair pan pouring to be scheduled. Also, the ships ladder within the mechanical room has been installed.*
- f. Backfill Curb & Gutter
- g. Topsoil Placement
- h. Security Bollard installations
- i. Soffit and roof install
- j. Ceiling Grid Install: *Contractor reported that the 2nd Floor of Building D is complete and the subcontractor has moved on to Building B.*
- k. Fine grade parking lot CABC
- l. HMA paving – Lower layer: *Pre-pave meeting schedule on site for this Friday, 6/11/21 at 7:00AM*
- m. Storefront installation – Main Entrance
- n. Wall tile installation – Building D, 2nd Floor

D. Misc. Discussion Items:

- 1) Owner's Contracted Work/Coordination Items:
 - a. Update - Owner's IT Provider Coordination – Proposal Received – B. Kober: *B. Kober reported that he has a meeting scheduled with Pros 4 at 12:00PM today to discuss specific details/costs of their proposal.*
 - b. Update - Phone System – B. Kober: Present to Village Board at June meeting: *B. Kober reported that this was approved by the Village Board at their 6/8/21 meeting.*
 - c. Status: AV, Video Surveillance & Access Control Proposals:
 - 1. Approval Schedule:
 - Village Board Decision – June Meeting: *B. Kober reported that this was approved by the Village Board at their 6/8/21 meeting.*
 - August / September Installation
 - d. Status: Informational Monument Sign: *J. Keller reported that vendor proposals are due next Friday with presentation to the Village Board at their July meeting.*
 - e. Furnishings – Update: Schedule:
 - Present bids to Village Board (June meeting): *B. Kober reported that this was approved by the Village Board at their 6/8/21 meeting.*
 - Award bid & select furniture finishes (late June): *Meetings with staff are scheduled today starting at 10:00AM for the purpose of selecting finishes.*
 - Delivery and Installation Schedule: *Contractor has been provided with a conceptual schedule from A/E related to Building completion sequence, delivery staging area and assembly area. Contractor to review and comment.*
- 2) Radio Vendor – Emergency Services (GenComm): *B. Kober reported that this was approved by the Village Board at their 6/8/21 meeting.*
- 3) Tornado Siren System - Update – A.Swaney:
 - a. Update – Wiring: *Conduit installation was the only item included within the work change*

directive for this item. Circuit wiring has been requested for installation by Owner staff. A/E to provide information to the Contractor for a cost proposal. Further discussion was held related to siren battery operation and need for a standby power circuit. A. Swaney stated that the battery life is standard and that their current siren is not connect to the standby power system. Therefore, the proposed siren should not be connected to a standby power circuit. A/E will prepare the cost proposal information for the Contractor accordingly.

- 4) *Expense Allocation Worksheet: It was reported that the Village Board has approved all expense items listed on the Expense Allocation Worksheet (Included with these minutes). D. Kroes stated that with the approval, Owner's staff should start working on the acceptance of proposals, quotes, agreements, etc. with the various vendors, manufacturers, service providers, etc. and compile a delivery/installation schedule for each item. Chief Vossekul requested that a copy of the Expense Allocation Worksheet be redistributed to all departments. D. Kroes to distribute as requested. A. Swaney reported that he is currently facilitating the quotes related to appliances for all departments. J. Keller reported that the Village Board removed proposed monitors from within the main entrance lobby and added a monitor to the Village Admin. lobby office for the purpose of monitoring security.*

E. Shop Drawings and Submittals

- 1) Photographic Documentation:
 - a. Construction Progress – Ongoing
- 2) Concrete:
 - a. Testing Results:
- 3) HMA Paving:
 - a. Pre-pave meeting schedule: 6/10/21 @ 7:00AM
 - b. Density Test Results
- 4) Discussion of Other Items - STATUS: None

F. Requests for Information (RFI) - STATUS:

- 1) RFI#82: Data Labeling Scheme
- 2) RFI#88: Sink Type Rm 2D06: *D. Kroes reported that the sinks shall be provided as specified; drop-in. D. Kroes to provide RFI response this week to the Contractor.*
- 3) RFI#89: Dorm Room Locker Locks
- 4) *Storage Room Light Locations: The Contractor requested the status of the response to this item. This item was not submitted as an RFI but requested by the Contractor from IBC (A/E Electrical subconsultant) during their site review). K. Dressler e-mailed IBC's response to the Contractor during this meeting.*

G. Revisions:

- 1) ADD: Tornado Siren Circuit Wiring: A/E coordinating with Contractor.
- 2) ADD: Security monitor provisions to within the Village Admin. lobby office – A/E to provide cost proposal information to Contractor.
- 3) ADD: Air Curtain – Board Room – Building C – A/E to provide cost proposal information to Contractor.

Doug Kroes

From: Doug Kroes
Sent: Monday, June 21, 2021 10:58 AM
To: Pete Schmoll (petes@mikekoenigconstruction.com)
Cc: Kris Dressler (kris.dressler@cedarcorp.com)
Subject: Jackson Municipal Complex: Request for Cost Proposal - Tornado Siren Circuit Wiring
Attachments: Tornado+.pdf

Pete:

Please provide a cost proposal related to the addition of Tornado Siren Circuit Wiring within the previously designated conduits (see attached) as follows:

- Provide cabling from the 20 amp circuit breaker to the conduit at the pole. At that location, provide a 10 foot coil of cable so the Siren vendor can extend the cable to the control cabinet about 6 feet above the finish grade.

Please feel free to contact us should you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

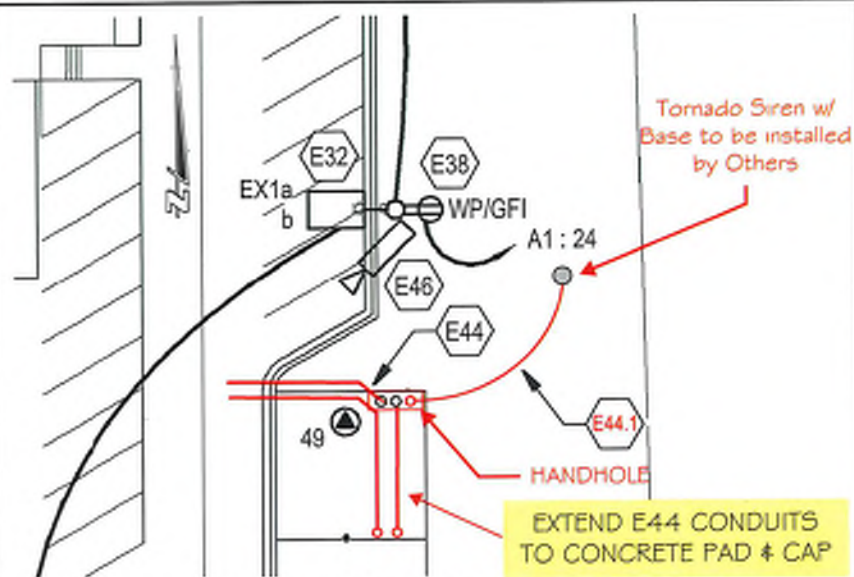
Office: 262-204-2360 ext 1403 | TF: 800-472-7372

Cell: 920-246-6326

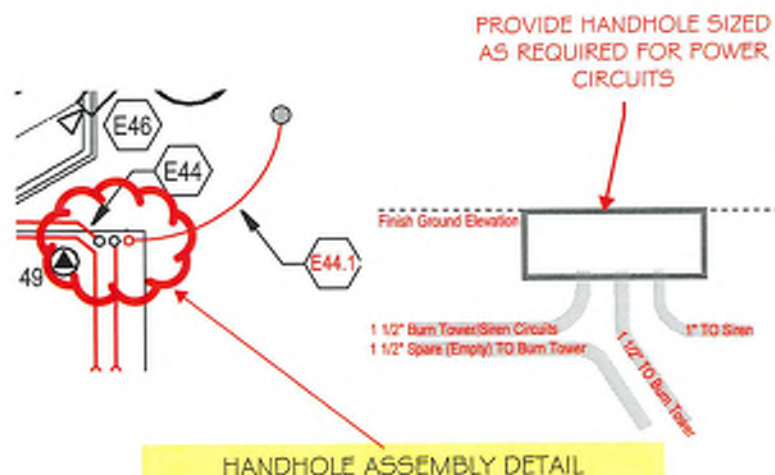
doug.kroes@cedarcorp.com

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

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DRAWING SHEET REF: ES100



KEY NOTES

- E44 RUN (2) 1-1/2" CONDUITS FROM BURN TOWER TO 6" AFF IN ELECTRICAL ROOM 1D28. VERIFY REQUIREMENTS WITH FIRE DEPARTMENT BEFORE ROUGH-IN.
- E44.1 RUN (1) 1" CONDUIT FROM BURN TOWER PAD HANDHOLE TO PROPOSED TORNADO SIREN LOCATION. CAP CONDUIT ABOVE FINISH GRADE ELEVATION.

DRAWING SHEET REF: ES100

ELECTRICAL SPECIAL PURPOSE OUTLET SCHEDULE

NO.	LOAD DESCRIPTION	LOCATION	KW	FLA	VOLTS	PH	FEED FROM PANEL	CHT	BREAKER SIZE	POLES	SEE NOTE
40	FIRE BUILDING POWER	FIRE BLDG		8.3	120 V	1	A1	29	20	1	1

DRAWING SHEET REF: E601

Branch Panel: A1

LOCATION: ELEC. ROOM 1D28
SUPPLY FROM: 5A1
MOUNTING: SURFACE
ENCLOSURE: TYPE 1

VOLTS: 120/208 V_{ph}
PHASES: 3
WIRING: 4

A.I.C. RATING: 10,000
MANS TYPE: MCB
MANS RATING: 250 A
MCB RATING: 250 A

POLE NO.	POLES	AMP	DESCRIPTION	VA	A	B	C	VA	DESCRIPTION	AMP	POLES	POLE NO.
20	2	20	ELM-1 (SPO. RIG) - ELEC. ROOM 1D28	3000			1000 / 540	540	RECEPTACLES - SITE	20	1	24
25	-	-			1000 / 540			540	1/2" (2) MOTOR REG. - STORAGE 1D27	20	1	25
27	1	20	TORNADO SIREN	800		800			SPARE	20	1	28
29	1	20	BURN BUILDING	1500			1500		SPARE	20	1	29

DRAWING SHEET REF: E603

Branch Panel: B2

LOCATION: WORK SHOP 1E04
SUPPLY FROM: B1
MOUNTING: RECESSED
ENCLOSURE: TYPE 1

VOLTS: 120/208 V_{ph}
PHASES: 3
WIRING: 4

A.I.C. RATING: 10,000
MANS TYPE: MCB
MANS RATING: 100 A
MCB RATING:

POLE NO.	POLES	AMP	DESCRIPTION	VA	A	B	C	VA	DESCRIPTION	AMP	POLES	POLE NO.
1	1	20	RECEPTACLES - WORK SHOP 1E04	720	720 / 720			720	RECEPTACLES - WORK SHOP 1E04	20	1	2
3	1	20	RECEPTACLES - ROOMS 1E02 AND 1E03	360		360 / 360		360	RECEPTACLES - TOWER & ROOMS 2E01 & 2E02	20	1	4
5	1	20	RECEPTACLES - SCBA 1E05	360			360 / 540	540	RECEPTACLES - WORK SHOP 1E04	20	1	6
7	1	20	SMOKE MACHINE (SPO. RIG) - ROOM 1E03	1000	1000				SPARE	20	1	8
9	1	20	EF-1 (MOTOR REG.) - ROOF	528		528 / 320		320	EF-1 (MOTOR REG.) - ROOF	20	1	10

DRAWING SHEET REF: E604

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
TORNADO SIREN ELECTRIC



800-472-7372
www.cedarcorp.com

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

PROJECT NO. J5789-002

DRAWN BY:

DATE: 8/7/20

SCALE: NTS



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #61: Tornado Siren Circuit Wiring

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to provide tornado siren circuit wiring per the following specifications.

- Provide cabling from 20 amp circuit and breaker to the conduit at the pole. At that location provide a 10' coil of cable so the siren vender can extend the cable to the control cabinet 6' above the finish grade.
- Voltage Drop We will be installing #8 THHN Copper
- Black White Green
- Breaker 20 Amp 120 Signal Phase
- Total Distance 360'
- Use power chugger to install wire from building to Siren

Item	QTY	Price	Subtotal
Material	1.00	\$1,041.90	\$1,041.90
Labor	8.00	\$100.00	\$ 800.00

Labor and Material: \$ 1,841.90

Mark-up: \$ 92.00

Bond: \$ 39.00

NET SUM OF: \$ 1,972.90

Please sign below to indicate your approval.

Owner Signature

Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 40

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Owner decided to add provisions for an additional security monitor to be located within the Village Hall administrative reception area.

Attachments:

- 1) E-mail correspondence between Engineer and Contractor dated 6/21/21
- 2) Page 3 of the June 9, 2021 Municipal Complex progress meeting minutes.
- 3) Contractor's Cost Proposal, PCO #60 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 1,738.50 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

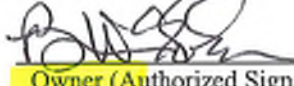
- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

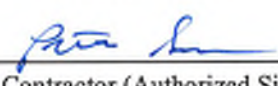
RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 
Engineer (Authorized Signature)

By: 
Owner (Authorized Signature)

By: 
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: Director of Public Works

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

Doug Kroes

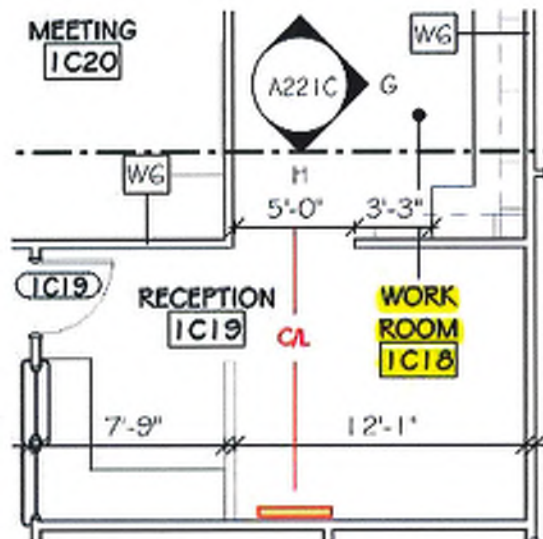
From: Doug Kroes
Sent: Monday, June 21, 2021 10:41 AM
To: Pete Schmoll (petes@mikekoenigconstruction.com)
Cc: Kris Dressler (kris.dressler@cedarcorp.com)
Subject: Jackson Municipal Complex: Request for Cost Proposal - TV Monitor Provisions - Rm 1C18

Pete:

Please provide a cost proposal associated with the following proposed work:

Add provisions for one each TV Monitor (electric & data) within Room 1C18 as described below:

- Provide in Reception 1C19 a TV receptacle and TV data outlet with (2) data drops above east desk on south wall centered with Hallway 1C14. Outlets shall be mounted at 7'-6" AFF to center. Receptacle shall be circuited to desk receptacle below, panel "OS-A-L:26."



Please feel free to contact us should you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

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

Cell: 920-246-6326

doug.kroes@cedarcorp.com

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

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directive for this item. Circuit wiring has been requested for installation by Owner staff. A/E to provide information to the Contractor for a cost proposal. Further discussion was held related to siren battery operation and need for a standby power circuit. A. Swaney stated that the battery life is standard and that their current siren is not connect to the standby power system. Therefore, the proposed siren should not be connected to a standby power circuit. A/E will prepare the cost proposal information for the Contractor accordingly.

- 4) *Expense Allocation Worksheet: It was reported that the Village Board has approved all expense items listed on the Expense Allocation Worksheet (Included with these minutes). D. Kroes stated that with the approval, Owner's staff should start working on the acceptance of proposals, quotes, agreements, etc. with the various vendors, manufacturers, service providers, etc. and compile a delivery/installation schedule for each item. Chief Vossekul requested that a copy of the Expense Allocation Worksheet be redistributed to all departments. D. Kroes to distribute as requested. A. Swaney reported that he is currently facilitating the quotes related to appliances for all departments. J. Keller reported that the Village Board removed proposed monitors from within the main entrance lobby and added a monitor to the Village Admin. lobby office for the purpose of monitoring security.*

E. Shop Drawings and Submittals

- 1) Photographic Documentation:
 - a. Construction Progress – Ongoing
- 2) Concrete:
 - a. Testing Results:
- 3) HMA Paving:
 - a. Pre-pave meeting schedule: 6/10/21 @ 7:00AM
 - b. Density Test Results
- 4) Discussion of Other Items - STATUS: None

F. Requests for Information (RFI) - STATUS:

- 1) RFI#82: Data Labeling Scheme
- 2) RFI#88: Sink Type Rm 2D06: D. Kroes reported that the sinks shall be provided as specified; drop-in. D. Kroes to provide RFI response this week to the Contractor.
- 3) RFI#89: Dorm Room Locker Locks
- 4) *Storage Room Light Locations: The Contractor requested the status of the response to this item. This item was not submitted as an RFI but requested by the Contractor from IBC (A/E Electrical subconsultant) during their site review). K. Dressler e-mailed IBC's response to the Contractor during this meeting.*

G. Revisions:

- 1) ADD: Tornado Siren Circuit Wiring: A/E coordinating with Contractor.
- 2) ADD: Security monitor provisions to within the Village Admin. lobby office – A/E to provide cost proposal information to Contractor.
- 3) ADD: Air Curtain – Board Room – Building C – A/E to provide cost proposal information to Contractor.



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #60: 1C18 TV Monitor

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to add one TV monitor location per the following specifications.

- All penetration's to outside of building by others
Provide in Reception 1C19 a TV receptacle and TV data outlet with (2) data drops above east desk on south wall centered with Hallway 1C14. Outlets shall be mounted at 7'-6" AFF to center. Receptacle shall be circuited to desk receptacle below, panel *OS-A-L:26.
- TV / Bracket Back Box
MC, Conn and Receptacle
- Data Cabling Conn and Testing

Item	QTY	Price	Subtotal
Data Wiring	1.00	\$ 793.50	\$ 793.50
Material	1.00	\$ 330.00	\$ 330.00
Labor	5.00	\$100.00	\$ 500.00

Labor and Material: \$ 1,623.50

Mark-up: \$ 81.00

Bond: \$ 34.00

NET SUM OF: \$ 1,738.50

Please sign below to indicate your approval.

Owner Signature

Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 41

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

By recommendation of the Owner's information technology vendor, the installation of additional security cameras are proposed to enhance range of view and quality. The additional cameras will require 8 each additional data cables installed.

Attachments:

- 1) E-mail correspondence between Engineer and Contractor dated 6/21/21
- 2) Exhibits: Added Camera Locations
- 3) Contractor's Cost Proposal, PCO #59 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 5,413.50 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 	By: 	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Director of Public Works</u>	Title: <u>PM</u>
Date: <u>7/20/21</u>	Date: <u>7/21/2021</u>	Date: <u>7/21/21</u>

Doug Kroes

From: Kristopher Dressler
Sent: Monday, June 21, 2021 11:39 AM
To: Pete Schmoll
Cc: Doug Kroes
Subject: Jackson Municipal Complex: Request for Cost Proposal - Added Security Cameras
Attachments: Added Security Camera Locations.pdf

Pete:

Please provide a cost proposal related to the addition of security cameras as follows:

- Provide (8) CAT6 cable runs to the added security camera locations shown and highlighted on the attached plans to SEC/IT 1B05 room. Terminate and test cabling per Contract Documents.

Please feel free to contact us should you have any questions.

Thank you,

Kristopher Dressler, R.A.

Architect

Cedar Corporation

604 Wilson Avenue | Menomonie | WI | 54751

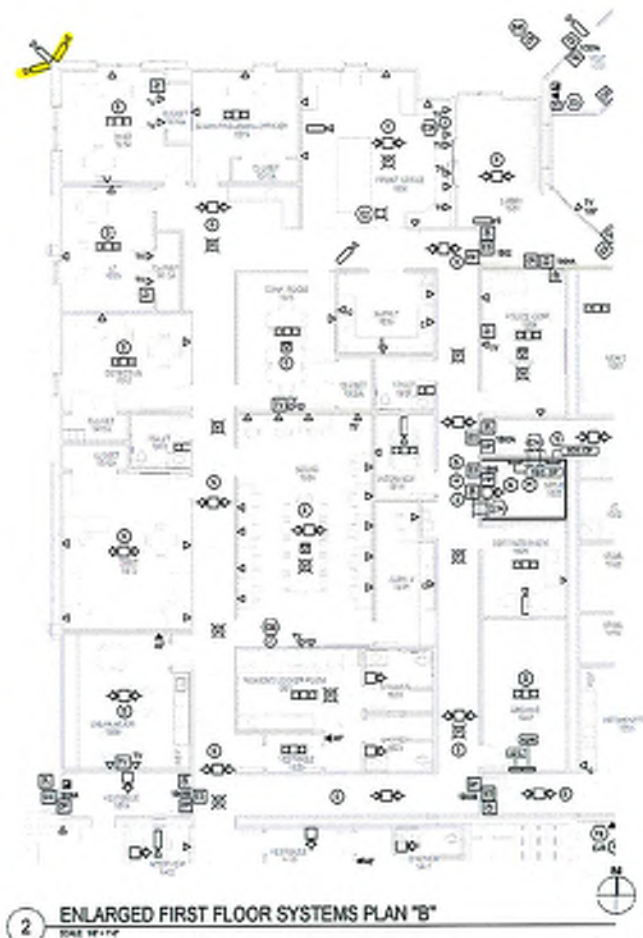
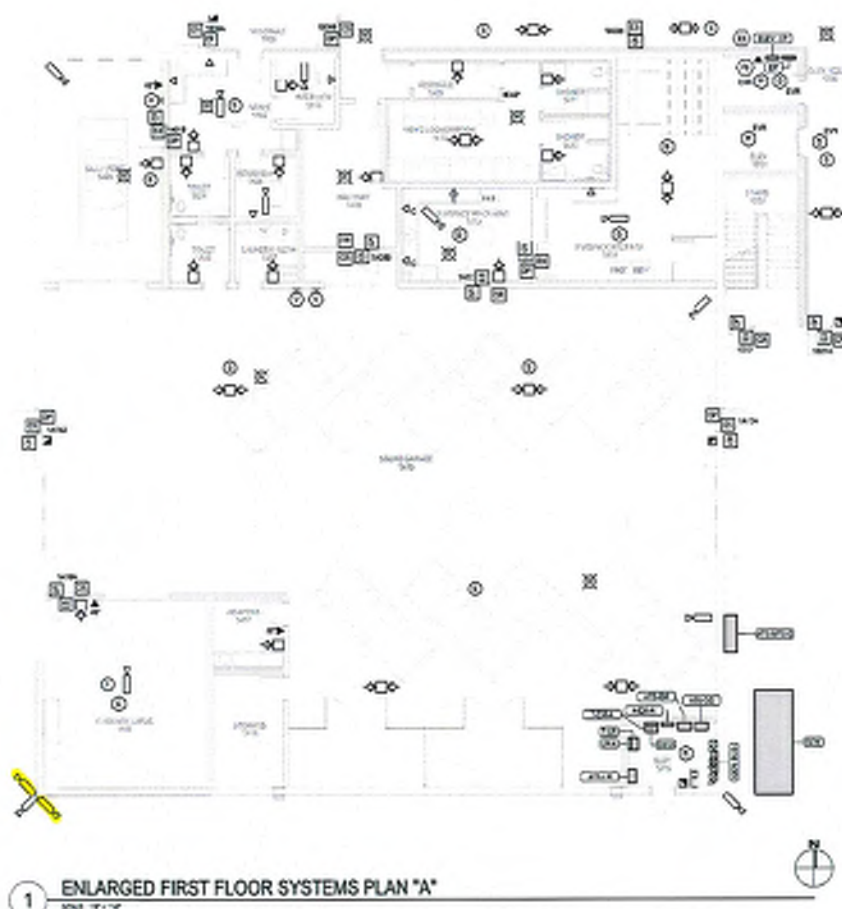
Office: 715-235-9081 | TF: 800-472-7372

kris.dressler@cedarcorp.com

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

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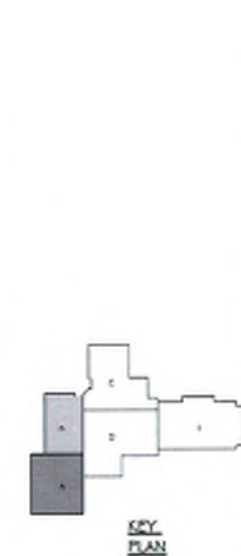
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SHEET NOTES		
1	SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS. SEE ELECTRICAL SYMBOLS FOR WIRING INFORMATION.	
2	FOR CAT 4 AND FIBER OPTIC CABLES, PROVIDE J-HOOKS, HOODS, AND 3/4" DIA. HOLES IN WALLS AND CEILING. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
3	PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
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KEY NOTES		
1	SEE ELECTRICAL SYMBOLS FOR WIRING INFORMATION. SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS.	
2	FOR CAT 4 AND FIBER OPTIC CABLES, PROVIDE J-HOOKS, HOODS, AND 3/4" DIA. HOLES IN WALLS AND CEILING. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
3	PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
4	PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	

KEYNOTES		
1	SEE ELECTRICAL SYMBOLS FOR WIRING INFORMATION. SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS.	
2	FOR CAT 4 AND FIBER OPTIC CABLES, PROVIDE J-HOOKS, HOODS, AND 3/4" DIA. HOLES IN WALLS AND CEILING. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
3	PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
4	PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	



KEYNOTES		
1	SEE ELECTRICAL SYMBOLS FOR WIRING INFORMATION. SEE ARCHITECTURAL DRAWINGS FOR FINISHES AND MATERIALS.	
2	FOR CAT 4 AND FIBER OPTIC CABLES, PROVIDE J-HOOKS, HOODS, AND 3/4" DIA. HOLES IN WALLS AND CEILING. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES. PROVIDE 1/2" DIA. HOLES IN WALLS AND CEILING FOR 1/2" DIA. HOLES.	
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BAC ENGINEERING SERVICES, LLC ARCHITECTS • ENGINEERS • PLANNERS • ENVIRONMENTAL SPECIALISTS AND SCENARIOS • LANDSCAPE ARCHITECTS • INTERIOR DESIGNERS	VILLAGE OF JACKSON MUNICIPAL COMPLEX STATE HWY 60 JACKSON, WI 53037
---	---



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #59: Added Security Camera Locations

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to provide the added security camera locations per the following specifications.

- MC Conn etc.
- Provide (8) CAT6 cable runs to the added security camera locations shown and highlighted on the attached plans to SEC/IT 1B05 room. Terminate and test cabling Per Contract Documents.
- All penetration's to outside of building by others

Item	QTY	Price	Subtotal
Material	1.00	\$1,595.00	\$1,595.00
Labor	1.00	\$3,459.50	\$3,459.50

Labor and Material: \$ 5,054.50
Mark-up: \$ 253.00
Bond: \$ 106.00
NET SUM OF: \$ 5,413.50

Please sign below to indicate your approval.

Owner Signature

Date

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

Respectfully Submitted,

MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ **Engineer**
☐ Contractor ☐ Funding Agency

**SECTION 00 63 49
WORK CHANGE DIRECTIVE**

Work Change Directive No. 36

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Deletions of proposed planting/landscaping areas:

Area 1: Proposed site of Veterans Tribute: Area decided to be left vacant for future tribute installation.

Area 2: Proposed site of Village Monument/Informational Sign: Monument sign installation schedule does not coincide with Contractor's plantings/landscaping schedule and therefore, Owner's staff directed the area to be deleted with plantings and landscaping to be performed at a later date.

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated 7/1/21
- 2) Exhibit: Plantings-Landscaping Revisions dated 7/1/21
- 3) Contractor's Cost Proposal, PCO #65 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 993.20 [Decrease].
Contract Time 0 days [increase] [decrease].

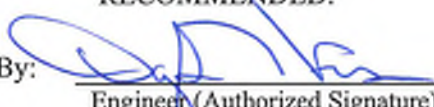
Basis of estimated change in Contract Price:

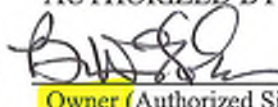
- ☒ Lump Sum ☐ Unit Price
☐ Cost of the Work ☐ Other

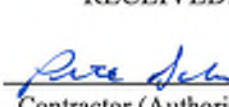
RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 
Engineer (Authorized Signature)

By: 
Owner (Authorized Signature)

By: 
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: Director of Public Works

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

Doug Kroes

From: Doug Kroes
Sent: Thursday, July 1, 2021 1:52 PM
To: Pete Schmoll (petes@mikekoenigconstruction.com)
Cc: 'Brian Kober'; jen.keller@villageofjackson.com; 'Jason Kossman'; Kris Dressler (kris.dressler@cedarcorp.com)
Subject: Jackson Municipal Complex: Request for Cost Proposal - Plantings/Landscaping Revisions 7/1/21
Attachments: EXHIBIT Plantings-Landscaping Revisions 070121.pdf

Pete:

Please provide us with a cost proposal related to the proposed Planting/Landscaping Revisions as indicated within the attached Exhibit.

PLEASE provide individual all-inclusive cost proposals for both Areas 1 & 2 as defined within the exhibit.

Please feel free to contact me should you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

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

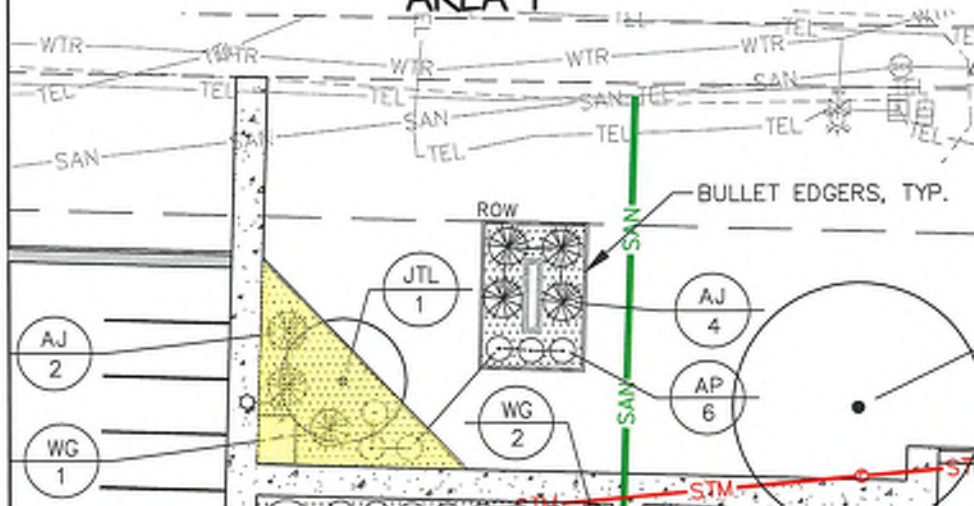
Cell: 920-246-6326

doug.kroes@cedarcorp.com

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AREA 1



DELETE:

KEY	QTY.	COMMON NAME	BOTANIC NAME	SIZE	ROOT	REMARKS
JTL	1	JAPANESE TREE LILAC	SYRINGA RETICULATA	6' HT.	B&B	SINGLE TRUNK
WG	1	WOODWARD GLOBE ARBORVITAE	TUJA OCCIDENTALIS 'WOODWARDII'	18" HT.	#3 CONT.	FULL GLOBE
AJ	2	ANDORRA JUNIPER	JUNIPERUS HORIZONTALIS 'COMPACTA'	18" SP.	#5 CONT.	FULL
AP	3	ABBOTSWOOD POTENTILLA	POTENTILLA FRUTICOSA 'ABBOTSWOOD'	12" HT.	#3 CONT.	FULL

545 sf Planting Bed Preparation
 545 sf Geotextile Fabric Weed Barrier
 545 sf Stone Mulch
 50 lf Bullet Edgers

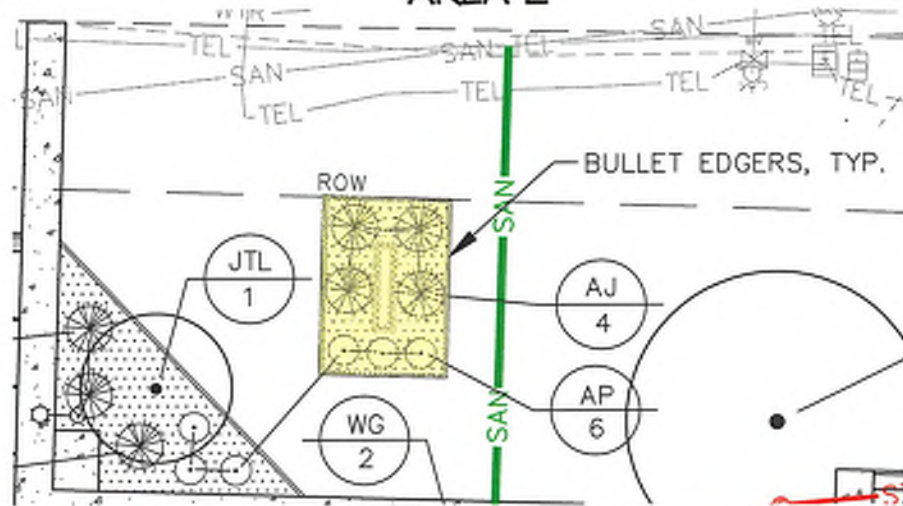
ADD:

545 sf 4" Topsoil, Seeding & Mulching



LANDSCAPE PLAN -
 NORTH DETAIL
 C115

AREA 2



DELETE:

KEY	QTY.	COMMON NAME	BOTANIC NAME	SIZE	ROOT	REMARKS
AJ	4	ANDORRA JUNIPER	JUNIPERUS HORIZONTALIS 'COMPACTA'	18" SP.	#5 CONT.	FULL
AP	3	ABBOTSWOOD POTENTILLA	POTENTILLA FRUTICOSA 'ABBOTSWOOD'	12" HT.	#3 CONT.	FULL

396 sf Planting Bed Preparation
 396 sf Geotextile Fabric Weed Barrier
 396 sf Stone Mulch
 80 lf Bullet Edgers

ADD:

396 sf 4" Topsoil, Seeding & Mulching



LANDSCAPE PLAN -
 NORTH DETAIL
 C115

JACKSON MUNICIPAL COMPLEX
 PLANTINGS/LANDSCAPING
 REVISIONS



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

800-472-7372
 www.cedarcorp.com

PROJECT NO. J5789-002

DRAWN BY: D. Kroes

DATE: 7/1/21

SCALE: NTS



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #65: Landscaping Changes

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to delete portions of landscaping per the following specifications.

Area 1

- Delete plantings (\$247.35)
- Delete Weed barrier (\$54.50)
- Delete Stone Mulch (\$196.00)
- Delete poly edging (\$100.00)
- Add 4" topsoil, seeding & Mulching \$182.00

Labor and Material: \$415.85

Mark-up: \$ 21.00

Bond: \$ 8.00

DEDUCT: \$444.85

Initial

Area 2

- Delete plantings (\$141.25)
- Delete Weed barrier (\$39.00)
- Delete Stone Mulch (\$111.60)
- Delete Bullet Edgers (\$352.00)
- Add 4" topsoil, seeding & Mulching \$132.45

Labor and Material: \$511.35

Mark-up: \$ 26.00

Bond: \$ 11.00

DEDUCT: \$548.35

Initial

Please sign below to indicate your approval.

Owner Signature

Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 37

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Revision to emergency vehicle electric cord drop locations within Apparatus Bay to accommodate specific vehicle connections and staging locations. Additional cost is related to looping the electric cords from the installed source power location (center of bays) to specific locations for vehicle connections.

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated 6/24/21
- 2) Contractor's Cost Proposal, PCO #57 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 3,171.32 [Increase].
Contract Time 0 days [increase] [decrease].

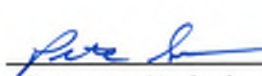
Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 	By: 	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>DIRECTOR OF PUBLIC WORKS</u>	Title: <u>PM</u>
Date: <u>7/20/21</u>	Date: <u>7/21/2021</u>	Date: <u>7/21/21</u>

Doug Kroes

From: Pete Schmoll <petes@mikekoenigconstruction.com>
Sent: Thursday, June 24, 2021 1:40 PM
To: Doug Kroes; Kristopher Dressler
Cc: Jason Kossman
Subject: RE: Apparatus Bay cord drops

Ok, I do have a proposal from empower so I will write it up and get it out.

Thanks,

Pete Schmoll
Project Manager
Mike Koenig Construction Co. Inc.
Cell: 920-619-3150
Office: 920-457-0923
Email: petes@mikekoenigconstruction.com

From: Doug Kroes [mailto:doug.kroes@cedarcorp.com]
Sent: Thursday, June 24, 2021 11:55 AM
To: Kristopher Dressler <kris.dressler@cedarcorp.com>; Pete Schmoll <petes@mikekoenigconstruction.com>
Cc: Jason Kossman <jasonk@mikekoenigconstruction.com>
Subject: RE: Apparatus Bay cord drops

From our understanding, there was an RFI coming in from Empower related to the intended locations of the drops. We've been expecting something from them for 3 weeks or so.

Thanks

Doug Kroes

Senior Construction Manager
Cedar Corporation
W61 N497 Washington Avenue | Cedarburg | WI | 53012
Office: 262-204-2360 ext 1403 | TF: 800-472-7372
Cell: 920-246-6326
doug.kroes@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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From: Kristopher Dressler <kris.dressler@cedarcorp.com>
Sent: Thursday, June 24, 2021 11:47 AM
To: Pete Schmoll <petes@mikekoenigconstruction.com>
Cc: Doug Kroes <doug.kroes@cedarcorp.com>
Subject: RE: Apparatus Bay cord drops

Pete,

There was not a request on our end. I know there were some discussions that an RFI would be coming in for this, but we have not received anything yet. If you would like to submit an RFI with the cost proposal included so we can evaluate everything at once and expedite the process.

Thank you,

Kristopher Dressler, R.A.

Architect

Cedar Corporation

604 Wilson Avenue | Menomonie | WI | 54751

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

kris.dressler@cedarcorp.com

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

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From: Pete Schmoll <petes@mikekoenigconstruction.com>

Sent: Thursday, June 24, 2021 9:45 AM

To: Kristopher Dressler <kris.dressler@cedarcorp.com>

Subject: Apparatus Bay cord drops

Kris,

Was the re a revision and request for proposal for modifying cord drops in the apparatus bay, I can't seem to find it?

Thanks,

Pete Schmoll

Project Manager

Mike Koenig Construction Co. Inc.

Cell: 920-619-3150

Office: 920-457-0923

Email: petes@mikekoenigconstruction.com

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July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #57: Apparatus Bay Cord Drops

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to modify the Apparatus Bay Cord Drops per the following specifications.

Per Plan E202E

Shows Cord Drops being located in the center of the bays.

Its was requested to relocate them on the sides of the bays.

- Additional SO cord and Strut and hardware is need to move them over 7'
- Additional SO Cord 168"

Labor and Material: \$ 2,792.32
Mark-up: \$ 140.00
Bond: \$ 59.00
NET SUM OF: \$ 3,171.32

Please sign below to indicate your approval.

Owner Signature

Date

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

Respectfully Submitted,

MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 34

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Add 11 each cores through precast concrete walls to accommodate access control cabling associated with proposed work performed by the Owner's contracted access control vendor.

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated between 7/14/21 and 7/19/21
- 2) Core Locations Exhibit
- 3) Contractor's Cost Proposal, PCO #67 dated 7/19/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 4,608.00 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 
Engineer (Authorized Signature)

By: 
Owner (Authorized Signature)

By: 
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: DIRECTOR OF PUBLIC WORKS

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

Doug Kroes

From: Kristopher Dressler
Sent: Monday, July 19, 2021 6:21 PM
To: Pete Schmoll; Jason Kossman
Cc: Doug Kroes; 'David Becker'; Jen Keller; Brian Kober
Subject: RE: Jackson Municipal Complex Addition Core Request

Pete,

I have discussed this with the Village, and we feel this cost is in the range that we would expect for the work. Please, move forward with this work.

Thank you,

Kristopher Dressler, R.A.

Architect
Cedar Corporation
604 Wilson Avenue | Menomonie | WI | 54751
Office: 715-235-9081 | TF: 800-472-7372
kris.dressler@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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From: Pete Schmoll <petes@mikekoenigconstruction.com>
Sent: Monday, July 19, 2021 2:21 PM
To: Kristopher Dressler <kris.dressler@cedarcorp.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>
Cc: Doug Kroes <doug.kroes@cedarcorp.com>; 'David Becker' <david@pros4technology.com>; Jen Keller <jen.keller@villageofjackson.com>; Brian Kober <brian.kober@villageofjackson.com>
Subject: RE: Jackson Municipal Complex Addition Core Request

Please find the attached proposal for the requested wall coring for the Access control cabling.

Thanks,

Pete Schmoll
Project Manager
Mike Koenig Construction Co. Inc.
Cell: 920-619-3150
Office: 920-457-0923
Email: petes@mikekoenigconstruction.com

From: Kristopher Dressler [<mailto:kris.dressler@cedarcorp.com>]
Sent: Wednesday, July 14, 2021 1:52 PM
To: Pete Schmoll <petes@mikekoenigconstruction.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>
Cc: Doug Kroes <doug.kroes@cedarcorp.com>; 'David Becker' <david@pros4technology.com>; Jen Keller <jen.keller@villageofjackson.com>; Brian Kober <brian.kober@villageofjackson.com>
Subject: Jackson Municipal Complex Addition Core Request

Pete and Jason,

Attached is a plan with the locations and sizes of cores needed for the door access cabling.

Let us know if you have any questions or concerns.

Thank you,

Kristopher Dressler, R.A.

Architect

Cedar Corporation

604 Wilson Avenue | Menomonie | WI | 54751

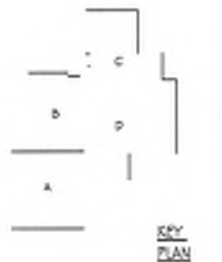
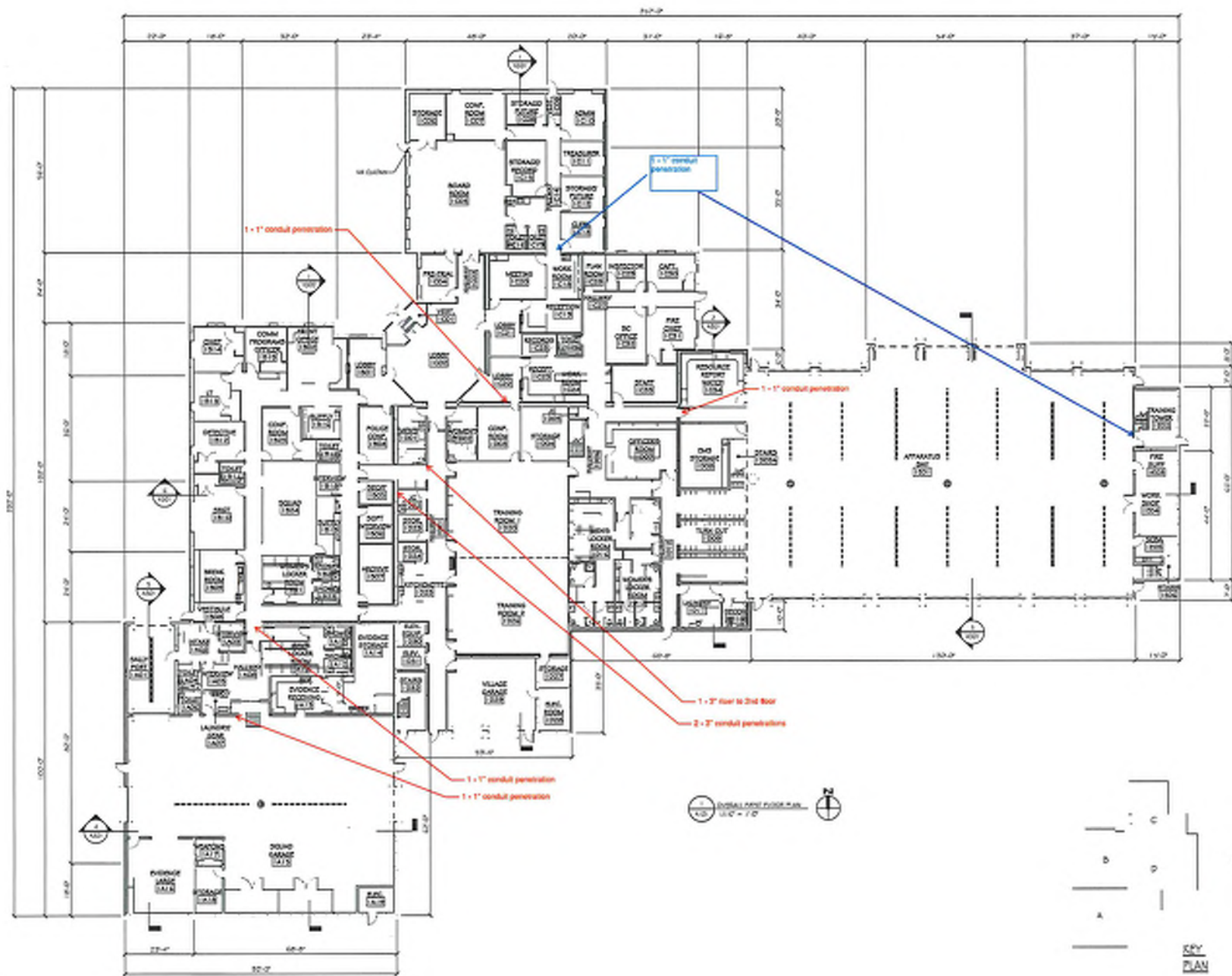
Office: 715-235-9081 | TF: 800-472-7372

kris.dressler@cedarcorp.com

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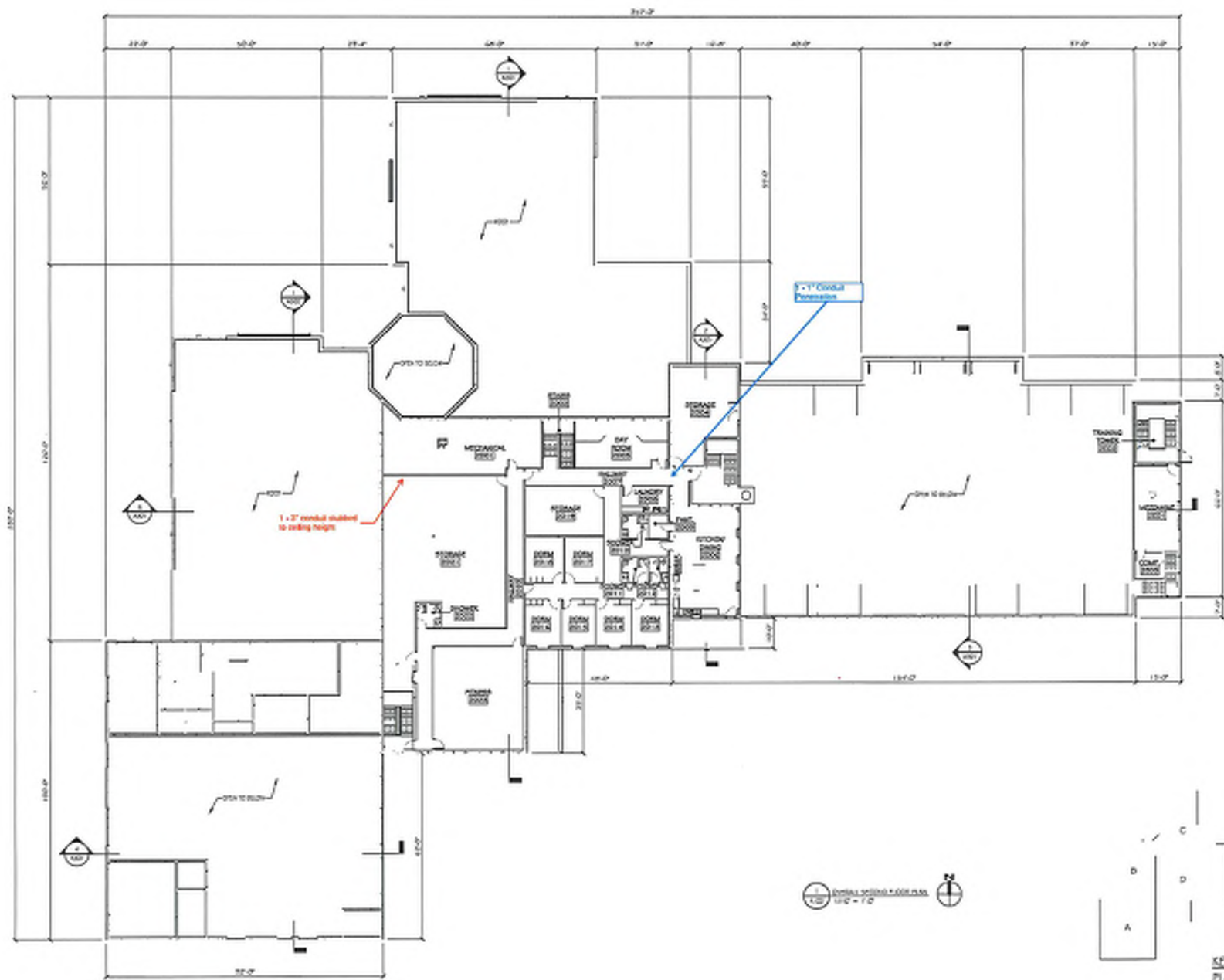
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NO.	DATE	DESCRIPTION

PROJECT LOCATION
 PROJECT NUMBER
 PROJECT NAME
 PROJECT DESCRIPTION
 PROJECT OWNER
 PROJECT MANAGER
 PROJECT ENGINEER
 PROJECT ARCHITECT
 PROJECT CONSULTANT
 PROJECT SPECIALIST
 PROJECT DESIGNER
 PROJECT DRAFTER
 PROJECT CHECKER
 PROJECT APPROVER
 PROJECT SIGNATURE
 PROJECT DATE

VILLAGE OF JACKSON
MUNICIPAL COMPLEX
STATE HWY 50
JACKSON, WI 53037
 JOB NO.
 DRAWN BY
 CHECKED BY
 DATE
 PROJECT
 CONSTRUCTION
OVERALL FIRST FLOOR PLAN
 SHEET NO.
A101



NO.	DATE	DESCRIPTION

DESIGNER
 PROJECT MANAGER
 CONSULTANT
 ENGINEER - ARCHITECT - PLUMBER - MECHANICAL SPECIALISTS
 AND INTERIORS - LANDSCAPE ARCHITECTS - INTERIOR DESIGNERS

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

OVERALL
 SECOND FLOOR
 PLAN

DATE: 10/20/2020
 DRAWN BY: CWS
 CHECKED BY: CWS
 PROJECT NO.: 2020-01
 SHEET NO.: A102



July 19, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #67: Door Access Cable Cores

Mike Koenig Construction Co. Inc. proposes to complete the added concrete coring per the following specifications.

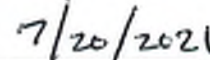
- 7-2" Diameter holes in a precast wall
- 4 4" Diameter holes in precast wall
- - Wall thickness 12" or less
- - Protect both sides of wall
- - Pilot hole to ensure backside of wall is located and protected
- - move ceiling tile and mark coring locations prior to start
- - Remove all debris offsite

Labor and Material: \$ 4,302.00
Mark-up: \$ 215.00
Bond: \$ 91.00
DEDUCT: \$ 4,608.00

Please sign below to indicate your approval.



Owner Signature



Date

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

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


Pete Schmoll
Project Manager

☐ Owner ☒ Engineer
☐ Contractor ☐ Funding Agency

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 35

Date of Issuance:	June 20, 2021	Effective Date:	June 21, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Upgrade Apparatus Bay Vehicle Exhaust Ventilation System from commercial type system (as bid) to emergency vehicle system (Nederman System).

Attachments:

- 1) E-mail correspondence between A/E and Contractor dated between 4/13/21 and 5/18/21
- 2) Exhibit: Emergency Vehicle Exhaust System dated 5/17/21
- 3) Contractor's Cost Proposal, PCO #64 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 12,681.00 [Increase] .
Contract Time 0 days [increase] [decrease].

Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: [Signature]
Engineer (Authorized Signature)

By: [Signature]
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized Signature)

Title: Senior Construction Manager

Title: Director of Public Works

Title: PM

Date: 7/20/21

Date: 7/21/2021

Date: 7/21/21

Doug Kroes

From: Kristopher Dressler
Sent: Tuesday, May 18, 2021 11:29 AM
To: Pete Schmoll; Jeffery Mayer (jeffm@jhheating.com)
Cc: Mike Roller; Doug Kroes; Cory Scheidler
Subject: RE: Jackson Municipal Complex: Exhaust Ventilation System Meeting Schedule
Attachments: EXHIBIT Emergency Vehicle Exhaust 051721.pdf

Pete and Jeff,

Attached is an exhibit that indicates the desired emergency vehicle exhaust system for the Jackson Fire Department. They would like to see hose drops on tracks for all bays except the bay with the Ridge Runner, where they would like to see ductwork for future needs and would like to see 1270 with a full-length rail system.

As discussed, we would like to see the original bid cost, the proposed cost for the Nederman system, and a proposed cost for the equal Plymovent system.

Let us know if there is anything else you need from us or the Department.

Thank you,

Kristopher Dressler, R.A.

Architect
Cedar Corporation
604 Wilson Avenue | Menomonie | WI | 54751
Office: 715-235-9081 | TF: 800-472-7372
kris.dressler@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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From: Cory Scheidler <cory.scheidler@cedarcorp.com>
Sent: Wednesday, April 14, 2021 9:20 AM
To: Pete Schmoll <petes@mikekoenigconstruction.com>; Doug Kroes <doug.kroes@cedarcorp.com>
Cc: Kristopher Dressler <kris.dressler@cedarcorp.com>; Jeffery Mayer (jeffm@jhheating.com) <jeffm@jhheating.com>; Mike Roller <miker@ibcengineering.com>
Subject: RE: Jackson Municipal Complex: Exhaust Ventilation System Meeting Schedule

I am available. I need to check with our mechanical engineer.

Cory Scheidler, A.I.A.

Director of Architecture
Cedar Corporation
604 Wilson Avenue | Menomonie | WI | 54751
Office: 715-235-9081 | TF: 800-472-7372 | Mobile: 715-556-3663
cory.scheidler@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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From: Pete Schmoll <petes@mikekoenigconstruction.com>
Sent: Wednesday, April 14, 2021 6:29 AM
To: Doug Kroes <doug.kroes@cedarcorp.com>
Cc: Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Jeffery Mayer <jeffm@jhheating.com> <jeffm@jhheating.com>
Subject: RE: Jackson Municipal Complex: Exhaust Ventilation System Meeting Schedule

Doug,

I am copying Jeff from J&H on this.

All, please let me know if sometime Friday morning would work to have a conference call regarding this issue.

Thanks,

Pete Schmoll
Project Manager
Mike Koenig Construction Co. Inc.
Cell: 920-619-3150
Office: 920-457-0923
Email: petes@mikekoenigconstruction.com

From: Doug Kroes [<mailto:doug.kroes@cedarcorp.com>]
Sent: Tuesday, April 13, 2021 5:19 PM
To: Pete Schmoll <petes@mikekoenigconstruction.com>
Cc: Kristopher Dressler <kris.dressler@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>
Subject: Jackson Municipal Complex: Exhaust Ventilation System Meeting Schedule

Pete:

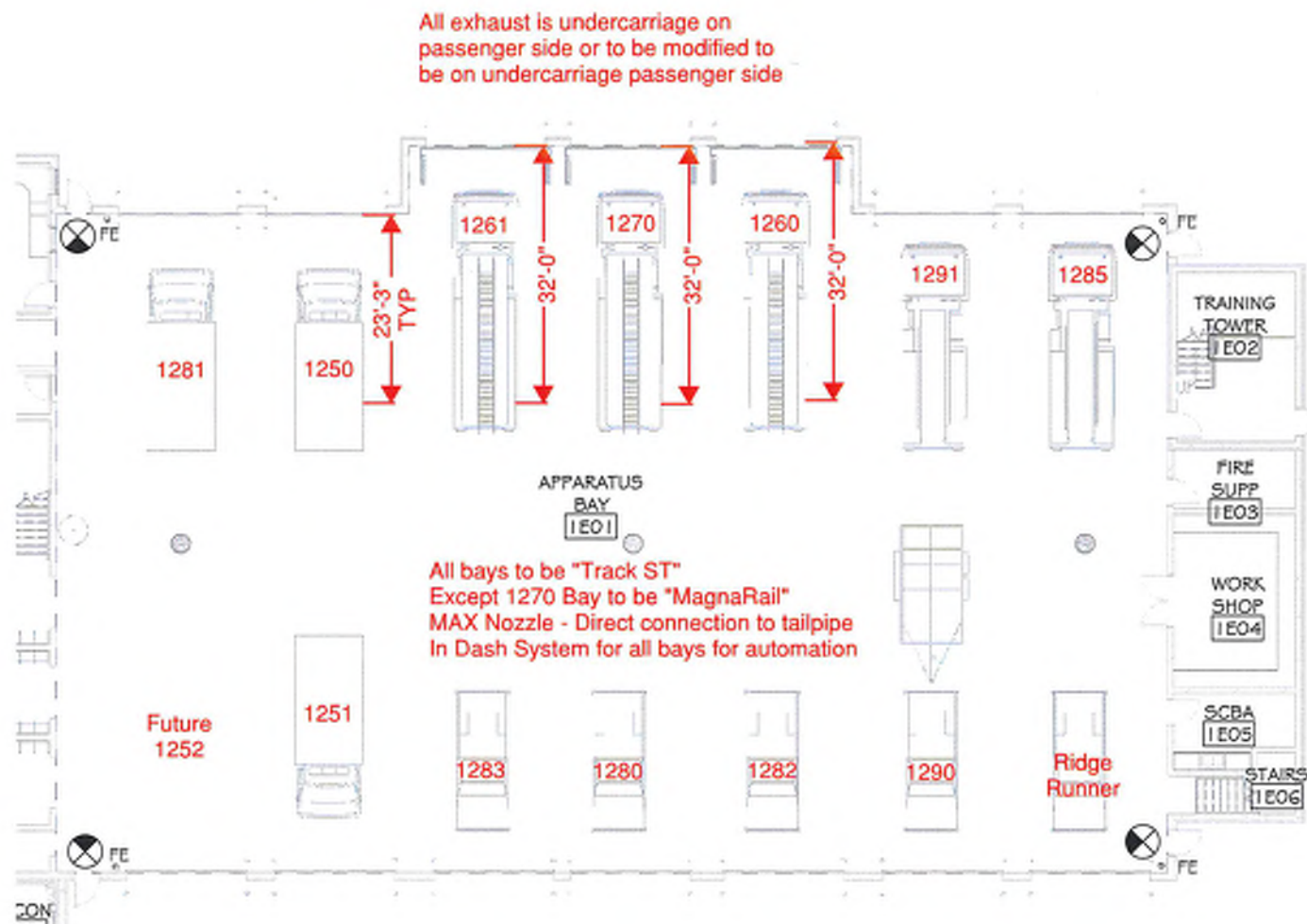
Previously you had a conversation with Cory Scheidler of our office in regard to scheduling a meeting to be attended by representatives of your office, our office and your HVAC subcontractor to discuss the exhaust ventilation system proposed for the apparatus bay. Just checking in to see if you've given this any thought. Please let us know at your earliest convenience.

Thanks for your assistance.

Doug Kroes
Senior Construction Manager
Cedar Corporation
W61 N497 Washington Avenue | Cedarburg | WI | 53012
Office: 262-204-2360 ext 1403 | TF: 800-472-7372
Cell: 920-246-6326
doug.kroes@cedarcorp.com
www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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VILLAGE OF JACKSON
MUNICIPAL COMPLEX
EMERGENCY VEHICLE EXHAUST



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

800-472-7372
www.cedarcorp.com

PROJECT NO. J5789-002

DRAWN BY: K. DRESSLER

DATE: 5/17/21

SCALE: NTS



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #64: Vehicle Exhaust System

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to upgrade the vehicle exhaust system per the following specifications.

Credit the existing Monoxivent Vehicle Exhaust System

Labor and materials to omit Monoxivent System as originally bid....	BASE BID: \$60,870.00
Labor and materials for exhaust fan and ducting install to date which will be used for either of the proposed systems.....	(-\$13,640.00)
	Base Bid Credit remaining (-\$47,230.00)

Alt #1 – Labor and materials to install Nederman System.....	\$72,710.00
	Total Base Bid Credit: (-\$60,870.00)
	Total Add for Alt #1 \$11,840.00

Labor and Material:	\$11,840.00
Mark-up: \$	592.00
Bond: \$	249.00

NET SUM OF: \$12,681.00 _____
Initial

Alt #2 – Labor and materials to install Plymovent System.....	\$79,005.00
	Total Base Bid Credit: (- \$60,870.00)
	Total Add for Alt #1 \$18,135.00

Labor and Material:	\$18,135.00
Mark-up: \$	907.00
Bond: \$	381.00

NET SUM OF: \$19,423.00 _____
Initial

Please sign below to indicate your approval.

Owner Signature

Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager

SECTION 00 63 49
WORK CHANGE DIRECTIVE

Work Change Directive No. 42

Date of Issuance:	July 27, 2021	Effective Date:	July 26, 2021
Owner:	Village of Jackson	Owner's Contract No:	B-20
Contractor:	Mike Koenig Construction Co.	Contractor's Project No:	
Engineer:	Cedar Corporation	Engineer's Project No:	J5789-002
Project:	Municipal Complex	Contract Name:	

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

Description:

Installation of Owner supplied IT data rack as requested by Owner. Advanced installation schedule desired due to the need for data cable terminations.

Attachments:

- 1) E-mail correspondence between Contractor and Owner dated 7/26/21
- 2) Contractor's Cost Proposal, PCO #62 dated 7/12/21

Purpose for Work Change Directive:

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

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

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

Contract Price \$ 1,928.00 [Increase] .
Contract Time 0 days [increase] [decrease].

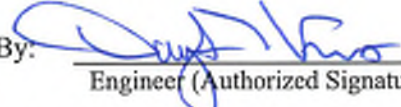
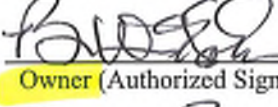
Basis of estimated change in Contract Price:

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

RECOMMENDED:

AUTHORIZED BY:

RECEIVED:

By: 	By: 	By: 
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Construction Manager</u>	Title: <u>Director of Public Works</u>	Title: <u>PM</u>
Date: <u>7/27/21</u>	Date: <u>7/28/2021</u>	Date: <u>7/28/21</u>

Doug Kroes

From: Brian Kober <brian.kober@villageofjackson.com>
Sent: Monday, July 26, 2021 3:33 PM
To: Pete Schmoll; Jason Kossman
Cc: Shaun Zaskowski; Doug Kroes; David Becker; Jen Keller
Subject: RE: Ladder tray and network racks
Attachments: PCO #62 Install Owner Supplied Data Rack.pdf

Pete/Jason,

Please find PCO #62 Install Owner Supplied Data Rack signed to proceed with the installation of the rack.

If you have any questions please do not hesitate to ask.

Brian W. Kober, P.E.
Director of Public Works/Village Engineer
W194 N16660 Eagle Drive
PO Box 637
Jackson, WI 53037
Phone: 262-677-0707
Fax: 262-677-8770

From: Pete Schmoll <petes@mikekoenigconstruction.com>
Sent: Monday, July 26, 2021 2:36 PM
To: Doug Kroes <doug.kroes@cedarcorp.com>
Cc: Shaun Zaskowski <shaun@empower-elec.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>; Brian Kober <brian.kober@villageofjackson.com>
Subject: FW: Ladder tray and network racks

Doug,

I know you may have minimal involvement in this subject so if you are not able to help please pass this on.

Can you please get some direction on this ASAP. If Empower/Globalcom is to install the racking we will need a change order for this, which we previously provided and is attached.

Thanks,

Pete Schmoll
Project Manager
Mike Koenig Construction Co. Inc.
Cell: 920-619-3150
Office: 920-457-0923
Email: petes@mikekoenigconstruction.com

From: Derek DeMaa [<mailto:derek@pros4technology.com>]
Sent: Monday, July 26, 2021 1:37 PM

To: Shaun Zaskowski <shaun@empower-elec.com>

Cc: Doug Kroes <doug.kroes@cedarcorp.com>; Jason Kossman <jasonk@mikekoenigconstruction.com>; LaMarche, Kyle <KyleL@gctech.us>; Pete Schmoll <petes@mikekoenigconstruction.com>; Romano, Nick <NickR@gctech.us>

Subject: Re: Ladder tray and network racks

Shaun,

This is not part of our scope of work either as discussed in the same meeting your are referring to. The ladder tray is not installed just sitting there on site. We are just making Jason aware of what is on his job site for materials. Also so that Globalcom is aware of were the ladder tray is and it's status as this is likely their next step.

On Mon, Jul 26, 2021 at 1:27 PM Shaun Zaskowski <shaun@empower-elec.com> wrote:

Derek,

Do you have a date as to when the ladder tray is going to be completed?

As you all know its not part of my scope of work.

And we have a Mouth or long of terminations to make as discussed in our meeting a few weeks ago already.

Not sure how this is going to impact your schedule moving forward. But its still not completed?

If it needs to be added to our scope a CO needs to be approved.

Shaun Zaskowski

OWNER-PRESIDENT

EMPOWER ELECTRIC

2325 Parklawn Dr. Suite R

Waukesha, WI 53186

Office: 262-395-4313 ext. 102

Cell: 414-916-9157

Email: shaun@empower-elec.com

Web: www.empower-elec.com



--

Derek DeMaa
Lead Systems and Network Engineer
Pros 4 Technology, Inc.
818 East Clifford Street Plymouth, WI 53073
O: (920) 400-1279 D: (920) 283-1694
www.Pros4Technology.com



July 12, 2021

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #62: Install Owner Supplied Data Rack

Mike Koenig Construction Co. Inc. proposes to supply labor, materials and equipment to install the owner supplied data rack per the following specifications.

- Labor to install owner supplied Data Ladder Rack

Labor and Material: \$ 1,800.00
Mark-up: \$ 90.00
Bond: \$ 38.00
NET SUM OF: \$1,928.00

Please sign below to indicate your approval.



Owner Signature

7/26/2021
Date

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

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

Pete Schmoll

Pete Schmoll
Project Manager



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Municipal Complex – Schmahl Plaque

DATE: August 6, 2021

Attached you will find a rendering of a proposed plaque to be mounted to the west wall in the hallway leading to the Village Board Room in the Municipal Complex.

Request Process

In July, staff requested Miller Monument provide a design and quote for a plaque honoring Reuben J. Schmahl. The request included specific text and asked that the sizing of the object be compatible with the dimension of the vacant westerly wall in the brick hallway leading to the Village Board Room.

Proposals

The quote received includes the option to purchase a 22" x 12" plaque made of bronze or aluminum. The bronze plaque would cost \$1,255.00. The aluminum plaque with aluminum finish would cost \$770.00. Both options include a lifetime warranty as the object will be installed indoors.

Recommendation

Staff recommend the purchase of the bronze plaque to mimic the same medium chosen for the Municipal Complex Plaque which has been designed and ordered through the contractor. Funding for this purchase is available via unspent project funds, which require additional owner approvals as they were not included in the contract for the building.

N168 W20733
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjackson.com



P.O. Box 411 | N168 W20666 Main St. | Jackson, WI 53037 | 262-677-4884

**Pricing for the Village of Jackson Schmahl Plaque
August 8, 2021**

VILLAGE OF JACKSON SCHMAHL PLAQUE #3

20x12 Bronze Plaque	\$1,225.00
20x12 Aluminum Plaque (Aluminum Finish)	\$770.00

Sales Tax is applicable unless exempt. Does not include installation.

Please let me know if you have any questions or changes!

Thank you for giving us the opportunity to serve you.

Most sincerely,

Alaina Pipkorn

THE CREAM CITY BRICK LINING THE VILLAGE CHAMBERS HALLWAY WAS RE-PURPOSED FROM THE ORIGINAL FARMHOUSE BUILT ON THIS SITE IN 1866 BY THE SCHMAHL FAMILY, WHO FARMED AND NURTURED THIS PROPERTY FOR OVER 122 YEARS.

REUBEN J. SCHMAHL (1914-2012) WAS ACTIVELY INVOLVED IN THE BETTERMENT OF JACKSON AND WASHINGTON COUNTY. IN ADDITION TO OPERATING THE FAMILY FARM AT THIS LOCATION, HE SERVED THE COMMUNITY IN MANY SIGNIFICANT WAYS:

30 YEARS ON THE JACKSON VOLUNTEER FIRE DEPARTMENT,
44 YEARS AS TOWN OF JACKSON SUPERVISOR,
20 YEARS AS JACKSON SCHOOL BOARD TREASURER,
30 YEARS AS BANK OF JACKSON DIRECTOR AND CHAIRMAN,
28 YEARS AS A DIRECTOR OF ST. JOSEPH'S HOSPITAL, AND
45 YEARS ON THE WASHINGTON COUNTY BOARD OF SUPERVISOR, 22 YEARS AS ITS CHAIR.

THE VILLAGE OF JACKSON EXTENDS ITS GRATITUDE TO THE FAMILY OF REUBEN J. SCHMAHL FOR THEIR PART IN MAKING THIS SITE AVAILABLE FOR ITS MUNICIPAL BUILDING.

IT IS APPROPRIATE THAT HIS LEGACY OF SERVICE BE HONORED IN THE VILLAGE OF JACKSON BY THOSE WHO CONTINUE TO SERVE HERE.





STORE #3598
5101 MENARD DR
EAU CLAIRE WI 54703
715-876-4017
715-876-2868

How to Recall a Saved Design

IN STORE: Take this packet to the U Create™ self service kiosk in the Cabinet & Appliances Department at any Menards® store.

AT HOME: Go to Menards.com and search U Create™

1. Login to your account and select search saved designs to pull up your saved design or select search saved designs and enter the Design #.
2. Select up to two of the options that appear on the screen or select estimate summary to make changes to your design.
3. If ready to purchase follow the steps below for Purchasing at the Store or place item into cart if purchasing online. (follow online check out procedures)

How to Purchase at the Store

1. Follow steps above for Recalling a Saved Design.
2. Select to print your Purchasing Documents.
3. Print your order by selecting TAKE HOME TODAY or TAKE HOME LATER.

Design #: 314959452021

Estimated Price: \$5,088.59*

*Today's estimated price, future price may go up or down. Tax, labor, and delivery not included. Countertop, cabinet hardware, appliances, plumbing fixtures structures, flooring, lighting, and wall decor are sold separately and not included in the price.

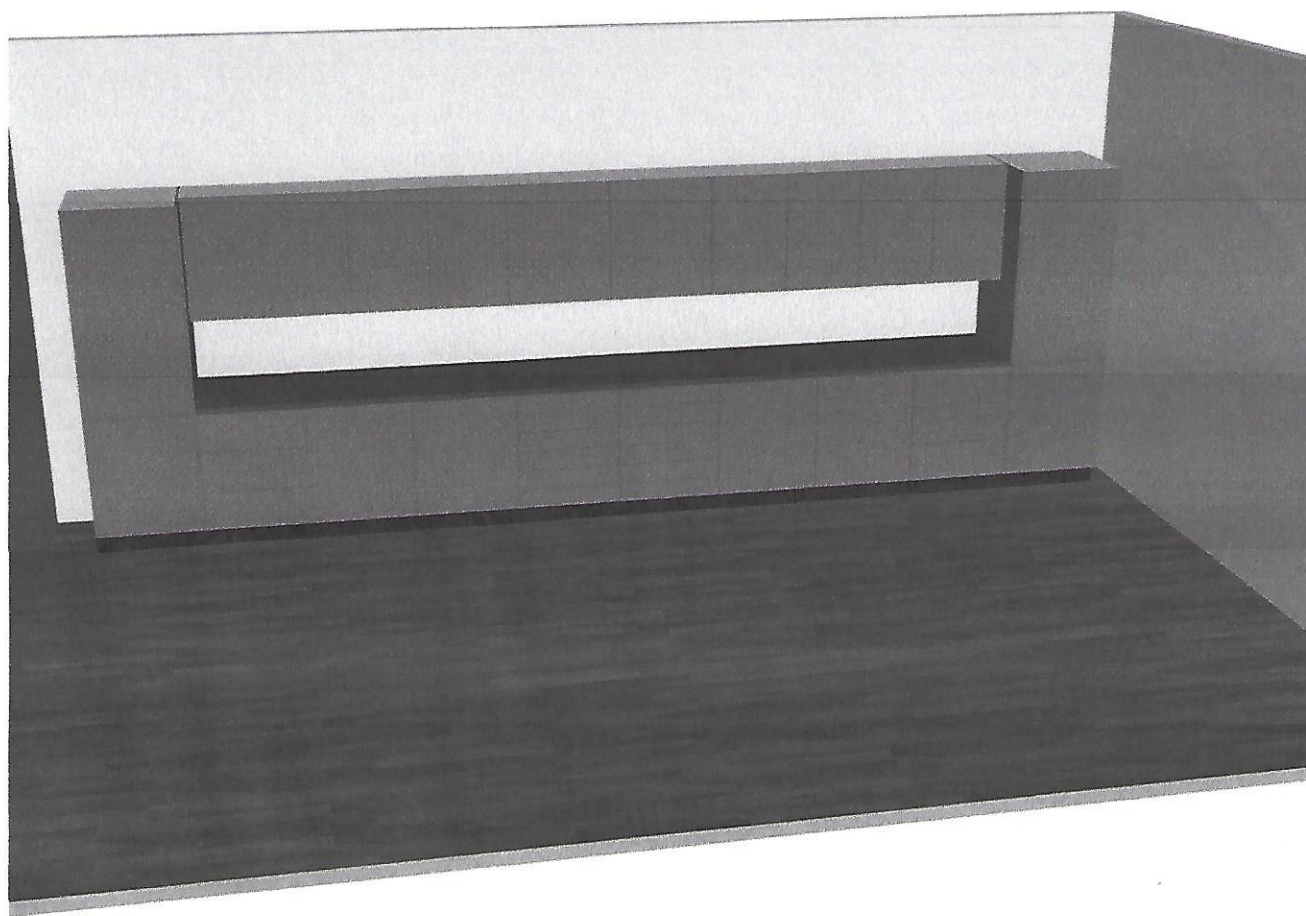
Cabinet Style:

Diamond Plate - Red

KLĚARVŮE™
CABINETS
GARAGE



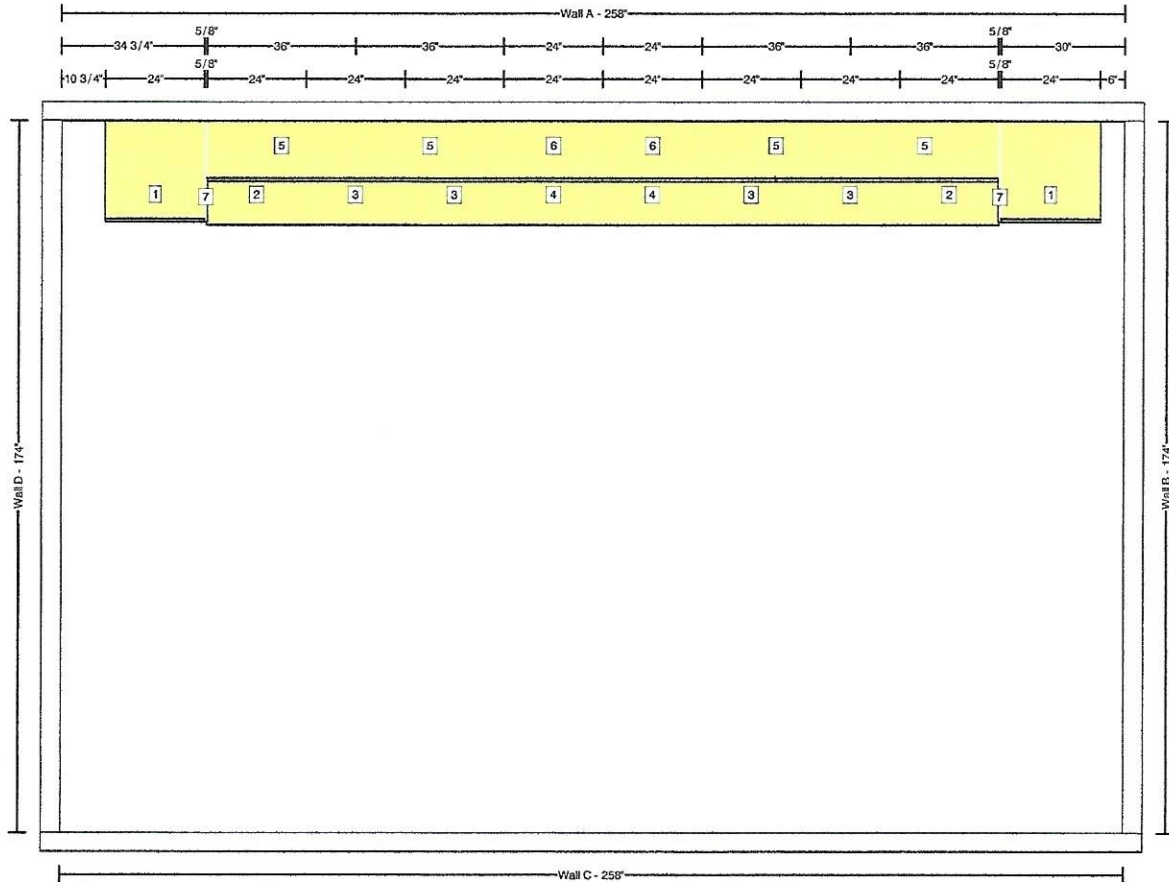
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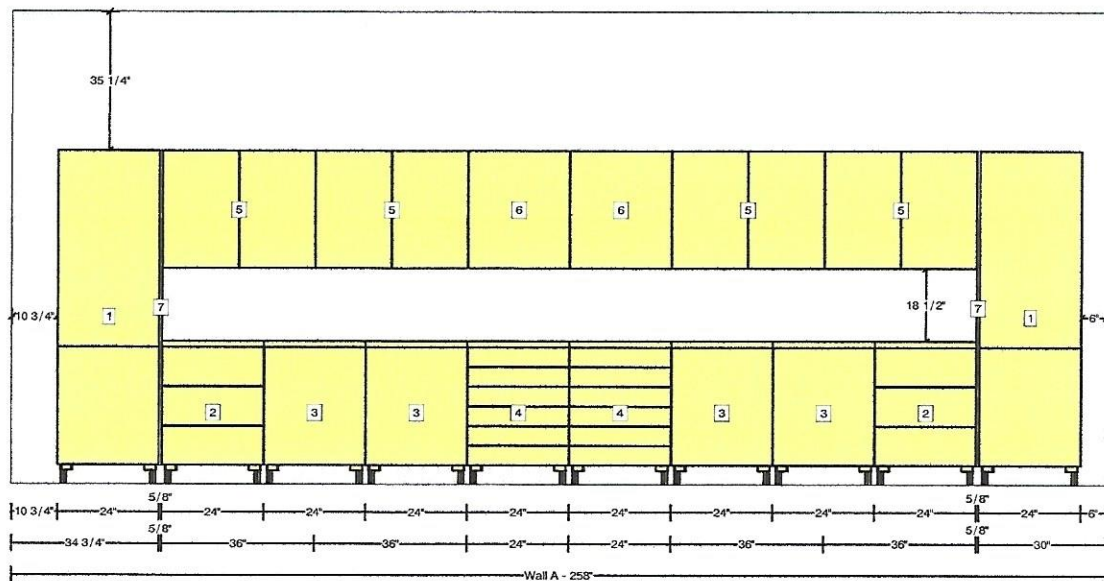
Workshop 1



All measurements have been provided by the guest. Menards™ is not responsible for any errors in dimensions. Verify the accuracy of all dimensions prior to purchase.

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Workshop 1



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Items For Installation -

Base 1 - You have selected 2 of these at a price of \$550.62, for a total of \$1,101.24.



Model: TTD2I4A2480 W24"xD24"xH80"

SKU	Description	Each	Total
4783854	KLĚARVŮE Cabinetry™ 155-Degree Cabinet Hinge - 2 pk	3	6
4780144	KLĚARVŮE Cabinetry® 80"H x 24"D Tall Cabinet Side Wall	2	4
4780180	KLĚARVŮE Cabinetry® 24"W x 24"D Tall Components	1	2
4783522	KLĚARVŮE Cabinetry® 24"W x 24"D Shelves - 2 pk	1	2
4783810	KLĚARVŮE Cabinetry™ 24"W x 24"D Short (Low) Drawer Kit	4	8
4783654	KLĚARVŮE Cabinetry® 24"W Interior Drawer Front	4	8
4783004	KLĚARVŮE Cabinetry® 24" W x 30" H Red Diamond Plate Melamine Slab Cabine	1	2
4783006	KLĚARVŮE Cabinetry® 24" W x 50" H Red Diamond Plate Melamine Slab Cabine	1	2

Base 2 - You have selected 2 of these at a price of \$351.65, for a total of \$703.30.



Model: BDR3I124 W24"xD24"xH30"

SKU	Description	Each	Total
4780040	KLĚARVŮE Cabinetry® 24"W x 24"D x 30"H Base Cabinet - Box Only	1	2
4783810	KLĚARVŮE Cabinetry™ 24"W x 24"D Short (Low) Drawer Kit	2	4
4783820	KLĚARVŮE Cabinetry™ 24"W x 24"D Medium Drawer Kit	2	4
4783654	KLĚARVŮE Cabinetry® 24"W Interior Drawer Front	1	2
4783010	KLĚARVŮE Cabinetry® 24" W x 10" H Red Diamond Plate Melamine Slab Drawer	3	6

Base 3 - You have selected 4 of these at a price of \$324.34, for a total of \$1,297.36.



Model: BD1I324 W24"xD24"xH30"

SKU	Description	Each	Total
4783854	KLĚARVŮE Cabinetry™ 155-Degree Cabinet Hinge - 2 pk	1	4
4780040	KLĚARVŮE Cabinetry® 24"W x 24"D x 30"H Base Cabinet - Box Only	1	4
4783810	KLĚARVŮE Cabinetry™ 24"W x 24"D Short (Low) Drawer Kit	3	12
4783654	KLĚARVŮE Cabinetry® 24"W Interior Drawer Front	3	12
4783004	KLĚARVŮE Cabinetry® 24" W x 30" H Red Diamond Plate Melamine Slab Cabine	1	4

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Items For Installation -

Base 4 - You have selected 2 of these at a price of \$481.38, for a total of \$962.76.



Model: BDR624 W24"xD24"xH30"

SKU	Description	Each	Total
4780040	KLĚARVĚ Cabinetry® 24"W x 24"D x 30"H Base Cabinet - Box Only	1	2
4783810	KLĚARVĚ Cabinetry™ 24"W x 24"D Short (Low) Drawer Kit	6	12
4783008	KLĚARVĚ Cabinetry® 24" W x 5" H Red Diamond Plate Melamine Slab Drawer	6	12

Wall 5 - You have selected 4 of these at a price of \$152.72, for a total of \$610.88.



Model: WD23630 W36"xD14"xH30"

SKU	Description	Each	Total
4783852	KLĚARVĚ Cabinetry™ 110-Degree Cabinet Hinge - 2 pk	2	8
4780066	KLĚARVĚ Cabinetry® 36"W x 14"D x 30"H Wall Cabinet - Box Only	1	4
4783512	KLĚARVĚ Cabinetry® 36"W x 14"D Shelves - 2 pk	1	4
4783000	KLĚARVĚ Cabinetry® 18" W x 30" H Red Diamond Plate Melamine Slab Cabine	2	8

Wall 6 - You have selected 2 of these at a price of \$114.91, for a total of \$229.82.



Model: WD12430 W24"xD14"xH30"

SKU	Description	Each	Total
4783852	KLĚARVĚ Cabinetry™ 110-Degree Cabinet Hinge - 2 pk	1	2
4780036	KLĚARVĚ Cabinetry® 24"W x 14"D x 30"H Wall Cabinet - Box Only	1	2
4783508	KLĚARVĚ Cabinetry® 24"W x 14"D Shelves - 2 pk	1	2
4783004	KLĚARVĚ Cabinetry® 24" W x 30" H Red Diamond Plate Melamine Slab Cabine	1	2

Cover Panel 7 - You have selected 2 of these at a price of \$41.99, for a total of \$83.98.



SKU	Description	Each	Total
4783414	KLĚARVĚ Cabinetry® 5/8" W x 24" D x 80" H Red Diamond Plate Cover Panel	1	2

Other Hardware Required For Installation -

Screw - You have selected 2 of these at a price of \$7.99, for a total of \$15.98.



SKU	Description	Each	Total
2300285	Grip Fast® #10 x 3" Star Drive KLĚARVĚ Gray Pancake Head Cabinet Screws -	1	2

This is an estim

ite.

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Other Hardware Required For Installation -

Cabinet Connectors - You have selected 5 of these at a price of \$5.26, for a total of \$26.30.



SKU	Description	Each	Total
4783872	KLĚARVŮE Cabinetry™ Cabinet Connector Bolts - 12 pack	1	5

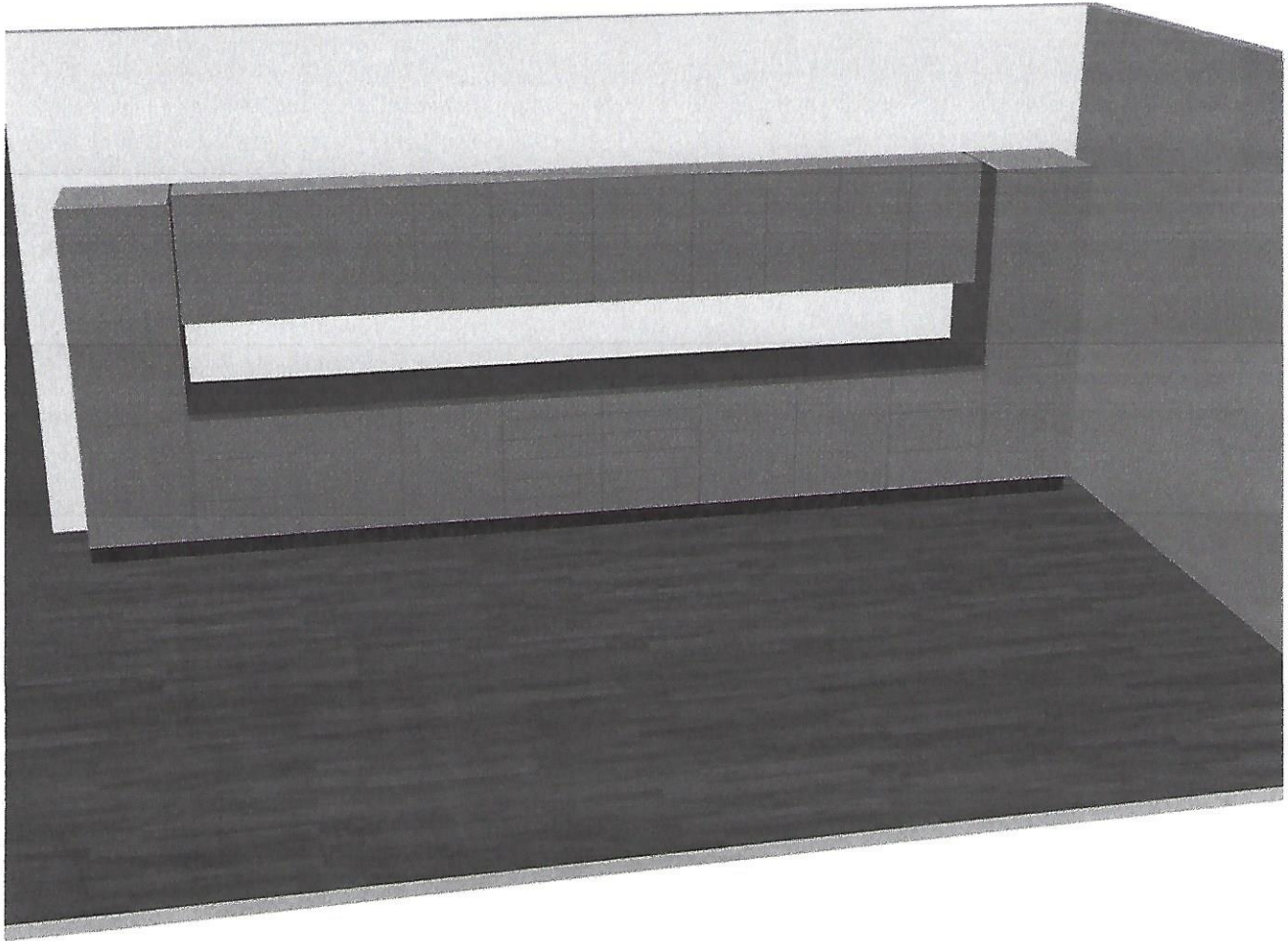
Optional Accessories -

ToeKick - You have selected 3 of these at a price of \$18.99, for a total of \$56.97.



SKU	Description	Each	Total
4783470	KLĚARVŮE Cabinetry® 96" Toe Kick Garage	1	3

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Village of Jackson Scope of Services for Housing Development Assistance

The following is an outline of a four-phase approach to establishing goals for the development of the Spruce Street area with one or more forms of housing, recruiting a developer(s), and executing the project. The work would be led by VANDEWALLE & ASSOCIATES working in close coordination with Village staff and Village Board. Work on Phase 1 would begin immediately upon approval by the Village Board and performed for a fixed fee of \$9,750. General time frames are listed for each of the following phases, but the level of effort required for each phase will be somewhat dependent upon the outcome of the phase that precedes it making difficult to determine specific costs. However, we expect the costs of Phases 2 and 3 to be similar to Phase 1. Phase 3 would be likely be performed on a time and materials basis during the buildout of the project. The cost of all proposed work is TIF-eligible.

Phase 1: Housing Development Goals (60 days)

The process will start with an understanding of housing needs in the area, the capacity of the land, and establishment of the primary goals the Village Board desires to address through development.

- Review soon-to-be-released Washington County housing study being prepared by EDWC
- Conduct demographic analysis of the Village of Jackson
- Summarize housing needs in the area and Village
- Conduct site analysis
- Prepare three schematic yield plans
 - Mix of unit types
 - Primary circulation
 - Infrastructure needs and rough costs
 - Rough projection of taxable value
- Identify potential sources to support housing and supporting infrastructure
- Present findings of all the above to the Village Board and facilitate a discussion to establish goals for site development
- Determine preferred approach for recruiting developers
- Document the agreed upon goals

Phase 2: Developer Recruitment (90-120 days)

The options and preferred method for recruiting developers will be determined by the Village in Phase 1. This may include preparation and wide distribution of a formal Request for Qualification (RFQ) using VANDEWALLE & ASSOCIATES' extensive database of housing developers in Wisconsin and the Midwest, limited (i.e., more local) distribution of an RFQ, or informal contacts with select developers to determine interest. Whatever method is chosen, the goal will be to find a developer that can execute on the goals as established by the Village. Note that if a variety of housing types is desired (e.g., single family homes, townhouses, apartment buildings), there may be more than one developer needed to execute the project.

Phase 3: Developer Negotiations (60-90 days)

Following selection of a preferred developer(s), VANDEWALLE & ASSOCIATES will work with Village staff and the Board to negotiate a Development Agreement that specifies the responsibilities of the developer and the types and levels of assistance to be provided by the Village and/or other government entities.

- Refine the developer's proposed plan
- Determine the infrastructure and other public facilities needed to support the project
- Identify funding gaps in the developer's pro forma requiring assistance
- Match potential funding sources to identified gaps and negotiate terms with developer
- Prepare development phasing schedule
- Prepare a Term Sheet outlining developer and Village responsibilities
- Village Board and developer acceptance of the Term Sheet
- Prepare a Development Agreement
- Village Board and developer execution of the Development Agreement

Phase 4: Implementation (1-3 years)

The Development Agreement will establish a process for the developers(s) and Village to follow to complete planning and financing, and construct and complete the process. This includes assigning the correct zoning and approving detailed site and engineering plans, the developer obtaining a financing commitment from a bank, the Village obtaining grant funds and/or potentially issuing bonds, hiring contractors, etc. Depending on the agreement with the developer, the Village or the developer may be responsible for constructing the infrastructure, the timing of which will need to be coordinated with the developer's construction of the units. Further, development may occur in more than phase over a period of a few years. VANDEWALLE & ASSOCIATES has extensive experience in assisting communities execute complex projects with private developers and would guide the Village through the process to ensure both the Village and the developer are meeting their commitments and resolving issues as they may arise.

MEMORANDUM

TO: Jen Keller, Administrator – Village of Jackson
Village of Jackson President & Board

FROM: Philip Cosson, Senior Municipal Advisor, Ehlers
Jonathan Schatz, Financial Specialist, Ehlers

DATE: July 23, 2021

SUBJECT: Vandewalle & Associates - TID 7 Housing Study

We are providing this memorandum to the Village in support of the Vandewalle Housing Development Assistance scope of services for TID 7. When TID 7 was created in June of 2019, it was anticipated that the southern ½ of the TID would help fill the Village's ongoing housing needs. Now that Spruce Street has been constructed, the Village is in position to work with a consultant to assist the Village in establishing the housing goals of the Village and then implement those goals in conjunction with the EDWC housing study, which is expected to be released soon.

It should be noted that TID 7 was created as mixed-use TID. Which means that no more than 35% of the 52.32-acre TID can be used for newly platted residential development. That equates to 18.312 acres of newly platted residential. Additionally, the newly platted residential development must have a density of a minimum of 3 units per acre or greater. So, the minimum number of housing units required to be built on the 18 acres is 55 (excluding public infrastructure). The proposed housing study will enable the Village to better determine the type and mix of housing developments that would align with the housing goals of the Village, while still meeting the TID requirements.

We have worked with Vandewalle on projects over many years and feel they would be a good fit for the Village and this project.

Please feel free to contact us if you have additional questions.

June 11, 2019

Project Plan for the Creation of Tax Incremental District No. 7



Organizational Joint Review Board Meeting Held:	May 23, 2019
Public Hearing Held:	May 23, 2019
Consideration for Approval by Plan Commission:	May 23, 2019
Consideration for Adoption by Village Board:	June 11, 2019
Consideration for Approval by the Joint Review Board:	June 25, 2019

Tax Incremental District No. 7 Creation Project Plan

Village of Jackson Officials

Village Board

Mike Schwab
Brian Emmrich
John Kruepke
Gary Malcolm
Debra Kurtz
Jack Lippold
Donald Olson

Village President
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee

Village Staff

Jilline Dobratz
John M. Walther
John St. Peter

Village Clerk - Treasurer
Village Administrator
Village Attorney

Plan Commission

Mike Schwab
Keith Berben
Brian Emmrich
Dan Herro

John Kruepke
Dan Reik
Jon Weil

Joint Review Board

Mike Schwab
Ethan Hollenberger
Laurie Barz
Andy Sarnow
Brian Heckendorf

Village Representative
Washington County
Moraine Park Technical College District
West Bend School District
Public Member

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SECTION 1: Executive Summary

Description of District

Type of District, Size and Location

Tax Incremental District (“TID”) No. 7 (the “TID” or “District”) is proposed to be created by the Village of Jackson (“Village”) as a mixed-use district. A map of the proposed District boundaries is located in Section 3 of this plan.

Estimated Total Project Expenditures.

The Village anticipates making total project expenditures of approximately \$2,705,000 not including interest expense, to undertake the projects listed in this Project Plan. The Expenditure Period of this District is 15 years from the date of adoption of the authorizing Resolution of the Village Board (the “Creation Resolution”). The projects to be undertaken pursuant to this Project Plan are expected to be financed with G.O. debt issued by the Village, however, the Village may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the Village, or provide other advantages as determined by the Village Board. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing, is in Section 10 of this plan.

Economic Development

As a result of the creation of this District, the Village projects that additional land and improvements value of approximately \$29M will be created as a result of new development, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the District. A table detailing assumptions as to the timing of new development and associated values is located in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, this District would be expected to generate enough tax increments to recover all project costs by the year 2029; 10 years earlier than the 20-year maximum life of this District.

Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village.** In making this determination, the Village has considered the following information:
 - The sites proposed for development have remained vacant for due to a lack of adequate infrastructure and past ownership. Given that the sites have not developed as would have been expected under normal market conditions, it is the judgment of the Village that the use of Tax

Incremental Financing (“TIF”) will be required to provide the necessary infrastructure and inducements to encourage development on the sites consistent with that desired by the Village.

- To make the areas included within the District suitable for development, the Village will need to make a substantial investment to pay for the costs of: installation of utilities; installation of streets and related streetscape items; development incentive payments, and other associated costs. Due to the extensive initial investment in public infrastructure that is required in order to allow development to occur, the Village has determined that development of the area will not occur solely as a result of private investment. Accordingly, the Village finds that absent the use of TIF, development of the area is unlikely to occur.
2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the Village has considered the following information:
- As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected are more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.
 - The development expected to occur will generate both housing opportunities for workers and new jobs over the life of the District.
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
- If approved, the District’s creation would become effective for valuation purposes as of January 1, 2019. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after January 1, 2019 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.
 - Since the development expected to occur is unlikely to take place or in the same manner without the use of TIF (see Finding #1) and since the District will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the Village reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.
4. Not less than 50% by area of the real property within the District is suitable for a combination of commercial and residential uses, defined as “mixed-use development” within the meaning of Wisconsin Statutes Section 66.1105(2)(cm). Lands proposed for newly platted residential development comprise 34.59% (and in no event will exceed 35%) by area of the real property within the District. Any project costs related to newly platted residential development are eligible

expenditures based on the finding that the development has a residential housing density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

5. Based upon the findings, as stated above, the District is declared to be a mixed-use District based on the identification and classification of the property included within the District.
6. The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
7. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
8. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the Village, does not exceed 12% of the total equalized value of taxable property within the Village.
9. The Project Plan for the District in the Village is feasible and is in conformity with the master plan of the Village.

SECTION 2: Type and General Description of District

The District is being created by the Village under the authority provided by Wisconsin Statutes Section 66.1105. The District is created as a “Mixed Use District” based upon a finding that at least 50%, by area, of the real property within the District is suitable for a combination of commercial and residential uses as defined within the meaning of Wisconsin Statutes Section 66.1105(2)(cm) (See Section 5 of this plan for a breakdown of District parcels by class and calculation of compliance with the 50% test). Lands proposed for newly platted residential development comprise 34.59% of the area of the District. To the extent that project costs will be incurred by the Village for newly platted residential development, the residential development will have a density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

A map depicting the boundaries of the District is found in Section 3 of this Plan. A map depicting the proposed uses of the District is found in Section 8 of this plan. The Village intends that TIF will be used to assure that a combination of commercial and residential occurs within the District consistent with the Village’s development objectives. This will be accomplished by installing public improvements and making necessary related expenditures to induce and promote development within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the Village. The project costs included in the Plan relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

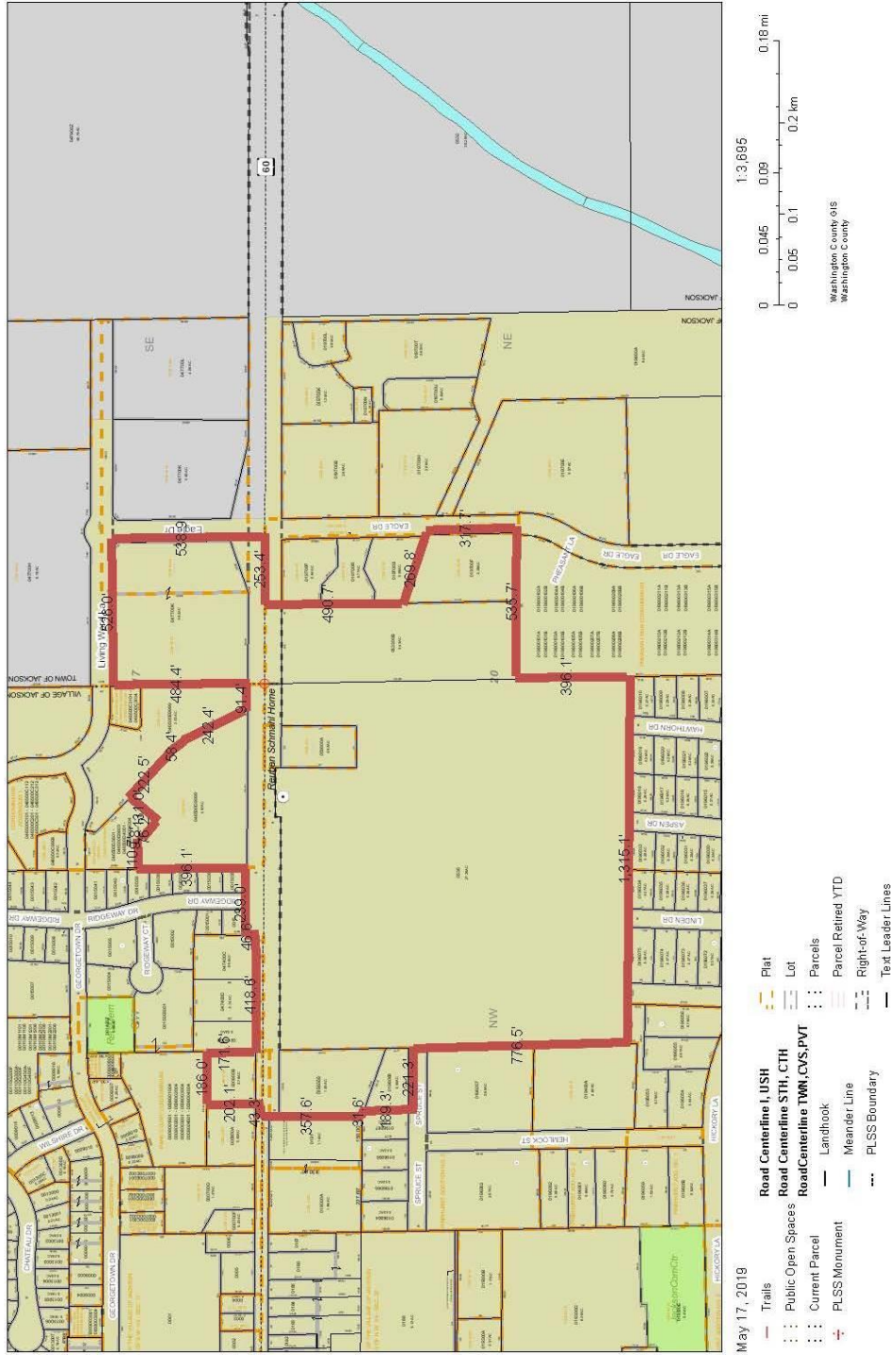
Based upon the findings, as stated within this Plan, the District is declared to be a mixed-use District based on the identification and classification of the property included within the district.

SECTION 3: Preliminary Map of Proposed District Boundary



SECTION 4: Map Showing Existing Uses and Conditions

Washington County GIS



Project Plan TID No. 7 Creation
Submitted by Ehlers

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SECTION 6: Equalized Value Test

The following calculations demonstrate that the Village is in compliance with Wisconsin Statutes Section.66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village.

The equalized value of the increment of existing tax incremental districts within the Village, plus the base value of the proposed District, totals \$48,574,200. This value is less than the maximum of \$82,08,024 in equalized value that is permitted for the Village of Jackson. The Village is therefore in compliance with the statutory equalized valuation test and may proceed with creation of this District.

Village of Jackson, Wisconsin				
Tax Increment District # 7				
Valuation Test Compliance Calculation				
District Creation Date	1/1/2019			
	Valuation Data Currently Available 2018	Dollar Charge	Percent Change	Valuation Data Est. Creation Date
Total EV (TID In)	683,400,200			683,400,200
12% Test	82,008,024			82,008,024
Increment of Existing TIDs				
TID #4	42,098,300			42,098,300
TID #5	6,475,900			6,475,900
				0
				0
				0
				0
Total Existing Increment	48,574,200			48,574,200
Projected Base of New or Amended District	4,997,100			4,997,100
Less Value of Any Underlying TID Parcels	0			0
Total Value Subject to 12% Test	53,571,300			53,571,300
Compliance	PASS			PASS

SECTION 7:

Statement of Kind, Number and Location of Proposed Public Works and Other Projects

The following is a list of public works and other TIF-eligible projects that the Village expects to implement in conjunction with this District. Any costs necessary or convenient to the creation of the District or directly or indirectly related to the public works and other projects are considered "Project Costs" and eligible to be paid with tax increment revenues of the District.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

In order to promote and facilitate development and/or redevelopment the Village may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred in order to make the property suitable for development and/or redevelopment. Any revenue received by the Village from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Village to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

In order to promote the objectives of this Plan, the Village intends to acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The Village may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Village may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wisconsin Statutes Sections 32.19 and 32.195.

Site Preparation Activities

Environmental Audits and Remediation

There have been no known environmental studies performed within the proposed District. If, however, it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Village related to environmental audits, testing, and remediations are eligible Project Costs.

Demolition

In order to make sites suitable for development, the Village may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control stormwater runoff. The Village may need to remove and dispose of excess material or bring in fill material to provide for proper site elevations. Expenses incurred by the Village for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

There are inadequate sanitary sewer facilities serving areas of the District. To allow development to occur, the Village may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs. The improvements to the wastewater treatment facilities, although not within the ½ mile radius, is an eligible project cost under Section 66.1105(2)(f)1 k.

Water System Improvements

There are inadequate water distribution facilities serving areas of the District. To allow development to occur, the Village may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the Village may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

In order to create sites suitable for development the Village may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Village to undertake this work are eligible Project Costs.

Gas Service

In order to create sites suitable for development the Village may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Village to undertake this work are eligible Project Costs.

Communications Infrastructure

In order to create sites suitable for development the Village may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Village to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

There are inadequate street improvements serving areas of the District. To allow development to occur, the Village may need to construct streets, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

In order to attract development consistent with the objectives of this Plan, the Village may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of

brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Village are eligible Project Costs.

Miscellaneous

Cash Grants (Development Incentives)

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

Projects Outside the Tax Increment District

Pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The Village intends to make the following project cost expenditures outside the District:

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees in connection with the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating Village ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the Village for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted here from and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

The Village reserves the right to implement only those projects that remain viable as the Plan period proceeds.

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the Village and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.

SECTION 9: Detailed List of Project Costs

All costs are based on 2019 prices and are preliminary estimates. The Village reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2019 and the time of construction. The Village also reserves the right to increase certain project costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The Village retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Village Board, without amending the Plan.

Proposed TIF Project Cost Estimates

Village of Jackson, Wisconsin			
Tax Increment District # 7			
Estimated Project List			
Project ID	Project Name/Type	Phase I 2019	Phase II 2020
Total (Note 1)			
Sanitary Sewer			
1	8" Sanitary Sewer	185,100	185,100
2	Sanitary Manhole (6 units)	27,000	27,000
3	6" Sanitary Lateral	25,410	25,410
Water Main			
4	8" Water Main	203,040	203,040
5	Hydrant Assembly	36,000	36,000
6	8" Gate Valve	31,500	31,500
7	6" Water Service	1,610	1,610
8	6" Gate Valve	2,000	2,000
9	1 1/4" Water Service	25,980	25,980
10	1 1/4" Water Service Fittings	6,600	6,600
Storm Sewer			
11	43" x 68" HRCF Culvert Pipe	39,000	39,000
12	43" x 68" Apron Endwall	7,000	7,000
13	34" x 53" HRCF Culvert Pipe	66,300	66,300
14	34" x 53" Apron Endwall	11,200	11,200
15	36" CMP Culvert Extension	11,520	11,520
16	36" Apron Endwall	1,200	1,200
17	27" Storm Sewer	10,530	10,530
18	27" Apron Endwall	1,000	1,000
19	24" Storm Sewer	51,525	51,525
20	18" Storm Sewer	31,980	31,980
21	18" Apron Endwall	600	600
22	15" Storm Sewer	2,040	2,040
23	12" Storm Sewer	27,995	27,995
24	6" Storm Sewer Lateral	9,990	9,990
25	Catch Basins	32,500	32,500
26	Rip Rap	2,100	2,100
27	Storm Water Infiltration Basin	50,000	50,000
28	48" Storm Sewer Manhole	24,000	24,000
Roadway			
29	Unclassified Excavation	260,000	260,000
30	Crushed Aggregate Base Course	85,500	85,500
31	Asphaltic Concrete Pavement (5")	210,000	210,000
32	Curb & Gutter	104,200	104,200
33	Landscape Restoration	37,500	37,500
34	Silt Fence	19,750	19,750
35	Excavation Below Subgrade	30,000	30,000
36	Backfill For Excavation Below Subgrade	60,000	60,000
37	Sidewalk (5")	123,000	123,000
38	Handicap Ramps	4,000	4,000
39	Aggregate Tracking Pad	10,000	10,000
40	Traffic Control	20,000	20,000
Other			
42	Property Relocation	200,000	200,000
43	Removal of Old Infrastructure	100,000	100,000
44	Professional Services	25,000	25,000
44	Engineering, Legal, Admin	340,000	340,000
45	Contingencies	151,330	151,330
Total Projects		325,000	2,380,000
			2,705,000
Notes:			
Note 1 Project costs are estimates and are subject to modification			

SECTION 10: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The Village has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The Village expects to complete the projects in one or multiple phases, and can adjust the timing of implementation as needed to coincide with the pace of private development. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to be incurred is included.
- The development anticipated to occur as a result of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development expected to occur, 2) a projection of tax increments to be collected resulting from that development and other economic growth within the District, and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

Available Financing Methods

The following is a list of the types of obligations the Village may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The Village may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the Village has a G.O. debt limit of \$34,170,010, of which \$25,075,069 is currently unused and could be made available to finance Project Costs.

Bonds Issued to Developers (“Pay as You Go” Financing)

The Village may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the Village’s obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the Village and, therefore, do not count against the Village’s statutory borrowing capacity.

Tax Increment Revenue Bonds

The Village has the authority to issue revenue bonds secured by the tax increments to be collected. These bonds may be issued directly by the Village. Tax Increment Revenue Bonds and Lease Revenue Bonds are not general obligations of the Village and therefore do not count against the Village's statutory borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the Village may be subject to either a permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Special Assessment "B" Bonds

The Village has the ability to levy special assessments against benefited properties to pay part of the costs for street, curb, gutter, sewer, water, storm sewers and other infrastructure. In the event the Village determines that special assessments are appropriate, the Village can issue Special Assessment B bonds pledging revenues from special assessment installments to the extent assessment payments are outstanding. These bonds are not counted against the Village's statutory borrowing capacity. If special assessments are levied, the Village must reduce the total eligible Project Costs under this Plan in an amount equal to the total collected.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area. A reasonable and orderly sequence is outlined on the following page. However, public debt and expenditures should be made at the pace private development occurs to assure increment is sufficient to cover expenses.

It is anticipated developer agreements between the Village and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement, these agreements might include levying of special assessments against benefited properties.

The order in which public improvements are made should be adjusted in accordance with development and execution of developer agreements. The Village reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the Village reserves the right to use alternate financing solutions for the projects as they are implemented.

Implementation and Financing Timeline

Village of Jackson, Wisconsin Tax Increment District # 7 Estimated Financing Plan			
	State Trust Fund Loan 2019	G.O. Promissory Note 2020	Totals
Projects			
Phase I Projects ¹	325,000		325,000
Phase II Projects ¹		2,380,000	2,380,000
Total Project Funds	325,000	2,380,000	2,705,000
Estimated Finance Related Expenses			
Municipal Advisor	7,500	23,700	
Bond Counsel		11,000	
Rating Agency Fee		12,500	
Paying Agent		850	
Underwriter Discount	10.00	27,300	
Capitalized Interest		290,542	
Total Financing Required	332,500	2,745,892	
Estimated Interest		0.25%	(2,975)
Assumed spend down (months)		6	
Rounding	2,500	(12,917)	
Net Issue Size	335,000	2,730,000	3,065,000
Notes:			
¹ Project list from Village as of 5/14/2019			

Development Assumptions

Village of Jackson, Wisconsin									
Tax Increment District # 7									
Development Assumptions									
Construction Year		Actual	Single-family Residential ¹	Multi-family Residential ¹	Commercial ²	Annual Total	Construction Year		
1	2019					0	2019	1	
2	2020		2,000,000	1,000,000		3,000,000	2020	2	
3	2021		2,000,000	1,500,000		3,500,000	2021	3	
4	2022		2,000,000	1,500,000	300,000	3,800,000	2022	4	
5	2023		3,000,000	2,500,000		5,500,000	2023	5	
6	2024		3,000,000	2,500,000	300,000	5,800,000	2024	6	
7	2025		2,748,000	2,810,800		5,558,800	2025	7	
8	2026				300,000	300,000	2026	8	
9	2027					0	2027	9	
10	2028				300,000	300,000	2028	10	
11	2029					0	2029	11	
12	2030				300,000	300,000	2030	12	
13	2031					0	2031	13	
14	2032				300,000	300,000	2032	14	
15	2033					0	2033	15	
16	2034				300,000	300,000	2034	16	
17	2035					0	2035	17	
18	2036				300,000	300,000	2036	18	
19	2037					0	2037	19	
20	2038					0	2038	20	
Totals		0	14,748,000	11,810,800	2,400,000	28,958,800			

Notes:
¹ Assumes 20.48 acres of residential development; 12.29 acres of single family residential development at \$300,000 per home and 8.19 acres of multi-family residential development at \$110,000 per unit.
² Assumes 28.95 acres of commercial development at \$300,000 every 2 years through 2034

Increment Revenue Projections

Village of Jackson, Wisconsin										
Tax Increment District # 7										
Tax Increment Projection Worksheet										
Type of District	Mixed Use			Base Value	5,286,258					
District Creation Date	January 1, 2019			Appreciation Factor	0.50%		Apply to Base Value			
Valuation Date	Jan 1, 2019			Base Tax Rate	\$20.00					
Max Life (Years)	20			Rate Adjustment Factor						
Expenditure Period/Termination	15 1/1/2034									
Revenue Periods/Final Year	20 2040									
Extension Eligibility/Years	Yes 3			Tax Exempt Discount Rate						
Eligible Recipient District	No			Taxable Discount Rate	1.50%					

Construction	Valuation	Inflation	Total	Revenue	Tax	Tax Exempt	Taxable
Year	Value Added	Year	Increment	Year	Rate	NPV	NPV
						Calculation	Calculation
1	2019	0	2020	0	2021	\$20.00	0
2	2020	3,000,000	2021	0	2022	\$20.00	60,000
3	2021	3,500,000	2022	15,000	2023	\$20.00	130,300
4	2022	3,800,000	2023	32,575	2024	\$20.00	206,952
5	2023	5,500,000	2024	51,738	2025	\$20.00	317,986
6	2024	5,800,000	2025	79,497	2026	\$20.00	435,576
7	2025	5,558,800	2026	108,894	2027	\$20.00	548,930
8	2026	300,000	2027	137,233	2028	\$20.00	557,675
9	2027	0	2028	139,419	2029	\$20.00	560,463
10	2028	300,000	2029	140,116	2030	\$20.00	569,265
11	2029	0	2030	142,316	2031	\$20.00	572,112
12	2030	300,000	2031	143,028	2032	\$20.00	580,972
13	2031	0	2032	145,243	2033	\$20.00	583,877
14	2032	300,000	2033	145,969	2034	\$20.00	592,797
15	2033	0	2034	148,199	2035	\$20.00	595,761
16	2034	300,000	2035	148,940	2036	\$20.00	604,739
17	2035	0	2036	151,185	2037	\$20.00	607,763
18	2036	300,000	2037	151,941	2038	\$20.00	616,802
19	2037	0	2038	154,200	2039	\$20.00	619,886
20	2038	0	2039	154,971	2040	\$20.00	622,985
Totals	28,958,800		2,190,464		Future Value of Increment		9,384,841

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

Cash Flow

Village of Jackson, Wisconsin																		
Tax Increment District # 7																		
Cash Flow Projection																		
Year	Projected Revenues				Expenditures										Balances			Year
	Tax Increments	Interest Earnings at 0.25%	Capitalized Interest	Total Revenues	State Trust Fund Loan 335,000			G.O. Promissory Note 2,730,000			Developer Incentives Admin. + 2%			Total Expenditures	Principal			
					Dated Date:	09/01/19		Dated Date:	03/01/20						Other	Annual	Cumulative	
					Principal	Est. Rate	Interest	Principal	Est. Rate	Interest								
2019				0									0	0	0	335,000	2019	
2020				0									0	0	0	3,065,000	2020	
2021	0		140,898	140,898		4.25%	14,238		4.25%	126,661			140,898	(0)	(0)	3,065,000	2021	
2022	60,000	(0)	104,519	164,519	10,000	4.25%	14,025	25,000	4.25%	115,494			164,519	0	0	3,030,000	2022	
2023	130,300	0	45,125	175,425	15,000	4.25%	13,494	25,000	4.25%	114,431			7,500	175,425	0	0	2,990,000	2023
2024	206,952	0		206,952	25,000	4.25%	12,644	45,000	4.25%	112,944			7,650	203,238	3,714	3,714	2,920,000	2024
2025	317,986	9		317,996	35,000	4.25%	11,369	150,000	4.25%	108,800			7,803	312,972	5,024	8,738	2,735,000	2025
2026	435,576	22		435,598	45,000	4.25%	9,669	155,000	4.25%	102,319			7,959	319,947	115,651	124,389	2,535,000	2026
2027	548,930	311		549,241	45,000	4.25%	7,756	155,000	4.25%	95,731	500,000		8,118	811,606	(262,365)	(137,975)	2,335,000	2027
2028	557,675	(345)		557,330	50,000	4.25%	5,738	155,000	4.25%	89,144			8,281	308,162	249,168	111,193	2,130,000	2028
2029	560,463	278		560,741	55,000	4.25%	3,506	160,000	4.25%	82,450			8,446	309,402	251,339	362,531	1,915,000	2029
2030	569,265	906		570,172	55,000	4.25%	1,169	160,000	4.25%	75,650	500,000		8,615	800,434	(230,262)	132,269	1,700,000	2030
2031	572,112	331		572,442				165,000	4.25%	68,744			8,787	242,531	329,911	462,180	1,535,000	2031
2032	580,972	1,155		582,128				165,000	4.25%	61,731			8,963	235,694	346,433	808,614	1,370,000	2032
2033	583,877	2,022		585,899				170,000	4.25%	54,613	500,000		9,142	733,755	(147,856)	660,757	1,200,000	2033
2034	592,797	1,652		594,448				170,000	4.25%	47,388			9,325	226,713	367,736	1,028,493	1,030,000	2034
2035	595,761	2,571		598,332				170,000	4.25%	40,163			9,512	219,674	378,657	1,407,150	860,000	2035
2036	604,739	3,518		608,257				170,000	4.25%	32,938			9,702	212,640	395,618	1,802,768	690,000	2036
2037	607,763	4,507		612,270				170,000	4.25%	25,713			9,896	205,609	406,661	2,209,429	520,000	2037
2038	616,802	5,524		622,325				170,000	4.25%	18,488			10,094	198,582	423,744	2,633,173	350,000	2038
2039	619,886	6,583		626,469				170,000	4.25%	11,263			10,296	191,558	434,910	3,068,084	180,000	2039
2040	622,985	7,670		630,655				180,000	4.25%	3,825			10,502	194,327	436,329	3,504,412	0	2040
Total	9,384,841	36,714	290,542	9,712,097	335,000		93,606	2,730,000		1,388,486	0	1,500,000	160,592	6,207,684				Total
Notes:															Projected TID Closure			

SECTION 11: Annexed Property

There are no lands proposed for inclusion within the District that were annexed by the Village on or after January 1, 2004.

SECTION 12: Estimate of Property to be Devoted to Retail Business

Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the Village estimates that 20% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 13: Proposed Zoning Ordinance Changes

The Village does not anticipate that the District will require any changes in zoning ordinances.

SECTION 14: Proposed Changes in Master Plan, Map, Building Codes and Village of Jackson Ordinances

It is expected that this Plan will be complementary to the Village's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other Village ordinances for the implementation of this Plan.

SECTION 15: Relocation

It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the Village will follow applicable Wisconsin Statutes Section chapter 32.

SECTION 16: Orderly Development of the Village of Jackson

The District contributes to the orderly development of the Village by providing the opportunity for continued growth in tax base, job opportunities and general economic activity.

SECTION 17: List of Estimated Non-Project Costs

The Village does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 18:
Opinion of Attorney for the Village of Jackson Advising
Whether the Plan is Complete and Complies with
Wisconsin Statutes 66.1105

PARTNERS:
TIMOTHY M. DEMPSEY
CHARLES J. HERTEL
JOHN A. ST. PETER
PAUL W. ROSENFELDT
BRIAN D. HAMILL
PETER J. CULP
MATTHEW PARMENTIER
HEATH G. MYNSBERGE
TERRENCE J. BYRNE

**DEMPSEY, EDGARTON, ST. PETER,
PETAK, & ROSENFELDT
LAW FIRM**

A DIVISION OF DEMPSEY LAW FIRM, LLP
A WISCONSIN LIMITED LIABILITY PARTNERSHIP

Established in 1849

10 Forest Avenue, Suite 200, Fond du Lac, WI 54935
920-922-0470 (office) 920-922-9091 (facsimile) (jsp@dempseylaw.com)

OF COUNSEL:
RONALD L. PETAK
RYAN M. PLISCH

ASSOCIATES:
ELIZABETH A. HARTMANN
ALEX R. ACKERMAN
DEJAN ADZIC

RETIRED:
A.D.(DAN) EDGARTON
ROBERT V. EDGARTON

May 31, 2019

Mr. Mike Schwab, Village President
Village of Jackson
N168 W20733 Main Street
Jackson, WI 53037

Re: Village of Jackson, Wisconsin Tax Incremental District No. 7

Dear Mr. Schwab:

As Village Attorney for the Village of Jackson, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Respectfully,

DEMPSEY, EDGARTON, ST. PETER,
PETAK & ROSENFELDT



John A. St. Peter

JSP:mjk
cc: Village Administrator
Ehlers

De Pere Location
2079 Lawrence Drive
De Pere, WI 54115
920-235-7300

Oshkosh Location
210 North Main Street
Oshkosh, WI 54903
920-235-7300

Dempsey & Byrne - Wausau
115 Forest Street
Wausau, WI 54403
715-848-2966

Dempsey & Buchholz - Waupun
95 S Harris Avenue
Waupun, WI 53963
920-324-9736

Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.

Village of Jackson
Willow Ridge Drive Reconstruction Project 2021
Reconstruction of Willow Ridge Drive from Hunters Road to Ridgeway Drive
Preliminary Property Assessment
July 12, 2021

Title	First Name	Last Name	City	State	ZIP Code	Physical Address	Mailing Address	Tax Key No	Phone Number	Email Address	Onsite Inspection Completed	Linear Frontage	Estimated Sidewalk Installed (S.F.)	Sidewalk Installation Unit Price (\$/S.F.)	Estimated Sidewalk Cost (S.F.)	Storm Sewer Lateral Cost	Total Assessment Amount
Mr. & Mrs.	George & Andrea	Baumann	Jackson	WI	53037	N170 W20374 Hunters Road	N170 W20374 Hunters Road	V3 0467 000	262-923-6009			90.00	90.00	\$4.35	\$195.75	\$2,525.81	\$2,721.56
Mr. & Mrs.	Adam & Danielle	Klimas	Jackson	WI	53037	N170 W20310 Hunters Road	N170 W20310 Hunters Road	V3 0467 045	262-844-4355	adam.klimas@prudential.com		134.02	134.02	\$4.35	\$291.49	\$2,525.81	\$2,817.30
Mr. & Mrs.	Casey & Judy	Wuestenhagen	Jackson	WI	53037	W203 N17041 Willow Ridge Drive	W203 N17041 Willow Ridge Drive	V3 0467 001	262-519-7702	wuesten2003@yahoo.com		80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Ms.	Wendy	Lamberth	Jackson	WI	53037	W203 N17061 Willow Ridge Drive	W203 N17061 Willow Ridge Drive	V3 0467 002				80.08	80.08	\$4.35	\$348.35	\$2,525.81	\$2,874.16
Mr. & Mrs.	Michael	Lance	Jackson	WI	53037	W203 N17072 Willow Ridge Drive	W203 N17072 Willow Ridge Drive	V3 0467 003	262-353-1500	mlance9095@att.net		81.81	81.81	\$4.35	\$355.87	\$2,525.81	\$2,881.68
Mr. & Mrs.	Karl & Michelle	Bandow	Jackson	WI	53037	W203 N17084 Willow Ridge Drive	W203 N17084 Willow Ridge Drive	V3 0467 004				53.10	53.10	\$4.35	\$230.99	\$2,525.81	\$2,756.79
Ms.	Deborah	Kucharski	Jackson	WI	53037	N170 W20342 Willow Ridge Drive	N170 W20342 Willow Ridge Drive	V3 0467 005	262-305-5201	dikucharski@sbcglobal.net		63.42	63.42	\$4.35	\$275.88	\$2,525.81	\$2,801.69
Mr. & Mrs.	Kevin	Berben	Jackson	WI	53037	N170 W20314 Willow Ridge Drive	N170 W20314 Willow Ridge Drive	V3 0467 006				116.54	116.54	\$4.35	\$506.95	\$2,525.81	\$3,032.76
Ms.	Antoinette	Sansone	Jackson	WI	53037	N170 W20294 Willow Ridge Drive	N170 W20294 Willow Ridge Drive	V3 0467 007				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Ms.	Jessica	Bojack	Jackson	WI	53037	N170 W20268 Willow Ridge Drive	N170 W20268 Willow Ridge Drive	V3 0467 008				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Michael & Deborah	Luedtke	Jackson	WI	53037	N170 W20248 Willow Ridge Drive	N170 W20248 Willow Ridge Drive	V3 0467 009	414-499-7753	mlued63@gmail.com		80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr.	Matthew	Schoenecker	Jackson	WI	53037	N170 W20224 Willow Ridge Drive	N170 W20224 Willow Ridge Drive	V3 0467 010				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Michael & Lisa	Huettel	Jackson	WI	53037	N170 W20198 Willow Ridge Drive	N170 W20198 Willow Ridge Drive	V3 0467 011				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Bryan & Margaret	Canfield	Jackson	WI	53037	N170 W20176 Willow Ridge Drive	N170 W20176 Willow Ridge Drive	V3 0467 012				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Ms.	Michele	Mente	Jackson	WI	53037	N170 W20154 Willow Ridge Drive	N170 W20154 Willow Ridge Drive	V3 0467 013				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr.	Jesse	McDermott	Jackson	WI	53037	N170 W20132 Willow Ridge Drive	N170 W20132 Willow Ridge Drive	V3 0467 014	262-707-8970	goingto.indy@sbcglobal.net		80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Ned & Dawn	Farley	Jackson	WI	53037	N170 W20106 Willow Ridge Drive	N170 W20106 Willow Ridge Drive	V3 0467 015	262-305-1419	ned.farley@wlc.edu		86.00	86.00	\$4.35	\$374.10	\$2,525.81	\$2,899.91
Mr. & Mrs.	John & Kathy	Resop	Jackson	WI	53037	N170 W20058 Willow Ridge Drive	N170 W20058 Willow Ridge Drive	V3 0467 016	262-677-4292	JKJJR_2000@yahoo.com		80.11	80.11	\$4.35	\$348.48	\$2,525.81	\$2,874.29
Mr. & Mrs.	Daniel & Willetta	Cwiklinski	Jackson	WI	53037	N170 W20030 Willow Ridge Drive	N170 W20030 Willow Ridge Drive	V3 0467 017 001				101.47	101.47	\$4.35	\$220.70	\$1,262.90	\$1,483.60
Mr. & Mrs.	Daniel & Marion	Hermanson	Rubicon	WI	53078	N170 W20028 Willow Ridge Drive	N3774 High Pointe Circle	V3 0467 017 002				101.47	101.47	\$4.35	\$220.70	\$1,262.90	\$1,483.60
Ms.	Renee	Kroll	Jackson	WI	53037	N170 W19982 Willow Ridge Drive	N170 W19982 Willow Ridge Drive	V3 0015 133 002				98.81	98.81	\$4.35	\$214.91	\$0.00	\$214.91
Ms.	Joan	Schulist	Jackson	WI	53037	N170 W19980 Willow Ridge Drive	N170 W19980 Willow Ridge Drive	V3 0015 133 001				98.81	98.81	\$4.35	\$214.91	\$0.00	\$214.91
Mr.	Kevin	Blattner	Jackson	WI	53037	N170 W19962 Willow Ridge Drive	N170 W19962 Willow Ridge Drive	V3 0015 132 001				95.00	95.00	\$4.35	\$206.63	\$0.00	\$206.63
Ms.	Ann Marie	Henninger	Jackson	WI	53037	N170 W19960 Willow Ridge Drive	N170W19960 Willow Ridge Drive	V3 0015 132 002	414-803-8089	ahennin219@aol.com		95.00	95.00	\$4.35	\$206.63	\$0.00	\$206.63
	Zylka Properties		Delafield	WI	53018	W198 N17045 Ridgeway Drive	232 Steeple Point Circle	V3 0015 023				0.00	0.00	\$4.35	\$0.00	\$0.00	\$0.00
Ms.	Holly	Piotrowski	Jackson	WI	53037	N170 W1'9959 Willow Ridge Drive	N170 W19959 Willow Ridge Drive	V3 0015 135				108.39	108.39	\$4.35	\$471.50	\$0.00	\$471.50
Mr. & Mrs.	Norman & Mary	Kuells	Jackson	WI	53037	N170 W19979 Willow Ridge Drive	N170 W19979 Willow Ridge Drive	V3 0015 134 001				41.84	41.84	\$4.35	\$182.00	\$0.00	\$182.00
Mr.	Jon	Hornung	Jackson	WI	53037	N170 W19981 Willow Ridge Drive	N170 W19981 Willow Ridge Drive	V3 0015 134 002				41.84	41.84	\$4.35	\$182.00	\$0.00	\$182.00
Mr. & Mrs.	Richard & Cheryl	Schroeder/Olsz	Jackson	WI	53037	N170 W20029 Willow Ridge Drive	N170 W20029 Willow Ridge Driev	V3 0467 018 001	262-677-1263			55.25	55.25	\$4.35	\$240.32	\$1,262.90	\$1,503.22
Mr. & Mrs.	Raymond & Lyn	Fadden	Jackson	WI	53037	N170 W20031 Willow Ridge Drive	N170 W20031 Willow Ridge Drive	V3 0467 018 002	262-305-4691	rfadden2000@gmail.com		55.25	55.25	\$4.35	\$240.32	\$1,262.90	\$1,503.22
Mr. & Mrs.	James & Nancy	Edyvean	Jackson	WI	53037	N170W20061 Willow Ridge Drive	N170 W20061 Willow Ridge Drive	V3 0467 019	262-305-2137	jnedvyean@gmail.com		42.15	42.15	\$4.35	\$183.35	\$0.00	\$183.35
Mr. & Mrs.	William & Suzanne	Lee	Jackson	WI	53037	N170 W20109 Willow Ridge Drive	N170 W20109 Willow Ridge Drive	V3 0467 055				46.04	46.04	\$4.35	\$200.27	\$2,525.81	\$2,726.08
Mr. & Mrs.	Daniel & Angela	Oesterreich	Jackson	WI	53037	N170 W20137 Willow Ridge Drive	N170 W20137 Willow Ridge Drive	V3 0467 054				82.00	82.00	\$4.35	\$356.70	\$2,525.81	\$2,882.51
Ms.	Bonnie	Didier	Jackson	WI	53037	N170 W20157 Willow Ridge Drive	N170 W20157 Willow Ridge Drive	V3 0467 053	414-405-2711	boto4022@gmail.com		75.00	75.00	\$4.35	\$326.25	\$2,525.81	\$2,852.06
	Coraleen	Janz	Jackson	WI	53037	N170 W20179 Willow Ridge Drive	N170 W20179 Willow Ridge Drive	V3 0467 052	262-677-4607	cory710@hotmail.com		80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Anthony & Laura	Futterer	Jackson	WI	53037	N170 W20201 Willow Ridge Drive	N170 W20201 Willow Ridge Drive	V3 0467 051				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr.	Daniel	Fischer	Jackson	WI	53037	N170 W20229 Willow Ridge Drive	N170 W20229 Willow Ridge Drive	V3 0467 050	262-305-5519	rugbybefore@yahoo.com		80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Ralph & Donna	Schulz	Jackson	WI	53037	N170 W20253 Willow Ridge Drive	N170 W20253 Willow Ridge Drive	V3 0467 049	262-677-3927			80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Daniel & Kathleen	Strack	Jackson	WI	53037	N170 W20271 Willow Ridge Drive	N170 W20271 Willow Ridge Drive	V3 0467 048	262-677-1836			80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr. & Mrs.	Frank & Renee	Greefkes	Jackson	WI	53037	N170 W20297 Willow Ridge Drive	N170 W20297 Willow Ridge Drive	V3 0467 047				80.00	80.00	\$4.35	\$348.00	\$2,525.81	\$2,873.81
Mr.	David	Gierach	Jackson	WI	53037	N170 W20331 Willow Ridge Drive	N170 W20331 Willow Ridge Drive	V3 0467 046	262-483-1086	davidgierach@gmail.com		198.41	198.41	\$4.35	\$863.08	\$2,525.81	\$3,388.89
Totals												3231.80			\$12,678.12	\$75,774.23	\$88,452.35

	Feet	Unit Price	Total	Number of Properties	Cost per lateral
Storm Sewer Lateral Pipe	2,084	\$68.00	\$141,712.00	30	\$4,723.73
	2,084	\$36.36	\$75,774.24	30	\$2,525.81
Jackson Sewer Utility subsidizing Storm Sewer Improvements			\$65,937.76		

Memo

To: Jen Keller, Village Administrator
From: Brian W. Kober, P. E., Director of Public Works
Subject: Replacing One Ton Chipper Truck
Date: July 23, 2021
CC: Board of Public Works; Village Board

Per the 2020 Five Year Public Works Capital Equipment Report, and \$70,000.00 was set aside in the Capital Expenditures Fund to purchase a One Ton Plow Truck to replace the 2000 One Ton Chipper Truck. The 2005 One Ton Truck would become the new chipper truck.

Back in October 2020, phone calls were made to local dealerships and the low quote came from Ewald Automotive Group for a purchase price of \$29,500.00. The Jackson Water Utility just received the same truck from EVS for a price of \$29,783.80. The proposed truck has a savings of \$283.80 compared to the early 2020 truck order.

The stainless box, hitch, trailer wiring, lighting, and plow quote came from a locate business of Jackson Truck Body Inc for a cost of \$22,451.00.

Due to the pandemic, Ewald Automotive Group was not able to order the truck. A 2022 truck is now available for an increase price of \$2,725.20. The total purchase price is \$32,509.00.

Ewald Automotive Group is the only local dealership that is able to provide a government discount. The recommend purchase of the one ton truck using the Capital expenditures Fund.

If you have any questions, please do not hesitate to ask.

Brian W. Kober, P.E.



Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Village of Jackson

Prepared For: Russ Krueger

262-677-0707

russell.krueger@villageofjackson.com

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA
Work Truck



Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (☒ Complete)

Quote Worksheet

	MSRP
Base Price	\$38,400.00
Dest Charge	\$1,695.00
Total Options	\$2,775.00
Subtotal	\$42,870.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$10,361.00)
Subtotal Discount	(\$10,361.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$32,509.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$32,509.00

Comments:

2022 Chevy Silverado to the specifications as detailed. Registration fees are not included. Payment terms are net 10 days.

Dealer Signature / Date

Customer Signature / Date

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Data Version: 14202. Data Updated: Jul 8, 2021 11:40:00 PM PDT.



Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✔ Complete)

Standard Equipment

Mechanical

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

Auto-locking rear differential

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed, electronic shift with push button controls (Requires 4WD models.)

All-wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Recovery hooks, front, frame-mounted, Black

Body, Chassis Cab

Frame, fully-boxed, hydroformed front section and an open "C" rear section

GVWR, 14,000 lbs. (6350 kg)

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Fuel tank, front and rear, 63.5 gallon

Capped Fuel Fill

Exterior

Tires, LT235/80R17E all-season highway, blackwall (STD)

Spare tire delete Deletes the spare tire and wheel. (STD)

Wheels, 17" (43.2 cm) painted steel

Dual Rear Wheels

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Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | chrissy.gensch@ewaldauto.com

Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck ( Complete)

Exterior

Wheel trim, painted center caps

Bumpers, front, Black

Bumper, rear, delete

Moldings, beltline, Black

Grille (Front grille bar with "CHEVROLET" molded in Black, includes Black mesh inserts with small Gold bowtie emblem.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

Lamps, Smoked Amber roof marker, (LED)

Lamps, cargo area, cab mounted integrated with center high mount stop lamp with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black

Mirror caps, Black

Glass, solar absorbing, tinted

Door handles, Black grained

Entertainment

Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 2-speakers (Requires Regular Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

Interior

Seats, front 40/20/40 split-bench with upper covered armrest storage with fixed lumbar (STD)

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Vinyl seat trim

Floor covering, rubberized-vinyl

Steering column, Tilt-Wheel, manual with wheel locking security feature

Steering wheel, urethane

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (Complete)

Interior

Exterior Temperature Display located in radio display

Brake lining wear indicator

Windows, manual (Requires Regular Cab model.)

Door locks, manual (Requires Regular Cab model.)

Power outlet, front auxiliary, 12-volt

USB ports, 2 (first row) located on instrument panel

Air conditioning, single-zone

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Back-up alarm calibration. This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting (Deleted when (8S3) Back-up alarm is ordered.)

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✓ Complete)

WARRANTY

Warranty Note: <<< Preliminary 2022 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL	MSRP
CK31003	2022 Chevrolet Silverado 3500HD CC 4WD Reg Cab 146" WB, 60" CA Work Truck	\$38,400.00

COLORS

CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS

CODE	DESCRIPTION	MSRP
FE9	Emissions, Federal requirements	\$0.00

ENGINE

CODE	DESCRIPTION	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	\$0.00

TRANSMISSION

CODE	DESCRIPTION	MSRP
MYD	Transmission, 6-speed automatic, heavy-duty (STD) (Requires (L8T) 6.6L V8 gas engine.)	\$0.00

AXLE

CODE	DESCRIPTION	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	\$0.00

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00

TIRES

CODE	DESCRIPTION	MSRP
QQO	Tires, LT235/80R17E all-season highway, blackwall (STD)	\$0.00

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (Complete)

SPARE TIRE

CODE	DESCRIPTION	MSRP
ZQO	Tire, spare LT235/80R17E highway (Requires (QO) all-season tires.)	\$380.00

PAINT

CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
AE7	Seats, front 40/20/40 split-bench with upper covered armrest storage with fixed lumbar (STD)	\$0.00

SEAT TRIM

CODE	DESCRIPTION	MSRP
H2G	Jet Black, Vinyl seat trim	\$0.00

RADIO

CODE	DESCRIPTION	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, wired Apple CarPlay and Android Auto capable. (STD)	\$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
VYU	Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at www.gmupfitter.com for plow installation details and assistance (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Not available with (F60) Heavy Duty Front Spring Package.)	\$300.00
ZLQ	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks (Requires Fleet or Government order. Not available with (PCV) WT Convenience Package.)	\$1,250.00

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (/ Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
JL1	Trailer brake controller, integrated (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	\$275.00
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep Package. Free flow on (L8T) 6.6L V8 gas engine.)	Inc.
N2M	Fuel tank, front only, 23.5 gallon *CREDIT*	(\$100.00)
NQH	Transfer case, two-speed active, electronic Autotrac with push button control (Requires 4WD models.)	\$200.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
DBG	Mirrors, outside power-adjustable vertical trailing with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (VYU) Snow Plow Prep Package.)	Inc.

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com .	\$150.00
AED	Window, power front, passenger express down (On Regular Cab model, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AU3	Door locks, power (On Regular Cab models, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AXG	Window, power front, drivers express up/down (On Regular Cab model, included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package.)	Inc.

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ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
8S3	Back-up alarm, 97 decibels. Shipped loose for dealer or upfitter installation on chassis cab models.	\$45.00

CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
DI-1	4 KEYS TOTAL	\$150.00
DI-2	BACKUP ALARM	\$125.00
Options Total		\$2,775.00

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Vehicle: [Fleet] 2022 Chevrolet Silverado 3500HD CC (CK31003) 4WD Reg Cab 146" WB, 60" CA Work Truck (Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$38,400.00
Total Options	\$2,775.00
Vehicle Subtotal	\$41,175.00
Destination Charge	\$1,695.00
Grand Total	\$42,870.00

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

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

July 20, 2021

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

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

Re: Contractor's Application for Payment No. 7
Spruce Street and Ridgeway Drive Extensions
Project No. 05789-0008

Dear Mr. Kober:

Enclosed for your use in payment to Wondra Construction, Inc. in the amount of \$122,388.21 is Contractor's Application for Payment No. 7.

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

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

Sincerely,

CEDAR CORPORATION

A handwritten signature in blue ink, appearing to read 'Douglas T. Kroes'.

Douglas T. Kroes
Senior Construction Manager

Enclosed: As Noted

Cc: Roger Thimm, Wondra Construction, Inc.

☒ Owner ☐ Engineer
☐ Contractor ☐ Funding Agency

Contractor's Application for Payment No.
7

Application Period: 01-29-2021 to 07-15-2021		Application Date: 7/19/2021
To (Owner): Village of Jackson	From (Contractor): Wondra Construction, Inc.	Via (Engineer): Cedar Corporation
Project: Spruce Street and Ridgeway Drive Extensions	Contract: Roger Thimm	
Owner's Contract No: A-20	Contractor's Project No:	Engineer's Project No: 05789-0008

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
1		\$785.00
2	\$17,584.00	
3		\$51,765.50
TOTALS	\$17,584.00	\$52,550.50
NET CHANGE BY CHANGE ORDERS	-\$34,966.50	

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,423,655.55
2. Net change by Change Orders.....	\$	-\$34,966.50
3. Current Contract Price (Line 1 ± 2).....	\$	\$1,388,689.05
4. TOTAL COMPLETED AND STORED TO DATE (Column I total on Progress Estimates).....	\$	\$1,393,903.26
5. RETAINAGE:		
a. 5% X \$1,393,903.26 Work Completed.....	\$	\$69,695.16
b. 5% X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$69,695.16
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,324,208.09
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$1,201,819.88
8. AMOUNT DUE THIS APPLICATION.....	\$	\$122,388.21

Contractor's Certification

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

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

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

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

Contractor Signature

By: Roger W. Thimm Date: 7-20-2021

Payment of: \$ \$122,388.21
(Line 8 or other - attach explanation of the other amount)

is recommended by: Douglas King 7-20-21
(Engineer) (Date)

Payment of: \$ \$122,388.21
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

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

Unit Price Progress Estimate

Contractor's Application

Project: Spruce Street and Ridgeway Drive Extensions						Application Number: 7						
Application Period: 01-29-2021 to 07-15-2021						Application Date: July 19, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	CLEARING AND GRUBBING	1 L.S.	\$12,000.00	1	\$12,000.00					1	\$12,000.00	100.0%
2	COMMON EXCAVATION	1 L.S.	\$132,600.00	1	\$132,600.00					1	\$132,600.00	100.0%
3	IMPORTED FILL MATERIAL	3,200 C.Y.	\$26.00									
4	SAW CUTTING ASPHALT PAVEMENT	451 L.F.	\$3.35	114	\$381.90					114	\$381.90	25.3%
5	ASPHALT PAVEMENT REMOVAL	562 S.Y.	\$2.60	452	\$1,175.20					452	\$1,175.20	80.4%
6	8" PVC SANITARY SEWER MAIN	1,871 L.F.	\$90.00	1877	\$168,930.00					1877	\$168,930.00	100.3%
7	48" DIA. SANITARY SEWER MANHOLE (7 Units)	94 V.F.	\$310.25	93.47	\$28,999.07					93.47	\$28,999.07	99.4%
8	SANITARY MANHOLE RIM ADJUSTMENT	1 EACH	\$550.00	1	\$550.00					1	\$550.00	100.0%
9	8" PVC WATER MAIN	2,750 L.F.	\$64.10	2741	\$175,698.10					2741	\$175,698.10	99.7%
10	12"X 8" LIVE TAPPING TEE	2 EACH	\$3,850.00	2	\$7,700.00					2	\$7,700.00	100.0%
11	HYDRANT ASSEMBLY	6 EACH	\$5,535.00	6	\$33,210.00					6	\$33,210.00	100.0%
12	8" GATE VALVE	10 EACH	\$1,995.00	9	\$17,955.00					9	\$17,955.00	90.0%
13	REMOVE CATCH BASIN	1 EACH	\$500.00	2	\$1,000.00					2	\$1,000.00	200.0%
14	27" RCP STORM SEWER	76 L.F.	\$67.95	76	\$5,164.20					76	\$5,164.20	100.0%
15	27" RCP APRON ENDWALL (AEW) W/ TRASHGUARD	1 EACH	\$1,720.00	1	\$1,720.00					1	\$1,720.00	100.0%
16	24" RCP STORM SEWER	734 L.F.	\$60.60	734	\$44,480.40					734	\$44,480.40	100.0%
17	24" RCP APRON ENDWALL (AEW) W/ TRASHGUARD	1 EACH	\$1,455.00	1	\$1,455.00					1	\$1,455.00	100.0%
18	18" RCP STORM SEWER	495 L.F.	\$51.90	364	\$18,891.60					364	\$18,891.60	73.5%
19	18" RCP APRON ENDWALL (AEW) W/ TRASHGUARD	1 EACH	\$1,200.00	2	\$2,400.00					2	\$2,400.00	200.0%
20	15" RCP STORM SEWER	88 L.F.	\$46.90	88.5	\$4,150.65					88.5	\$4,150.65	100.6%
21	15" RCP APRON ENDWALL (AEW) W/ TRASHGUARD	1 EACH	\$1,080.00	1	\$1,080.00					1	\$1,080.00	100.0%
22	12" RCP STORM SEWER	290 L.F.	\$44.70	328.5	\$14,683.95					328.5	\$14,683.95	113.3%
23	48" DIA. STORM SEWER MANHOLE (5 Units)	16 V.F.	\$723.75	19	\$13,751.25					19	\$13,751.25	118.8%
24	60" DIA. STORM SEWER MANHOLE (1 Unit)	4 V.F.	\$736.50	3.67	\$2,702.96					3.67	\$2,702.96	91.8%
25	2' X 3' STORM SEWER CATCH BASIN	16 EACH	\$1,930.00	18	\$34,740.00					18	\$34,740.00	112.5%
26	POND OUTLET STRUCTURE	1 EACH	\$4,420.00	1	\$4,420.00					1	\$4,420.00	100.0%
27	CULVERT REMOVAL W/O REPLACEMENT	2 EACH	\$300.00	2	\$600.00					2	\$600.00	100.0%
28	53"X 34" HERCP CULVERT REMOVE AND REPLACE	204 L.F.	\$137.00	204	\$27,948.00					204	\$27,948.00	100.0%
29	53"X 34" HERCP CULVERT APRON ENDWALL (AEW)	4 EACH	\$1,725.00	4	\$6,900.00					4	\$6,900.00	100.0%
30	68"X 43" HERCP CULVERT	170 L.F.	\$180.60	176	\$31,785.60					176	\$31,785.60	103.5%
31	68"X 43" HERCP CULVERT APRON ENDWALL (AEW)	4 EACH	\$2,850.00	4	\$11,400.00					4	\$11,400.00	100.0%
32	RIP RAP, MEDIUM	120 C.Y.	\$85.70	120	\$10,284.00					120	\$10,284.00	100.0%
33	EXCAVATION BELOW SUBGRADE (EBS)	800 C.Y.	\$18.10	1156	\$20,923.60	27.5	\$497.75			1183.5	\$21,421.35	147.9%
34	EBS BACKFILL 1 1/4" DENSE	800 TONS	\$13.60	2382.95	\$32,408.12	54.91	\$746.78			2437.86	\$33,154.90	304.7%
35	EBS BACKFILL, BREAKER RUN	800 TONS	\$14.15									
36	CRUSHED AGGREGATE BASE COURSE 1 1/4"	6029 TONS	\$13.10	6549.94	\$85,804.21	224.94	\$2,946.71			6774.88	\$88,750.93	112.4%
37	REMOVE CURB AND GUTTER	272 L.F.	\$5.00	145	\$725.00					145	\$725.00	53.3%
38	30" CURB AND GUTTER TYPE D	5,225 L.F.	\$12.50	5240.5	\$65,506.25	297	\$3,712.50			5537.5	\$69,218.75	106.0%
39	7" CONCRETE DRIVEWAY APRON	1212 S.F.	\$6.70			2041.73	\$13,679.59			2041.73	\$13,679.59	168.5%
40	4" CONCRETE SIDEWALK	25030 S.F.	\$3.80			23932.25	\$90,942.55			23932.25	\$90,942.55	95.6%
41	LOWER LAYER HMA PAVEMENT, 3 LT	1790 TONS	\$65.81	1790	\$117,799.90	32	\$2,105.92			1822	\$119,905.82	101.8%
42	UPPER LAYER HMA PAVEMENT, 4 LT	1040 TONS	\$62.90									

Unit Price Progress Estimate

Contractor's Application

Project: Spruce Street and Ridgeway Drive Extensions						Application Number: 7						
Application Period: 01-29-2021 to 07-15-2021						Application Date: July 19, 2021						
A				B	C	D	E	F	G	H	I	J
Item		Estimated Bid Quantity	Unit Price	Quantity Completed						Total Completed & Stored to Date (C+E+G)		% Comp.
Bid No.	Description			Previous Applications		This Application		Materials Stored				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	CLEARING AND GRUBBING	1 L.S.	\$12,000.00	1	\$12,000.00					1	\$12,000.00	100.0%
43	DITCH CHECKS	19 EACH	\$158.00	6	\$948.00					6	\$948.00	31.6%
44	SILT FENCE	2450 L.F.	\$1.50	2450	\$3,675.00					2450	\$3,675.00	100.0%
45	INLET PROTECTION	17 EACH	\$85.00	17	\$1,445.00					17	\$1,445.00	100.0%
46	TRACKING PAD	2 EACH	\$2,100.00	2	\$4,200.00					2	\$4,200.00	100.0%
47	TRAFFIC CONTROL	1 L.S.	\$3,700.00	1	\$3,700.00					1	\$3,700.00	100.0%
48	SITE RESTORATION	1 L.S.	\$36,800.00	0.7	\$25,760.00	0.3	\$11,040.00			1	\$36,800.00	100.0%
Alt 1	ASPHALT WEDGING	1 L.S.	\$850.00	1	\$850.00					1	\$850.00	100.0%
50	6" DRAIN TILE	LF	\$12.00	454	\$5,448.00					454	\$5,448.00	
51	HYDRANT MAN UPGRADE	LS	\$1,250.00	1	\$1,250.00					1	\$1,250.00	
52	7" DRIVEWAY APRON & SIDEWALK	SF	\$360.00									
53	WATER MAIN BLOW-OFFS	EACH	\$100.00	-4	-\$400.00					-4	-\$400.00	
54	HYDRAULIC DAMS	EACH	\$750.00	2	\$1,500.00					2	\$1,500.00	
55	18" RCP STORM SEWER CHANGES	EACH	\$1,431.00	1	\$1,431.00					1	\$1,431.00	
56	HYDRAULIC DAM-EAGLE DR CULVERT	EACH	\$1,500.00	1	\$1,500.00					1	\$1,500.00	
57	CULVERT TRANSITION GRADING	LS	\$2,400.00	1	\$2,400.00					1	\$2,400.00	
59	GEOGRID	SY	\$1.50	1539	\$2,308.50					1539	\$2,308.50	
60	Export Surplus Dirt	2686 CY	\$22.00	2686	\$59,092.00					2686	\$59,092.00	100.0%
61	Eagle Dr CMP Culvert Extension	1 LS	\$1,500.00	1	\$1,500.00					1	\$1,500.00	100.0%
62	Lower 18" RCP/ AEW	1 LS	\$2,700.00	1	\$2,700.00					1	\$2,700.00	100.0%
63	Ditching & Restoration Lot 2	1 LS	\$3,400.00	1	\$3,400.00					1	\$3,400.00	100.0%
64	Ditching East Eagle Dr	1 LS	\$3,600.00	1	\$3,600.00					1	\$3,600.00	100.0%
	TOTAL					\$1,268,231.46		\$125,671.80			\$1,393,903.26	

To(OWNER): Village of Jackson
PO Box 637
Jackson, WI 53037-

Project: Jackson Spruce St & Ridgeway D
Spruce St
Jackson, WI 53037

Application No: 7
Invoice No: 10680
Invoice Date: 7/19/2021
Terms: Net 31
Due Date: 8/19/2021
Period To: 7/15/2021
Project No:
Contract Date:

Page 1

From: Wondra Construction Inc.
W2874 Graylog Rd.
Iron Ridge, WI 53035
(920) 387-5840

Via(Architect/
Engineer)

For:

Original Contract sum.....	1,423,655.55
Change Orders.....	-34,966.50
Contract sum.....	1,388,689.05
Completed to date.....	1,393,903.27
Retainage.....	69,695.16
Total earned less retainage.....	1,324,208.11
Previous billings.....	1,201,819.88
Current payment due.....	122,388.21
Sales tax.....	0.00
Total due.....	122,388.21

To(OWNER): Village of Jackson
PO Box 637
Jackson, WI 53037-

Project: Jackson Spruce St & Ridgeway D
Spruce St
Jackson, WI 53037

Application No: 7
Invoice No: 10680
Invoice Date: 7/19/2021
Terms: Net 31
Due Date: 8/19/2021
Period To: 7/15/2021
Project No:
Contract Date:

Page 2

From: Wondra Construction Inc.
W2874 Graylog Rd.
Iron Ridge, WI 53035
(920) 387-5840

Via(Architect/
Engineer)

For:

No.	Description	Total Quantity	Unit	Cost	Total Cost	Completed Units	Current Value	Prior Value	Due This Request
10	Clearing and Grubbing	1	Lump Sum	12,000.00	12,000.00	1	12,000.00	12,000.00	0.00
20	Common Excavation	1	Lump Sum	132,600.00	132,600.00	1	132,600.00	132,600.00	0.00
30	Imported Fill Material	900	CY	26.00	23,400.00	0	0.00	0.00	0.00
40	Saw Cutting Asphalt Pavement	451	LF	3.35	1,510.85	114	381.90	381.90	0.00
50	Asphalt Pavement Removal	562	SY	2.60	1,461.20	452	1,175.20	1,175.20	0.00
50	8" PVC Sanitary Sewer Main	1,871	LF	90.00	168,390.00	1,877	168,930.00	168,930.00	0.00
70	48" Dia. Sanitary Sewer Manhol	94	VF	310.25	29,163.50	93.47	28,999.07	28,999.07	0.00
80	Sanitary Manhole Rim Adjustmen	1	Each	550.00	550.00	1	550.00	550.00	0.00
90	8" PVC Water Main	2,750	LF	64.10	176,275.00	2,741	175,698.10	175,698.10	0.00
100	12"x8" Live Tapping Tee	2	Each	3,850.00	7,700.00	2	7,700.00	7,700.00	0.00
110	Hydrant Assembly	6	Each	5,535.00	33,210.00	6	33,210.00	33,210.00	0.00
120	8" Gate Valve	10	Each	1,995.00	19,950.00	9	17,955.00	17,955.00	0.00
130	Remove Catch Basin	2	Each	500.00	1,000.00	2	1,000.00	1,000.00	0.00
140	27" RCP Storm Sewer	76	LF	67.95	5,164.20	76	5,164.20	5,164.20	0.00
150	27" RCP Apron Endwall (AEW) W/	1	Each	1,720.00	1,720.00	1	1,720.00	1,720.00	0.00
160	24" RCP Storm Sewer	734	LF	60.60	44,480.40	734	44,480.40	44,480.40	0.00
170	24" RCP Apron Endwall (AEW) W/	1	Each	1,455.00	1,455.00	1	1,455.00	1,455.00	0.00
180	18" RCP Storm Sewer	374	LF	51.90	19,410.60	364	18,891.60	18,891.60	0.00
190	18" RCP Apron Endwall (AEW) W/	2	Each	1,200.00	2,400.00	2	2,400.00	2,400.00	0.00
200	15" RCP Storm Sewer	88	LF	46.90	4,127.20	88.5	4,150.65	4,150.65	0.00
210	15" RCP Apron Endwall (AEW) W/	1	Each	1,080.00	1,080.00	1	1,080.00	1,080.00	0.00
220	12" RCP Storm Sewer	327	LF	44.70	14,616.90	328.5	14,683.95	14,683.95	0.00
230	48" Dia. Storm Sewer Manhole (	16	VF	723.75	11,580.00	19	13,751.25	13,751.25	0.00
240	60" Dia. Storm Sewer Manhole (	4	VF	736.50	2,946.00	3.67	2,702.96	2,702.96	0.00
250	2'x3' Storm Sewer Catch Basin	18	Each	1,930.00	34,740.00	18	34,740.00	34,740.00	0.00
260	Pond Outlet Structure	1	Each	4,420.00	4,420.00	1	4,420.00	4,420.00	0.00
270	Culvert Removal W/O Replacemen	2	Each	300.00	600.00	2	600.00	600.00	0.00
280	53"x34" HERCP Culvert Remove a	204	LF	137.00	27,948.00	204	27,948.00	27,948.00	0.00
290	53"x34" HERCP Culvert Apron En	4	Each	1,725.00	6,900.00	4	6,900.00	6,900.00	0.00
300	64"x43" HERCP Culvert	170	LF	180.60	30,702.00	176	31,785.60	31,785.60	0.00
310	64"x43" HERCP Culvert Apron En	4	Each	2,850.00	11,400.00	4	11,400.00	11,400.00	0.00
320	Rip Rap Medium	120	CY	85.70	10,284.00	120	10,284.00	10,284.00	0.00
330	Excavation Below Subgrade (EBS	800	CY	18.10	14,480.00	1,183.5	21,421.35	20,923.60	497.75
340	EBS Backfill 1 1/4" Dense	800	Ton	13.60	10,880.00	2,437.86	33,154.90	32,408.12	746.78
350	EBS Backfill Breaker Run	800	Ton	14.15	11,320.00	0	0.00	0.00	0.00
360	Crushed Aggregate Base Course	6,029	Ton	13.10	78,979.90	6,774.88	88,750.93	85,804.21	2,946.72

To(OWNER): Village of Jackson
PO Box 637
Jackson, WI 53037-

Project: Jackson Spruce St & Ridgeway D
Spruce St
Jackson, WI 53037

Application No: 7
Invoice No: 10680
Invoice Date: 7/19/2021
Terms: Net 31
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Period To: 7/15/2021
Project No:
Contract Date:

Page 3

From: Wondra Construction Inc.
W2874 Graylog Rd.
Iron Ridge, WI 53035
(920) 387-5840

Via(Architect/
Engineer)

For:

<u>No.</u>	<u>Description</u>	<u>Total Quantity</u>	<u>Unit</u>	<u>Total Cost</u>	<u>Completed Units</u>	<u>Current Value</u>	<u>Prior Value</u>	<u>Due This Request</u>
370	Remove Curb and Gutter	272 LF	5.00	1,360.00	145	725.00	725.00	0.00
380	30" Curb and Gutter Type D	5,225 LF	12.50	65,312.50	5,537.5	69,218.75	65,506.25	3,712.50
390	7" Concrete Driveway Apron	1,212 SF	6.70	8,120.40	2,041.73	13,679.59	0.00	13,679.59
400	4" Concrete Sidewalk	25,030 SF	3.80	95,114.00	23,932.25	90,942.55	0.00	90,942.55
410	Lower Layer HMA Pavement 3 LT	1,790 Ton	65.81	117,799.90	1,822	119,905.82	117,799.90	2,105.92
420	Upper Layer HMA Pavement 4 LT	0 Ton	62.90	0.00	0	0.00	0.00	0.00
430	Ditch Checks	19 Each	158.00	3,002.00	6	948.00	948.00	0.00
440	Silt Fence	2,450 LF	1.50	3,675.00	2,450	3,675.00	3,675.00	0.00
450	Inlet Protection	17 Each	85.00	1,445.00	17	1,445.00	1,445.00	0.00
460	Tracking Pad	2 Each	2,100.00	4,200.00	2	4,200.00	4,200.00	0.00
470	Traffic Control	1 Lump Sum	3,700.00	3,700.00	1	3,700.00	3,700.00	0.00
480	Site Restoration	1 Lump Sum	36,800.00	36,800.00	1	36,800.00	25,760.00	11,040.00
490	Asphalt Wedging	1 LS	850.00	850.00	1	850.00	850.00	0.00
500	6" Drain Tile	454 LF	12.00	5,448.00	454	5,448.00	5,448.00	0.00
510	Hydrant Manu Upgrade	1 LS	1,250.00	1,250.00	1	1,250.00	1,250.00	0.00
520	7" Driveway Apron & Sidewalk	360 SF	7.60	2,736.00	0	0.00	0.00	0.00
530	Water Main Blow-Offs	-4 EA	100.00	-400.00	-4	-400.00	-400.00	0.00
540	Hydraulic Dams	2 EA	750.00	1,500.00	2	1,500.00	1,500.00	0.00
550	18" RCP Storm Sewer Changes	1 EA	1,431.00	1,431.00	1	1,431.00	1,431.00	0.00
560	Hydraulic Dam-Eagle Dr Culvert	1 EA	1,500.00	1,500.00	1	1,500.00	1,500.00	0.00
570	Culvert Transition Grading	1 LS	2,400.00	2,400.00	1	2,400.00	2,400.00	0.00
590	Geogrid	1,539 SY	1.50	2,308.50	1,539	2,308.50	2,308.50	0.00
600	Export Surplus Material	1 LS	59,092.00	59,092.00	1	59,092.00	59,092.00	0.00
610	Eagle Dr CMP Culvert Extension	1 LS	1,500.00	1,500.00	1	1,500.00	1,500.00	0.00
620	Lowerr 18" RCP/AEW	1 LS	2,700.00	2,700.00	1	2,700.00	2,700.00	0.00
630	Ditching & Restoration Lot2 &	1 LS	3,400.00	3,400.00	1	3,400.00	3,400.00	0.00
640	Ditching East Eagle Dr	1 LS	3,600.00	3,600.00	1	3,600.00	3,600.00	0.00
				<u>1,388,689.05</u>		<u>1,393,903.27</u>	<u>1,268,231.46</u>	<u>125,671.81</u>

Memo

To: Jen Keller, Village Administrator
From: Brian W. Kober, P. E., Director of Public Works
Subject: White Water Tower Lease Agreements
Date: August 6, 2021

After review of the two Tower/Land Lease Agreements from US Cellular and Verizon Wireless, the two proposed lease agreements follow the past practices that the Village of Jackson and the Jackson Water Utility has honored.

The US Cellular will be the third amendment to the current lease agreement with an increase of annual payment of \$3,000.00 for an after-construction amount of \$33,744.77.

The Verizon Wireless will be the fourth amendment to the current lease agreement with an increase of annual payment shall increase ten percent (10%) for an after-construction amount of \$29,284.50.

All other terms of the agreement would not change for extension of the agreement, etc. Upon approval by the Village Board for the proposed expansion for the white-water tower, Edge Consulting will start the process of review for the structural analysis on behalf of the Jackson Water Utility. All structural analysis costs will be reimbursed by the two wireless companies.

If you have any questions, please do not hesitate to ask.

Brian

THIRD AMENDMENT TO TOWER/LAND LEASE AGREEMENT

This Third Amendment to Tower/Land Lease Agreement (“Third Amendment”), made this _____ day of _____, 2021, modifies that certain Tower/Land Lease Agreement (“Lease”) dated April 20, 1999 by and between Village of Jackson, (“Jackson”), a Wisconsin municipal corporation and United States Cellular Operating Company LLC, a Delaware limited liability company, having an address at Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631 (“USCOC”).

WHEREAS, Jackson and USCOC entered into that certain Tower/Land Lease Agreement dated April 20, 1999 as amended by the First Amendment to Tower/Land Lease Agreement dated August 28, 2002 and the Second Amendment to Tower/Land Lease Agreement dated September 23, 2019; and

WHEREAS, Jackson owns a water tower located on Parcel 2 of C.S.M No. 4465 Washington County, Wisconsin; and

WHEREAS, Jackson and USCOC entered into the Lease for the purpose of leasing certain property (the “Premises”) for the operation of a mobile telecommunications base station; and,

WHEREAS, USCOC desires to add equipment (“Modifications”) to Jackson’s water tower to meet changed engineering needs; and

WHEREAS, Jackson and USCOC, in their mutual interest, wish to amend the Lease as set forth below accordingly.

NOW THEREFORE, in consideration of the terms of the Lease and this Third Amendment and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Jackson and USCOC agree as follows:

- I. Lease Exhibit B-1 is hereby deleted in its entirety and replaced with the revised Exhibit B-2, a copy of which is attached and made a part hereof. Jackson hereby approves of USCOC’s Equipment and use of said Premises as specified in Exhibit B-2.
- II. In consideration for USCOC’s Modifications listed in Exhibit B-2, effective upon the first day of the month following the completion of the Modifications, the Rent will be increased by Three Thousand and 00/100 Dollars (\$3000.00) per year. Rent shall continue to escalate in accordance with the Lease.
- III. In all other respects the Lease is hereby ratified and affirmed without change.

[END OF AMENDMENT-SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto bind themselves to this Third Amendment as of the date of full execution.

JACKSON:
Village of Jackson

USCOC:
United States Cellular Operating Company
LLC

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: Vice President

Date: _____

Date: _____

[NOTARY PAGE TO FOLLOW]

STATE OF WISCONSIN)
)
 COUNTY OF WASHINGTON)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, known to me to be the same person whose name is subscribed to the foregoing Thrid Amendment to Tower/Land Lease Agreement appeared before me this day in person and acknowledged that he signed the said Amendment as his free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

STATE OF ILLINOIS)
)
 COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, Vice President, known to me to be the same person whose name is subscribed to the foregoing Third Amendment to Tower/Land Lease Agreement, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Amendment as his free and voluntary act on behalf of the named limited liability company, for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

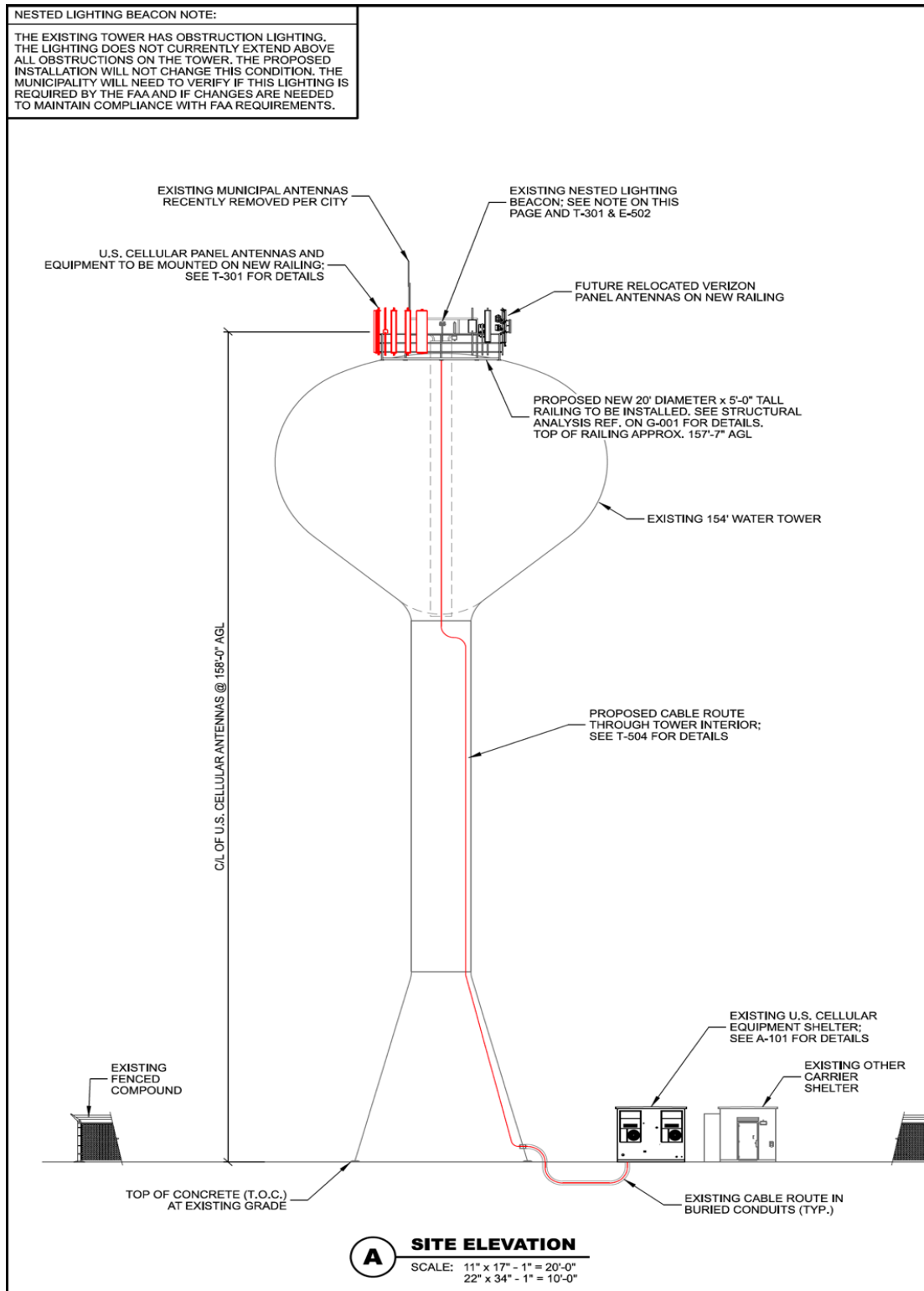
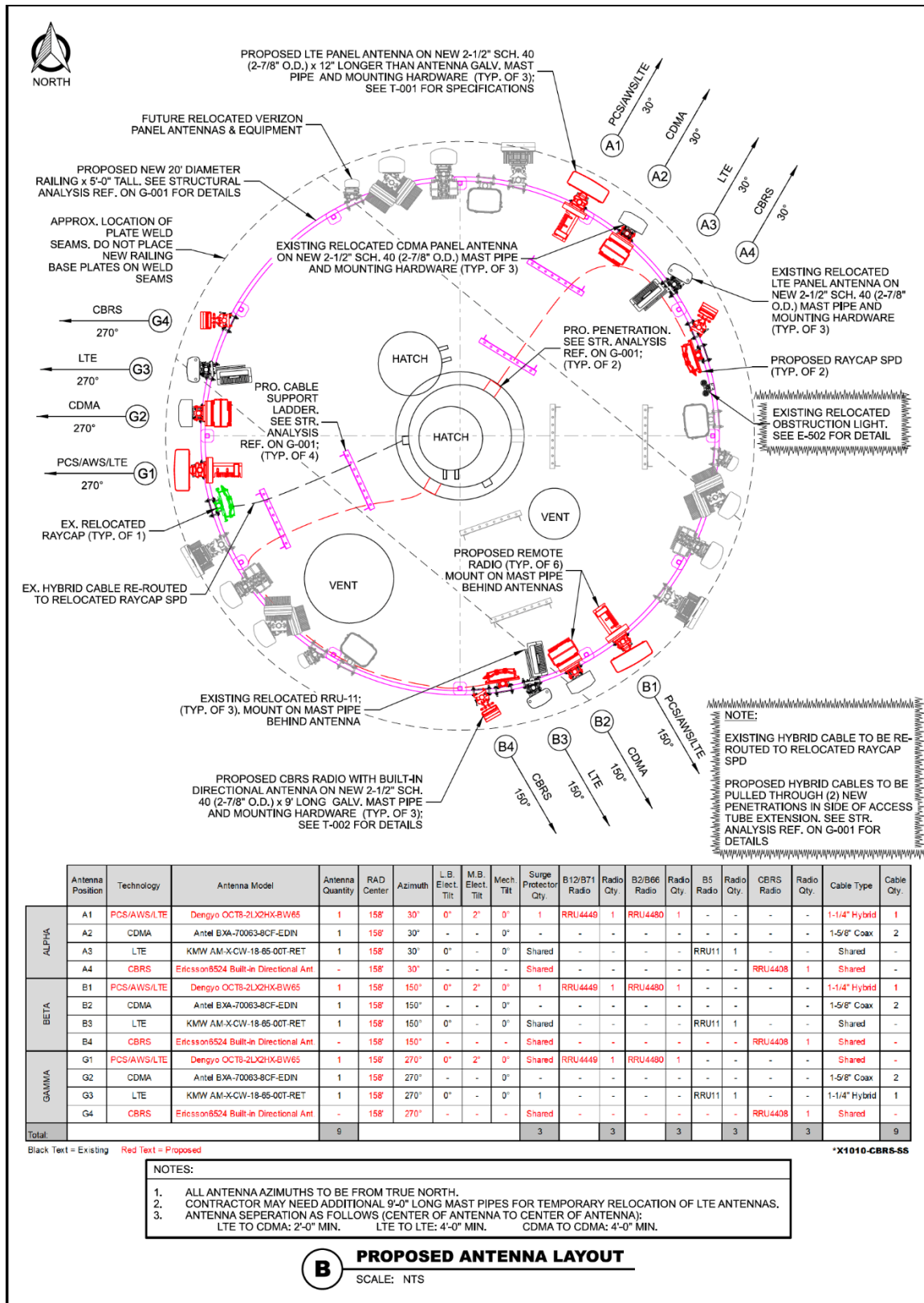
EXHIBIT B-2

EXHIBIT B-2 (cont.)

THIRD AMENDMENT TO TOWER/LAND LEASE AGREEMENT

This Third Amendment to Tower/Land Lease Agreement ("Third Amendment"), made this _____ day of _____, 2021, modifies that certain Tower/Land Lease Agreement ("Lease") dated April 20, 1999 by and between Village of Jackson, ("Jackson"), a Wisconsin municipal corporation and United States Cellular Operating Company LLC, a Delaware limited liability company, having an address at Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631 ("USCOC").

WHEREAS, Jackson and USCOC entered into that certain Tower/Land Lease Agreement dated April 20, 1999 as amended by the First Amendment to Tower/Land Lease Agreement dated August 28, 2002 and the Second Amendment to Tower/Land Lease Agreement dated September 23, 2019; and

WHEREAS, Jackson owns a water tower located on Parcel 2 of C.S.M No. 4465 Washington County, Wisconsin; and

WHEREAS, Jackson and USCOC entered into the Lease for the purpose of leasing certain property (the "Premises") for the operation of a mobile telecommunications base station; and,

WHEREAS, USCOC desires to add equipment ("Modifications") to Jackson's water tower to meet changed engineering needs; and

WHEREAS, Jackson and USCOC, in their mutual interest, wish to amend the Lease as set forth below accordingly.

NOW THEREFORE, in consideration of the terms of the Lease and this Third Amendment and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Jackson and USCOC agree as follows:

- I. Lease Exhibit B-1 is hereby deleted in its entirety and replaced with the revised Exhibit B-2, a copy of which is attached and made a part hereof. Jackson hereby approves of USCOC's Equipment and use of said Premises as specified in Exhibit B-2.
- II. In consideration for USCOC's Modifications listed in Exhibit B-2, effective upon the first day of the month following the completion of the Modifications, the Rent will be increased by Three Thousand and 00/100 Dollars (\$3000.00) per year. Rent shall continue to escalate in accordance with the Lease.
- III. In all other respects the Lease is hereby ratified and affirmed without change.

[END OF AMENDMENT-SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto bind themselves to this Third Amendment as of the date of full execution.

JACKSON:
Village of Jackson

USCOC:
United States Cellular Operating Company
LLC

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: Vice President

Date: _____

Date: _____

[NOTARY PAGE TO FOLLOW]

STATE OF WISCONSIN)
)
 COUNTY OF WASHINGTON)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, known to me to be the same person whose name is subscribed to the foregoing Thrid Amendment to Tower/Land Lease Agreement appeared before me this day in person and acknowledged that he signed the said Amendment as his free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

STATE OF ILLINOIS)
)
 COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, Vice President, known to me to be the same person whose name is subscribed to the foregoing Third Amendment to Tower/Land Lease Agreement, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Amendment as his free and voluntary act on behalf of the named limited liability company, for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

My commission expires _____

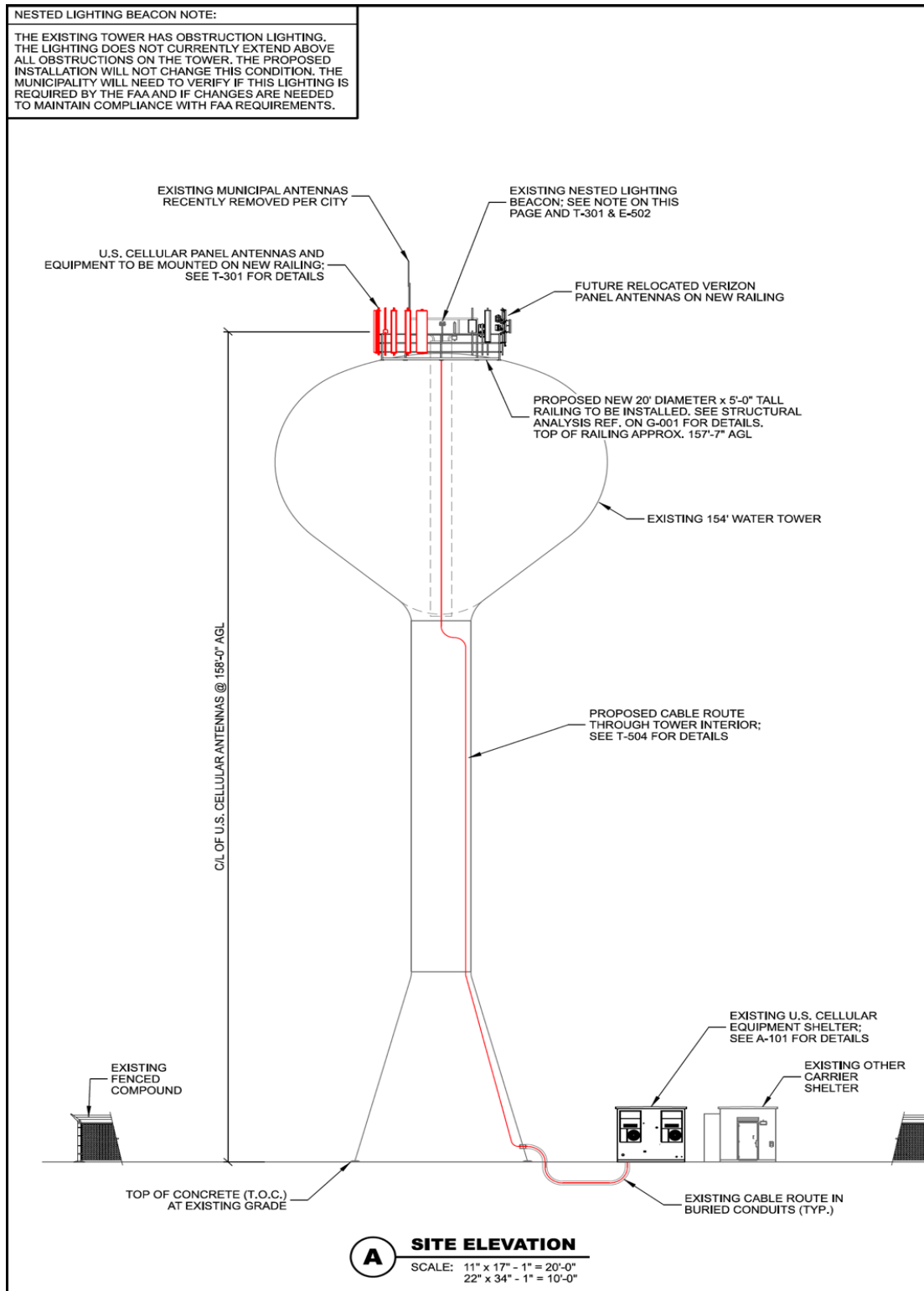
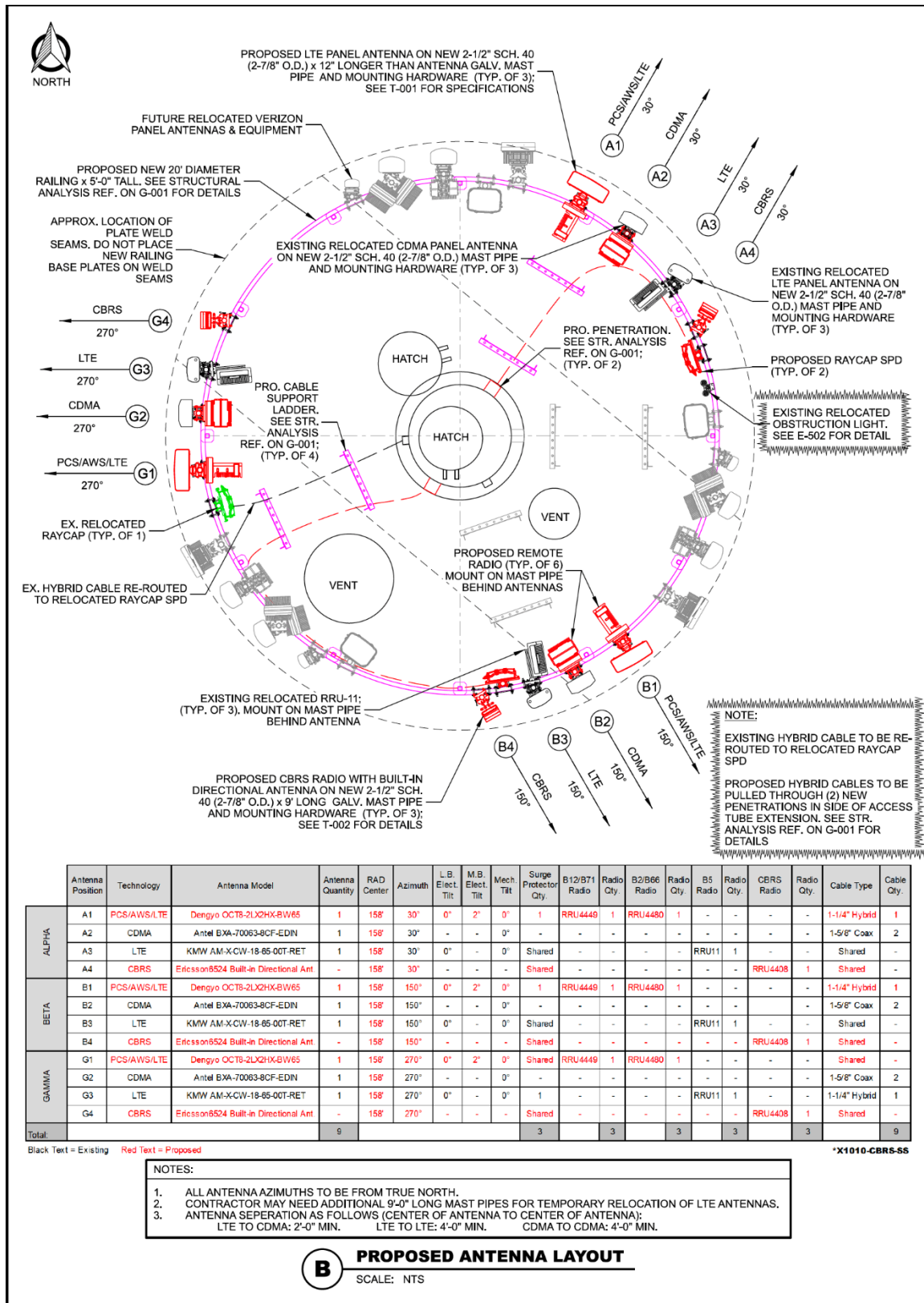
EXHIBIT B-2

EXHIBIT B-2 (cont.)

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☐ COMMERCIAL ☐ INDUSTRIAL ☒ RESIDENTIAL ☐ OTHER _____

☐ CONDITIONAL USE ☐ PLANNED UNIT DEVELOPMENT ☒ CERTIFIED SURVEY MAP

☐ New ☐ New ☐ CONCEPT PLAN

☐ Amendment ☐ Amendment

☐ Special Use ☐ Special Use ☐ OTHER _____

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

Property Address: 1991 SPRING VALLEY ROAD Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: 254,911 sq. ft. Building Area: _____ sq. ft.

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

APPLICANT INFORMATION

Name(s): Todd & Debra Weyker

Mailing Address: 1991 Spring Valley Rd Jackson State WI Zip 53037

^{Home} Office: (262) 677-2812 Cell: (414) 303-1862 Fax: (____) _____

Email: Weykes@aol.com

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: _____

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

Mailing Address: _____ State _____ Zip _____

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

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Todd & Debra Weyker

Address: 1991 Spring Valley Rd Jackson State WI Zip 53037

^{Home} Office: (262) 677-2812 Cell: (414) 303-1862 Fax: (____) _____

Email: Weykes@aol.com

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

Firm Name: Quam Engineering

Primary Contact: Scott Henkel

Address: 122 Wisconsin St. , West Bend State WI Zip 53095

Office: (262) 346-7800 Cell: (920) 400-0558 Fax: (____) _____

Email: Shenkel@quamengineering.com

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

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

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

Hours of Operation: _____

Provide a brief overview of proposed daily on-site operations: N/A

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

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

Describe any proposed, development, on-site improvements or other construction/remodeling activities: NONE

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

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

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

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

Describe the projected traffic circulation and impacts: N/A

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

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

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

Describe any proposed signage including type, size, and location: N/A

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

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

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

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

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

Projected Sewer/Wastewater Usage: N/A gal/year

Projected Water Usage: N/A gal/year

ACKNOWLEDGEMENT & SIGNATURES

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

Applicant Name (Print): Todd Weyker
Applicant Signature: Todd Weyker
Co-Applicant Name (Print): Debra Weyker
CO-Applicant Signature: Debra Weyker
Date of Application: July 9, 2021

You MUST sign and date this Application!

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

QUESTIONS?

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

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

TERMS OF THIS PERMIT

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

VILLAGE APPROVAL:

☐ **TEMPORARY** *Expiration Date:* _____, 20____

Plan Commission Approval: *Meeting Date:* _____, 20____

Village Board Approval: *Meeting Date:* _____, 20____

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

Approved by: Village Administrator

Conditions and Duration of Approval:

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

Conditions of Approval: _____

APPLICATION DENIED: *Date:* _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

Date Received: _____

Amount: \$ _____

Payment Type: CH / CC / CASH

Check/Rcpt. #: _____

Received By: _____

Letter of Intent

We are requesting the approval to add additional property to our original lot. This property is currently owned by Todd's parents that live next door.

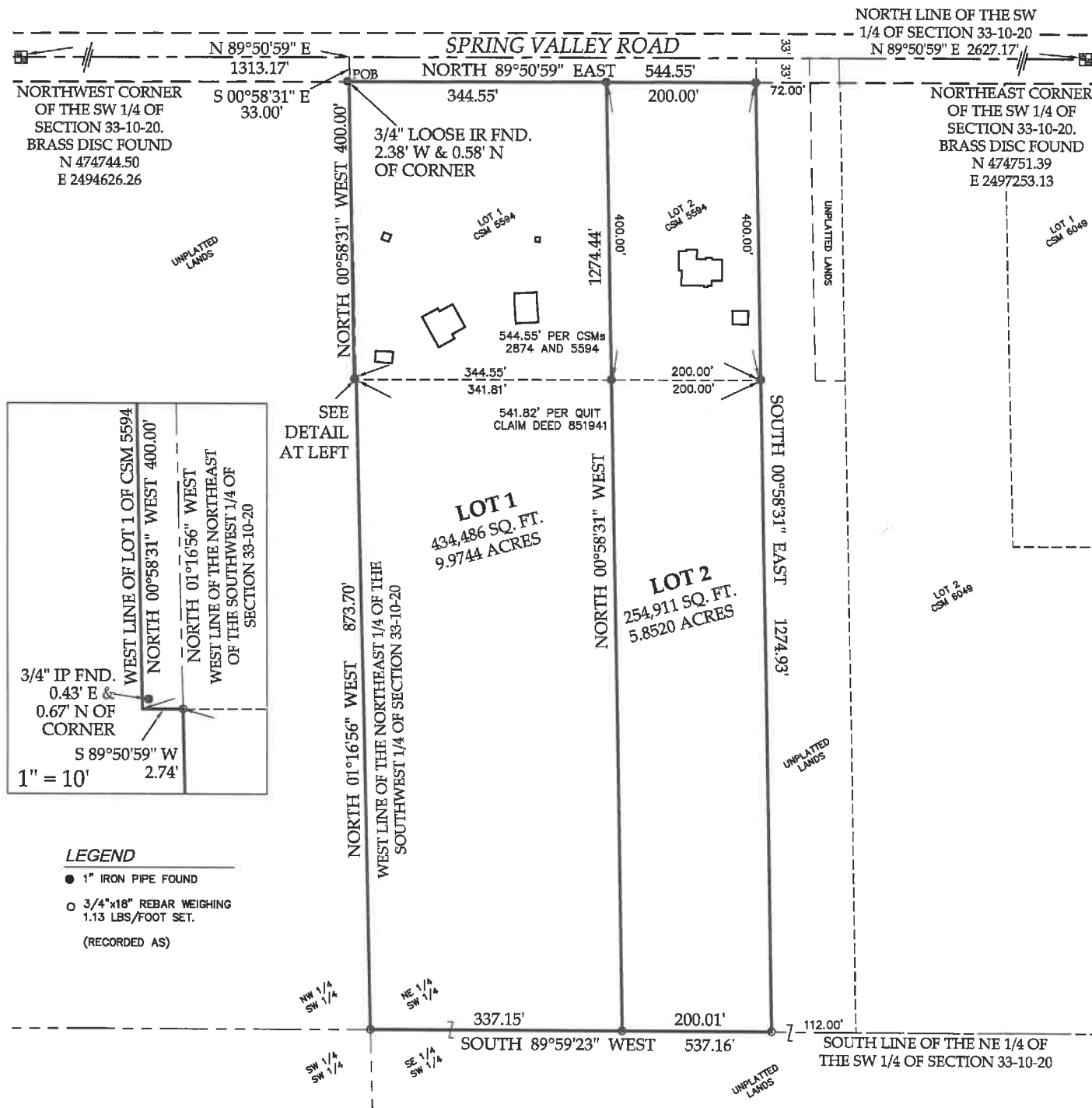
Todd and Debra Weyker

1991 Spring Valley Road

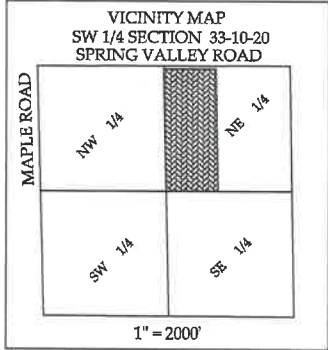
CERTIFIED SURVEY MAP #
LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5594, RECORDED AS
DOCUMENT NO. 980939 AND UNPLATTED LAND IN THE NORTHEAST
1/4 OF THE SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 10 NORTH,
RANGE 20 EAST, TOWN OF JACKSON, COUNTY OF WASHINGTON,
STATE OF WISCONSIN.

OWNERS OF LOT 1:
DANIEL E. KASCHNER & MARY J. KASCHNER,
TRUSTEES OF THE TRUST AGREEMENT OF
DANIEL AND MARY KASCHNER
2001 SPRING VALLEY ROAD
JACKSON, WI 53037

OWNERS OF LOT 2:
TODD WEYKER
DEBRA K. WEYKER
1991 SPRING VALLEY ROAD
JACKSON, WI 53037



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



WISCONSIN
J. SCOTT HENKEL
2495
PLYMOUTH, WI
LAND SURVEYOR
6/4/21

QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # TW-16-21 Date: 6/02/21

LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5594, RECORDED AS DOCUMENT NO. 980939 AND UNPLATTED LAND IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNERS, DANIEL E. KASCHNER AND MARY J. KASCHNER, AS TRUSTEES OF THE TRUST AGREEMENT OF DANIEL AND MARY KASCHNER, AND TODD AND DEBRA K. WEYKER:

LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5594 RECORDED AS DOCUMENT NO. 980939, AND PART OF THE UNPLATTED LANDS IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 33;
THENCE NORTH 89°50'59" EAST, 1313.17 FEET, ALONG THE NORTH LINE OF SAID SOUTHWEST 1/4;
THENCE SOUTH 00°58'31" EAST, 33.00 FEET, TO THE NORTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP 5594 AND
THE POINT OF BEGINNING OF THIS DESCRIPTION;
THENCE NORTH 89°50'59" EAST, 544.55 FEET, ALONG THE SOUTH LINE OF SPRING VALLEY ROAD TO THE NORTHEAST
CORNER OF LOT 2 OF SAID CERTIFIED SURVEY MAP;
THENCE SOUTH 00°58'31" EAST, 1274.93 FEET, ALONG THE EAST LINE OF SAID LOT 2 AND A SOUTHERLY EXTENSION
THEREOF TO THE SOUTH LINE OF THE NORTHEAST 1/4 OF SAID SOUTHWEST 1/4;
THENCE SOUTH 89°59'23" WEST, 537.16 FEET, ALONG SOUTH LINE OF SAID NORTHEAST 1/4 TO THE SOUTHWEST CORNER
OF SAID NORTHEAST 1/4;
THENCE NORTH 01°16'56" WEST, 873.70 FEET, ALONG THE WEST LINE OF SAID NORTHEAST 1/4 TO THE SOUTH LINE OF SAID
LOT 1;
THENCE SOUTH 89°50'59" WEST, 2.74 FEET, ALONG THE SOUTH LINE OF SAID LOT 1 TO THE SOUTHWEST CORNER OF SAID
LOT 1;
THENCE NORTH 00°58'31" WEST, 400.00 FEET, ALONG THE WEST LINE OF SAID LOT 1 TO THE POINT OF BEGINNING.

CONTAINING 689,397 SQUARE FEET // 15.8264 ACRES, MORE OR LESS.

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



AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED HEREON. WE ALSO CERTIFY THAT THIS MAP IS IN ACCORDANCE WITH WISCONSIN STATUTES 236 AND THE TOWN OF JACKSON DIVISION ORDINANCE:

OWNERS OF LOT 1:
DANIEL E. KASCHNER AND MARY J. KASCHNER, AS TRUSTEES OF THE TRUST AGREEMENT OF THE DANIEL AND MARY KASCHNER

DANIEL E. KASCHNER

MARY J. KASCHNER

OWNERS OF LOT 2:
TODD WEYKER AND DEBRA K. WEYKER

TODD WEYKER

STATE OF WISCONSIN
COUNTY _____:SS

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2021, _____

TO ME KNOWN AS THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED SAME.

NOTARY PUBLIC, STATE OF WISCONSIN MY COMMISSION EXPIRES:

QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # TW-16-21 Date: 6/02/21

CERTIFIED SURVEY MAP # _____

LOT 1 AND LOT 2 OF CERTIFIED SURVEY MAP 5594, RECORDED AS DOCUMENT NO. 980939 AND UNPLATTED LAND IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 33, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

NATIONAL EXCHANGE BANK AND TRUST, EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF EXISTING LOT 2 OF THE ABOVE DESCRIBED LAND DOES HEREBY CONSENT TO THE SURVEYING, COMBINING, AND MAPPING OF THE LAND ON THIS CERTIFIED SURVEY MAP AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF TODD WEYKER AND DEBRA K. WEYKER, OWNERS.

IN WITNESS WHEREOF, THE SAID NATIONAL EXCHANGE BANK AND TRUST HAS CAUSED THESE PRESENTS TO BE SIGNED BY

_____, ITS _____ AT _____, WISCONSIN,

THIS ____ DAY OF _____, 2021.

IN THE PRESENCE OF: NATIONAL EXCHANGE BANK AND TRUST

BY: _____

VILLAGE OF JACKSON PLAN COMMISSION APPROVAL

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

____ DAY OF _____, 2021.

MIKE SCHWAB, CHAIRMAN

JILLINE DOBRATZ, VILLAGE CLERK

VILLAGE OF JACKSON VILLAGE BOARD APPROVAL

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

____ DAY OF _____, 2021.

MIKE SCHWAB, VILLAGE PRESIDENT

JILLINE DOBRATZ, VILLAGE CLERK

TOWN OF JACKSON PARK & PLANNING COMMISSION APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY THE TOWN OF JACKSON PARK & PLANNING COMMISSION ON THIS

____ DAY OF _____, 2021.

DAVID KLUG, CHAIRMAN

JIM MICECH, ZONING ADMINISTRATOR

TOWN OF JACKSON TOWN BOARD APPROVAL

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

____ DAY OF _____, 2021.

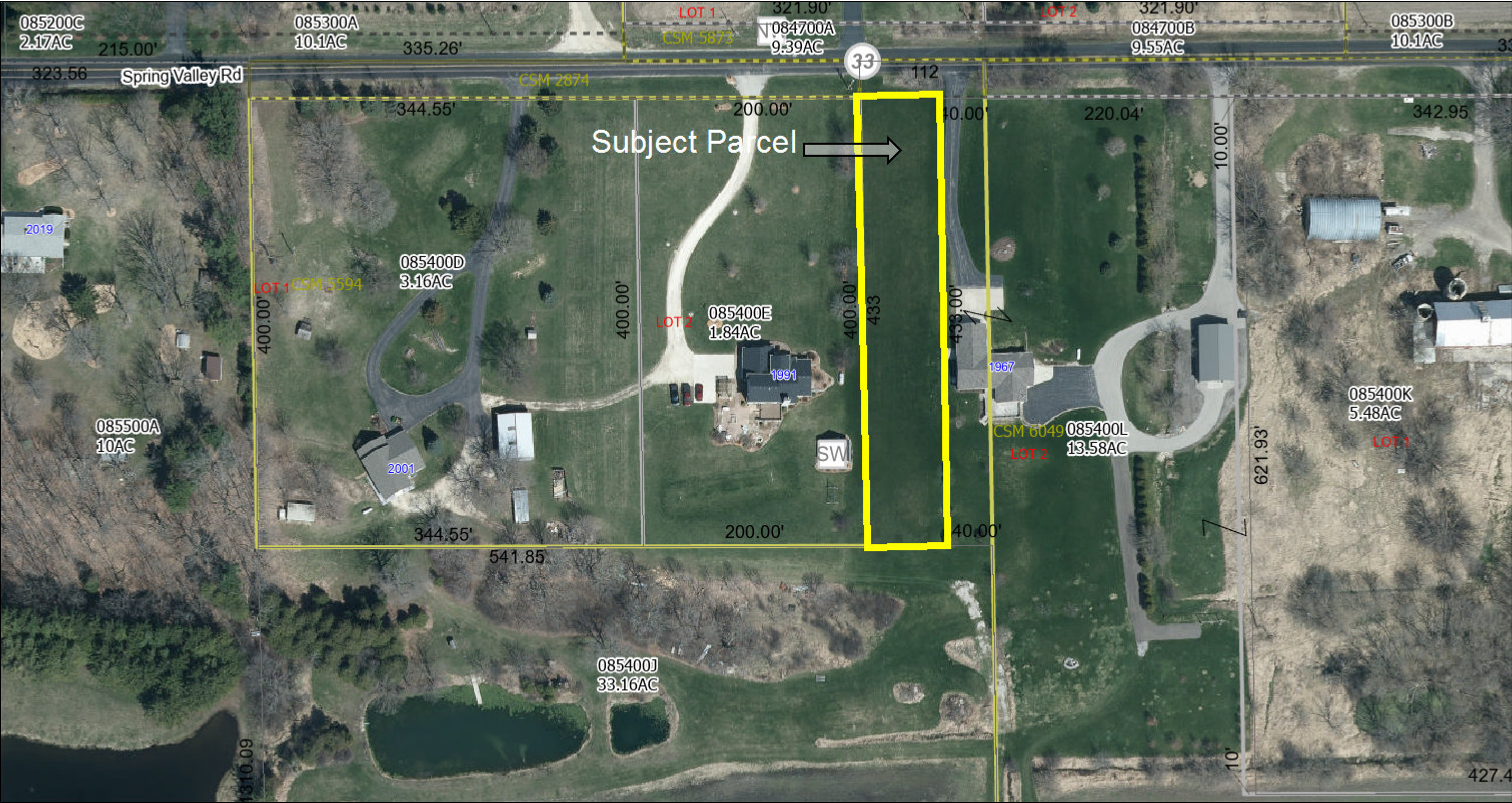
ROBERT HARTWIG, TOWN CHAIRMAN

JULIA OLIVER, TOWN CLERK



QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-346-7800 www.quamengineering.com
PROJECT # TW-16-21 Date: 6/02/21

1991 Spring Valley Rd.



7/22/2021, 1:47:22 PM

- Areas**

 - Override 1

Lines

 - Override 1
 - Current Parcel
 - Railroad Centerlines

Road Centerline I, USH

 - Interstate Highway, I-41
- Road Centerline STH, CTH**

 - On/Off Ramp
 - State Highway
 - County Highway
 - Address Point
 - Parcel Taxkey & Acreage
 - Leader Lines
- US Highway, FOND DU LAC AV; US Highway, HY 45**

 - US Highway, FOND DU LAC AV; US Highway, HY 45

- Subdivision Name**

Condominium Name

Certified Survey Number

Lot Number

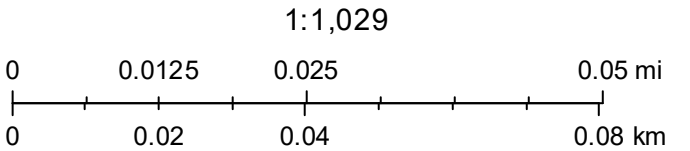
Landhook

Meander Line

PLSS Monument
- Local Road Labels**

 - Township Road
 - City/Village Street
 - Private Street
 - Municipality
 - Retired Parcel
 - Right-of-Way
- Plat**

 - Unknown
 - Certified Survey Map
 - Condominium
 - Assessor Plat; Cemetery Plat; Subdivision



**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, July 29, 2021 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:00 p.m.

Members Present: Pres. Schwab, Tr. Kruepke, Sarah Mleziva, Jon Molkentin, Dan Reik and Jon Weil

Members Excused: Tr. Emmrich

Staff Present: Building Inspector/Code Enforcement Officer Collin Johnson, Administrator Jen Keller, and Clerk Jilline Dobratz.

2. Approval of Minutes for the Plan Commission Meeting of May 27, 2021

Motion by Tr. Kruepke, second by Jon Weil to approve the Plan Commission minutes of May 27, 2021 as presented.

Vote: 6 ayes, 0 nays. Motion carried.

3. Extra Territorial Plat/Certified Survey Map (CSM) – Todd & Debra Weyker – 1991 Spring Valley Road

Property owner, Todd Weyker, was present. Building Inspector/Code Enforcement Officer Johnson commented this is two parcels joining by CSM but will remain two separate lots.

Motion by Jon Molkentin, second by Tr. Kruepke recommend Village Board not take exception to the Extra Territorial Plat/Certified Survey Map – Todd & Debra Weyker – 1991 Sherman Road.

Vote: 6 ayes, 0 nays. Motion carried.

4. Citizens to Address the Plan Commission

None.

5. Adjourn

Motion by Tr. Kruepke, second by Jon Molkentin to adjourn.

Vote: 6 ayes, 0 nays. Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

RESOLUTION #21-16

A RESOLUTION ADOPTING THE 2020 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE JACKSON WASTEWATER TREATMENT FACILITY

WHEREAS, the State of Wisconsin Department of Natural Resources requires a Compliance Maintenance Annual Report for the Village of Jackson Wastewater Treatment Plant; and

WHEREAS, the Village of Jackson Wastewater Treatment Plant Superintendent, the Village's Engineer, the Village Clerk and the Village Treasurer have completed the necessary information requested in the annual report; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Jackson, Washington County, Wisconsin, does hereby resolve that the Village Board has reviewed the Compliance Maintenance Annual Report, and has approved it for submission.

Introduced by: _____

Seconded by: _____

Vote: _____ Aye _____ Nay

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk

Proof of Posting:

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

Village Official

Date

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.2797	x	182	x	8.34	=	1,947
February	1.2210	x	197	x	8.34	=	2,007
March	1.5810	x	188	x	8.34	=	2,483
April	1.2833	x	247	x	8.34	=	2,640
May	1.6074	x	237	x	8.34	=	3,176
June	1.1777	x	219	x	8.34	=	2,149
July	1.2694	x	212	x	8.34	=	2,245
August	1.0419	x	228	x	8.34	=	1,978
September	1.1483	x	206	x	8.34	=	1,972
October	1.1719	x	234	x	8.34	=	2,285
November	1.1223	x	227	x	8.34	=	2,121
December	1.1642	x	236	x	8.34	=	2,291

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	1.875	x	90	=	1.6875
		x	100	=	1.875
Design BOD, lbs/day	2980	x	90	=	2682
		x	100	=	2980

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	1	1
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	1	1
Points		0	0	3	2
Total Number of Points					5

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

☒ Yes

Enter last calibration date (MM/DD/YYYY)

2020-08-06

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☒ Yes

☐ No

☐ No

☐ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

2946550

gallons

☐ No

Holding Tanks

☒ Yes

15874420

gallons

☐ No

Grease Traps

☒ Yes

3100

gallons

☐ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

The WWTF has a 126,000 gallon septic receiving station capacity. The operators control the flow from the station to the headworks through a automated valve connected to a flow meter. Operators adjust valve to slowly empty the station over a 24 hr time. The plant adjust well to this operation.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: 7/16/2021 Reporting For: 2020

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.? ☐ Yes ☒ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.	
---	--

Total Points Generated	5
Score (100 - Total Points Generated)	95
Section Grade	A

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	17	15.3	3	1	0	0
February	17	15.3	4	1	0	0
March	17	15.3	3	1	0	0
April	17	15.3	4	1	0	0
May	12	10.8	4	1	0	0
June	12	10.8	3	1	0	0
July	12	10.8	3	1	0	0
August	12	10.8	3	1	0	0
September	12	10.8	4	1	0	0
October	12	10.8	4	1	0	0
November	17	15.3	4	1	0	0
December	17	15.3	3	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

☒ Yes

Enter last calibration date (MM/DD/YYYY)

2020-08-06

☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

N/A

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

☐ Yes

☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

☐ Yes

☐ No

☒ N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	12	10.8	2	1	0	0
February	12	10.8	2	1	0	0
March	12	10.8	1	1	0	0
April	12	10.8	2	1	0	0
May	12	10.8	2	1	0	0
June	12	10.8	2	1	0	0
July	12	10.8	2	1	0	0
August	12	10.8	2	1	0	0
September	12	10.8	2	1	0	0
October	12	10.8	2	1	0	0
November	12	10.8	2	1	0	0
December	12	10.8	3	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

n/a

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	7		.253888889	0					
February	7		.255	0					
March	7		.19	0					
April	4.3		.158333333	0					
May	5.7		.144117647	0					
June	3.9		.244117647	0					
July	3.9		.492833333	0					
August	3.9		.289444444	0					
September	3.9		1.107647059	0					
October									
November									
December									
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

n/a

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.85	0.625	1	0
February	.85	0.754	1	0
March	.85	0.597	1	0
April	.85	0.676	1	0
May	.85	0.665	1	0
June	.85	0.662	1	0
July	.85	0.587	1	0
August	.85	0.535	1	0
September	.85	0.742	1	0
October	.85	0.606	1	0
November	.85	0.548	1	0
December	.85	0.738	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

n/a

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

980.40 acres

2.1.2 How many acres did you use?

52 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

☒ Yes

☐ No (10 points)

☐ N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - ANAEROBIC LIQUID

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				13.6										0	0
Cadmium		39	85				0										0	0
Copper		1500	4300		1040		849			851			827				0	0
Lead		300	840				19.4										0	0
Mercury		17	57				0										0	0
Molybdenum	60		75				12.7									0		0
Nickel	336		420				20									0		0
Selenium	80		100				0									0		0
Zinc		2800	7500				791										0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

☒ 0 (0 Points)

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☐ 1-2 (10 Points)

☐ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

☐ Yes

☐ No (10 points)

● N/A - Did not exceed limits or no HQ limit applies (0 points)

☐ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

● 0 (0 Points)

☐ 1 (10 Points)

☐ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

☐ Yes (20 Points)

● No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

n/a

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2020 - 03/31/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2020 - 12/31/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

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Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2020 - 06/30/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2020 - 09/30/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2020 - 12/31/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2020 - 12/31/2020
Density:	736,030
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion

- 4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.
- 4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?
- o Yes (40 Points)

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● No

If yes, what action was taken?

0

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Method Date:	03/31/2020
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	12/31/2020
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	06/30/2020
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	09/30/2020
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	12/31/2020
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

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Outfall Number:	002		0
Method Date:	12/31/2020		
Option Used To Satisfy Requirement:	Injection when land apply		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
5.2 Was the limit exceeded or the process criteria not met at the time of land application? ☐ Yes (40 Points) ☒ No If yes, what action was taken?			
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? ☒ >= 180 days (0 Points) ☐ 150 - 179 days (10 Points) ☐ 120 - 149 days (20 Points) ☐ 90 - 119 days (30 Points) ☐ < 90 days (40 Points) ☐ N/A (0 Points) 6.2 If you checked N/A above, explain why.			
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: No outstanding biosolids issues noted			

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) ☐ ○ No (40 points) ☐ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ○ Excellent ● Very good ○ Good ○ Fair ○ Poor Describe your rating: WWTF staff maintains the plant in a efficient and timely matter	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

● Yes (0 points)

○ No (20 points)

Name:

CHAD M RUSS

Certification No:

35582

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance and is basic level only.)

● Yes (0 points)

○ No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

☒ One or more additional certified operators on staff

☐ An arrangement with another certified operator

☒ An arrangement with another community with a certified operator

☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year

☐ A consultant to serve as your certified operator

☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information Name: Brian W. Kober Telephone: 262-677-0707 (XXX) XXX-XXXX E-Mail Address (optional): brian.kober @villageofjackson.com		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) ☐ ☐ ○ No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2020 ● 0-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A (private facility) 2.3 Did you have a special account (e.g., CWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2020 ● 1-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) 3.2.3 Adjusted January 1st Beginning Balance 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ 889,966.98 \$ 0.00 \$ 889,966.98 + \$ 249,222.27

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 72,111.63

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,067,077.62

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Replaced Various Equipment

3.3 What amount should be in your Replacement Fund? \$ 247,810.00

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	The current discharge permit has a August 31, 2026 compliance date requirement for lower phosphorus limit. We are investigating a variety of options to meet the lower limit. Also, a new Facilities Planning Study is being created.	120,000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 1

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	424	
February	340	
March	387	
April	378	
May	341	
June	338	
July	298	
August	239	
September	265	
October	241	
November	259	
December	310	
Total	3,820	0
Average	318	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

Pull pumps twice a year for preventative maintenance.

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	101,360	39.67	2,555	60.36	1,679	2,787
February	88,560	35.41	2,501	58.20	1,522	2,400
March	89,360	49.01	1,823	76.97	1,161	1,828
April	98,800	38.50	2,566	79.20	1,247	880
May	91,782	49.83	1,842	98.46	932	1,100
June	83,360	35.33	2,359	64.47	1,293	916
July	96,000	39.35	2,440	69.60	1,379	265
August	84,560	32.30	2,618	61.32	1,379	295
September	91,360	34.45	2,652	59.16	1,544	470
October	85,360	36.33	2,350	70.84	1,205	381
November	98,720	33.67	2,932	63.63	1,551	879
December	125,360	36.09	3,474	71.02	1,765	2,148
Total	1,134,582	459.94		833.23		14,349
Average	94,549	38.33	2,509	69.44	1,388	1,196

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☒ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☐ Mechanical Sludge Processing
- ☒ Nitrification
- ☒ SCADA System
- ☐ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

None

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☐ No

☒ Yes

If Yes, how is the biogas used (Check all that apply):

☒ Flared Off

☒ Building Heat

☒ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Prevent SSO's, mainline backup, Rehabilitation or replacement of laterals and mainline sewer.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-05-09

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	1.4	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1.6	% of system/year
Manhole inspections	9.2	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	0.3	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	5	% of system/year
Private sewer I/I removal	0	% of private services

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

28.09	Total actual amount of precipitation last year in inches
34.2	Annual average precipitation (for your location)
42.5	Miles of sanitary sewer
1	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
1.16	Average daily flow in MGD (if available)
1.9	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.6	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:
7/16/2021 2020

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: Repaired 7 Laterals, televised 132 laterals 5.4 What is being done to address infiltration/inflow in your collection system? Utility continue to address I&I by replacing old mainline, manhole repair or replacement as needed. Replacing private laterals that are found to be failing through lateral inspection.	
---	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:
7/16/2021 2020

Grading Summary

WPDES No: 0021806

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Jackson (Village) Wastewater Treatment Plant

Last Updated: Reporting For:

7/16/2021

2020

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Jackson

Date of Resolution or
Action Taken:

2021-08-10

Resolution Number:

21-16

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

DRAFT Minutes
Board of Public Works Meeting
Tuesday, July 27, 2021 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Chair Heckendorf called the meeting to order at 7:00 p.m.

Members Present: Tr. Engelhardt, Tr. Matter, Sarah Malchow, Tim Meffert, Steve Schoen and Gloria Teifke

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober and Clerk Jilline Dobratz

2. Approval of the Board of Public Works Minutes of June 29, 2021

Motion by Tr. Matter second by Tr. Engelhardt to approve the Board of Public Works minutes of June 29, 2021.

Vote: 7 ayes, 0 nays. Motion carried.

3. Presentation of Twin Creeks Sewer Pump Station Capacity – City Water

Tom Nenning and Eric Fulsaa of City Water were present. Eric Fulsaa provided background information, the analysis, and recommendations. The three options of the analysis and current capacity of the sewer pump station are: do no upgrades with no extra development; upgrade/replace pump station for more capacity; or relay/install new interceptor sewer by Cedar Creek. Improvements would need to be made to the system to serve a new subdivision. This item was for information only and no action was necessary.

4. Review of Preliminary Special Assessment Willow Ridge Dr Reconstruction Project

Director Kober distributed the Preliminary Property Assessment project spreadsheet. Jackson Sewer Utility would be subsidizing Storm Sewer Improvements. The 30 property owners will be special assessed for sidewalk and storm sewer lateral.

Motion by Chair Heckendorf, second by Tr. Engelhardt to recommend Budget & Finance and Village Board the Jackson Sewer Utility Subsidize Storm Sewer Improvements for Willow Ridge Drive Reconstruction Project in the amount of \$65,937.76.

Vote: 7 ayes, 0 nays. Motion carried.

5. Review of One Ton Truck Street Department Quote

Director Kober gave background information on the increased truck quote. Due to the pandemic, Ewald Automotive Group was not able to previously order the truck.

Motion by Chair Heckendorf, second by Gloria Teifke to recommend Budget & Finance and Village approve the purchase of the 2022 One Ton Truck Street Department in an amount not to exceed \$32,509.00.

Vote: 7 ayes, 0 nays. Motion carried.

6. Resolution #21-16 Jackson Sewer Utility 2020 CMAR

Director Kober reviewed the annual report.

Motion by Tim Meffert, second by Tr. Matter to recommend Village Board approve Resolution #21-16 Jackson Sewer Utility 2020 CMAR.
Vote: 7 ayes, 0 nays. Motion carried.

7. Pay Request #7 – Spruce St & Ridgeway Dr Extensions – Wondra Construction, Inc.

Director Kober explained the pay request and update of the project.

Motion by Chair Heckendorf, second by Gloria Teifke to recommend Budget & Finance and Village Board approve Pay Request #7 – Spruce St & Ridgeway Dr Extensions – Wondra Construction, Inc in the amount of \$122,388.21.

Vote: 7 ayes, 0 nays. Motion carried.

8. Review of US Cellular & Verizon Cellular Antenna Agreement White Water Tower

Director Kober reviewed the agreements.

Motion by Tim Meffert, second by Chair Heckendorf to recommend Budget & Finance and Village Board approve US Cellular & Verizon Cellular Antenna Agreements White Water Tower.

Vote: 7 ayes, 0 nays. Motion carried.

9. Director of Public Works Report

After a short discussion on items. Motion by Chair Heckendorf, second by Tr. Matter to place the Director of Public Works Report on file.

Vote: 7 ayes, 0 nays. Motion carried.

10. Citizens/Village Staff to Address the Board

None.

11. Adjourn.

Motion by Tr. Engelhardt, second by Tr. Matter to adjourn.

Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk



Jackson Joint Parks & Recreation Department
Jackson Area Community Center
 N165 W20330 Hickory Lane, Jackson, WI 53037
 Phone: (262) 677-9665

Date of Reservation : ____/____/____

Rental Agreement

☐ Check Here if this is a **LONG TERM**, annually renewing rental. (Note: these must be pre-approved and pre-negotiated by the Jackson Joint Parks & Recreation Department).

☒ Check here if "Additional Insured Certificate" is required.

Name of Applicant (or Organization): DEMOCRATIC PARTY OF WASHINGTON COUNTY

Applicant's Address (Street, City, State, Zip):

PO. Box 355 WEST BEND, WI 53095

Phone and/or Cell Number: (262) 707-9435 Email: drk9003@gmail.com

Event Date: 10/17/21

Purpose of Event: SPAGHETTI DINNER FUND-RAISER

* Will any of your guests require special accommodations? Yes ☒ No

If Yes please explain: _____

* Tickets Sold or Admission Charged? Yes ☒ No (May require Village Board Approval)

* Will there be decorations? ☒ Yes No

* Will Alcoholic Beverages be Served? ☒ Yes No (May require Village Board Approval)

(Please be aware that it is necessary to have the appropriate license to serve alcohol in this premise. If the appropriate licenses are not obtained, the Jackson Park & Recreation Department reserves the right to refuse the reservation. Call the Jackson Village Hall for more information (262) 677-9001).

Estimated Number of Persons to Attend Event: 100

Rental StartTime: 4:00 Rental EndTime: 8:00

(Be sure to include setup and cleanup time to ensure return of your security deposit)

Please List The Rooms Being Rented & Rate:

Room Name	Number of hours	Room Rate	Total Room Cost
1. Gym & Kitchen X	4	X \$50/Hr =	\$200.00
2. _____ X	_____	X _____ =	_____
3. _____ X	_____	X _____ =	_____

Black table skirts and black or white 120" round table clothes are available to rent at \$5.00 per.

SKIRTS _____ and/or # CLOTHS _____ X \$5.00 = _____

Total Rental Fees (not including \$100.00 deposit): \$ _____

Person Responsible for Walk Through with Building Attendant Before and After Event:

DAVID KLIS Phone: 262-707-9435

Person Responsible for Cleaning after Event:

DAVID KLIS Phone: 262-707-9435

ARE THERE OTHER WAYS WE CAN MAKE YOUR COMMUNITY CENTER RENTAL PERFECT FOR YOUR EVENT?

Tell us what you would like. We may or may not be able to accommodate you but we want your event to be successful. If we can't help you, we'll try to direct you to someone who can help you.

Please Circle How You Heard of the Jackson Area Community Center:

Previous Customer ☒ Activity Guide/Event/Program ☐ Facebook ☐ Newspaper ☐ None

SETUP REQUESTS: Tables, Chairs and general layout may be made at the time of reservation.

TOTAL FEES

Rental Deposit/Cleaning/Damage/Rental Reservation Time Violation: \$ 100.00

Rental Fee: \$ _____ Long Term Rental Fees: ☐ Monthly ☐ Bi-Annually

Additional Charges: \$ _____ Description of Additional Charges: _____

TOTAL: \$ 300.00

PAYMENT: ☐ Check #: _____ ☐ Cash Total: _____ ☐ Credit Below

The applicant hereby agrees to save, secure, and keep harmless the Jackson Area Community Center/Jackson Parks & Recreation Department/Village of Jackson and its officers, employees, agents, and the Village of Jackson against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things strictly comply to the conditions of this agreement.

I certify that I have read all the **TERMS & CONDITIONS** as provided and shall accept responsibility on behalf of my group for any damage or theft sustained by the community center (i.e. premises, furniture, equipment, or supplies) because of the occupancy of said premises by our group.

Please initial after reading ly

I have read and agree with the terms and conditions of the entire contract.

Signature of responsible party: [Signature] Date: 7/15/21

Community Center Representative: _____ Date: _____

CREDIT CARD AUTHORIZATION		Amount: \$ _____
Name on Card (print) _____		
☐ Billing Same as above or please list		
AMEX		Sec. Code
VISA/MC		
or Discover	CVV Code	Exp. Mo. Exp. Yr.
I authorize the Jackson Jt. Parks & Recreation Dept. to charge my credit card for the above fees. If the Jackson Jt. Parks & Recreation Dept. is unable to process my payment, I will be responsible for an alternate payment arrangement.		
Signature _____	Date _____	
(A convenience fee will be added for credit cards.)		

When paying with a credit card, the cardholder agrees to pay the rental fee immediately on the provided card.

We will hold the card information on file and it will be considered and used as a security deposit.



DEPOSIT: \$50
CHECK NO. _____
CASH _____
APPROVED BY _____

**Application for Use of Village Board Room or Meeting Room No. 1
Jackson Municipal Complex, Jackson, Wisconsin**

Date(s) Requested: _____

Time Requested: _____

Name of Group: _____

Type of Group: ☐ Non-Profit ☐ School ☐ Governmental

No. of People Expected: _____

Contact Person: _____

Email: _____

Phone Number: _____

Address: _____

City/State/Zip: _____

The undersign individually and on behalf of the sponsoring organization has read and agrees to comply with the Policies and Procedures governing the use of the Village Board Room and Meeting Room No. 1. The undersigned, individually and on behalf of the sponsoring organization, assumes full responsibility for and will make good any damage done to the building or equipment and will hold harmless the Village of Jackson and its officers, agents and employees from any and all claims arising out of the use of the building.

Signature of Applicant

Date

VILLAGE OF JACKSON

Municipal Complex Facility Use Policy

Scope

The Village of Jackson provides meeting rooms for community use as a free public service. Public use of a meeting room is not the primary purpose of the Village and should not be allowed to disrupt the Village's ability to conduct business.

General Guidelines

The Village Board Room and Village Hall Meeting Room No. 1 are available to Village of Jackson organized non-profit groups, schools and government agencies. The rooms are available for use from 8:00 a.m. until 4:00 p.m., Monday through Friday excluding holidays. The rooms are reserved on a first come, first served basis. Reservations are not guaranteed and may be canceled at any time.

A meeting room may be reserved for use by an adult resident of the Village of Jackson. The resident of the Village must fill out and sign the Meeting Room Reservation Request Form. (Draft Request Form forthcoming) The Village Administrator is authorized to grant exceptions to this.

A security deposit of \$50.00 is required. The deposit will be returned to the applicant when it is deemed no damage to Village property was caused.

If problems occurring during the event, call (262) 677-9001 during normal business hours. Call 911 in any situation that requires emergency assistance from the police department, fire department or ambulance.

Regulations

1. Groups using a meeting room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, endorsed, or approved by the Village unless permission to do so has been given in advance by the Village Board. Any public notice or advertisement of any meeting held in the Village Board Room or Meeting Room No. 1 must clearly state that the meeting is held at the Village facility, not sponsored by the Village of Jackson.
2. No group may use the Municipal Complex address as its own organizational address. The Village will not accept calls or relay messages to persons utilizing a meeting room.
3. All groups must abide by all local and state fire and safety laws. Fire exit doors shall not be blocked in any way. Attendance may not exceed the posted room capacity.
4. **Smoking and alcoholic are not permitted in the building or on the grounds.**
5. Groups must confine their activities to the area reserved. Food and beverages are prohibited in the Village Board Room.
6. No reservations will include access to audio or video technologies. Groups may bring their own equipment and connect to the guest wifi network.
7. All groups are responsible for set-up and take down of the room. The room must be left in the same condition as it was found. Tables and chairs are to be returned to their original location. All litter must be placed in appropriate receptacles.
8. Pets are not allowed except for service dogs as defined by Americans with Disabilities Act.
9. The Village of Jackson reserves the right to cancel a reservation if at anytime the Village or Municipal Court intends to use the room for any public purpose. In the event a reservation is canceled by the Village, the security deposit will be refunded.
10. If the event is canceled by the group, the user shall contact Village staff as soon as reasonably possible. Failure to do so may result in suspension of meeting room privileges.
11. The group shall not cause or permit anything to occur whereby Village property will, in any manner, be injured, marred, defaced or damaged. Nothing may be taped, hung, tacked, etc., to any walls, windows, doors, furniture, tables or any other Village surface or object.
12. Charges for damages and/or cleaning by maintenance personnel will be billed to the applicant. Violation of any segment of this policy and/or Village Codes shall be just cause for the denial of future reservations.
13. The Village of Jackson will not be responsible for any materials, equipment or personal belongings left in the building. All goods, wares, merchandise and/or property of the group must be removed from the Village the day of use.
14. If the activity requested implies any form of hazard, risk or liability, the applicant shall be required to furnish proof of public liability and property damage insurance in specifically determined amounts which will indemnify the Village of Jackson. Such insurance must name the Village of Jackson as "additional insured" and shall specify that the Village of Jackson shall receive 10 days prior notice in writing in the event of cancellation of the policy.
15. The Village of Jackson reserves the right to refuse future use of a meeting room by a group for infringement of any rules or policies governing the use of the room.
16. It shall be the responsibility of the group to maintain peace and good order among all persons attending any activity or event at Village Hall in compliance with all applicable State and local laws and ordinances. The group shall be strictly liable to the Village for any damage which occurs within the Village Hall or to the Village Hall premises because of a breach of peace and order.
17. The Village retains the right at all times to control the management of its facilities and to enforce all necessary rules and regulations, whether or not contained in this policy.



Opportunity Analysis & Development Plan

Village of Jackson, Wisconsin
Draft: March 7, 2017



Washington County
Site Redevelopment Program 2016

A U.S. Environmental Protection Agency
Brownfield Redevelopment Program



Business
Ready Wi.com
WASHINGTON COUNTY
SITE REDEVELOPMENT PROGRAM

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INTRODUCTION

Site Redevelopment Program Background

In 2013, Washington County formed a coalition with the City of Hartford, City of West Bend, Village of Jackson, Village of Richfield and Village of Slinger to apply for a U.S. Environmental Protection Agency (USEPA) Brownfield Coalition Assessment Grant for Hazardous Substance and Petroleum Brownfields. On May 28, 2014, the USEPA announced that Washington County was successful in securing a Countywide Coalition Brownfield Assessment Grant totaling \$600,000.

USEPA grant funds have been used to complete a community-wide inventory and prioritization of sites that have redevelopment potential within the County, perform Phase I and Phase II environmental site assessments on priority sites, complete remedial action plans and redevelopment plans for select sites and perform community outreach and education related to redevelopment opportunities. The Washington County Site Redevelopment Program (SRP) is led by a Site Redevelopment Committee (SRC) comprised of representatives from each of the participating communities. The SRC guides all decisions related to resource allocation, environmental assessment advancement, and redevelopment planning efforts.

Planning Purpose

As a partner in the Washington County Site Redevelopment Coalition, the Village of Jackson was allocated funds to conduct a Village-wide Opportunity Analysis & Redevelopment Plan. The purpose of this plan is to identify and highlight community assets and key redevelopment opportunities in order to enhance, accelerate, and increase economic activity in the Village and contribute to its future prosperity. The Redevelopment Plan is a living document that can be used as a tool to advance specific efforts including site redevelopment, implementation of community infrastructure including parks and pathways, and advancement of a community vision to create a sense of place in the traditional Main Street downtown area of Jackson.

Planning Process

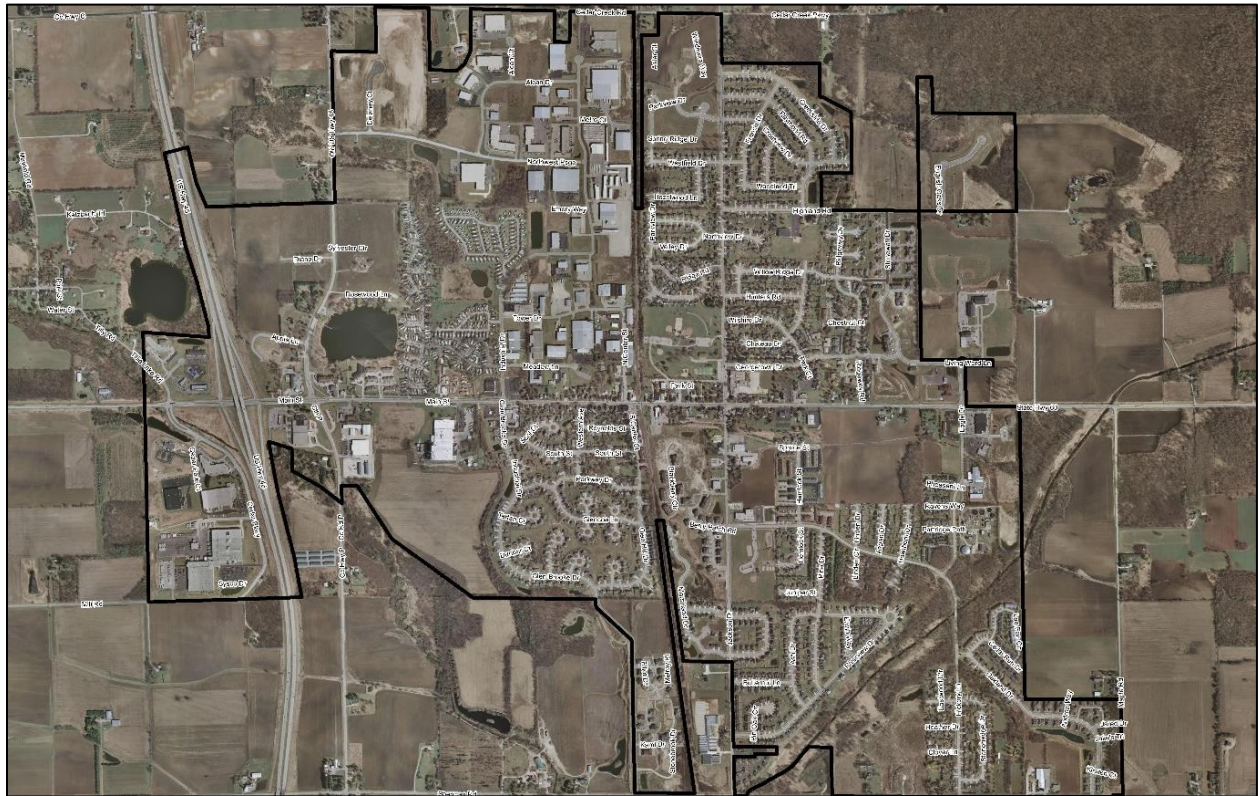
This Plan was developed with the assistance of the Village of Jackson Staff, the Washington County Site Redevelopment Program Project Management Team (PMT), and other community stakeholders between September 2016 and January 2017. As part of the planning process, Vandewalle & Associates, the SRP's urban planning and design consulting firm, led site visits, visual assessments, village staff meetings and stakeholder outreach to gauge local economic trends, private property concerns, and resident and business owner visions for the Village. Through this process, Vandewalle & Associates worked with the Village team to develop redevelopment recommendations and a next steps implementation strategy.

Vandewalle & Associates presented draft Plan materials to meetings of the Village Steering Committee, the PMT, and the Village Board. The steering committee, PMT, and additional Village Staff provided feedback on the Plan draft. A public meeting and open house was held in mid-November, and the Village Board formally adopted the Plan on March 14, 2017.

Redevelopment Study Area

The Opportunity Analysis & Redevelopment Plan considers the entire Village of Jackson's assets and opportunities. Community assets, as further described in this Plan, include place-based, economic, and demographic strengths. Assets can be capitalized on to advance redevelopment strategies in targeted areas. The Redevelopment Plan Study Area focuses on the downtown and civic core of the Village from approximately Industrial Drive in the west, Ridgeway Road to the east, Hunters Road to the north, and White Oak Circle to the south. The Study Area encompasses the commercial corridor along Main Street, major community points of interest at Jackson Park, Hickory Lane Park and the Jackson Area Community Center, two economic nodes at Main and Center Streets and Main Street and Jackson Drive, civic facilities such as the fire station, Village Hall, and Jackson School, and a mix of new construction single and multifamily housing.

The Highway 60/Main Street Corridor and in particular the traditional downtown area was identified as the highest priority for further study and planning as it is the historic core of the community and the area of the Village that has the most opportunity for redevelopment and the establishment of a community "sense-of-place." Within this area there are several areas to build on the existing commercial, civic, and community assets already in place.

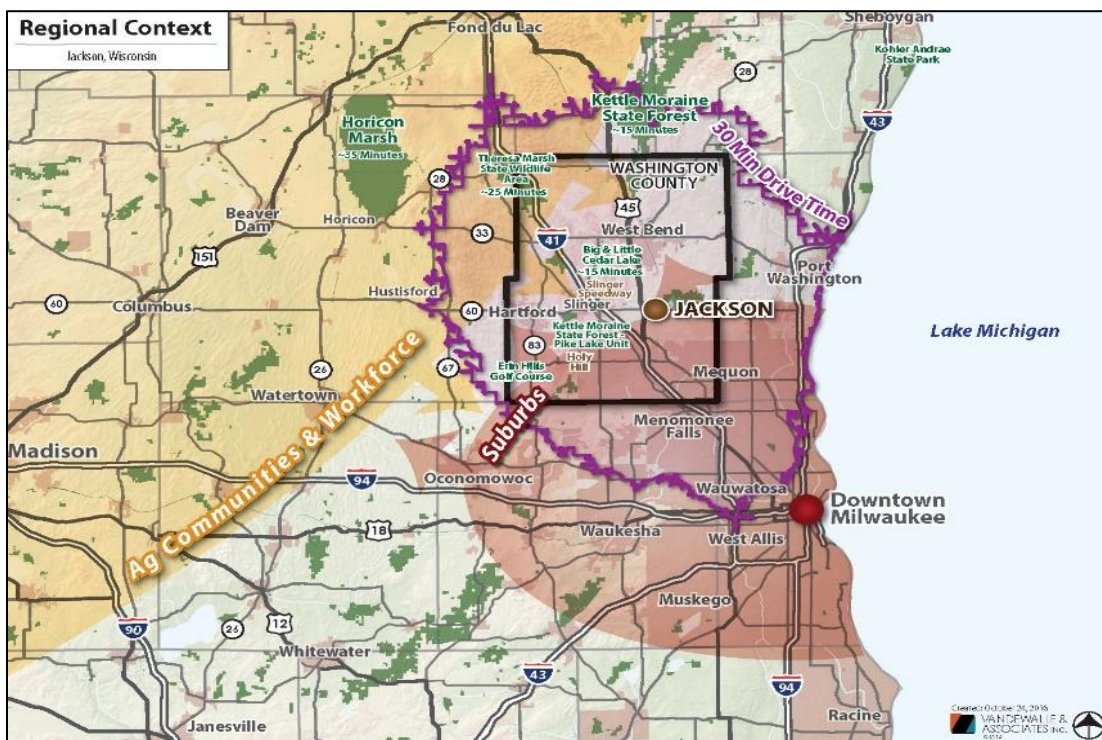


COMMUNITY ASSETS, MARKET OPPORTUNITIES, & POSITION

The Village of Jackson sits along State Highway 60 just northeast of the I-41/US-45 interchange providing outstanding access to the Milwaukee metropolitan area, the I-94 corridor, and the Fox Valley. Regionally considered a bedroom community, residents of Jackson typically work in Milwaukee, West Bend, Hartford, the Fox Valley, Waukesha, or points north and south of the Village. Residents choose the peaceful, rural living of the well-known and highly regarded community with all the conveniences families seek.

Development within Jackson is defined by a compact and efficient land use with a variety of community spaces and parks to host local youth and adult sports leagues as well as several community events and festivals throughout the year.

Village of Jackson Regional Context Map



The Village of Jackson is well-positioned within the region, with convenient access to many employment, commercial and entertainment centers that may draw Jackson residents in lieu of comparable offerings in or near the Village. Jackson is within 15 minutes of many of its Washington County peer communities, including Hartford, Slinger, Richfield and West Bend; within 30 minutes to northern Waukesha, Ozaukee and Milwaukee County suburban employment centers; and within 45 minutes of Fond Du Lac/Lake Winnebago, portions of Sheboygan, Dodge and Jefferson Counties, downtown Milwaukee, and Milwaukee's southern suburbs.

Over the last several years Jackson has seen steady growth in the single family and multi-family housing development and has added both national retail chains and local small businesses to its growing portfolio of commercial establishments. Recently, Jackson has seen an increase in interest for commercial developments. Just east of the I-41/US-45 interchange there is an average traffic count of 15,700 Average Daily Trips (ADTs) which drops to 8,300 at Maple Road at the eastern Jackson Limits.¹

¹ <http://wisconsin.gov/Pages/projects/data-plan/plan-res/default.aspx>

This would indicate that a large portion of the traffic is originating west of Jackson and is captured within the community before returning west – a common characteristic of workforce commuter traffic.

Demographics

The following table offers a brief snapshot of Jackson’s demographics compared to Washington County and Wisconsin as a whole. The community has a median household income on par with the state average, with high levels of homeownership and housing values suggest a stable, middle class populace.

With a higher proportion of children than the county and state, fewer seniors and a lower median age, but a smaller ratio of persons per household, Census data suggests that Jackson householders are more likely to include singles and middle-aged persons with children. However, with very low growth rates projected over the next five years (Applied Geographic Solutions [AGS] modeling projects less than 1% growth in total population growth through 2021), the median age of Jackson residents is expected to climb. As with many other semi-rural communities around the county, younger residents are beginning to trend toward higher density areas, but many longtime residents are choosing to “age in place.”

Given the fairly high density of the Village’s population (2,234 persons per square mile) relative to its rural setting, it would appear that there is a built-in customer base that could support businesses that reflect residents’ needs and interests, as well as opportunities to capture some commuter traffic from the I-41 corridor along the Village’s western edge. Generally speaking, Jackson residents are the most likely to patronize local businesses, including a mix of year-round convenience and destination retail that is “local” and/or boutique in character and does not repeat offerings such as traditional big-box chain retail and dining available in larger nearby communities in the suburban Milwaukee area.

Demographic Comparison Summary	Jackson	Washington County	Wisconsin
Population, 2015 estimate	6,859	133,674	5,771,337
Population, percent change - April 1, 2010 to July 1, 2015	1.20%	1.40%	1.50%
Persons under 18 years, percent, 2015	26.10%	22.70%	22.40%
Persons 65 years and over, percent, 2015	13.30%	16.30%	15.60%
Median Age	37.7	41.6	38.8
High school graduate or higher, percent of persons age 25+, 2010-2014	89.30%	92.80%	90.80%
Bachelor's degree or higher, percent of persons age 25+, 2010-2014	24.00%	27.90%	27.40%
Homeownership rate, 2010-2014	74.60%	78.00%	67.70%
Median value of owner-occupied housing units, 2010-2014	\$180,100	\$217,900	\$165,900
Persons per household, 2010-2014	2.38	2.5	2.43
Median household income, 2010-2014	\$53,212	\$67,650	\$52,738

Interstate 41/US Highway 45 Access

US-45 intersects the community at Highway 60 on the western boundary of the community. To the north, US-45 connects Jackson with the City of West Bend and to the South the I-41 and the Milwaukee Metropolitan Area – both major employment centers and laborsheds for the region. US-45 provides businesses and industry access to a major transportation network to both move goods to markets to the north, south, and west as well as receive the essential supplies and inputs to production within minutes of entering the Jackson Village Limits. Access provided by US-45 is desirable to businesses attracted to highway frontage or proximity. With daily traffic counts (measured using Average Daily Trips or ADTs) to the north and south of the interchange averaging almost 32,000 ADTs and counts entering and exiting at the interchange averaging almost 4,000 ADTs, the US-45 interchange has significant market bandwidth to develop additional highway-oriented commercial businesses to serve the needs of passing motorists and draw more money into the community.



Employment

While often referred to as a bedroom community, Jackson also boasts an impressive employment base with many expanding homegrown businesses and large multi-national corporations choosing to locate in one of two rapidly growing business parks adjacent to I-41/US-45.

There are 255 establishments within the Village's ZIP code, employing about 3,400 people. The vast majority of these firms in the Village may be categorized as small businesses, with nearly 75 percent employing less than 10 people. These employers provide over 6 percent of the total jobs in Washington County. Since a large proportion of Jacksonians work outside the community – predominantly in metro Milwaukee and West Bend – employers rely on access to blue-collar labor markets to the east and a white-collar labor force to the south as shown in the Village of Jackson Regional Context



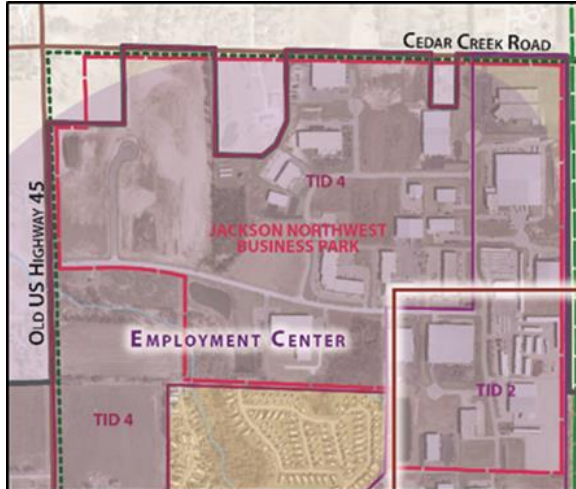
Map.² This assumption is supported by workforce survey data and traffic counts along Highway 60. There are also several large employers, the Cabela's sporting goods store near the junction of I-41 and US-45 and St. Joseph's Hospital, that each employ several hundred people and lay just outside the Village limits. Leading industry sectors in the immediate area include retail trade (23.3% of total employment), health care (21%), manufacturing (18.1%) and construction (6.4%). About 58% of total

² <http://businessreadywi.com/washington-county-profile/communities/jackson/>

employment may be considered “white-collar” information and service positions, vs. 42% of “blue-collar” positions in production, building trades and similar sectors.³

Jackson Northwest Industrial Park

Despite a relatively small geographic area, the Village of Jackson has a large amount of employment base concentrated primarily in two business parks. The Jackson Northwest Industrial Park is situated at the northwest of the Village adjacent to the US-45 corridor. The Industrial Park has two Tax Increment



Districts –TID 2 and TID 4 to finance improvements and expansion. Jackson Northwest Industrial Park has experience rapid growth over the last several years with a number of medium and small size lots available to the east and potential room for large lot expansions to the west.

Notably, major local employers have facilities in the Northwest Industrial Park including: Adaptive Micro Systems, JRB Electric, Design 2 Construct, Quincy Resource Group, Midwest Building Systems, Supply One, Moraine Park Technical College (MPTC), and more.

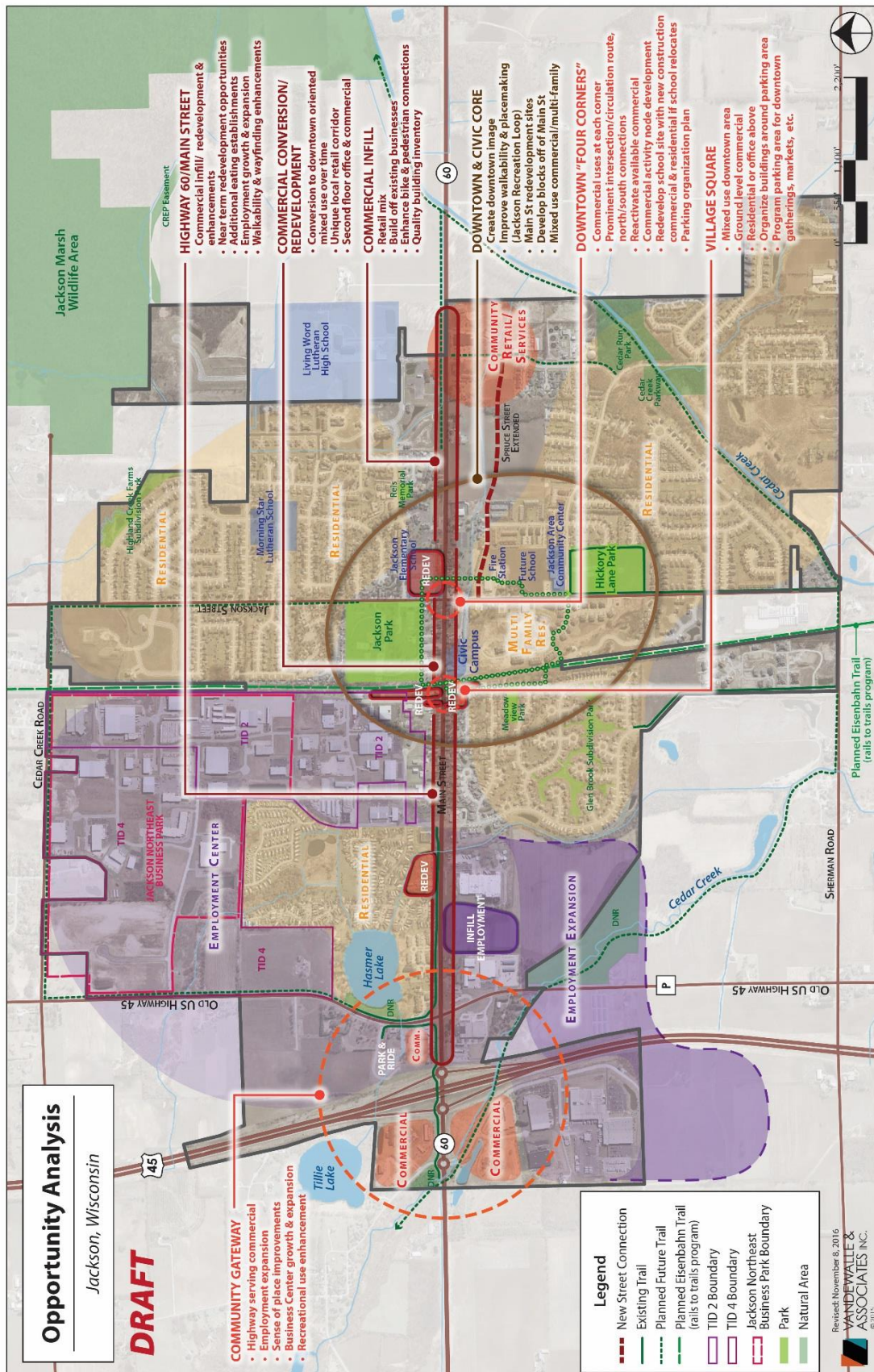
Cedar Creek Business Center

The second of the major employment centers in Jackson is the Cedar Creek Business Center. The Business Center is located on the southwest edge of the Village straddling the US-45 corridor on the east and west sides. Home to a number of major national and international businesses, the Business Center is characterized by relatively large parcels and land optioned or owned by current tenants for future expansion. The two largest employers in Jackson, Sysco and Kerry Corporation are the major anchor tenants of the Business Center. Additional businesses in the Cedar Creek Business Center include: The Jackson Clinic, Willer Tool Corp, and Rytec Corp. Available warehouse space and light industrial space offer specific opportunities for additional employment base growth in addition to future expansions by existing employers. Vacant or underutilized space in the Business Center, especially to the east, presents opportunities for redevelopment as interests and use mixes change along the Highway 60 corridor.



³ AGS, 2016

Village Wide Opportunity Analysis Map



Main Street Commercial Nodes

Highway 60 (Main Street) is Jackson's main corridor with commercial development as a prominent feature from the west to east end of the community. Commercial development is most heavily concentrated in three separate nodes located at the west, center, and east areas of Hwy 60/Main Street.

Development at the west commercial node is defined by highway-oriented characteristics serving both passing US-45 traffic and Jackson residents. Commercial development in this area includes convenience retail, fast food restaurants, automotive sales, and visitor retail.

The "center" area between the intersection of Main Street and N Center Street and just east of Jackson Drive and Main Street is the community's traditional downtown commercial center. The presence of historic buildings, smaller parcels, and the majority of the civic functions all help create an atmosphere and a center on which additional investment and growth can be built. A recent example of high quality redevelopment injecting new life into the downtown node is Coffeerville Company. As identified in this Plan, the downtown commercial node has a number of key redevelopment opportunities which may reinvigorate and reposition underutilized properties. The highest concentration of potential brownfield sites identified by the SRP are also located in the oldest portion of the Village, along Main Street and N Center Street.



The third commercial node along Main Street is located at the eastern limit of the village at Main Street and Eagle Drive. This commercial strip center contains essential businesses including Piggly Wiggly, Tennies Ace Hardware, Jackson Vision Center, and the East Side Mart. Development in this area is neighborhood oriented to serve the needs of those living in the surrounding residential neighborhoods, as well as community-wide. The area is walkable from the south side of Highway 60 and with the recent addition of a walking path along the north side

of Highway 60, the connections for the northern neighborhoods has greatly improved.

As part of Plan development, a retail gap analysis was performed to determine what residents spend their money on and what types of additional businesses the community may be able to attract and/or support. This analysis revealed a number of spending categories where it appears there is surplus market demand through a data point known as leakage.⁴

⁴ A Retail Leakage and Surplus Analysis examines the quantitative aspect of the community's retail opportunities. It is a guide to understanding retail opportunities but it is not an analysis that indicates unconditional opportunities. The analysis is sometimes called "a gap analysis" or "a supply and demand analysis" and can aid in: Indicating how well the retail needs of local residents are being met; Uncovering unmet demand and possible opportunities; Understanding the strengths and weaknesses of the local retail sector, and; Measuring the difference between actual and potential retail sales.

The retail gap report projects at least some leakage in most major categories as indicated by the “retail gap” column in the chart below, but there may be market capacity (and disposable income) for high-quality, locally-serving specialty retailers. Using national industry standards as a baseline, the table shows what a typical store size would be and the sales per square foot to determine whether there is enough capacity in the market to support a new business. A mix of smaller, convenience-focused retail (hardware, auto parts, hair care and personal services) and specialty outlets (electronics, clothing, furniture), may be supported by local demand, as well as one or more full or limited-service casual restaurants.

Supportable Retail Square Footage and Estimated New Store Feasibility for Retail Sectors					
Industry Group	Retail Gap	Median Sales PSF	Supportable Sqaure Feet	Average Median SF	New Store Market Feasibility?
Automobile Dealers	\$22,307,547	-	-	-	Maybe
Auto Parts, Accessories & Tire Stores	\$1,722,196	\$192	8,974	6,944	Yes
Furniture & Home Furnishings Stores	\$3,586,000	\$291	12,323	5,767	Yes
Electronics & Appliance Stores	\$5,637,722	\$339	16,618	2,718	Yes
Bldg Materials & Supplies Dealers	\$1,534,812	\$160	9,573	6,800	Yes
Health & Personal Care Stores	\$1,284,257	\$370	3,475	10,123	No
Clothing & Clothing Accessories Stores	\$904,814	\$299	3,024	3,638	Maybe
Jewelry, Luggage & Leather Goods Stores	\$1,241,987	\$473	2,624	1,966	Yes
Sporting Goods/Hobby/Musical Instr. Stores	-\$2,737,466	\$132	(20,771)	3,172	No
Book, Periodical & Music Stores	\$701,374	\$393	1,784	7,692	No
Office Supplies, Stationery & Gift Stores	\$1,263,951	\$225	5,615	3,698	Yes
Food/Beverage Industries					
Full-Service Restaurants	\$5,563,963	\$496	11,225	5,354	Yes
Limited-Service Eating Places	\$2,566,331	\$419	6,123	4,231	Yes
Special Food Services	\$278,548	\$347	802	2,261	No
Drinking Places - Alcoholic Beverages	\$281,659	\$496	568	4,231	No
Grocery Stores	\$3,390,978	\$295	11,487	48,235	No
Specialty Food Stores	\$1,018,256	\$132	7,733	1,622	Yes
Beer, Wine & Liquor Stores	\$219,244	\$122	1,796	3,074	No

Source: ESRI Business Analyst; Dollars and Cents of Shopping Centers (Urban Land Institute)

Community Civic Center

Jackson is rich with community assets such as parks, passive recreation spaces, and community facilities. Many these assets are concentrated with the Downtown & Civic Core as identified on the Opportunity Analysis graphic. Community parks such as Jackson Park and Hickory Lane Park serve as programmable spaces for recreational sports leagues, family leisure, and community events such as the annual Action in Jackson summer festival. During the summer, Jackson Park serves as a lively activity center on weekends and provides opportunities for libation and celebration – highlighted in the summer of 2016 with the popular traveling beer garden. Hickory Lane Park provides opportunities for parents to take their young children



to utilize a shaded splash pad, well-maintained playground equipment and a paved walking loop. Additional activities, such as the summer farmers market held in the parking lot at Jimmy's Restaurant & Bar, provide daytime activities on the weekends and a point where neighbors can get together.

Beyond parks, Jackson also has opportunities to enjoy the outdoors in a quieter setting. Anglers can enjoy the passive inland fishing opportunities at Hasmer Lake – taking advantage of a WI DNR maintained boat launch and fishing pier. For those who enjoy getting closer to nature, the community's Cedar Run Park provides approximately 24 acres and a small network of wooded hiking and walking trails perfect for observing nature, dog walking, and jogging.

Jackson is part of the West Bend School District and has one school facility, Jackson Elementary School, located in the community. The Village has a first-class community center – the Jackson Area Community Center. The Community Center offers programming and services for youth, young adults, adults, and seniors and includes a gymnasium, meeting and game rooms, a workout facility, and arts and craft space. The Community Center provides a critical point of contact for visitors and residents to enjoy programming and to catch up with each other on the latest community news.

Residential

Jackson has a well-balanced housing inventory with single-family residential neighborhoods, condominiums, and rental housing. The housing stock in Jackson is comprised of 48.8% single family homes, 10.8% two family homes, 28% three families or more, and 12.4% mobile homes with a home ownership rate of 74%. This compares favorably with county, regional, and state averages.



Single family neighborhoods are well established with new home starts continuing – predominantly in the northeast area of the village as well as to the south of Hickory Lane Park.

Immediately adjacent to the Main Street corridor in the downtown and civic core area, several new market rate multifamily apartments continue to add housing opportunities for young working



professionals to enjoy easy access to commercial establishments and high finish living arrangements. This creates the potential to add additional commercial opportunities to meet their demands.

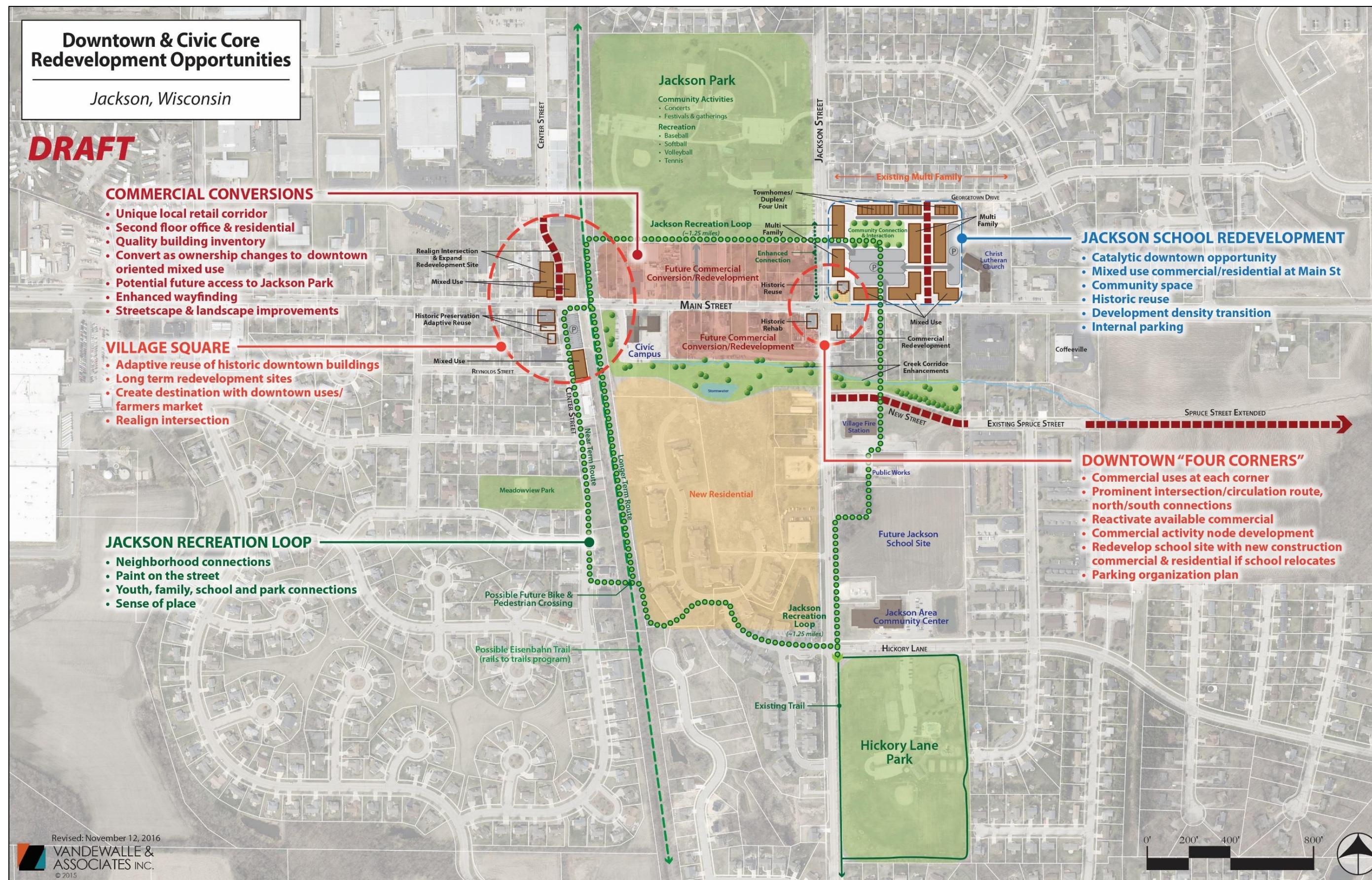
Residential development throughout the Village predominantly utilizes pedestrian facilities such as sidewalks and walking paths, but several opportunities to improve connectivity for both pedestrians and bicycles are identified in the Plan. The

recommended, Jackson Recreation Loop has the potential to deepen the connections by offering additional modes to reach destinations and enjoy recreational opportunities.

Existing residential development along Main Street between N Center Street and Jackson Drive is some of the oldest housing stock in the Village. These dwellings are well maintained and are built of quality construction. Some are owner occupied single family residences, while others have been converted into multi-family rental units. Over time, as the downtown corridor changes, some of the lower floors of these units may benefit from conversion to unique commercial spaces with residential and office space above to create a mixed-use corridor with a unique small town flavor. An existing Planned Unit Development (PUD) overlay provides flexible zoning regulations for this area.

Additional residential development may occur over time in the downtown and civic core area. Condominiums, apartments, and townhomes would all add the rooftops to allow for continued well planned growth and to provide customers for future commercial development.⁵

⁵ The term “retail follows rooftops” means that business owners want to know where they can find a sufficient amount of consumer spending and demand potential to meet the level of sales they deem necessary for their businesses to be successful. The “rooftops” refer to a defined geographical area within which the population would account for at least 70 to 80 percent of the retailer’s total sales, also known as the trade area. Higher density development puts more rooftops in a smaller geographic area, thus providing the potential customer base for new businesses.



REDEVELOPMENT PLAN RECOMMENDATIONS

The Village of Jackson Opportunity Analysis & Redevelopment Plan provides detailed recommendations based on an analysis of Jackson's community assets and market drivers, current market opportunities, redevelopment site opportunities, and community characteristics. The Plan and recommendations focus on the area referred to as the Downtown & Civic Core. The reason for this is that the vast majority of sites with the highest potential for redevelopment potential are located in this geographic area. Additionally, this older part of the Village contains a large cluster of critical community assets such as Village Hall and Jackson and Hickory Lane Parks. The Downtown & Civic Core redevelopment opportunities graphic illustrates locations for specific areas of focus and bulleted recommendations for areas of focus in each. These locations and areas of focus are explained in more detail in the following sections.



Downtown Jackson embodies the community's history and serves as Jackson's civic and cultural core. To inject energy and development interest, residential and commercial development should be encouraged through careful planning. This will not happen automatically. The community will need to set the stage for redevelopment through direct public investment including select public projects, private-public partnerships, and the possible acquisition of key properties.

The overall goal of the Plan is to capitalize on the momentum underway with recent developments and identify opportunities to position redevelopment sites for short and mid-term action. These actions should focus on creating a vibrant, sustainable downtown and civic core with a mix of uses that complement and help to grow downtown businesses and increase downtown connectivity to community amenities – in particular Jackson Park, Hickory Lane Park, and the Jackson Area Community Center.

The value of new development near downtown could be greatly enhanced by public improvements and investment in public art projects, park enhancements, cultural event programming, physical



infrastructure and connections, wayfinding, educational signage, and banners that thematically link downtown and civic core businesses and public spaces. Public projects will need to be coordinated with private development and phased in so that they can connect with all available resources including environmental site assessment and cleanup funds to ensure maximum return on investment and success. Village of Jackson staff and elected officials will need to actively engage with property owners and developers to advance the projects.

Key redevelopment recommendations for the downtown and civic core are described in the following section and correspond with the Downtown & Civic Core Redevelopment Opportunities graphic. These recommendations focus on providing a sustainable mix of uses to



stimulate new investment – predominantly at targeted areas along Main Street – to help the Village grow its tax base, expand its portfolio of local businesses, revitalize underutilized properties, and enhance the sense of place and community connectivity. The following sections move from a broad view of the Study Area to more specific site recommendations, first describing the major redevelopment areas depicted in the Plan; and finally, identifying specific priority redevelopment sites and additional recommendations within the downtown and civic core of the Village.

Village Square

The Village Square recommendations represent high priority reuse/redevelopment opportunities at the western entryway to the downtown corridor intended to create a unique retail, civic, and events focused activity node. The recommendations concentrate development on the frontage along Main Street as well as the properties to the north and south along the east and west sides of N Center Street. This concept is intended to create a destination with downtown uses and a point of interest for Village residents and visitors to enjoy Jackson. Redevelopment at this location helps by providing locations for unique storefronts and activities to pull people off the linear Main Street corridor – giving passersby an intriguing reason to stop.

The redevelopment concept recommends building on the existing adaptive reuse of the historic Hoge and Gumm building – a highly visible landmark building in the village which has seen significant recent investment. Adding additional residential developments and commercial tenants to the area will provide both the customer base and the attraction to draw people in. Adding a few additional commercial opportunities for local shops, can provide more unique shopping opportunities and will take advantage of plentiful parking at the municipal lot along Center Street. Additional historic buildings south along Center Street present reuse/renovation opportunities to add mixed use commercial/residential buildings with character that reflects the history of the Village – some may require some restoration for adaptive reuse.



The northwest and northeast corners of Main and N Center Street present two opportunities for long term commercial redevelopment of new construction commercial properties. New commercial storefronts are opportunities to add street level restaurants, offices, and retail locations or enhanced facilities for existing business along the Main Street corridor. The reconfiguration of the intersection of Center and Main Streets as part of the concept will provide optimized vehicular traffic flow and safety enhancements for bicycles and pedestrians. To facilitate the implementation of the Village Square concept, Jackson staff and elected leaders will need to coordinate with property owners to understand their long-term interests and opportunities for mutually beneficial outcomes.

The municipal parking lot just east of Center Street on the south side of Main Street is highly visible and provides a key asset to program with robust activities such as farmer's markets, craft fairs, popup markets, concert opportunities and more.

Main Street Commercial Conversions



commercial and office spaces over the long term to begin transitioning this critically important commercial frontage to a use more compatible with a main street commercial corridor. The conversions will serve to augment the more intense commercial development at the east and west end of Main Street and will provide the downtown experience for residents and visitors. The Downtown Main Street Corridor will also serve to stimulate travel between commercial nodes at the east and west ends of downtown by providing active uses and attractions for residents and visitors.

Capitalizing on these historic structures as unique assets will help define a strong sense of place and quaint attractive spaces for local artists, restaurateurs, and small business owners. Other small villages in southeastern Wisconsin and throughout the US have experienced great success

The properties on the north and south sides of Main Street from approximately Village Hall to Jackson Drive are generally well maintained single and multi-family residences of quality construction and materials. The short-term use for these properties should be to continue their current uses as residences. Over time and as the market allows, there is an opportunity to fill in a commercial downtown area by converting these units to mixed use commercial/residential properties – the trigger for which may be when the sites go on the market.

The commercial conversion concept recommends that ground levels in this corridor be converted to



An example of ground floor commercial conversion

utilizing this creative method to cultivate a brand and identity for their small, but powerful commercial engines.

A recently conducted study by Economic Development Washington County (EDWC) has identified



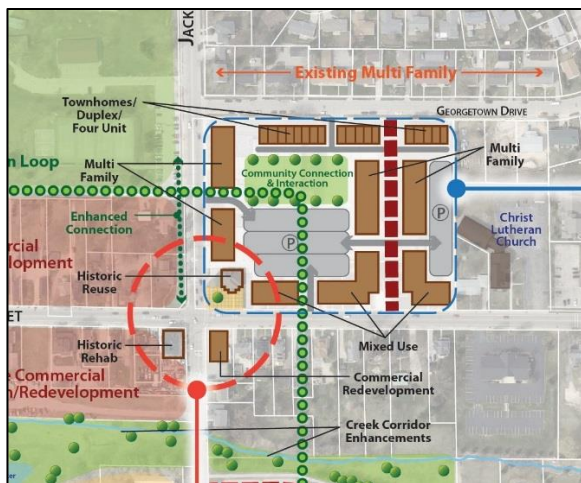
vacancy rates below 2.5% for office and commercial storefronts in several Washington County communities. While a low vacancy rate is a positive sign of a robust economy, it is also an important indicator that there is excess latent demand for additional retail and office spaces throughout the County. Simply put, there are not enough storefronts and offices to meet current demand. If the Village can identify opportunities to offer these types of spaces, there is a strong likelihood that there are tenants in search of space.

It is recommended to develop the short term, streetscape, landscape, and way finding enhancements aimed at defining downtown to develop a clear thematic and aesthetic foundation for the area, giving specific direction as redevelopment occurs. Important connections to the rest of the Village should be pursued to enhance connectivity and walkability such as pass throughs and pathway alignment for the Jackson Recreation Loop. Clear examples of these types of connections are indicated by the light grey lines in the Downtown & Civic Core Redevelopment Concept on page 12. Midblock pass throughs at the north side of Main Street to Jackson Park and at the Jackson School site redevelopment will provide direct access creating short distance and easily walkable connections in key areas of the corridor that link to the Jackson Recreation Loop.

Jackson School Redevelopment

The West Bend School District plans to develop a new elementary school to replace the existing Jackson Elementary School. Over the last several decades the school has seen multiple expansions and additions and the current space is not the best location for meeting the needs of a modern school. The current Jackson School site presents a catalytic redevelopment opportunity which may be capable of stimulating

a significant amount of investment in commercial mixed use redevelopment at the northeast intersection of Main Street and Jackson Drive. The





An example of the reuse of a historic school house for loft apartments

adaptive reuse of the historic school house for a brew pub, coffee house, or restaurant which capitalizes on a historic asset as a uniquely Jackson feature, much like Coffeetown has done with the historic log cabin. The frontage along Main Street may offer commercial storefronts with small-to-medium sized street level commercial spaces designed for small businesses and



An example of the reuse of a historic school house for loft apartments

scale is in keeping with the two-to-three story character of the existing buildings in the area and the development may provide an appealing and attractive place for young professionals or retirees looking for the perfect balance between the access to amenities of urban living and the quaintness, safety, and friendliness of a small town. These apartments will provide roof tops and density to support new commercial enterprises along the Main Street corridor.

Parking at the site would be internalized to screen it from streetview on Main Street, but still provides an access point. This will help add to and enhance the Main Street corridor's fabric as a commercial thoroughfare. Development on the northside of the site may be less dense with structures such as townhomes and duplexes to provide a diversity of living accommodations and cultivate a calmer street edge along Georgetown Drive. The site also offers a small green space accessible to the public as a point of community connection. This community facility may

concept may incorporate adaptive reuse of the historic school house and new construction on Main Street, Jackson Drive, and Georgetown Drive incorporating a blend of commercial and residential development. As the downtown's largest potential redevelopment site and a key anchor at the east end of downtown, the site presents an exciting opportunity to add valuable tax base and reposition the site for the future once Jackson School moves to a more appropriate facility for its needs.

Redevelopment of the school site can provide a unique



An example of new construction mixed-use development

one to two stories of residential above the commercial first floor with multiple high quality one-and-two bedroom apartment units. This

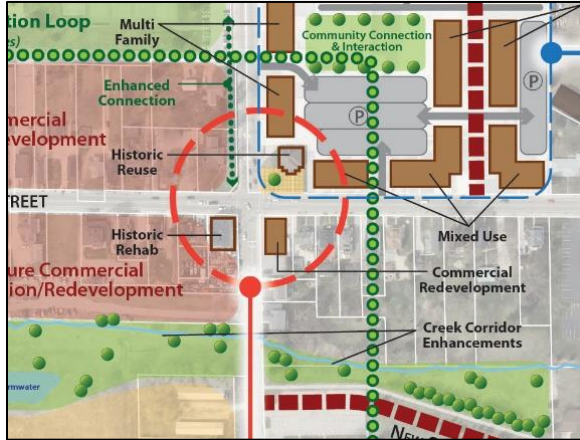


Options for a public space at the conceptual Jackson Elementary School redevelopment site

be programmed as a community garden, a gazebo, arboreteum, or another type of gathering space for cooking out and socializing. The planned Jackson Recreation Loop would pass through the space, further enhancing non-motorized connectivity in the community.

Downtown Four Corners

The intersection of Main Street and Jackson Drive will play a pivotal role in creating an eastern



development node intended to bookend the Village Square node to the west. It is recommended that all four quadrants of this intersection be used for commercial purposes – ideally dining or entertainment, building off the adaptive reuse of the historic Jackson School building. The proximity to the proposed Jackson School site redevelopment may provide a strong market and customer base living in the new residential developments there.

Near-term opportunities exist to reenergize the corner by pursuing a redevelopment project at the southeast corner of the intersection. Currently, the

former Marathon gas station sits vacant at this location. This site provides an intriguing redevelopment

opportunity to either adaptively reuse the existing building – as in the example photo above – or to clear the site for new construction. Ideally, a future development at the site may cultivate a unique experience and aesthetic using the former gas station as a dining establishment, but a clean site may provide a better opportunity for a use more closely tailored to the specific needs of the community. New construction would also allow



An example of adaptive reuse of an old gas station for a restaurant



build out to the lot line and corner, strengthening the intensity of development at this node like the structure at the southwest corner. Parking at this location is also limited meaning a new parking plan for the area would be recommended to ensure adequate parking within a reasonable walking distance.



recreate with the same authenticity and precision. Further, the building is built to the lot line along both Main Street and Jackson Drive, providing a strong street corner at an important intersection. The property itself appears to have adequate space for on-site parking along Jackson Drive, which may also accommodate parking needs for the user at the southeast corner.

The northwest corner of the intersection is currently a single-family home with a substantial front and side yard setbacks. While there are no short to medium-term plans for redevelopment, the corner is an integral point for future commercial development along the Main Street corridor. The site can provide additional commercial frontage at the street side to help bolster the commercial activity in the area as well as provide opportunity for additional off street parking – an important consideration here as the state highway designation and width of the existing Main Street corridor prevent on street parking opportunities.



An example of an adaptive reuse of a former auto repair garage as a restaurant



The Jackson Recreation Loop

The Jackson Recreation Loop is a near-term implementation project. The Loop is an approximately 1.25-mile looping trail that connects all the major assets, attractions, amenities, institutional, and recreational spaces in the redevelopment area via a looping on and off road trail system. It provides connections to existing trail networks and opportunities for future expansion to additional trail networks such as the privately developed public use trails in the subdivisions on the north side of the Village.

The return on investment of constructing this loop will be significant as a bicycle and pedestrian facility upgrade and as a community amenity for current and future residents.

It is recommended that the trail be constructed off-road where possible – such as in areas along the rail corridor, through Jackson Park, and north of the Jackson Area Community Center and on-road where the conditions and traffic levels are low. By taking the trail off-road and putting it on low traffic volume streets, the Loop will be highly functional and useable by all members of the Jackson community due to safe conditions and clear trail designations.

As shown in the diagram above, the conceptual route for the Loop connects major existing residential neighborhoods with parks and schools. This route's alignment is intended to provide a safe and well known route for children and young families to walk or ride their bikes to the parks, school, and community center with peace of mind. By beginning to think about safe routes for children to bike and walk to school, the village is positioning itself to access state and federal funding for trail programs dedicated to encouraging biking and walking to and from school such as the Safe Routes to School Grant Program. The conceptual design for the route does not provide detailed recommendations for traffic calming and safety enhancements at the two Main Street (Highway 60) crossings – which will need to be



Safe routes for children to walk and bike to school and activity centers are key enhancements that positively impact a community's quality-of-life



A high quality multi-use path enhances community connectivity

the south side of Main Street.

In addition to providing a transportation facility, an amenity like the Jackson Recreation Loop provides a critical designated recreation space for exercise and healthy lifestyle activities. These considerations are becoming critically important for communities to attract and retain residents looking for opportunities to recreate close to home within their communities. As shown, the conceptual route connects both major village parks – Jackson Park and Hickory Lane Park to existing and proposed residential developments. This alignment provides the opportunity for additional facility upgrades in the parks that are related to trail uses such as parkour equipment, disc golf, and ultimate Frisbee fields, to name a few. Similar trails are frequently used by those with an active lifestyle to bike or run to their activity such as a volleyball or Frisbee league as an opportunity for additional exercise or to avoid the congestion in the on-site parking facilities.



Bicycle and pedestrian bridges provide connections in areas with specific challenges and opportunities such as rail corridors and busy streets

Landscaping and Streetscape Enhancements



To help beautify the corridor along Main Street and develop a theme in-line with the future vision for the area, the Village should undertake a planning exercise to create a landscaping and streetscaping master plan.

A master plan for the corridor may identify major and minor improvements and enhancements including:

- Sidewalk pavement enhancements
- Site furnishings enhancement
- Stormwater management strategies
- Street tree management/street tree planting
- Planting opportunities
- Enhancement of focal areas
- Identification of public art opportunities
- Material and furnishing alternatives

The master plan could then help guide the Village to determine the timing and to identify the necessary funding sources for proposed construction of planned improvements. This plan will develop a formalized methodology that can be used each fiscal cycle, over multiple fiscal years, and/or as redevelopment projects trigger larger improvement initiatives and projects. A master plan will also help the Village clearly identify the public and private responsibilities for landscaping and streetscaping improvements in the corridor.

Redevelopment of Potential Brownfield Sites

As a coalition member in the Washington County Site Redevelopment Program, the village is well positioned to utilize the SRP to bridge the resource gap, often a hurdle to making complex redevelopment projects happen. Brownfield redevelopment plays a critical role in not only promoting responsible land use, environmental stewardship, and tax base growth, but also creating a significant investment multiplier in the community.

While Jackson does not have many known or suspected brownfield sites, the majority of potential sites are concentrated along the oldest most historic section of the village along the Canadian National rail corridor, Center Street, and Main Street.

Many of these older industrial and commercial properties are nearing the end of their useful lives – putting them on the brink of redevelopment. Some of the existing uses may be inappropriate for the current conditions and future plans for the area.

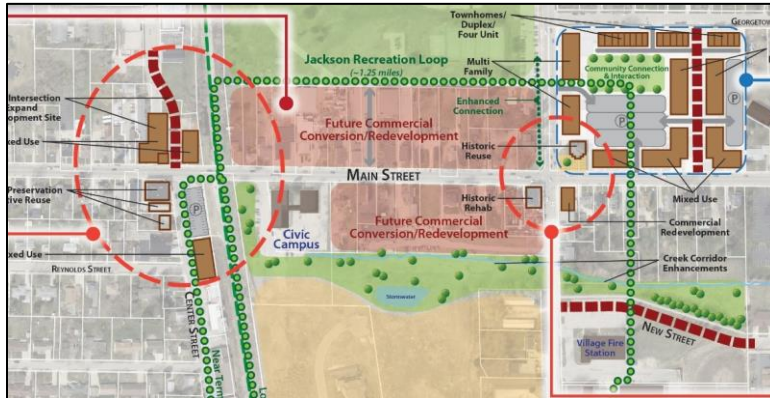


Often, due to the complexity and process, redevelopment projects take a significant amount of time and effort meaning it is never too early to begin planning and advancing redevelopment. The village may take a strong leadership role and work with their partners at the County Planning and Parks Department and Economic Development Washington County (EDWC) to advance redevelopment implementation.

By starting to address the brownfield considerations in the redevelopment area now, the community vision will be advanced.

Parking Enhancements and Organization

As a designated state highway, Highway 60/Main Street does not provide the option for on-street



parking. Given this constraint in overall parking options for downtown, it is critical for the village to develop a well thought out parking strategy for the redevelopment area to ensure adequate and affordable off-street parking for all new development and to accommodate an increase of visitors because of more commercial and entertainment offerings. A complete parking program

encourage village sponsored parking enhancements, encourage private investment in off-street parking, and foster joint ventures to pursue shared parking where possible. There are several existing and potential sites for parking that can adequately provide the necessary increase in parking that development interest will bring. Additionally, investing in off-street pedestrian connections and wayfinding signage can better help residents and visitors connect with parking that may not be visible from points of interest, but are within an acceptable walking distance.



The enhanced parking facilities at N Center Street provide critical downtown parking and a space for events

IMPLEMENTATION

The following implementation recommendations are a summary of the key next steps to begin attaining outcomes in-line with the Plan's recommendations for the downtown and civic core redevelopment area. The projects listed are priority next steps that will provide measurable positive progress toward achieving the Plan recommendations.

Targeted Redevelopment Efforts:

1. Village Square

- Conduct property owner interviews with owners along N Center Street and Main Street.
- Interview farmer's market to determine opportunities to relocate farmer's market back at the municipal lot in the future.
- Connect property owners interested in advancing redevelopment of their property with environmental assessment resources through the Washington County Site Redevelopment Program.
- Work with the Village Engineer to determine a schematic realignment of Center Street to create a safer intersection.
- Develop a conceptual plan for a Village Square to help guide future development efforts in the area.
- Identify one to two opportunities to program events at the municipal parking lot over the summer of 2017.

2. Jackson School Redevelopment

- Initiate a dialog with the West Bend School District to determine their future plans for Jackson School and school district property.
- Develop a detailed site redevelopment concept for the property to determine use mix, developable acreage, and redevelopment project costs. A reuse concept will also help position the site to market to potential developers.
- Conduct developer interviews to determine the viability of a project at the site.
- Create a tax increment district to support infrastructure and public improvement projects related to the redevelopment and other Four Corners initiatives.

3. Main Street Commercial Conversions

- Create a property inventory for the main street corridor that identifies use, occupancy, and current conditions to help aid long-term efforts for commercial conversions.
- Discuss redevelopment and reuse opportunities with existing commercial property owners in the corridor.
- Develop a long-range master plan for the corridor.
- Adopt the long-range master plan as an amendment to the Village's comprehensive plan to codify the long-term change of use.
- Reconcile the future land use map in the comprehensive plan update with the future conversions to commercial and mixed use.
- Review the existing planned unit development zoning classification for the corridor to determine if it meets the current and future needs of the Village as currently written.

4. The Jackson Recreation Loop

- Update the Village's Parks and Open Space Plan
- Identify the Jackson Recreation Loop as a priority development project in the updated Parks and Open Space Plan to position the project for state, federal, and private funding opportunities.

- Develop schematic design concepts and cost estimates for the development and construction of the Jackson Recreation Loop
- Coordinate with the County to advance the inclusion of the Jackson Recreation Loop in future bicycle and pedestrian planning and development efforts at the county level.
- Work with the county to discuss the future plans to extend the Eisenbahn State Trail to the Village and how the route can best be planned to connect to the Jackson Recreation Loop.
- Advance discussions with the Canadian National to explore the opportunity to use excess railway right-of-way for a portion of the Jackson Recreation Loop.
- Identify potential funding sources for trail design and construction such as Safe Routes to School and the WisDNR administered Recreational Trail Act Program.

5. Downtown Four Corners

- Conduct property owner outreach to determine the current and future plans of property owners at the quadrants of the intersection of Main Street and Jackson Drive.
- Explore the opportunity to utilize County Site Redevelopment Program funds to conduct phase I and/or II analysis of redevelopment sites that may advance through private sector acquisition.
- Meet with the West Bend School District to determine the future plans for Jackson School and the existing Jackson School property.
- Develop a conceptual site plan for the quadrants to show detailed future development potential.
- Engage the development community to test interest in any sites that are currently on the market or with owners expressing an interest in advancing redevelopment opportunities.

Redevelopment Focuses:

1. Landscaping and Streetscaping Improvements

- Enhance “sense of place” and establish downtown as a distinct destination through updated street amenities, wayfinding signage, art installations, gateway or arrival features, and pathways with interesting scenery.
- Determine potential for off street trail along the environmental corridor behind village hall and north of the Cranberry Creek Apartments.
- Develop a streetscape master plan for Main Street from Center Street to Jackson Drive.
- Implement additional landscaping projects as new development occurs.

2. Potential Brownfield Sites Redevelopment

- Update the inventory of known or potential brownfield sites in the redevelopment area annually.
- Identify known or potential brownfield sites in the redevelopment area that are ready for phase I or II assessment and connect with resources from the Washington County Site Redevelopment Program.
- Identify and inventory additional brownfield sites throughout the village. Provide these sites to the Washington County Site Redevelopment Program to add to the county-wide inventory.
- Continue to participate as a Washington County Site Redevelopment Program coalition member.
- Develop a checklist of redevelopment steps for known or perceived brownfield sites and adopt the checklist as a formal tool the village uses to help guide redevelopment and identify resources to bridge resource gaps.
- Create a village brownfield redevelopment toolbox as a resource for prospective developers and the community to connect with necessary resources for redevelopment projects.

3. Parking Enhancements and Organization

- Develop a parking plan to guide future development sites
- Determine if existing parking regulations need to be amended to fit the future parking needs of the corridor.
- Develop a signage program for the existing public parking to help direct residents and visitors to current parking opportunities.
- Conduct a survey of existing parking in or near the project area to determine overall count and distances from key destinations.

This Plan, will be adopted by the Village as part of the Comprehensive Plan update or through a resolution as an official plan for advancing redevelopment efforts in the general area and at the specific identified redevelopment sites. The following Implementation overview outlines a number of specific programmatic recommendations that may help guide redevelopment planning and implementation, including the establishment of new organizations or expansion of existing programs inclusive of the following specific actions:

1. Create a permanent implementation Project Management Team (PMT) to guide the redevelopment recommendations and initiatives in this plan document.
2. Develop an implementation framework complete with a detailed list of projects, subtasks, timing, partners, and resources to help guide and manage the PMT's implementation efforts.
3. Explore the possibility to strengthen the reach and membership of the Greater Jackson Business Alliance by working to secure the resources needed to fund an organization similar in mission and capacity to a chamber of commerce to advance businesses initiatives in all sectors of the local economy. The Alliance could play a role in helping to recruit new commercial and industrial businesses as well as to promote business opportunities in the Village to a broad audience, as well as lead other marketing, branding and programming efforts for the commercial areas along the Highway 60 corridor.
4. Develop design standards for the Main Street corridor –primarily for the area from Center Street to Ridgeway Drive to set the benchmark for what renovations, redevelopment, and new development in the corridor should strive to create. The existing Planned Unit Development (PUD) along the corridor contains a starting point for development of these standards, but should be revisited, reviewed, and revised accordingly to ensure a clear design direction matching the Village's vision for its top priority commercial area.
5. Develop a strategy to secure brownfield assessment funds through the Washington County Site Redevelopment Program as properties known to be or suspected to be brownfields garner redevelopment interest to ensure access to funding for phase I and II environmental assessments. Accessing grant funds through the program is essential to lowering the costs for development and advancing redevelopment. To ensure redevelopment occurs quickly and effectively all resources the program can provide or help direct should be utilized to the maximum effect.
6. Consider specific incentives to help recruit businesses to commercial nodes in Jackson and get them established by partnering with Economic Development Washington County (EDWC) and local lenders.
7. Explore the creation of a placemaking program that engages local artists, parents, and youth in activities such as arts/beautification projects and service opportunities aimed at capturing the spirit of Jackson – especially in the downtown and civic core and parks.

Existing organizations from the public, private and non-profit sectors should be consulted in the formation of specific programs, policies, organizations, and initiatives outlined above, and may include the following:

1. Engage local non-profits in public arts and events planning.
2. Consult public bodies such as the parks and recreation department, and expand upon momentum of other village supported and/or sponsored initiatives such as Action in Jackson, the Sprecher Traveling Beer Garden, recreational sports leagues, and the farmer's market.
3. Grow the Greater Jackson Business Alliance's role in promoting the village and continuing to sponsor events to attract development interest.

DATE: August 4, 2021
TO: Village Trustees of Jackson
FROM: Cory A. Scheidler / Ron Dalton / Kris Dressler/ Doug Kroes
REGARDING: Jackson Municipal Complex – CONSTRUCTION UPDATE
PROJECT # J5789-002

Please find the following construction related update associated with the Jackson Municipal Complex contract:

CONSTRUCTION:

A. Construction Support/Administrative Activities:

1. Submittals (Shop Drawings, Products/Materials, Samples, RFIs): Shop drawings, samples and RFI submittals and reviews are coming to close.
2. Facilitation of Owner's staff furniture order, delivery and installation sequencing with the Municipal Complex contractor.
3. Continue to assist Owner's staff with the coordination and installation process related to information technology, emergency service radio, audio visual, access control and video surveillance systems.
4. Continued contractor coordination, on-site meetings and site reviews.
5. Continue facilitation of weekly construction progress meetings.
6. Contractor Applications for Payment To-Date = \$10,025,596 (85% of Contract Amount)

B. Construction Schedule:

1. Current Overall Construction Schedule dated 7/30/21:

a) Milestone Items (***Scheduled Completion Dates***):

- Apparatus Bay Overhead Doors 8/13/21
- Operable Panel Partition 8/17/21
- Cabinets 8/20/21
- Finish MEP 8/27/21
- Interior Doors & Hardware 8/27/21
- Epoxy Floors 8/27/21
- Main Lobby Tile 8/27/21
- Window Blinds 8/31/21
- Ceiling Tile 9/9/21
- Exterior Lighting, Signage 9/10/21
- Site Paving – Surface Course 9/13/21
- Flooring/Carpet 9/17/21
- Entrance Canopy 9/23/21
- Lockers 9/24/21
- Vehicle Exhaust Ventilation System 9/24/21
- Final Clean-up & Punch list 10/1/21

2. Current Two-Week Detailed Schedule:
 - a) Interior electric & Low voltage wiring
 - b) Painting – Touch-up Areas Throughout
 - c) Roof ladder installations
 - d) Interior Glass Installations
 - e) Storefront installation – Main Entrance – Doors
 - f) Epoxy floors installs
 - g) Finish Plumbing
 - h) Compressor Room Deck
 - i) Casework installations
 - j) Overhead door installations – Building E

C. Recent Progress:

1. Continued installation of electric, low voltage and finish plumbing.
2. Casework (cabinetry) installations
3. Began IT, Access Control and Video Surveillance installations
4. Began Fiber Optic Service Installation
5. Resumed Emergency Radio System Installation
6. Complete planting, seeding and stone mulch installation
7. Burn Tower structure construction.
8. Main Lobby aluminum vestibule frame install
9. Acoustic ceiling edge panel installations
10. Porcelain tile installation
11. Epoxy floor installations – Buildings B & D
12. Completion Main Lobby Tower Soffit and Metal roofing installation
13. Main Lobby Drywall Installation
14. Department Lobby Storefront Aluminum Framework installations
15. Interior door installations
16. Interior glass installations
17. Complete Painting – FD Apparatus Bay

SUMMARY:

- A. Finishes such as interior painting, ceiling gridwork, tile work, continue and are well on their way to completion. Tile work is complete with the exception of the Fire Department kitchen backsplash, and main lobby floor. Casework (cabinetry) is progressing with most areas complete. Site plantings and seeding are complete with maintenance and care continuing. Apparatus Bay sectional overhead doors and the Training Room movable partition wall are scheduled for installation within the next two weeks. Carpet installation will be starting within the upper level of the Fire Department within one week. Work within the main lobby continues consisting drywall and main entrance storefront frame, glass and door installations to be followed by floor tiling. Finish plumbing continues with the installation of fixtures.
- B. Information Technology, Audio/Visual, Access Control, Emergency Services Radio and Video Surveillance systems have begun installation with continuous schedule/sequencing coordination with Municipal Complex Contractor.

- C. Furnishings have been ordered with an anticipated delivery date of 9/13/21 followed by assembly and installation.
- D. Burn tower structure is constructed. Full completion is anticipated by the end of August.
- E. Current construction schedule has realized an approximate 1 ½ week extension of substantial completion due to a combination of Owner contractor work schedules Vs Contractor sequences and material delivery delays.

CONSTRUCTION BUDGET STATUS:

Construction Budget (Const. Estimate + Contingency)	=	\$12,537,053
<u>Project to Date (PTD) Construction Contract Total</u>	=	<u>\$11,764,684</u>
PTD Construction Budget Balance	=	\$ 772,368
PTD Contract Total as Percent of Construction Budget	=	93.8%
PTD Change to Contract Total as Percent of Original Contract Amount	=	1.44%

TOTAL PROJECT BUDGET STATUS:

Total Project Budget (Borrowing)	=	\$14,286,526
Construction Contract Total to Date	=	\$11,764,684
Owner's Projected Expense Items Amount (Furnishings, Equip, IT, etc.)	=	\$1,391,078
A/E / Soft Costs	=	\$881,571
Project Budget Balance	=	\$249,192
Percent of Project Budget Allocated To-Date	=	96.8%