

City Plan Commission Agenda  
May 12, 2026  
Reedsburg City Hall Council Chambers  
6:00 PM

*NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.*

CALL TO ORDER

APPROVAL OF MINUTES

**I. APPROVE MINUTES FOR THE MEETING HELD ON APRIL 27, 2026:**

**THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING**

**I. GENERAL BUSINESS:**

- A. Consider Site Plan Review per §690 Schedule 3 for new building additions and tanks at Foremost Farms USA-Reedsburg Plant – 633 Booster Blvd; Parcel #276-1140-00000 – Excel Engineering – Eric Drazkowski, P.E.
- B. Consider Certified Survey Map to divide Lot 1 out of current property – E6391 Bass Rd; 042-0767-00000 – Robert & Judith Bass; Town of Winfield
- C. Consider Rezoning Lot 1 of E6391 Bass Rd; 042-0767-00000 from Agricultural to Government zoning district, with the intent to construct a future town hall – Robert & Judith Bass; Town of Winfield
- D. Consider final Plat of My Home Estates Phase III - 1105 Rusalka Circle; 276-2031-09000 – KMD Development
- E. Review annual Code of Ethics

**II. ADJOURN:**



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

## Reedsburg Plan Commission

April 27, 2026



Mayor Dave Estes called the meeting of the Reedsburg Plan Commission to order at 5:15 PM in Reedsburg City Hall.

**Present:** Alder Sonny Hyde, Alder Missy Frenz, Steve Zibell

**Absent:** Dan DeBaets, Beth DeForge, Derek Horkan

**Staff:** Max Buckner, Brian Duvalle

**Approval of Minutes:** Motion by Hyde, seconded by Frenz to approve the 4/13/26 meeting minutes.

Motion approved

### **Consider Certified Survey Map to divide property. – 3131 Skinner Dr; Parcel # 276-2244-58230 – City of Reedsburg**

The proposed CSM provides enough for setbacks and easements.

Motion by Zibell, seconded by Hyde to recommend approval as presented.

Motion approved

Motion by Frenz, seconded by Zibell to adjourn at 5:16 PM.

Motion approved

Respectfully submitted,  
Brian Duvalle, Planner/Building Inspector

## **Staff Report**

**DATE OF MEETING:** 5/12/26

**APPLICANT:** Excel Engineering – Eric Drazkowski, P.E.

**LOCATION:** 633 Booster Blvd; Parcel #276-1140-00000

**ZONING:** I-1 Light Industrial

**PROPOSED LAND USE REQUEST:** Zoning Variance

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider Site Plan Review per §690 Schedule 3 for new building additions and tanks at Foremost Farms USA-Reedsburg Plant

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Railroad
- West – Industrial
- South – Residential
- East – Industrial

#### **ZONING:**

- North – Government
- West – I-1 Industrial
- South – R-1 Residential
- East – I-1 Industrial

**TOPOGRAPHY:** Flat slopes; possible flood fringe on NW corner of the property

**STREET R.O.W./TRAFFIC/ACCESS:** Booster Blvd; 66' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMPREHENSIVE PLAN DESIGNATION:** Industrial

#### **COMMENTS**

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES: Water utility attached

OTHER:

### **Site Plan Review Findings of Fact for Section 690-33(A-G)**

**Topography and vegetation.** The site plan shall be designed so that there is a limited amount of change in the overall natural contours of the site and shall minimize reshaping in favor of designing the project to respect existing features of the site in relation to topography, the size and type of the lot, the character of adjoining property, the minimization of tree and soil removal and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

1. The Board finds that the parcel is zoned I-1 Industrial.
2. The Board finds that the property contains a Foremost Farms dairy plant.
3. The Board finds that new silos, building additions and parking are proposed.
4. The Board finds that the building was built prior to zoning.
5. The Board finds that part of the existing building is within the 25' front setback area.
6. The Board finds that the current mezzanine received an approved variance in June 2013.
7. The Board finds that this property is adjacent to railroad property.
8. The Board finds that the property is 3.44 acres in size and located on Booster Blvd & S Pine St.
9. The Board finds that the additions, silos and parking may encroach into the public right-of-way (ROW).
10. The Board finds that an agreement will need to be worked out with the City Council in order to encroach in the ROW.

11.

**Stormwater.** Special attention shall be given to proper site drainage so that removal of stormwaters will not adversely affect neighboring properties.

1. The Board finds that existing stormwater controls will be used.
2. The Board finds that the additions will occupy spaces that are currently impervious.

**Emergency Services.** All buildings shall be so arranged as to permit emergency vehicle access by some practical means.

1. The Board finds that the property is 3.44 acres in size and located on Booster Blvd & S Pine St.

**Exterior lighting shall be arranged as follows:**

- It is deflected away from adjacent properties.
  - It does not impede the vision of traffic along adjacent streets.
  - It does not unnecessarily illuminate night skies.
1. The Board finds that new exterior lighting would be located at the exit doors.

**Traffic generation, circulation and parking areas.** The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area.

1. The Board finds that new silos, building additions and parking are proposed.
2. The Board finds that the property is 3.44 acres in size and located on Booster Blvd & S Pine St.
3. The Board finds that on average there could be 10-20 trucks per day.

**Architectural plans; existing and proposed structures.** The proposed conditional land use shall be designed, constructed, operated, and maintained so to complement the

**surrounding area. Physical buffers shall be added as needed for neighboring conformance.**

1. The Board finds that elevations are attached.

**Consistency with other plans and statutes. Site plans shall conform to all applicable requirements of City, state and federal statutes and the City of Reedsburg Comprehensive Plan, and approval may be conditioned on the applicant receiving necessary City, state and federal permits.**

1. The Board finds that future use is industrial.

**STAFF COMMENTS:**

A zoning variance was approved by the ZBA on 4/30/26. Since they are requesting encroachment into the ROW, it will also require an easement agreement with the city should the site plan be approved.

**Exhibit List**

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. May 12, 2026, ZBA Agenda
- D. Land Use Change Application
- E. Staff Report
- F. Notice of Public Meeting

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
Fax: 608-524-8458  
bduvalle@ci.reedsburg.wi.us

**APPLICANT:** Excel Engineering (Eric Drazkowski, P.E.)

**ADDRESS:** 100 Camelot Dr. **CITY:** Fond du Lac **STATE:** WI

**ZIP:** 54935 **PHONE:** 920-322-1678 **PARCEL #:** 276-1140-00000

**E- MAIL:** lisa.vanhandel@excelengineer.com

**PROPERTY OWNER:** (if different from Applicant) Foremost Farms USA-Robert Mitcham

**LOCATION:** (if different from address above) 633 Booster Blvd., Reedsburg WI 53959

**LAND USE REQUEST**

(Please describe one or more as applicable – attach extra pages/maps if necessary)

☐ **Certified Survey Map (CSM):** \_\_\_\_\_

☐ **Conditional Use Permit:** \_\_\_\_\_

For **CONDITIONAL USE PERMIT** requests, also answer "A, B & C" on back page.

☐ **Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

☐ **Rezoning - From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **TID #** \_\_\_\_\_

☒ **Site Plan Review:** (See "B & C" on back page) Foremost Addition

☐ **Zoning Appeal / Interpretation:** \_\_\_\_\_

☒ **Zoning Variance:** § 690 Zoning Controls, Schedule 3 Industrial Districts

For **VARIANCE** requests, also answer "D" on back page.

☐ **Other or Annexation:** \_\_\_\_\_

**AFFIDAVIT**

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes and for a temporary Zoning sign to be placed in my yard prior to the meeting.

[Signature], 4/14/26

**Applicant Signature / Date**

[Signature] 4-13-26

**Owner Signature / Date**

Account #10-461500-00

**The applicant or representative  
MUST ATTEND the meeting(s).**

G:\wpnet\Zoning - Planning\Land Use Appl.doc

|                      |                 |          |
|----------------------|-----------------|----------|
| Cond Use Permit      | \$200           | _____    |
| Cond Use-Agriculture | \$400           | _____    |
| Variance             | \$125           | <u>X</u> |
| Rezoning             | \$200           | _____    |
| C.S.M.               | \$175           | <u>X</u> |
| Subdivision Plat     | \$610           | _____    |
| - w/ Stormwater Plan | \$100           | _____    |
| Site Plan Review     | \$175           | _____    |
| Annexation           | \$200           | _____    |
| Plan Amend           | \$200           | _____    |
| Date Paid            | <u>4-24-26</u>  | _____    |
| Receipt #            | <u>50667933</u> | _____    |

# PROPOSED ADDITION FOR: FOREMOST FARMS REEDSBURG,

WISCONSIN

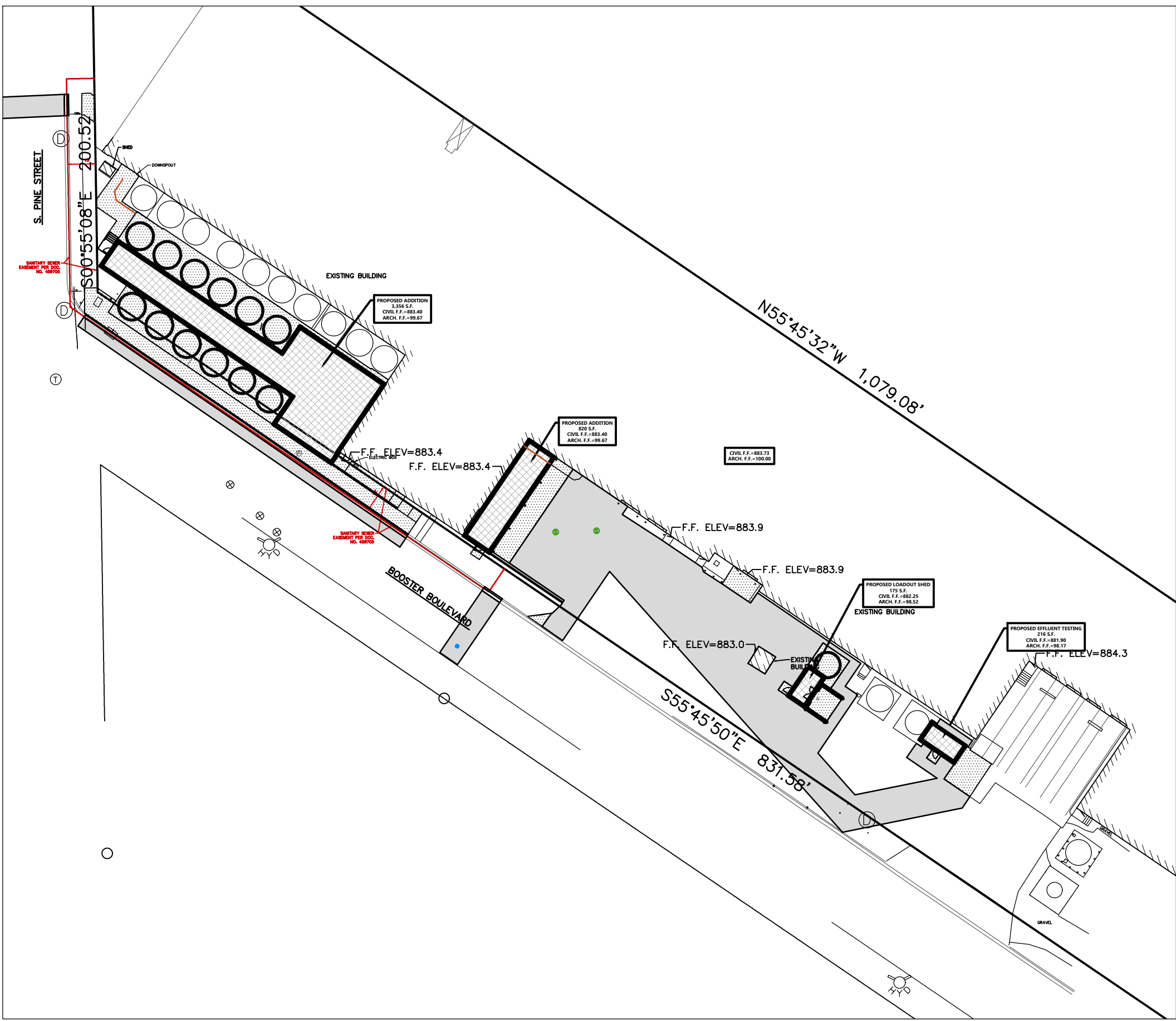
EXCEL

Always a Better Plan

100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

PROJECT INFORMATION

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959



SITE PLAN OVERVIEW  
SCALE: 1"= 50'  
50' 0' 50' 100'

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN  
CALL DIGGERS HOTLINE  
1-800-242-8511  
TOLL FREE TELEFAX (414) 259-0947  
TDD (FOR THE HEARING IMPAIRED)  
1-800-542-2289  
WISCONSIN STATUTE 182.0175 (1974)  
REQUIRES MINIMUM OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

## PROJECT CONTACTS

OWNER INFORMATION:

Foremost Farms USA  
Robert Mitcham  
8401 Greenway Blvd  
Middleton, WI 53562  
Email: Robert.Mitcham@foremostfarms.com

CIVIL:

EOR: Eric Drazkowski, P.E.  
Contact: Alex Muhl  
Phone: (608)768-3354  
E-mail: alex.muhl@excelengineer.com

CITY PLANNER:

Brian Duvalle  
Phone: (608)768-3354  
E-mail: bduvalle@reedburgwi.gov

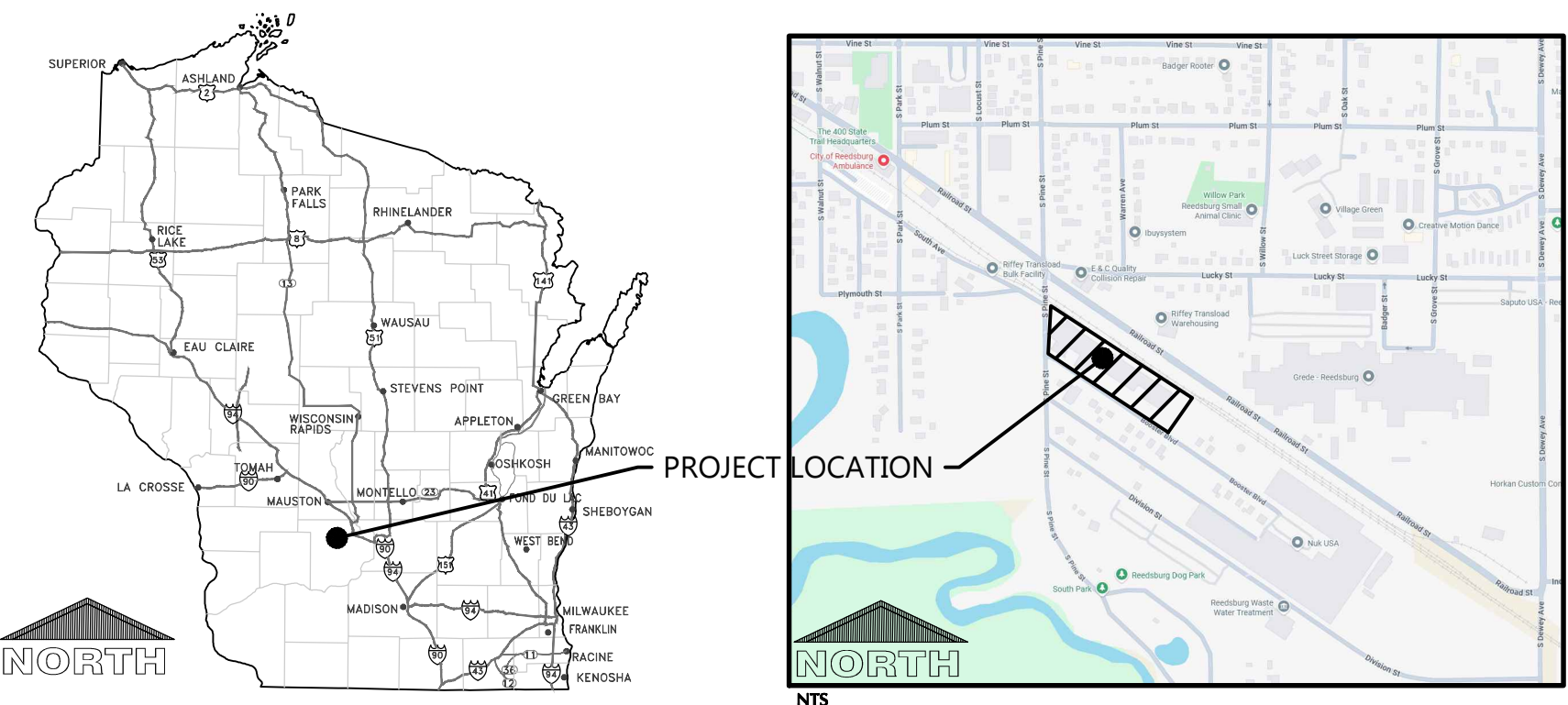
CITY ENGINEER:

Steve Zibell  
Phone: (608)768-3355  
E-mail: szibell@reedburgwi.gov

CITY FIRE CHIEF:

Craig Douglas  
Phone: (608)524-3174  
E-mail: bgj@nrcs.net

## LOCATION MAP



## PROJECT NOTES

- GENERAL PROJECT NOTES
- ALL DRIVEWAYS AND CURB CUTS TO BE CONSTRUCTED ACCORDING TO LOCAL ORDINANCES. CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS.
  - THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL WORK IN ROW PERMITS.

CONSTRUCTION STAKING SERVICES

CONSTRUCTION STAKING SHALL BE COMPLETED BY EXCEL ENGINEERING AS REQUESTED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE. CONTRACTOR TO CONTACT RYAN WILGREEN AT 300-926-9800 OR RYAN.W@EXCELENGINEER.COM TO GET STAKING PRICE TO INCLUDE IN BID TO OWNER. PAYMENT OF STAKING COSTS ABOVE AND BEYOND THE BASE PRICE DUE TO RESTAKING WILL BE THE RESPONSIBILITY OF THE CONTRACTOR, NOT THE OWNER. CAD DRAWING FILES AND SURVEY CONTROL WILL NOT BE PROVIDED FOR STAKING PURPOSES.

## SHEET INDEX

SHEETS BELOW INTENDED TO BE PRINTED IN: COLOR. REFER TO DIGITAL FORMAT DRAWINGS IF PRINTED GRAYS/SCALE TO ENSURE SCOPE CLARITY.

| NUMBER | SHEET NAME / DESCRIPTION          |
|--------|-----------------------------------|
| CO.1   | COVER SHEET                       |
| CO.2   | SPECIFICATIONS                    |
| C1.0   | EXISTING SITE AND DEMOLITION PLAN |
| C1.1   | SITE PLAN                         |
| C1.2   | GRADING AND EROSION CONTROL PLAN  |
| C1.3   | UTILITY PLAN                      |
| C2.0   | DETAILS                           |
| C3.1   | SITE PHOTOMETRIC PLAN & DETAILS   |

## LEGEND

NOTE: ALL SYMBOLS SHOWN MAY NOT APPEAR ON DRAWINGS.

| SYM.                         | IDENTIFICATION                                                                               | SYM.    | IDENTIFICATION                                                    |
|------------------------------|----------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------|
| <b>SPOT ELEVATIONS</b>       |                                                                                              |         |                                                                   |
| 1000.00                      | PROPOSED SPOT ELEVATIONS (FLOW LINE OF CURB UNLESS OTHERWISE SPECIFIED)                      | 1000.00 | PROPOSED SPOT ELEVATIONS (TOP OF CURB, FLOWLINE OF CURB)          |
| 1000.00                      | EXISTING GRADE SPOT ELEVATIONS                                                               | 1000.00 | PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK @ FLOWLINE) |
| 1000.00                      | PROPOSED SPOT ELEVATIONS (REFERENCE 8-WALL DETAIL) 8G-FINISHED SURFACE GRADE AT BACK OF WALL | 1000.00 |                                                                   |
| 1000.00                      | FG-FINISHED SURFACE GRADE AT FRONT OF WALL                                                   |         |                                                                   |
| <b>EXISTING SITE SYMBOLS</b> |                                                                                              |         |                                                                   |
|                              | EXISTING SIGN                                                                                |         | EXISTING UTILITY POLE                                             |
|                              | EXISTING HANDICAP PARKING STALL                                                              |         | EXISTING UTILITY POLE WITH GUY WIRE                               |
|                              | EXISTING WATER VALVE IN BOX                                                                  |         | EXISTING STREET LIGHT                                             |
|                              | EXISTING WATER VALVE IN MANHOLE                                                              |         | EXISTING TELEPHONE PEDESTAL                                       |
|                              | EXISTING WATER SERVICE VALVE                                                                 |         | EXISTING ELECTRIC PEDESTAL                                        |
|                              | EXISTING WELL                                                                                |         | EXISTING ELECTRIC BOX                                             |
|                              | EXISTING STORM CATCH BASIN                                                                   |         | EXISTING FLOOD LIGHT                                              |
|                              | EXISTING STORM CURB INLET                                                                    |         | EXISTING TELEPHONE MANHOLE                                        |
|                              | EXISTING SQUARE CATCH BASIN                                                                  |         | EXISTING CABLE TV PEDESTAL                                        |
|                              | EXISTING LIGHT POLE                                                                          |         | EXISTING GAS VALVE                                                |
|                              | 1-1/4" REBAR SET WEIGHING 4.30 LB/FT.                                                        |         | EXISTING HEDGE                                                    |
|                              | 3/4" REBAR SET WEIGHING 1.50 LB/FT.                                                          |         | EXISTING WOODED AREA                                              |
|                              | 1-1/4" REBAR FOUND                                                                           |         | EXISTING MARSH AREA                                               |
|                              | 3/4" REBAR FOUND                                                                             |         | EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER                       |
|                              | 2" IRON PIPE FOUND                                                                           |         | EXISTING CONIFEROUS TREE                                          |
|                              | 1" IRON PIPE FOUND                                                                           |         | EXISTING SHRUB                                                    |
|                              | SECTION CORNER                                                                               |         | EXISTING STUMP                                                    |
| <b>PROPOSED SITE SYMBOLS</b> |                                                                                              |         |                                                                   |
|                              | PROPOSED SIGN                                                                                |         | PROPOSED STORM FIELD INLET - ST FI                                |
|                              | PROPOSED HANDICAP PARKING STALL                                                              |         | PROPOSED LIGHT POLE                                               |
|                              | PROPOSED WATER VALVE IN BOX                                                                  |         | PROPOSED DRAINAGE FLOW                                            |
|                              | PROPOSED WATER VALVE IN MANHOLE                                                              |         | PROPOSED APRON END SECTION                                        |
|                              | PROPOSED WATER SERVICE VALVE                                                                 |         | SOIL BORING                                                       |
|                              | PROPOSED WELL                                                                                |         | CENTER LINE                                                       |
|                              | PROPOSED STORM CATCH BASIN - ST CB                                                           |         | PROPOSED CLEANOUT                                                 |
|                              | PROPOSED STORM CURB INLET - ST CI                                                            |         | PROPOSED DOWNSPOUT TO GRADE                                       |
|                              |                                                                                              |         | PROPOSED DOWNSPOUT TO RISER                                       |

|                           |                                              |  |                                       |
|---------------------------|----------------------------------------------|--|---------------------------------------|
| <b>EXISTING LINETYPES</b> |                                              |  |                                       |
|                           | EXISTING CHAINLINK FENCE                     |  | EXISTING POLISH SEWER AND MANHOLE     |
|                           | EXISTING WOOD FENCE                          |  | EXISTING PROCESS SEWER AND MANHOLE    |
|                           | EXISTING BARBED WIRE FENCE                   |  | EXISTING CLEAR WATER LINE             |
|                           | EXISTING CURB AND GUTTER                     |  | EXISTING UNDERGROUND FIBER OPTIC LINE |
|                           | EXISTING GUARD RAIL                          |  | EXISTING UNDERGROUND ELECTRIC CABLE   |
|                           | EXISTING GROUND CONTOUR                      |  | EXISTING UNDERGROUND TELEPHONE CABLE  |
|                           | EXISTING STORM SEWER AND MANHOLE             |  | EXISTING UNDERGROUND GAS LINE         |
|                           | EXISTING SANITARY SEWER AND MANHOLE          |  | EXISTING OVERHEAD UTILITY LINE        |
|                           | EXISTING WATER LINE AND HYDRANT              |  | RAILROAD TRACKS                       |
|                           | INTERIOR PROPERTY LINE                       |  | RIGHT-OF-WAY LINE                     |
| <b>PROPOSED LINETYPES</b> |                                              |  |                                       |
|                           | PROPOSED CHAINLINK FENCE                     |  | PROPOSED POLISH SEWER AND MANHOLE     |
|                           | PROPOSED WOOD FENCE                          |  | PROPOSED PROCESS SEWER AND MANHOLE    |
|                           | PROPOSED BARBED WIRE FENCE                   |  | PROPOSED CLEAR WATER LINE             |
|                           | PROPOSED CURB AND GUTTER                     |  | PROPOSED UNDERGROUND FIBER OPTIC LINE |
|                           | PROPOSED GUARD RAIL                          |  | PROPOSED UNDERGROUND ELECTRIC CABLE   |
|                           | PROPOSED GROUND CONTOUR                      |  | PROPOSED UNDERGROUND TELEPHONE CABLE  |
|                           | PROPOSED STORM SEWER AND MANHOLE - ST MH     |  | PROPOSED UNDERGROUND GAS LINE         |
|                           | PROPOSED SANITARY SEWER AND MANHOLE - SAN MH |  | PROPOSED OVERHEAD UTILITY LINE        |
|                           | PROPOSED WATER LINE AND HYDRANT              |  | MATCHLINE                             |
|                           | PROPOSED PROPERTY LINE                       |  | GRADING/SEEDING LIMITS                |

PROFESSIONAL SEAL

WISCONSIN

ERIC DRAZKOWSKI

00-00187-006

FOND DU LAC

REGISTERED PROFESSIONAL ENGINEER

04/28/26

PRELIMINARY DATES

APR. 10, 2026  
APR. 28, 2026

NOT FOR CONSTRUCTION

JOB NUMBER

250369200

SHEET NUMBER

C0.1

# CIVIL SPECIFICATIONS



Always a Better Plan

100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

## PROJECT INFORMATION

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

### DIVISION 31 EARTH WORK

#### 31 10 00 SITE CLEARING (DEMOLITION)

- A. CONTRACTOR SHALL CALL DIGGERS' HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED BEFORE STARTING SITE DEMOLITION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- B. CONTRACTOR TO FIELD TELEVIEW ALL EXISTING SANITARY AND STORM LATERALS THAT ARE SCHEDULED TO BE RE-USED AND/OR CONNECTED TO ON SITE AT TIME OF DEMOLITION. THE TELEVIEWING SHALL BE COMPLETED TO ENSURE THE EXISTING LATERALS ARE FREE OF OBSTRUCTIONS AND IN SOUND STRUCTURAL CONDITION. TELEVIEWING OF THESE LATERALS SHOULD BE COMPLETED AT BEGINNING OF CONSTRUCTION AND DESIGN ENGINEER SHALL BE NOTIFIED OF ANY PIPE OBSTRUCTIONS AND/OR STRUCTURAL DEFICIENCIES IMMEDIATELY AFTER COMPLETION OF FIELD TELEVIEWING.
- C. DEMOLITION PLAN IS AN OVERVIEW OF DEMOLITION TO TAKE PLACE ON SITE. CONTRACTOR TO FIELD VERIFY EXISTING SITE CONDITIONS PRIOR TO BIDDING. CONTRACTOR SHALL REMOVE, REPLACE, OR DEMOLISH ALL ITEMS AS NEEDED DURING CONSTRUCTION.
- D. CONTRACTOR TO PROTECT EXISTING IMPROVEMENTS THAT ARE SCHEDULED TO REMAIN. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPLACED AT CONTRACTORS EXPENSE.
- E. ALL CONCRETE NOTED TO BE REMOVED SHALL BE REMOVED TO THE NEAREST CONTROL JOINT.

#### 31 20 00 EARTH MOVING

- A. CONTRACTOR SHALL CALL DIGGERS' HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED BEFORE STARTING EXCAVATION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- B. PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT FOR ALL EXCAVATION, GRADING, FILL AND BACKFILL WORK AS REQUIRED TO COMPLETE THE GENERAL CONSTRUCTION WORK. ALL EXCAVATION AND BACKFILL FOR GEOTECHNICALS AND MECHANICALS ARE THE RESPONSIBILITY OF THE RESPECTIVE CONTRACTOR UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.
- C. ALL ORGANIC TOPSOIL NEEDED THE BUILDING AREA, UNDER PAVED AREAS, AND AT SITE FILL AREAS SHALL BE REMOVED. PROF. ROLL SUBGRADES BEFORE PLACING FILL WITH HEAVY PNEUMATIC-TIRED EQUIPMENT, SUCH AS A FULLY-LOADED TANDEM AXLE DUMP TRUCK, TO IDENTIFY SOFT POCKETS AND AREAS OF EXCESS SEEDING. CONTRACTOR SHALL VERIFY TOPSOIL DEPTHS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REVIEW AND FOLLOW THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND ACCOUNT FOR EXISTING CONDITIONS PRIOR TO SUBMITTING BID FOR THE PROJECT. EXCESS MATERIALS SHALL BE REMOVED FROM THE SITE UNLESS OTHERWISE DIRECTED IN THE PLANS OR BY LOCAL ZONING REQUIREMENTS.
- D. PLACE AND COMPACT FILL MATERIAL IN LAYERS TO REQUIRED ELEVATIONS. UNIFORMLY MOISTEN OR ABATE SUBGRADE AND EACH SUBSEQUENT FILL OR BACKFILL LAYER BEFORE COMPACTION AS RECOMMENDED TO ACHIEVE SPECIFIED DRY DENSITY. REMOVE AND REPLACE, OR SCARIFY AND AIR DRY, OTHERWISE SATISFACTORY SOIL MATERIAL THAT IS TOO WET TO COMPACT TO SPECIFIED DRY DENSITY.
- E. PLACE BACKFILL AND FILL MATERIALS IN LAYERS NOT MORE THAN 8" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY HEAVY COMPACTION EQUIPMENT, AND NOT MORE THAN 4" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY HAND-OPERATED TAMPERS.
- F. COMPACT THE SOIL TO NOT LESS THAN THE FOLLOWING PERCENTAGES OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D 698. STANDARD PROCTOR TEST. FILL MAY NOT BE PLACED ON FROZEN GROUND AND NO FROZEN MATERIALS MAY BE USED FOR BACK FILL. APPLY THE MORE STRINGENT REQUIREMENTS WHEN COMPARING BETWEEN THE FOLLOWING AND THE GEOTECHNICAL REPORT.
1. UNDER FOUNDATIONS - SUBGRADE, AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 98 PERCENT.
  2. UNDER INTERIOR SLAB-ON-GRADE WHERE GROUNDWATER IS MORE THAN 3 FEET BELOW THE SLAB - PLACE A DRAINAGE COURSE LAYER OF 3/4" CRUSHED STONE, WITH 5% TO 12% FINES, PER THICKNESS INDICATED ON FOUNDATION PLANS ON PREPARED SUBGRADE. COMPACT THE SUBGRADE AND DRAINAGE COURSE TO NOT LESS THAN 95 PERCENT.
  3. UNDER INTERIOR SLAB-ON-GRADE WHERE GROUNDWATER IS WITHIN 3 FEET OF THE SLAB SURFACE - PLACE A DRAINAGE COURSE LAYER OF CLEAN 3/4" CRUSHED STONE, WITH NO MORE THAN 5% FINES, PER THICKNESS INDICATED ON FOUNDATION PLANS ON PREPARED SUBGRADE. COMPACT THE SUBGRADE AND DRAINAGE COURSE TO NOT LESS THAN 95 PERCENT.
  4. UNDER EXTERIOR CONCRETE AND ASPHALT PAVEMENTS - COMPACT THE SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL TO NOT LESS THAN 95 PERCENT.
  5. UNDER WALKWAYS - COMPACT SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL TO NOT LESS THAN 95 PERCENT.
  6. UNDER LAWN OR UNPAVED AREAS - COMPACT SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 85 PERCENT.
- G. CONTRACTOR SHALL ENGAGE A QUALIFIED INDEPENDENT TESTING AND INSPECTING AGENCY TO PERFORM FIELD TESTS AND INSPECTIONS. CONTRACTOR SHALL PROVIDE DOCUMENTATION OF PASSING DENSITY TESTING AND PROOF-ROLLING TO ENGINEER UPON COMPLETION.
- H. ALLOW THE TESTING AGENCY TO TEST AND INSPECT SUBGRADES AND EACH FILL OR BACKFILL LAYER. PROCEED WITH SUBSEQUENT EARTHWORK ONLY AFTER TEST RESULTS FOR PREVIOUSLY COMPLETED WORK COMPLY WITH REQUIREMENTS. PROVIDE ONE TEST FOR EVERY 2000 SQUARE FEET OF PAVED AREA OR BUILDING SLAB, ONE TEST FOR EACH SPREAD FOOTING, AND ONE TEST FOR EVERY 50 LINEAR FEET OF WALL STRIP FOOTING.
- I. WHEN THE TESTING AGENCY REPORTS THAT SUBGRADES, FILLS, OR BACKFILLS HAVE NOT ACHIEVED DEGREE OF COMPACTION SPECIFIED, SCARIFY AND MOISTEN OR ABATE, OR REMOVE AND REPLACE SOIL TO DEPTH REQUIRED, RECOMPACT AND RE-TEST UNTIL SPECIFIED COMPACTION IS OBTAINED.
- J. THE BUILDING SITE SHALL BE GRADED TO PROVIDE DRAINAGE AWAY FROM THE BUILDING AS INDICATED ON THE PLANS. SITE EARTHWORK SHALL BE GRADED TO WITHIN 0.10' OF REQUIRED EARTHWORK ELEVATIONS ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE GRADING PLAN.

#### 31 30 00 EROSION CONTROL

- A. THE GRADING PLAN REFLECTS LESS THAN 1 ACRE OF DISTURBED AREA. THE SITE IS THEREFORE EXEMPT FROM WISCONSIN DEPARTMENT OF NATURAL RESOURCES NR 216 NOTICE OF INTENT REQUIREMENTS. THE DESIGN ENGINEER SHALL PREPARE AN EROSION CONTROL PLAN TO MEET NR 151.105 CONSTRUCTION SITE PERFORMANCE STANDARDS FOR NON-PERMITTED SITES.
- B. EROSION AND SEDIMENT CONTROL IMPLEMENTED DURING CONSTRUCTION SHALL STRICTLY COMPLY WITH THE GUIDELINES AND REQUIREMENTS SET FORTH IN WISCONSIN ADMINISTRATIVE CODE (W.A.C.) NR 151. THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES RUNOFF MANAGEMENT PERFORMANCE STANDARDS. TECHNICAL STANDARDS PUBLISHED BY THE WISCONSIN DNR SHALL ALSO BE UTILIZED TO FULFILL THE REQUIRED PERFORMANCE STANDARDS. THE METHODS AND TYPES OF EROSION CONTROL WILL BE DEPENDENT ON THE LOCATION AND TYPE OF WORK INVOLVED. ALL SEDIMENT CONTROL MEASURES SHALL BE ADJUSTED TO MEET FIELD CONDITIONS AT THE TIME OF CONSTRUCTION, AND INSTALLED PRIOR TO ANY GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIAL. BELOW IS A LIST OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES TO ACHIEVE THE PERFORMANCE STANDARDS REQUIRED:
1. SILT FENCE SHALL BE PLACED ON SITE AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. SILT FENCE SHALL ALSO BE PROVIDED AROUND THE PERIMETER OF ALL SOIL STOCKPILES THAT WILL EXIST FOR MORE THAN 7 DAYS. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1056 (CURRENT EDITION).
  2. STORM DRAIN INLET PROTECTION SHALL BE PROVIDED FOR ALL NEW AND DOWNSTREAM STORM CATCH BASINS AND CURB INLETS. TYPE B OR C PROTECTION SHOULD BE PROVIDED AND SHALL BE IN CONFORMANCE WITH WISCONSIN DNR TECHNICAL STANDARD 1060 (CURRENT EDITION).
  3. DUST CONTROL MEASURES SHALL BE PROVIDED TO REDUCE OR PREVENT THE SURFACE AND AIR TRANSPORT OF DUST DURING CONSTRUCTION. CONTROL MEASURES INCLUDE APPLYING MULCH AND ESTABLISHING VEGETATION, WATER SPRAYING, SURFACE ROUGHENING, APPLYING POLYMERS, SPRAY-ON TACKIFIERS, CHLORIDES AND BARRIERS. SOME SITES MAY REQUIRE AN APPROACH THAT UTILIZES A COMBINATION OF MEASURES FOR DUST CONTROL. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1068 (CURRENT EDITION).
  4. THE USE, STORAGE, AND DISPOSAL OF CHEMICALS, CEMENT, AND OTHER COMPOUNDS AND MATERIALS USED ON SITE SHALL BE MANAGED DURING THE CONSTRUCTION PERIOD TO PREVENT THEIR TRANSPORT BY RUNOFF INTO WATERS OF THE STATE.
  5. CONTRACTOR SHALL PROVIDE AN OPEN AGGREGATE CONCRETE TRUCK WASHOUT AREA ON SITE. CONTRACTOR TO ENSURE THAT CONCRETE WASHOUT SHALL BE CONTAINED TO THIS DESIGNATED AREA AND NOT BE ALLOWED TO RUN INTO STORM INLETS OR INTO THE OVERLAND STORMWATER DRAINAGE SYSTEM.
  6. TEMPORARY SITE RESTORATION SHALL TAKE PLACE IN DISTURBED AREAS THAT WILL NOT BE BROUGHT TO FINAL GRADE OR ON WHICH LAND DISTURBING ACTIVITIES WILL NOT BE PERFORMED FOR A PERIOD GREATER THAN 14 DAYS AND REQUIRES VEGETATIVE COVER FOR LESS THAN ONE YEAR. THIS TEMPORARY SITE RESTORATION REQUIREMENT ALSO APPLIES TO SOIL STOCKPILES THAT EXIST FOR MORE THAN 7 DAYS. PERMANENT RESTORATION APPLIES TO AREAS WHERE PERENNIAL VEGETATIVE COVER IS NEEDED TO PERMANENTLY STABILIZE AREAS OF EXPOSED SOIL. PERMANENT STABILIZATION SHALL OCCUR WITHIN 3 WORKING DAYS OF FINAL GRADING. TOPSOIL, SEED, AND MULCH SHALL BE IN GENERAL CONFORMANCE WITH TECHNICAL STANDARDS 1058 AND 1059 AND SHALL MEET THE SPECIFICATIONS FOUND IN THE LANDSCAPING AND SITE STABILIZATION SECTION OF THIS CONSTRUCTION DOCUMENT. ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR FINAL STABILIZATION MUST BE REPAIRED AND THE STABILIZATION WORK REDONE.
  7. IF SITE DEWATERING IS REQUIRED FOR PROPOSED CONSTRUCTION ACTIVITIES, ALL SEDIMENT LADEN WATER GENERATED DURING THE DEWATERING PROCESS SHALL BE TREATED TO REMOVE SEDIMENT PRIOR TO DISCHARGING OFF-SITE OR TO WATERS OF THE STATE. FOLLOW ALL PROCEDURES FOUND IN TECHNICAL STANDARD 1061.
  8. ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH WORKING DAY. DUST CONTROL REQUIREMENTS SHALL BE FOLLOWED PER WIDNR TECHNICAL STANDARD 1066 (CURRENT EDITION). PLOUGHING SHALL NOT BE ALLOWED.

- C. ALL EROSION CONTROL DEVICES SHALL AT A MINIMUM BE INSPECTED EVERY 7 CALENDAR DAYS OR EVERY 14 DAYS AND WITHIN 24 HOURS OF THE END OF A RAIN EVENT OF 0.5" OR MORE. MAINTENANCE SHALL BE PERFORMED PER WISCONSIN ADMINISTRATIVE CODE (W.A.C.) NR 151 STORMWATER MANAGEMENT TECHNICAL STANDARD REQUIREMENTS.
- D. EROSION CONTROL MEASURES SHALL NOT BE REMOVED UNTIL THE AREA(S) SERVED HAVE ESTABLISHED VEGETATIVE COVER.
- E. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL LOCAL EROSION CONTROL PERMITS.

### DIVISION 32 EXTERIOR IMPROVEMENTS

#### 32 10 00 AGGREGATE BASE & ASPHALT PAVEMENT

- A. CONTRACTOR TO PROVIDE COMPACTED AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT WHERE INDICATED ON THE PLANS. ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. PROVIDE HOT MIX ASPHALT MIXTURE TYPES PER SECTION 460 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. CONTRACTOR SHALL OBTAIN AND REVIEW SOILS REPORT FOR RECOMMENDATIONS FOR GED-GEO (GEOTECHNICAL) CRUSHED AGGREGATE (IF APPLICABLE). CONTRACTOR TO PROVIDE AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT TYPES AND DEPTHS AS INDICATED BELOW:
- HEAVY DUTY TRUCK TRAFFIC: ASPHALT PAVING SECTION  
2" SURFACE COURSE (4 MT 58-28H)  
(WSDOT 555.2.5 TRUCK COAT (STAGED) PAVING)  
2-1/2" BINDER COURSE (3 MT 58-28S)  
1/2" OF 1-1/4" CRUSHED AGGREGATE
- B. CONTRACTOR TO COMPACT THE AGGREGATE BASE, ASPHALT BINDER COURSE, AND ASPHALT SURFACE COURSE TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL ASPHALT PAVEMENT AREAS SHALL BE PAVED TO WITHIN 0.05' OF DESIGN SURFACE GRADES WITH POSITIVE DRAINAGE BEING MAINTAINED IN ACCORDANCE WITH DESIGN PLANS. A MINIMUM OF 1.0% SLOPE SHALL BE MAINTAINED IN ALL ASPHALT PAVEMENT AREA.
- C. HOT MIX ASPHALT CONSTRUCTION TO BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF GEOTECHNICAL REPORT OR CONSTRUCTION DOCUMENTS.
- D. DESIGN AND CONSTRUCTION OF THE GEOTECHNICAL REPORT FOR PARKING STALLS, TRAFFIC LANES, AND NO PARKING AREAS. YELLOW PAINT MARKINGS SHALL ALSO BE PROVIDED FOR I.C. ACCESSIBLE SYMBOLS, TRAFFIC ARROWS, AND TRAFFIC MESSAGES.

#### 32 20 00 CONCRETE AND AGGREGATE BASE

- A. CONTRACTOR TO PROVIDE CRUSHED AGGREGATE BASE AND CONCRETE WHERE INDICATED ON THE PLANS.
- B. ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL AGGREGATE PLACED MUST BE COMPACTED TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- C. DESIGN AND CONSTRUCTION OF ALL CAST-IN-PLACE EXTERIOR CONCRETE FLAT WORK SHALL CONFORM TO ACI 308R-08 & ACI 318-08.
- D. EXTERIOR CONCRETE FLAT WORK CONSTRUCTION TO BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF THE GEOTECHNICAL REPORT OR THIS SPECIFICATION. CONCRETE FLAT WORK CONSTRUCTION IS AS FOLLOWS:
1. SIDEWALK CONCRETE - 4" OF CONCRETE OVER 4" OF 3/4" CRUSHED AGGREGATE BASE. CONSTRUCTION JOINTS SHALL CONSIST OF 1/6" WIDE BY 1' DEEP TOOL JOINTS WHERE INDICATED ON THE PLANS.
  2. HEAVY DUTY CONCRETE - 8" OF CONCRETE OVER 6" OF 3/4" CRUSHED AGGREGATE BASE.
    - a. CONCRETE SHALL BE REINFORCED WITH ONE OF THE FOLLOWING AND PLACED IN THE UPPER 1/3 TO 1/2 OF THE SLAB:
      1. 4"x4" W/50% W.I.F.
      2. TWO LAYERS OF 4"x4" W/ 2.5%W32 @ 5 W.I.F.
      3. #3 REBARS AT 1' ON C.
      4. #4 REBARS AT 13" O.C.
    - b. LOADING DOCK CONCRETE JOINTING SHALL BE AS FOLLOWS:
      1. CONTRACTOR TO PROVIDE CONCRETE JOINT. CONCRETE JOINT SHALL BE A SAWCUT JOINT AT MAXIMUM SPACING OF 15' ON CENTER. SAWCUT JOINT SHALL BE 2" IN DEPTH.
      2. IF SITE DEWATERING IS REQUIRED FOR PROPOSED CONSTRUCTION ACTIVITIES, ALL SEDIMENT LADEN WATER GENERATED DURING THE DEWATERING PROCESS SHALL BE TREATED TO REMOVE SEDIMENT PRIOR TO DISCHARGING OFF-SITE OR TO WATERS OF THE STATE. FOLLOW ALL PROCEDURES FOUND IN TECHNICAL STANDARD 1061.
    - c. ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH WORKING DAY. DUST CONTROL REQUIREMENTS SHALL BE FOLLOWED PER WIDNR TECHNICAL STANDARD 1066 (CURRENT EDITION). PLOUGHING SHALL NOT BE ALLOWED.
  3. ALL EROSION CONTROL DEVICES SHALL AT A MINIMUM BE INSPECTED EVERY 7 CALENDAR DAYS OR EVERY 14 DAYS AND WITHIN 24 HOURS OF THE END OF A RAIN EVENT OF 0.5" OR MORE. MAINTENANCE SHALL BE PERFORMED PER WISCONSIN ADMINISTRATIVE CODE (W.A.C.) NR 151 STORMWATER MANAGEMENT TECHNICAL STANDARD REQUIREMENTS.
  4. EROSION CONTROL MEASURES SHALL NOT BE REMOVED UNTIL THE AREA(S) SERVED HAVE ESTABLISHED VEGETATIVE COVER.
  5. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL LOCAL EROSION CONTROL PERMITS.

#### 32 30 00 LANDSCAPING AND SITE STABILIZATION

- A. TOPSOIL: CONTRACTOR TO PROVIDE A MINIMUM OF 6" OF TOPSOIL FOR ALL DISTURBED OPEN AREAS, OTHER THAN A LANDSCAPE ISLANDS SHALL BE PROVIDED WITH A MINIMUM OF 10" OF TOPSOIL. REUSE SURFACE SOIL STOCKPILED ON SITE AND SUPPLEMENT WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF-SITE SOURCES WHEN QUANTITIES ARE INSUFFICIENT. EXCAVATOR SHALL BE RESPONSIBLE FOR ROUGH PLACEMENT OF TOPSOIL TO WITHIN 1" OF FINAL GRADE PRIOR TO LANDSCAPER FINAL GRADING. LANDSCAPER TO PROVIDE PULVERIZING AND FINAL GRADING OF TOPSOIL. PROVIDE SOIL ANALYSIS BY A QUALIFIED SOIL TESTING LABORATORY AS REQUIRED TO VERIFY THE SUITABILITY OF SOIL TO BE USED AS TOPSOIL, AND TO DETERMINE THE NECESSARY SOIL AMENDMENTS. TEST SOIL FOR PRESENCE OF ATRAZINE AND INFROM EXCEL ENGINEERING, INC. IF PRESENT PRIOR TO BIDDING PROJECT. TOPSOIL SHALL HAVE A PH RANGE OF 5.5 TO 6. CONTAIN A MINIMUM OF 5 PERCENT ORGANIC MATERIAL CONTENT, AND SHALL BE FREE OF STONES 1 INCH OR LARGER IN DIAMETER. ALL MATERIALS HARMFUL TO PLANT GROWTH SHALL ALSO BE REMOVED.
- TOPSOIL INSTALLATION: LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 6 INCHES AND REMOVE STONES LARGER THAN 1 INCH DIAMETER. ALSO REMOVE ANY STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEIOUS MATTER AND DISPOSE OF THEM OFF THE PROPERTY. SPREAD TOPSOIL TO A DEPTH OF 6" BUT NOT LESS THAN WHAT IS REQUIRED TO MEET FINISHED GRADES AFTER LIGHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD TOPSOIL IF SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET. GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. GRADE TO WITHIN 0.05 FEET OF FINISHED GRADE ELEVATION.
- B. SEEDING LAWNS
1. PERMANENT LAWN AREAS SHALL BE SEEDDED WITH THE FOLLOWING MIXTURE: 65% KENTUCKY BLUEGRASS BLEND (2.0-2.6 LBS./1,000 S.F.), 20% PERENNIAL RYEGRASS (0.6-0.8 LBS./1,000 S.F.), 15% PINE FESCUE (0.4-0.6 LBS./1,000 S.F.). STRAW AND MULCH SHALL BE LAID AT 100LBS./1,000 S.F. FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS./1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED. ALL SITE DISTURBED AREAS NOT DESIGNATED FOR OTHER LANDSCAPING AND SITE STABILIZATION METHODS SHALL BE SEEDDED AS FOLLOWS:
  2. ALL TEMPORARY SEEDING SHALL CONSIST OF THE FOLLOWING MIXTURE: 100% RYEGRASS AT 1.9 LBS./1,000 S.F. STRAW AND MULCH SHALL BE LAID AT 100 LBS./1,000 S.F. FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS./1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED. FODDER CONCRETE FLAT WORK CONSTRUCTION IS AS FOLLOWS:
- C. SEEDD LAWN MAINTENANCE: CONTRACTOR TO PROVIDE MAINTENANCE OF ALL LANDSCAPING FOR A PERIOD OF 90 DAYS FROM THE DATE OF INSTALLATION. AT THE END OF THE MAINTENANCE PERIOD, A HEALTHY, UNIFORM, CLOSE STAND OF GRASS SHOULD BE ESTABLISHED FREE OF WEEDS AND SURFACE IRREGULARITIES. LAWN COVERAGE SHOULD EXCEED 90% AND BARE SPOTS SHOULD NOT EXCEED 5%. CONTRACTOR SHOULD REESTABLISH LAWNS THAT DO NOT COMPLY WITH THESE REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.
- D. EROSION MATTING
1. CONTRACTOR TO PROVIDE EROSION CONTROL MATTING (NORTH AMERICAN GREEN S150) OR EQUIVALENT ON ALL SLOPES THAT ARE 4:1 AND GREATER. LAWN SEED SHALL BE PLACED BELOW MATTING IN ACCORDANCE WITH SEEDING REQUIREMENTS AND MANUFACTURER SPECIFICATIONS.
  2. CONTRACTOR TO PROVIDE EROSION MATTING (NORTH AMERICAN GREEN C125) OR EQUIVALENT IN ALL SWALE BOTTOMS AND SIDE SLOPES AS REQUIRED. LAWN SEED SHALL BE PLACED BELOW MATTING IN ACCORDANCE WITH SEEDING REQUIREMENTS AND MANUFACTURER SPECIFICATIONS.

### DIVISION 33 UTILITIES

#### 33 10 00 SITE UTILITIES

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING UNDERGROUND UTILITIES ON SITE. CONTRACTOR TO VERIFY PIPE LOCATIONS, SIZES, AND DEPTHS AT POINT OF PROPOSED CONNECTIONS AND VERIFY PROPOSED UTILITY ROUTES ARE CLEAR PER CODE OF ALL EXISTING UTILITIES AND OTHER OBSTRUCTIONS PRIOR TO CONSTRUCTION. COSTS INCURRED FOR FAILURE TO DO SO SHALL BE THE CONTRACTORS RESPONSIBILITY.
- B. CONTRACTOR TO FIELD TELEVIEW ALL EXISTING SANITARY AND STORM LATERALS THAT ARE SCHEDULED TO BE RE-USED AND/OR CONNECTED TO ON SITE. THE TELEVIEWING SHALL BE COMPLETED TO ENSURE THE EXISTING LATERALS ARE FREE OF OBSTRUCTIONS AND IN SOUND STRUCTURAL CONDITION. TELEVIEWING OF THESE LATERALS SHOULD BE COMPLETED AT BEGINNING OF CONSTRUCTION AND DESIGN ENGINEER SHALL BE NOTIFIED OF ANY PIPE OBSTRUCTIONS AND/OR STRUCTURAL DEFICIENCIES IMMEDIATELY AFTER COMPLETION OF FIELD TELEVIEWING.
- C. ALL SANITARY PIPE SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL SCHEDULE. ALL SANITARY PIPE BELOW PROPOSED & FUTURE BUILDINGS SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL. INSULATION SHALL BE PROVIDED PER STATE PLUMBING CODES AS NECESSARY BASED ON PROPOSED DEPTH PER PLANS.
- D. SANITARY AND PROCESS MANHOLES SHALL BE 48" PRECAST AND CONFORM TO THE STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN CURRENT EDITION UNLESS OTHERWISE DIRECTED BY THE ENGINEER. PROCESS MANHOLES SHALL BE LINED W/ GSE STUDLINER LINING. SANITARY & PROCESS MANHOLE FRAME AND GRATE TO BE NENAH R-1550 OR EQUAL. RIM ELEVATION TO BE SET AT FINISHED GRADE IN DEVELOPED AREAS AND 12" ABOVE FINISHED GRADE IN UNDEVELOPED AREAS EXCEPT AS OTHERWISE DIRECTED BY THE ENGINEER.
- E. CLEANOUTS SHALL BE PROVIDED FOR THE SANITARY & STORM SERVICES AT LOCATIONS INDICATED ON THE UTILITY PLAN. THE CLEANOUT SHALL CONSIST OF A COMBINATION WALL FITTING IN LINE WITH THE SANITARY/STORM SERVICE WITH THE CLEANOUT LEG OF THE COMBINATION WYE FACING STRAIGHT UP. THE CLEANOUT SHALL CONSIST OF 4" OR 6" VERTICAL PVC PIPE WITH A WATER TIGHT REMOVABLE CLEANOUT PLUG, AND 8" PVC PROST SLEEVE SHALL BE PROVIDED FROM THE TOP OF THE FROST SLEEVE SHALL TERMINATE 12" ABOVE THE TOP OF THE SANITARY LATERAL OR AT LEAST 6" BELOW THE PREDICTED FROST DEPTH, WHICHEVER IS SHALLOWER. THE CLEANOUT SHALL EXTEND JUST ABOVE THE SUBGRADE GRADE IN LAWN OR LANDSCAPE AREAS WITH THE FROST SLEEVE TERMINATING AT THE GRADE SURFACE. THE CLEANOUT SHALL EXTEND TO 4 INCHES BELOW SURFACE GRADE IN PAVED SURFACES WITH A TURN 2" (1/4" IN) HEAVY DUTY CLEANOUT HOUSING PLACED OVER THE TOP OF THE CLEANOUT FLUSH WITH THE SURFACE GRADE. IN PAVED SURFACES, THE FROST SLEEVE SHALL TERMINATE IN A CONCRETE PAD AT LEAST 6" THICK AND EXTENDING AT LEAST 9" FROM THE SLEEVE ON ALL SIDES. SLOPING AWAY FROM THE SLEEVE. THE CLEANOUT HOUSING SHALL BE CONSTRUCTED PER MANUFACTURERS REQUIREMENTS.
- F. ALL PROPOSED WATER PIPE SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL SCHEDULE. 6" MINIMUM COVER SHALL BE PROVIDED OVER ALL WATER PIPING UNLESS OTHERWISE SPECIFIED.
- G. ALL PROPOSED STORM PIPE SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL SCHEDULE. ALL PROPOSED STORM PIPE BELOW BUILDINGS SHALL BE IN ACCORDANCE WITH MATERIALS SPECIFIED IN TABLE A: ALLOWABLE PIPE MATERIAL SCHEDULE. SEE UTILITY PLANS FOR ALL STORM PIPE MATERIAL TYPES TO BE USED. PIPE SHALL BE PLACED MIN. 6" HORIZONTALLY FROM FOUNDATION WALLS.
- H. SANITARY, STORM AND WATER UTILITY PIPE INVERTS SHALL BE CONSTRUCTED WITHIN 0.10' OF DESIGN INVERT ELEVATIONS ASSUMING PIPE SLOPE AND SEPARATION IS MAINTAINED PER THE UTILITY DESIGN PLANS AND STATE REQUIREMENTS.
- I. SITE UTILITY CONTRACTOR SHALL RUN SANITARY SERVICE TO A POINT WHICH IS A MAXIMUM OF 5' FROM THE EXTERIOR WALL OF THE FOUNDATION. SITE UTILITY CONTRACTOR SHALL RUN STORM SEWER FOR INTERNALLY DRAINING BUILDINGS TO A POINT WHICH IS A MAXIMUM OF 5' FROM THE EXTERIOR WALL OF THE FOUNDATION. SITE UTILITY CONTRACTOR SHALL RUN DOWNSPOUT LEADS TO BUILDING FOUNDATION AND UP 6" ABOVE SURFACE GRADE FOR CONNECTION TO DOWNSPOUT FOR ALL DOWNSPOUT TO RISER (DSR) CONNECTIONS. DOWNSPOUTS TO GRADE (DSG) SHALL BE PROVIDED WITH SPLASH BLOCKS AT THE DISCHARGE LOCATION. ALL DOWNSPOUT LOCATIONS SHOULD BE VERIFIED WITH ARCHITECTURAL PLANS AND DOWNSPOUT CONTRACTOR/CORPORATE PRIOR TO INSTALLATION OF DOWNSPOUT LEADS. DOWNSPOUT LEADS SHALL NOT UNDERMINE BUILDING FOUNDATIONS. SITE UTILITY CONTRACTOR SHALL RUN WATER SERVICE TO A POINT WITHIN THE FOUNDATION SPECIFIED BY THE PLUMBING PLANS. CONTRACTOR TO CUT AND CAP WATER SERVICE 12" ABOVE FINISHED FLOOR ELEVATION.
- J. ALL UTILITIES SHALL BE INSTALLED WITH PLASTIC COATED TRACER WIRE (10 TO 14 GAUGE SOLID COPPER, OR COPPER COATED STEEL WIRE). PLASTIC WIRE MAY BE TAPED TO PLASTIC WATER OR SEWER PIPE, IF ATTACHED. THE TRACER WIRE SHALL BE SECURED EVERY 10 TO 20 FEET AND AT ALL BENDS. TRACER WIRE SHALL HAVE ACCESS POINTS AT LEAST EVERY 300 FEET. TRACER WIRE SHALL TERMINATE IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS AT GRADE OR IN TERMINATION BOX PER LOCAL/STATE REQUIREMENTS.
- K. ALL UTILITIES SHALL BE INSTALLED PER STATE, LOCAL, AND INDUSTRY STANDARDS. WATER, SANITARY, AND STORM SEWER SHALL BE INSTALLED PER STANDARD SPECIFICATION FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN. THE EXCEL ENGINEERING DESIGN ENGINEER SHALL BE RESPONSIBLE FOR OBTAINING STATE PLUMBING REVIEW APPROVAL IF REQUIRED. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL OTHER PERMITS REQUIRED TO INSTALL WATER, SANITARY AND STORM SEWER.
- L. SEE PLANS FOR ALL OTHER UTILITY SPECIFICATIONS AND DETAILS.

TABLE A: ALLOWABLE PIPE MATERIAL SCHEDULE

| Utility                        | Material                 | Pipe Code                          | Fitting Code                                                                  | Joint Code                                                         |
|--------------------------------|--------------------------|------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Combined Domestic/Fire Service | Ductile Iron-Class 52    | AWWA C115 & C151                   | AWWA C110 & C153                                                              | Mechanical Joints<br>AWWA C111-Class 250<br>Cor-Blue T-Bolts       |
| Force Main                     | Ductile Iron-Class 52    | AWWA C115 & C151                   | AWWA C110 & C153                                                              | Mechanical Joints<br>AWWA C111-Class 250<br>Cor-Blue T-Bolts       |
| Sanitary Sewer                 | SDR 35 PVC               | ASTM D1785, ASTM D2665, ASTM D3034 | ASTM F1336                                                                    | Push On: ASTM D3212 for Tightness<br>Elastomeric Gasket: ASTM F477 |
| Sanitary Sewer                 | SCH-40 PVC               | ASTM D1785, ASTM D2665             | ASTM F1336                                                                    | Primer: ASTM F656<br>Solvent Cement: ASTM D2564                    |
| Storm Sewer                    | SDR 35 PVC               | ASTM D1785, ASTM D2665, ASTM D3034 | ASTM F1336                                                                    | Push On: ASTM D3212 for Tightness<br>Elastomeric Seal: ASTM F477   |
| Storm Sewer                    | SCH-40 PVC               | ASTM D1785, ASTM D2665             | ASTM F1336                                                                    | Primer: ASTM F656<br>Solvent Cement: ASTM D2564                    |
| Process Piping                 | SCH-40 CPVC, SCH 80 CPVC | ASTM D1784 & F441                  | ASTM D1784, ASTM F441, ASTM F437 (sch 80 threaded), ASTM F439 (sch 80 socket) | Solvent Primer: F656<br>Solvent Cement: ASTM D2846 & ASTM F493     |

## CIVIL SPECIFICATIONS

## PROFESSIONAL SEAL

## PRELIMINARY DATES

APR. 10, 2026  
APR. 28, 2026

## JOB NUMBER

250369200

## SHEET NUMBER

C0.2



| KEYNOTES |                                                                                                                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | RESEED DISTURBED LAWN                                                                                                                                                                                              |
| B        | REMOVE ELECTRICAL LINE                                                                                                                                                                                             |
| C        | RELOCATE BIKE RACK                                                                                                                                                                                                 |
| D        | CAP AND ABANDON EXISTING WATER LINE                                                                                                                                                                                |
| E        | CAP, ABANDON, AND REMOVE EXISTING SANITARY LINE. PRIOR TO ABANDONING FIELD VERIFY NO ADDITIONAL SANITARY SERVED BY THIS LINE IN ADDITION TO DEMOED BUILDING. NOTIFY ENGINEER OF ANY DISCREPANCIES.                 |
| F        | EXISTING SANITARY LINE PLUGGED AND ABANDONED PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983. REMOVE UP TO POINT OF RECONNECTION.                                                                                   |
| G        | EXISTING 4" FORCE MAIN PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983. CUT FORCE MAIN 3' FROM LIFT STATION AND REMOVE TO DOWNSTREAM MANHOLE. PROTECT FOR CONNECTION OF REROUTED FORCE MAIN.                        |
| H        | REMOVE EXISTING ABANDONED 8" SANITARY/PROCESS LINE PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983 AND APR. 21, 2004 WITHIN DISTURBED AREA.                                                                         |
| I        | PROTECT EXISTING 8" SANITARY LINE PER MEAD AND HUNT, INC. PLANS DATED APR. 21, 2004.                                                                                                                               |
| J        | EXISTING 12" STORM LINE PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983 APR. 21, 2004. REPLACE LINE UNDER PROPOSED BUILDING WITH SCH. 40 PVC.                                                                       |
| K        | REPLACE RETAINING WALL SIGN                                                                                                                                                                                        |
| L        | PROTECT EXISTING LIFT STATION                                                                                                                                                                                      |
| M        | SAWCUT (AS NECESSARY) AND REMOVE PAVEMENT, BUILDING, AND ASSOCIATED SITE IMPROVEMENTS FOR CONSTRUCTION OF BUILDING ADDITION AND NEW SITE IMPROVEMENTS.                                                             |
| N        | PROTECT TANK(S)                                                                                                                                                                                                    |
| O        | PROTECT EXISTING UTILITY                                                                                                                                                                                           |
| P        | REMOVE EXISTING 4" SANITARY LINE PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983. FIELD VERIFY LINE REROUTED INSIDE THE BUILDING WITH PREVIOUS REMODEL PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES. |
| Q        | REMOVE EXISTING 10" 4" PROCESS LINES, AND PROCESS MANHOLE PER MEAD AND HUNT, INC. PLANS DATED MARCH 1983.                                                                                                          |
| R        | REMOVE EXISTING PROCESS MANHOLE                                                                                                                                                                                    |
| S        | REMOVE EXISTING PROCESS LINE FOR CONSTRUCTION OF EFFLUENT TESTING                                                                                                                                                  |
| T        | EXISTING PROCESS LINE TO BE REMOVED AND UPSIZED                                                                                                                                                                    |
| U        | PROVIDE NEW CONNECTIONS TO EXISTING MANHOLE FOR UPSIZED PROCESS LINES                                                                                                                                              |
| V        | DISCONNECT EXISTING SANITARY LINE FROM PROCESS LINE TO RECONNECT TO SANITARY MAIN                                                                                                                                  |



CIVIL EXISTING SITE AND DEMOLITION PLAN



Always a Better Plan

100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

PROJECT INFORMATION

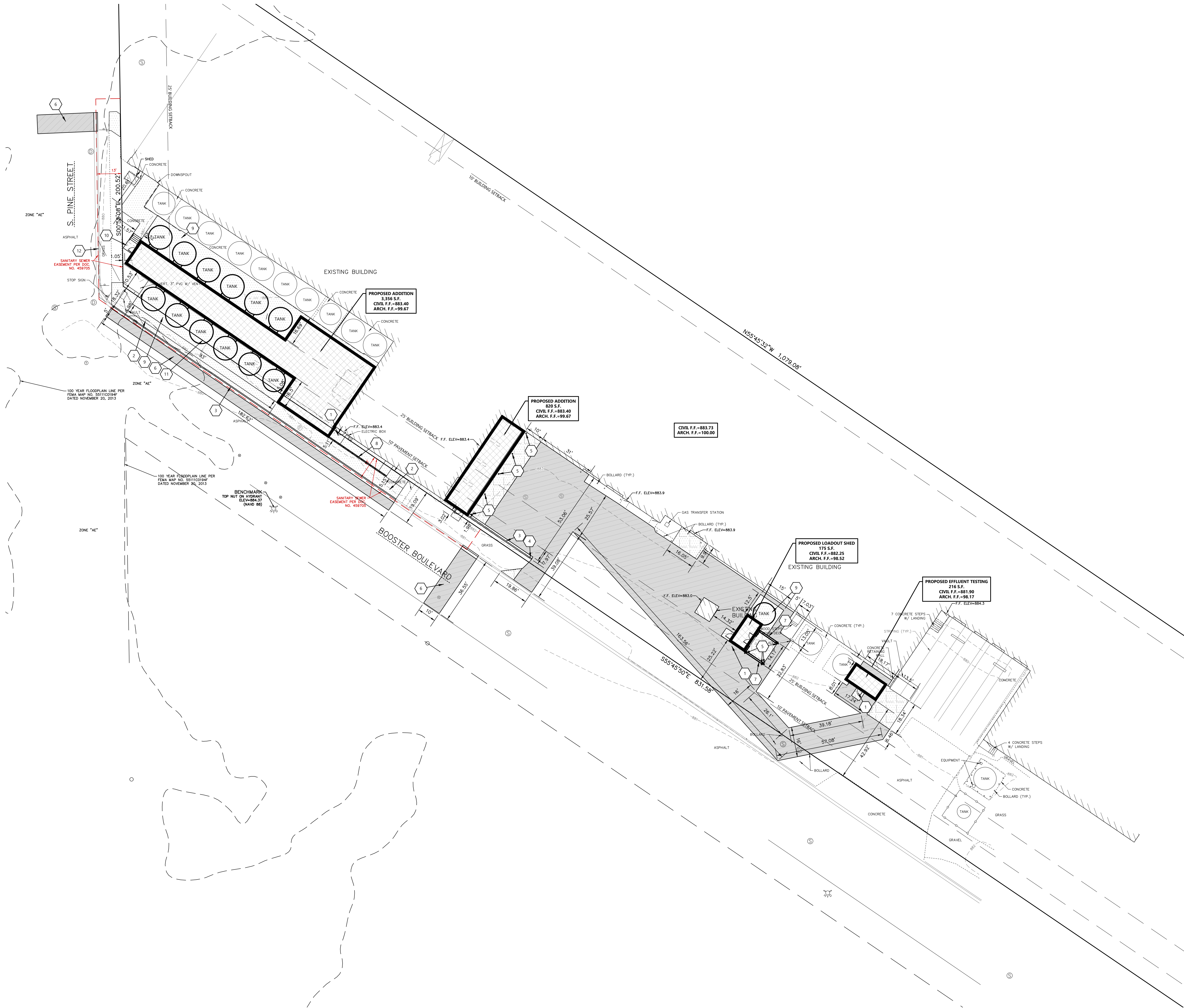
PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

PROFESSIONAL SEAL

| PRELIMINARY DATES |                      |
|-------------------|----------------------|
| APR. 10, 2026     | NOT FOR CONSTRUCTION |
| APR. 28, 2026     |                      |
|                   |                      |
|                   |                      |
|                   |                      |
|                   |                      |
|                   |                      |
|                   |                      |
|                   |                      |
|                   |                      |

| JOB NUMBER |
|------------|
| 250369200  |

| SHEET NUMBER |
|--------------|
| C1.0         |



GENERAL NOTES:

- PRIOR TO CONSTRUCTION CONTRACTOR TO VERIFY AGREEMENT FOR CONSTRUCTION IN ROW IN PLACE.

SITE INFORMATION:

PROPERTY AREA: 147,939 S.F. (3.40 ACRES)  
EXISTING ZONING: I-1 (LIGHT INDUSTRIAL)  
PROPOSED ZONING: I-1 (LIGHT INDUSTRIAL)  
EXISTING USE: DAIRY PROCESSING  
PROPOSED USE: DAIRY PROCESSING  
AREA OF SITE DISTURBANCE: 21,999 S.F. (0.81 ACRES)  
SETBACKS:  
BUILDING: FRONT(SOUTH) = 25'  
SIDE(EAST) = 25'  
REAR(NORTH) = 10'  
STREET(WEST) = 25'  
PAVEMENT: FRONT(SOUTH) = 10'  
SIDE(EAST) = 10'  
BUILDING HEIGHT:  
PRINCIPAL STRUCTURE/SILO ELEVATION: 1030' (PER AIRPORT HEIGHT ZONE)  
PROPOSED BUILDING HEIGHT/ELEVATION: 305.17'  
PROPOSED SILO HEIGHT/ELEVATION: 973.40'

EXISTING SITE DATA

|                         | AREA (AC) | AREA (SF) | RATIO  |
|-------------------------|-----------|-----------|--------|
| BUILDING FLOOR AREA     | 1.51      | 65,982    | 44.6%  |
| PAVEMENT (ASP. & CONC.) | 0.33      | 14,351    | 9.7%   |
| TOTAL IMPERVIOUS        | 1.84      | 80,333    | 54.3%  |
| LANDSCAPE/ OPEN SPACE   | 1.55      | 67,606    | 45.7%  |
| PROJECT SITE            | 3.40      | 147,939   | 100.0% |

PROPOSED SITE DATA

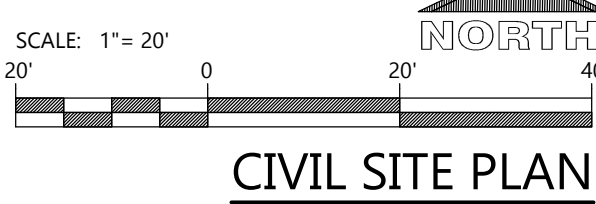
|                         | AREA (AC) | AREA (SF) | RATIO  |
|-------------------------|-----------|-----------|--------|
| BUILDING FLOOR AREA     | 1.56      | 67,741    | 45.8%  |
| PAVEMENT (ASP. & CONC.) | 0.57      | 24,718    | 16.7%  |
| TOTAL IMPERVIOUS        | 2.12      | 92,459    | 62.5%  |
| LANDSCAPE/ OPEN SPACE   | 1.27      | 55,480    | 37.5%  |
| PROJECT SITE            | 3.40      | 147,939   | 100.0% |

KEYNOTES

|    |                                                                                                                  |
|----|------------------------------------------------------------------------------------------------------------------|
| 1  | CONCRETE STOOP (SEE STRUCTURAL PLANS FOR DETAILS)                                                                |
| 2  | RAISED WALK (SEE DETAIL)                                                                                         |
| 3  | 18" CURB & GUTTER (SEE DETAIL)                                                                                   |
| 4  | CURB TAPER (SEE DETAIL)                                                                                          |
| 5  | 6" CONCRETE BOLLARDS (TYP.) (SEE ARCH PLANS FOR DETAILS)                                                         |
| 6  | REPLACE ASPHALT TO MATCH EXISTING SECTION. PROVIDE HEAVY DUTY ASPHALT SECTION LISTED ON C1.2 AS MINIMUM SECTION. |
| 7  | WALL FOR RECESSED LOADOUT SHED RECEIVING. (SEE ARCH PLANS FOR DETAIL)                                            |
| 8  | RAMP WITH RAILING. (SEE ARCH PLANS FOR DETAIL)                                                                   |
| 9  | ELEVATED TANK PAD. (SEE ARCH PLANS FOR DETAIL)                                                                   |
| 10 | STAIRS WITH RAILING. (SEE C1.2 AND ARCH PLANS FOR DETAILS)                                                       |
| 11 | REVISED ROW LINE TO BE WORKED THROUGH WITH CITY OF REEDSBURG                                                     |
| 12 | 30' VISION TRIANGLE                                                                                              |

LEGEND:

| HATCH     | PAVEMENT SECTION    |
|-----------|---------------------|
| [Pattern] | HEAVY DUTY ASPHALT  |
| [Pattern] | SIDEWALK CONCRETE   |
| [Pattern] | HEAVY DUTY CONCRETE |



PROJECT INFORMATION

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

PROFESSIONAL SEAL

PRELIMINARY DATES

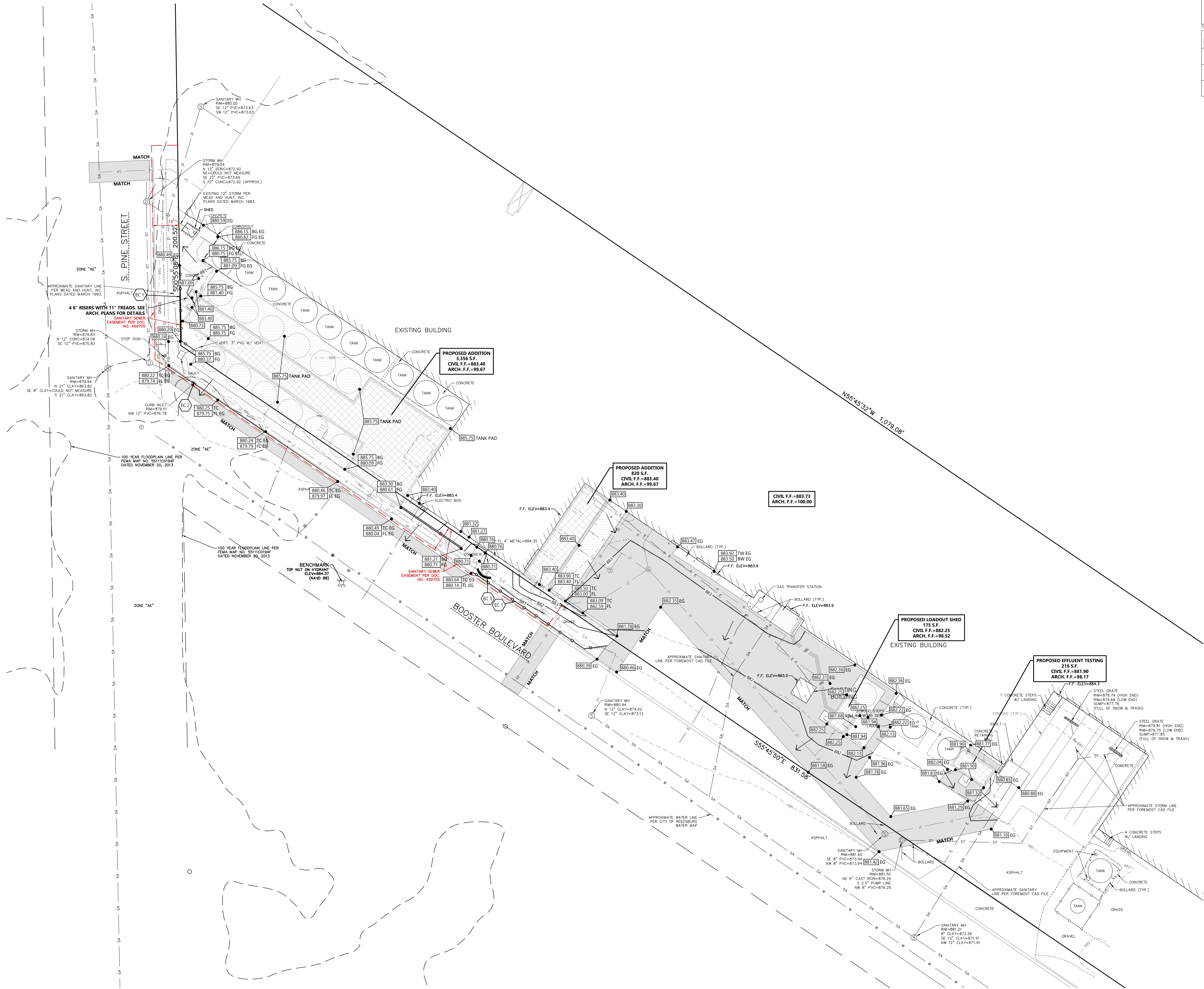
APR. 10, 2026  
APR. 28, 2026

JOB NUMBER

250369200

SHEET NUMBER

C1.1



**GENERAL NOTES:**

- HANDICAP STALL AND ACCESS AISLES SHALL NOT EXCEED A SLOPE OF 1:50 IN ANY DIRECTION. HANDICAP STALL & ACCESS AISLES SHALL CONFORM TO ADA REQUIREMENTS (CURRENT EDITION).
- ALL SIDEWALKS SHALL NOT EXCEED A MAXIMUM CROSS SLOPE OF 1:50% AND RUNNING SLOPE OF 4:50% UNLESS OTHERWISE SPECIFIED.
- CONTRACTOR SHALL PROVIDE STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ENTRANCE FOR PROPOSED IMPROVEMENTS AS REQUIRED PER CODE.
- CONTRACTOR SHALL PROVIDE CONCRETE WASHOUT AS REQUIRED PER CODE. FINAL LOCATION TBD BY CONTRACTOR.
- CONTRACTOR SHALL PROVIDE TEMPORARY INLET PROTECTION FOR ALL CURB INLETS & CATCH BASINS ON-SITE & OFF-SITE IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE PER LOCAL CODE.

| KEYNOTES |                  |
|----------|------------------|
| EC 1     | SILT FENCE       |
| EC 2     | INLET PROTECTION |
| EC 3     | SEDIMENT LOG     |

**EXCEL**  
Always a Better Plan  
100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

**PROJECT INFORMATION**

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

PROFESSIONAL SEAL

**PRELIMINARY DATES**  
APR. 10, 2026  
APR. 28, 2026

**JOB NUMBER**  
250369200

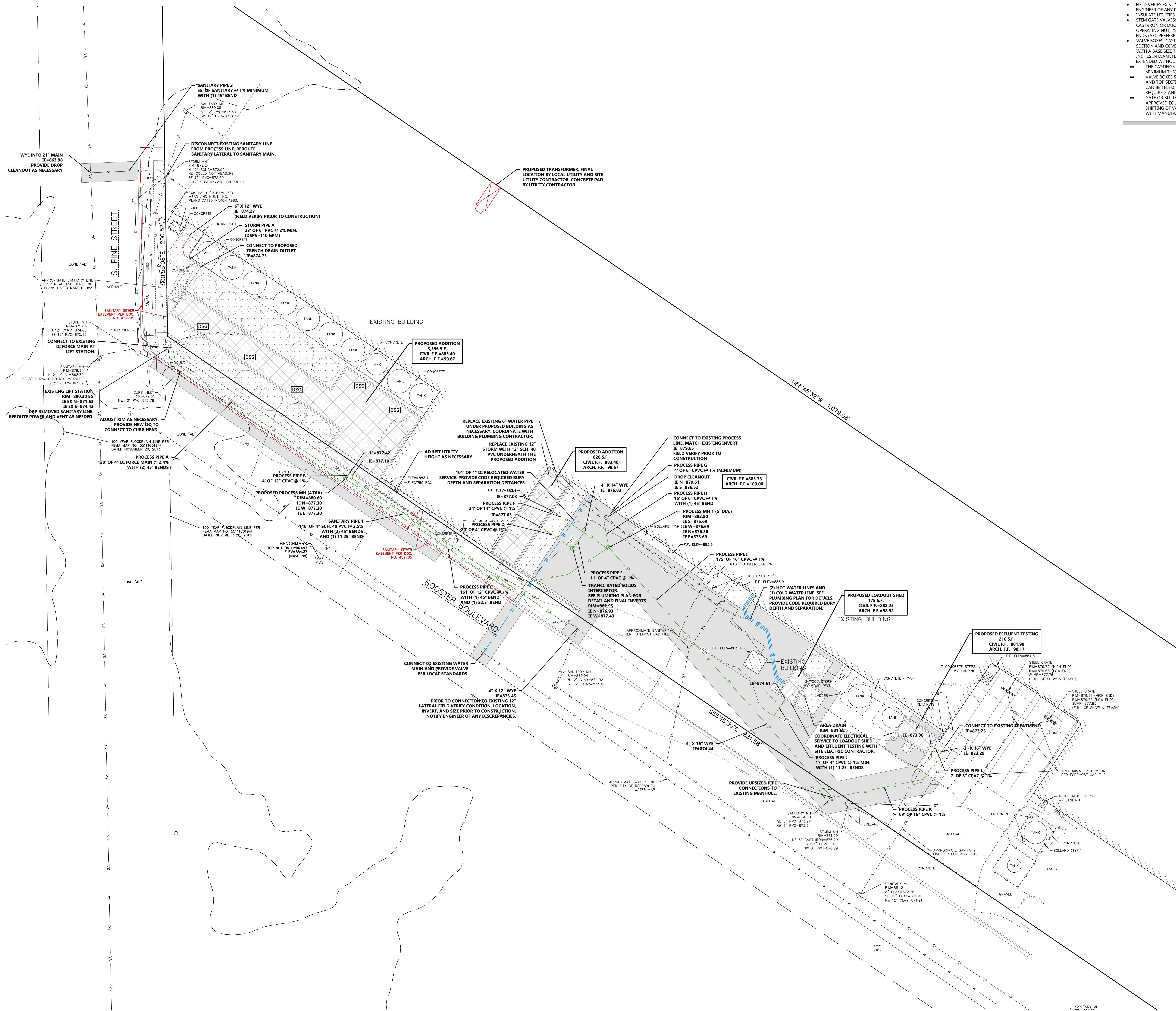
**SHEET NUMBER**

**C1.2**

SCALE: 1"=20'  
20' 0 20' 40'

CIVIL GRADING AND EROSION CONTROL PLAN

NOT FOR CONSTRUCTION



- GENERAL NOTES:**
- FIELD VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES OR CONFLICTS.
  - INSULATE UTILITIES AS REQUIRED BY CODE.
  - STEM GATE VALVES: AWWA C509, RESILIENT SEATED, BRONZE STEM, CAST IRON OR DUCTILE IRON BODY/ROCKET, STANDARD 2" SQUARE OPERATING NUT, 250-PSIG WORKING PRESSURE, MECHANICAL JOINT ENDS (AFC PREFERRED).
  - VALVE BOXES: CAST IRON, ASTM A48, CLASS 20 BOX HAVING TOP SECTION AND COVER WITH LETTERING "WATER" BOTTOM SECTION WITH A BASE SIZE TO FIT OVER VALVE AND BARREL, APPROXIMATELY 5 INCHES IN DIAMETER, AND A MAXIMUM LENGTH OF 7' WHEN EXTENDED WITHOUT EXTENSION SECTIONS.
  - THE CASTINGS SHALL BE THOROUGHLY COATED WITH A 1-MIL MINIMUM THICKNESS BITUMINOUS COATING.
  - VALVE BOXES SHALL CONSIST OF A BASE SECTION, TUBULAR MID AND TOP SECTIONS, BOTH WITH CAST THREADS BY WHICH ONE CAN BE TELESCOPED ON THE OTHER, EXTENSION SECTIONS IF REQUIRED, AND A CIRCULAR DROP COVER.
  - GATE OR BUTTERFLY VALVE BOX ADAPTERS (ADAPTOR, INC. OR APPROVED EQUAL) SHALL BE USED TO PREVENT SETTLING OR SHIFTING OF VALVE BOXES AND INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

**EXCEL**

Always a Better Place

100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

**PROJECT INFORMATION**

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

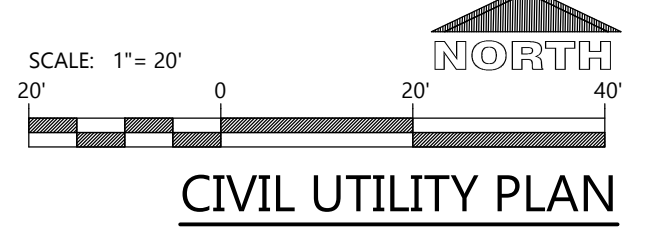
PROFESSIONAL SEAL

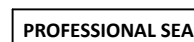
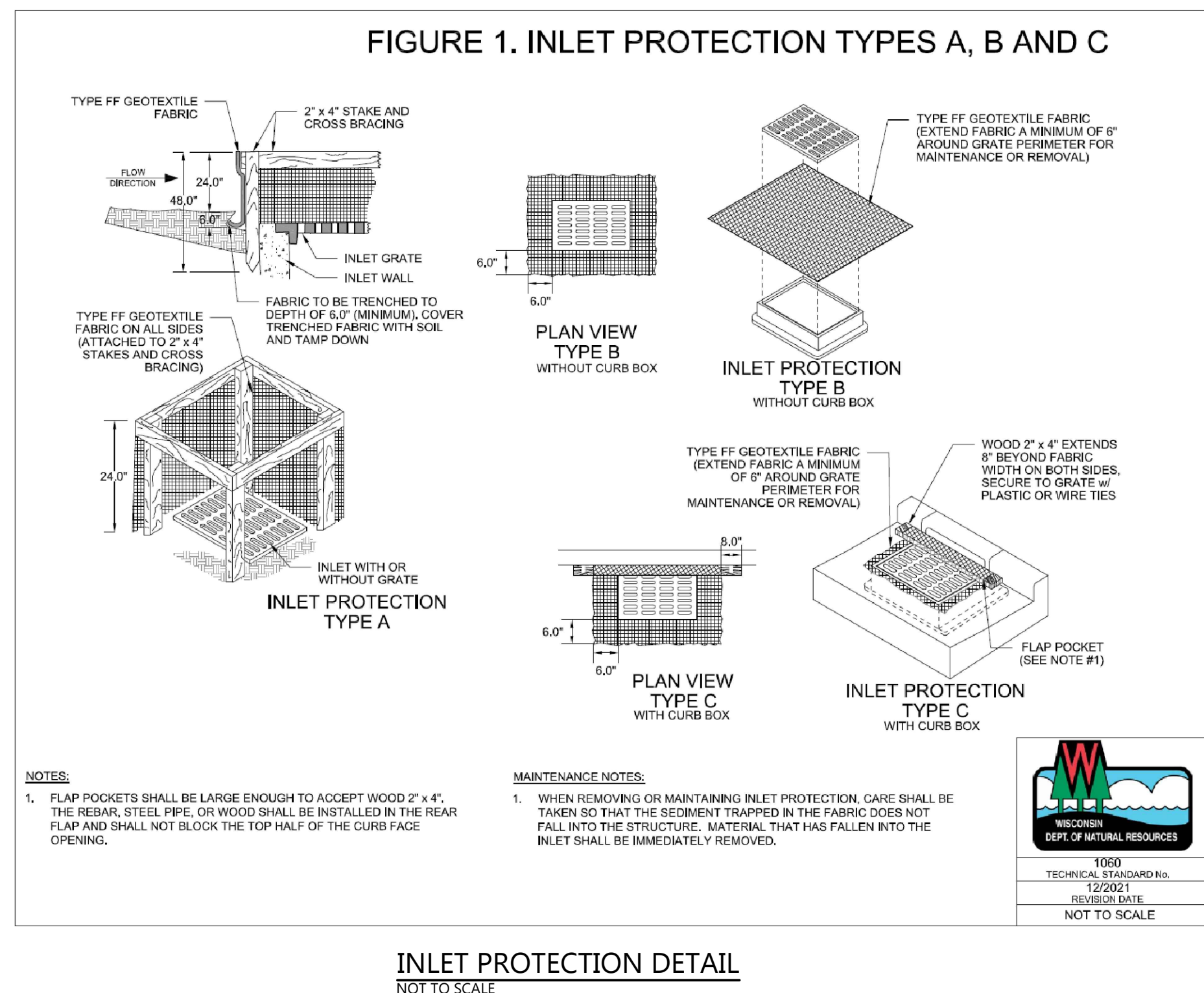
**PRELIMINARY DATES**  
APR. 10, 2026  
APR. 28, 2026

**NOT FOR CONSTRUCTION**

**JOB NUMBER**  
250369200

**SHEET NUMBER**  
**C1.3**





### PRELIMINARY DATES

APR. 10, 2026  
APR. 28, 2026

IQR NUMBER

250369200

SHEET NUMBER

# C2.0

## CIVIL DETAILS

| Schedule                                                                         |          |          |              |                     |                                           |         |
|----------------------------------------------------------------------------------|----------|----------|--------------|---------------------|-------------------------------------------|---------|
| Symbol                                                                           | Label    | Quantity | Manufacturer | Catalog Number      | Description                               | Wattage |
|  | EXISTING | 9        | EXISTING     | EXISTING            | EXISTING                                  | 16      |
|  | WP1      | 3        | Stonco KEENE | WP-60W-SCT-G2-10-BZ | SELECTABLE WATTAGE & COLOR TEMP. WALLPACK | 55.8862 |

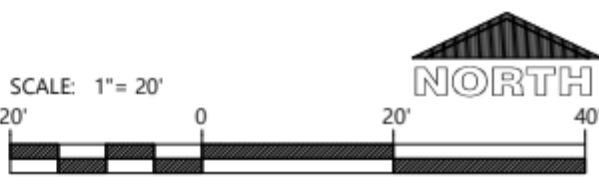
| Statistics      |        |        |        |        |         |         |
|-----------------|--------|--------|--------|--------|---------|---------|
| Description     | Symbol | Avg    | Max    | Min    | Max/Min | Avg/Min |
| FOREMOST SITE   | +      | 0.1 fc | 9.4 fc | 0.0 fc | N/A     | N/A     |
| INTAKE APPROACH | ✗      | 3.2 fc | 9.3 fc | 0.7 fc | 13.3:1  | 4.6:1   |
| LOADOUT         | ✗      | 1.6 fc | 9.4 fc | 0.0 fc | N/A     | N/A     |
| SAMPLE SHED     | ✗      | 0.2 fc | 0.4 fc | 0.1 fc | 4.0:1   | 2.0:1   |

| Description     | Symbol                                                                              | Avg    | Max    | Min    | Max/Min | Avg/Min |
|-----------------|-------------------------------------------------------------------------------------|--------|--------|--------|---------|---------|
| FOREMOST SITE   |  | 0.1 fc | 9.4 fc | 0.0 fc | N/A     | N/A     |
| INTAKE APPROACH |  | 3.2 fc | 9.3 fc | 0.7 fc | 13.3:1  | 4.6:1   |
| LOADOUT         |  | 1.6 fc | 9.4 fc | 0.0 fc | N/A     | N/A     |
| SAMPLE SHED     |  | 0.2 fc | 0.4 fc | 0.1 fc | 4.0:1   | 2.0:1   |

| Guide pour commander |                                        |                                                                                    | Exemple : WP60-SCT-G2-10-BZ |                       |
|----------------------|----------------------------------------|------------------------------------------------------------------------------------|-----------------------------|-----------------------|
| Luminaire<br>WP      | Wattage                                | Generation<br>SCT-G2                                                               | Voltage<br>10               | Finish                |
| WP Wall Pack         | 60 28W/40W/60W<br>100 70W/80W/90W/100W | SCT-G2 CCT Selectable 30K/40K/50K, 80CRI, Integrated Daylight Sensor, Generation 2 | 10 120-347V                 | BZ Bronze<br>WH White |

Stonco-Keene-Wall-Pack-dual-select-spec-sheet-en 07/25 page 1 of 2

Luminaires are all covered by a 5-year limited warranty. See [signify.com/warranties](http://signify.com/warranties) for details.



PROJECT INFORMATION

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

PROFESSIONAL SEAL

PRELIMINARY DATES

NOV. 20, 2025  
JAN. 29, 2026  
FEB. 6, 2026  
APR. 10, 2026

JOB NUMBER

250369200

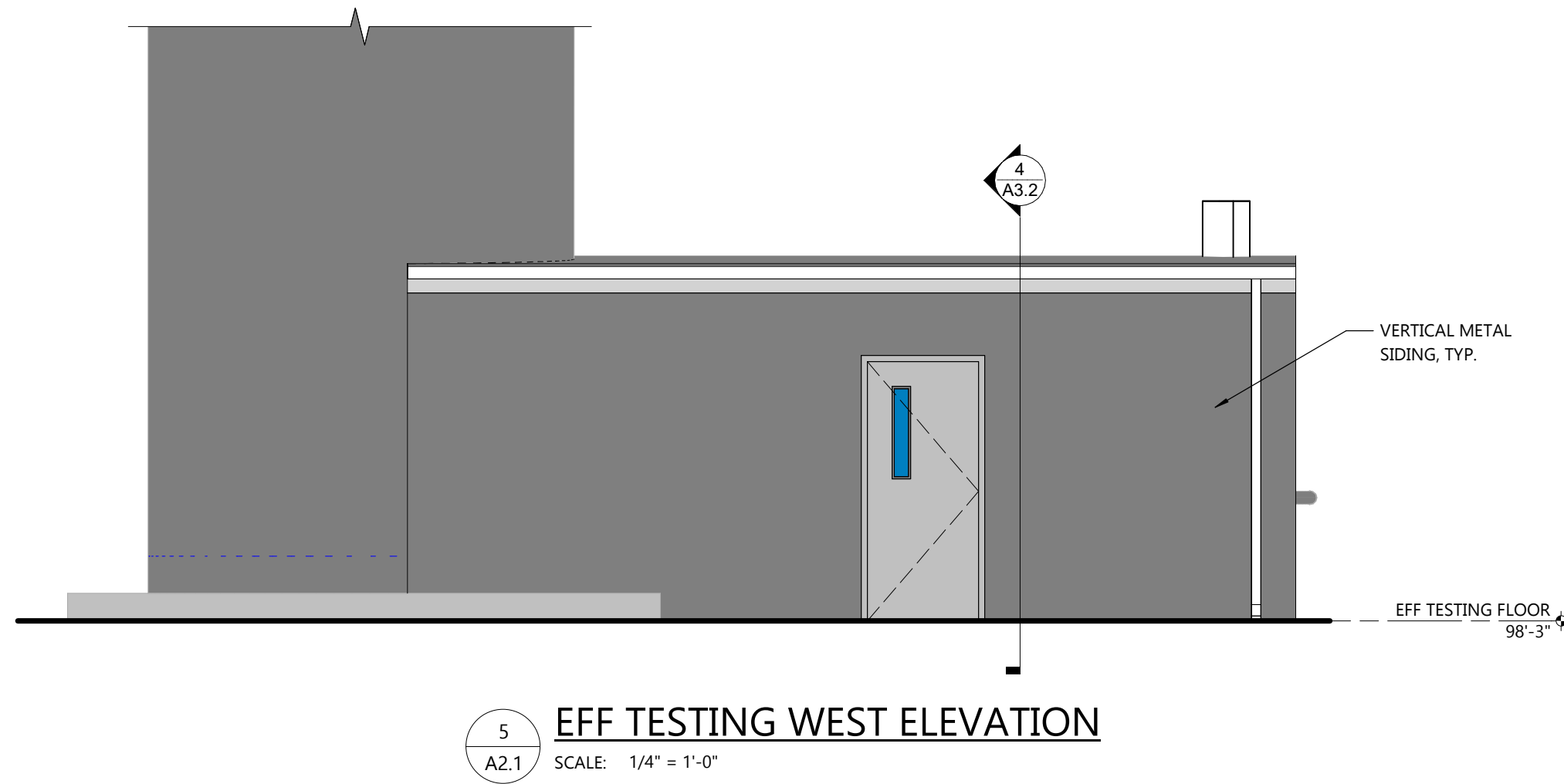
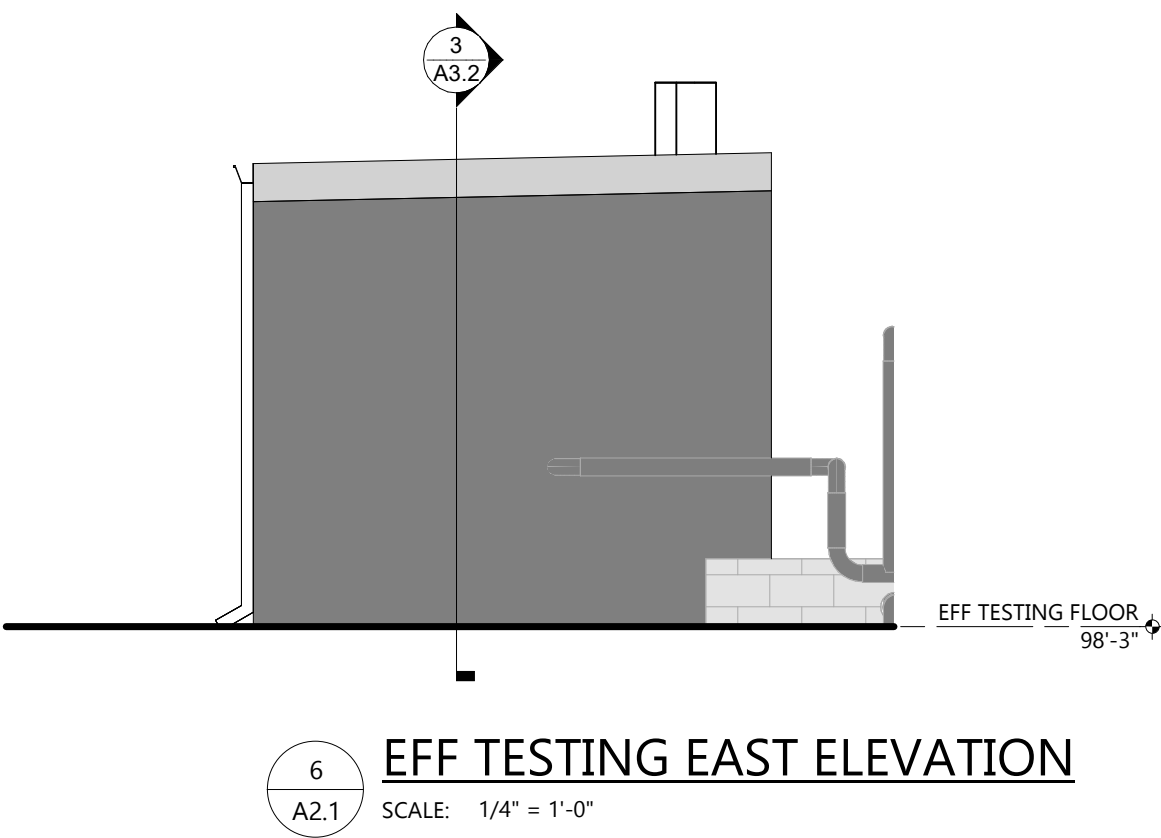
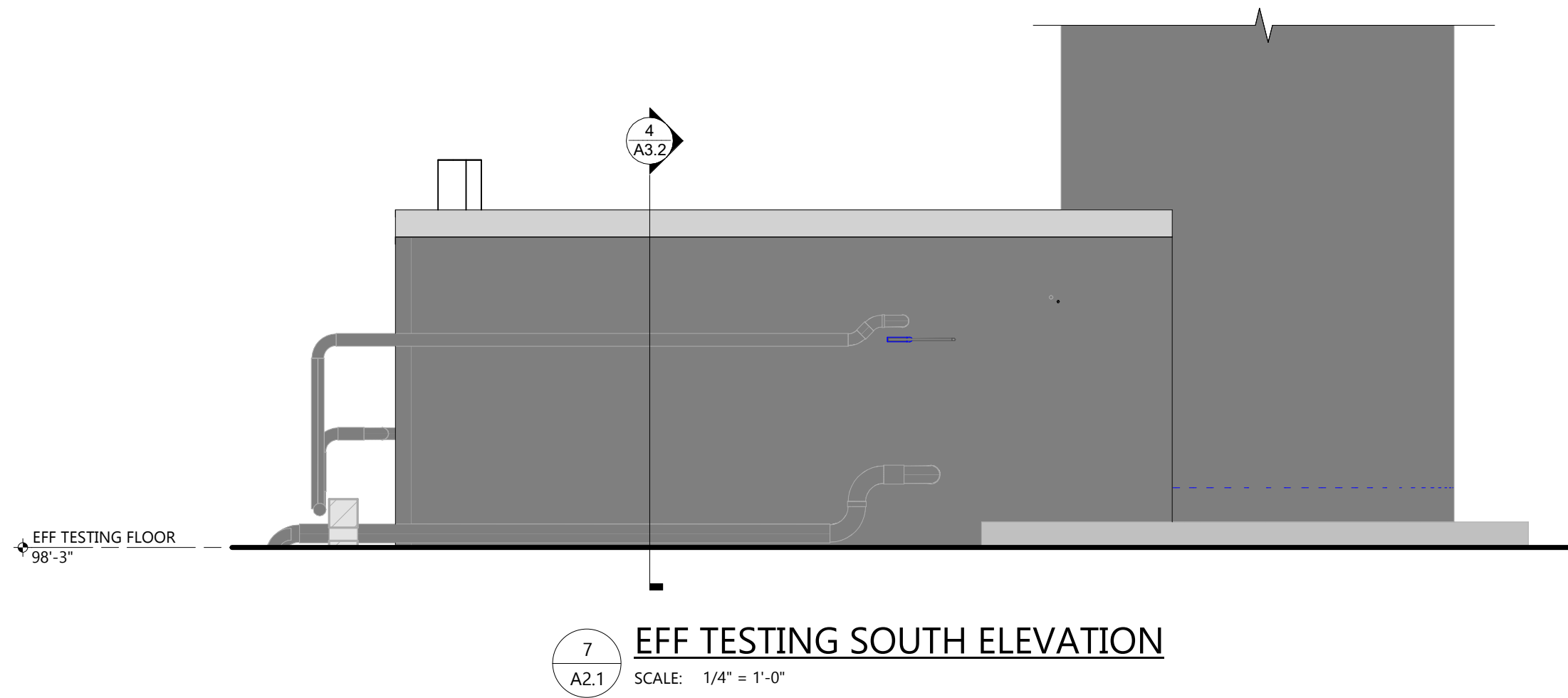
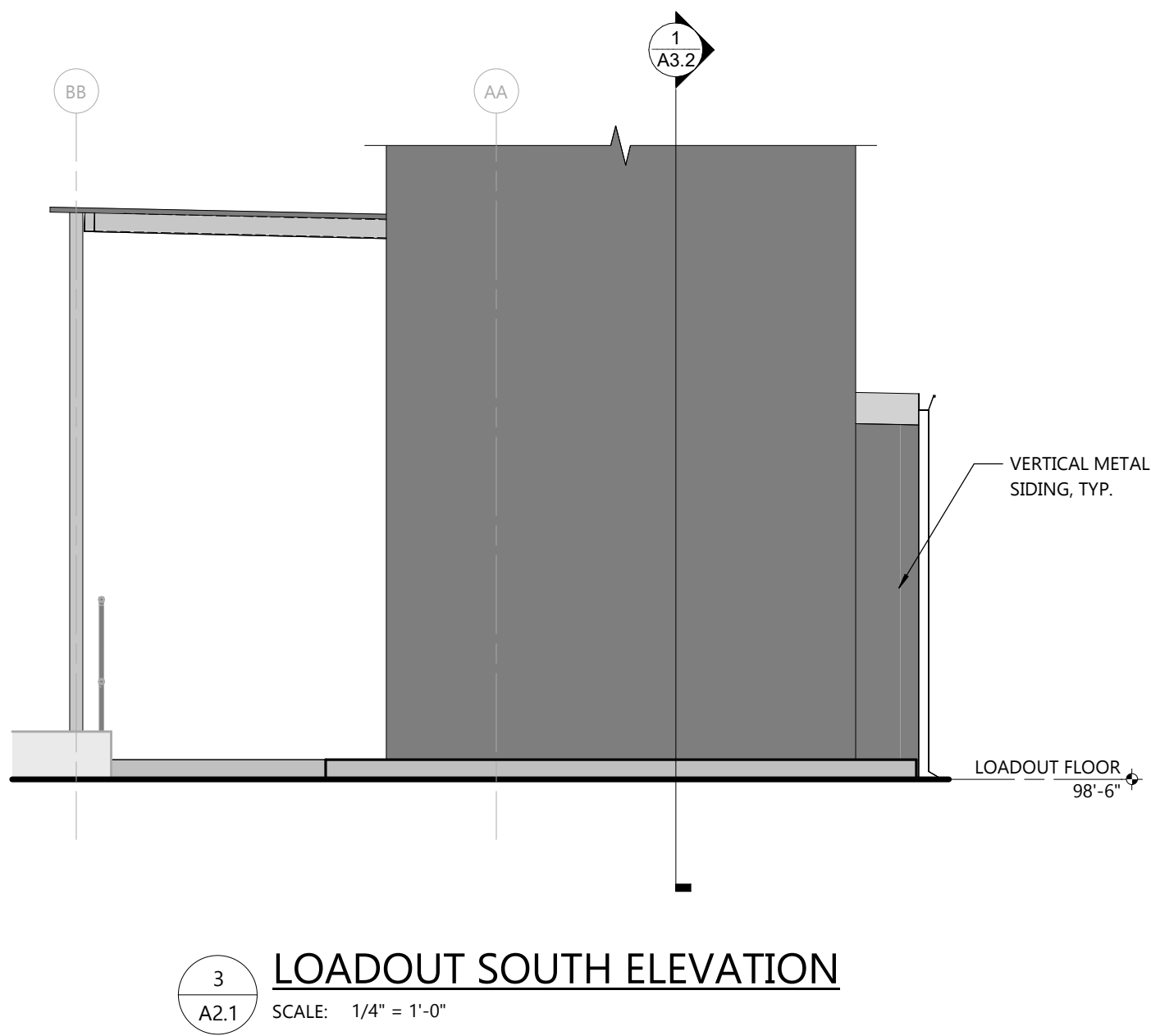
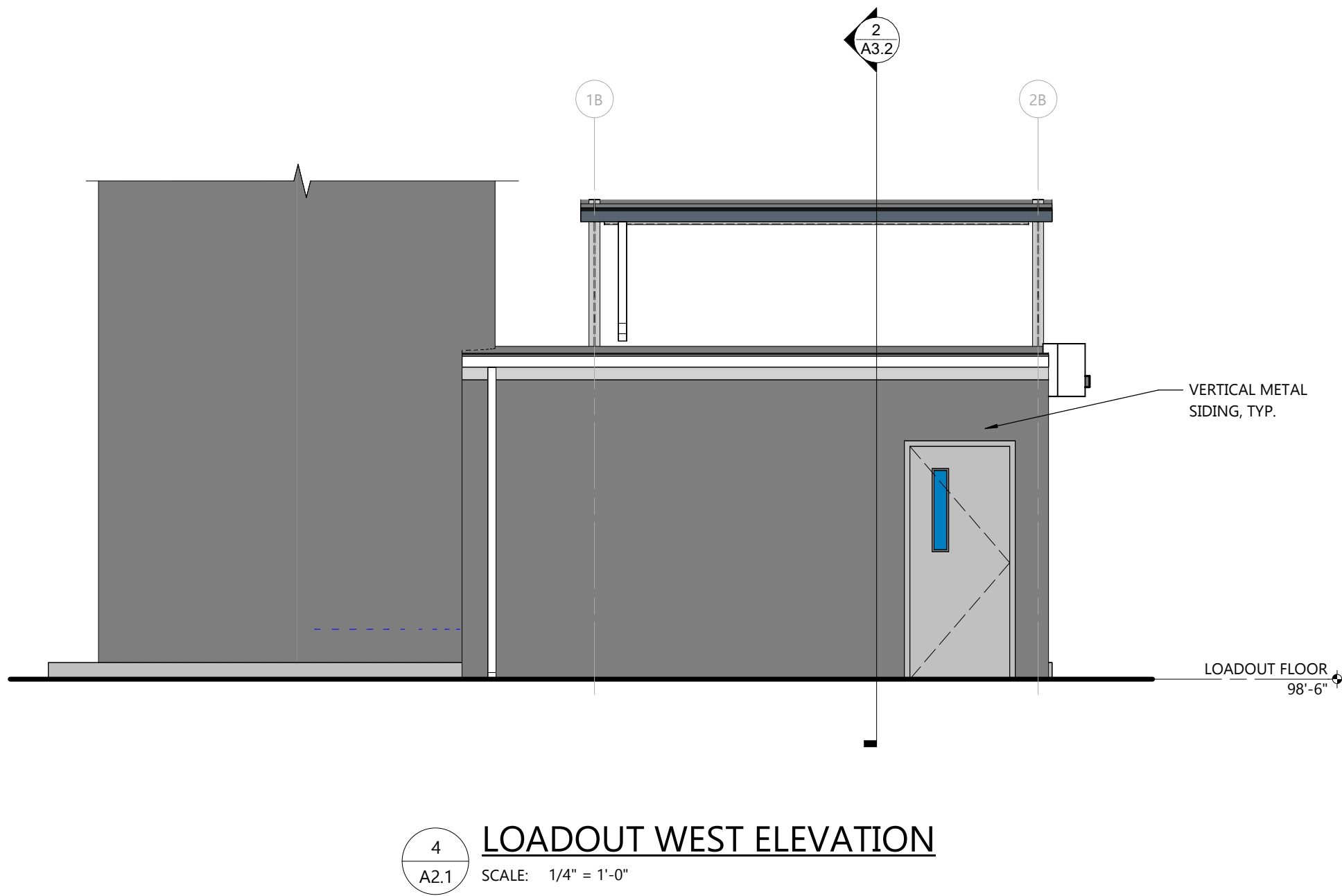
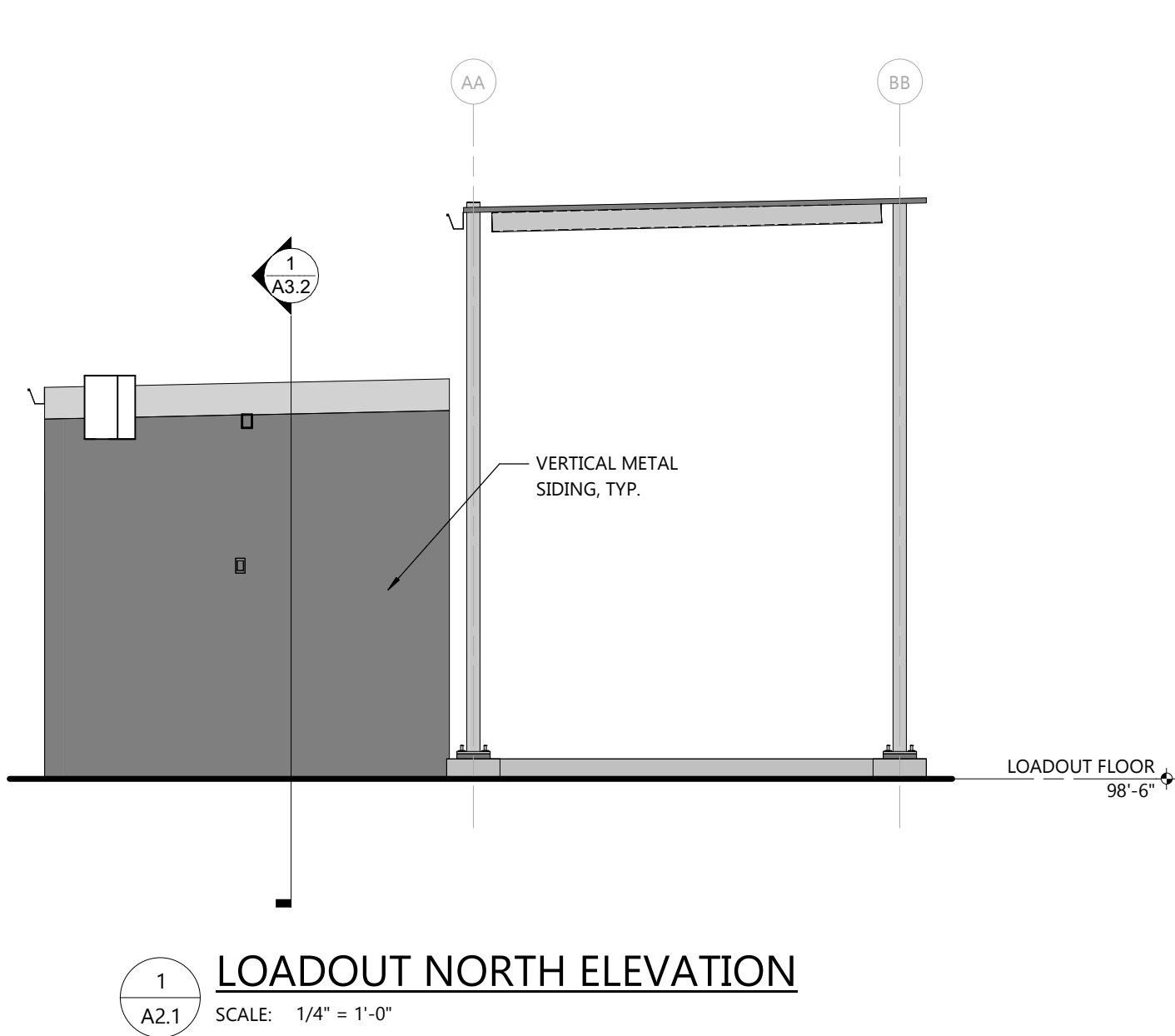
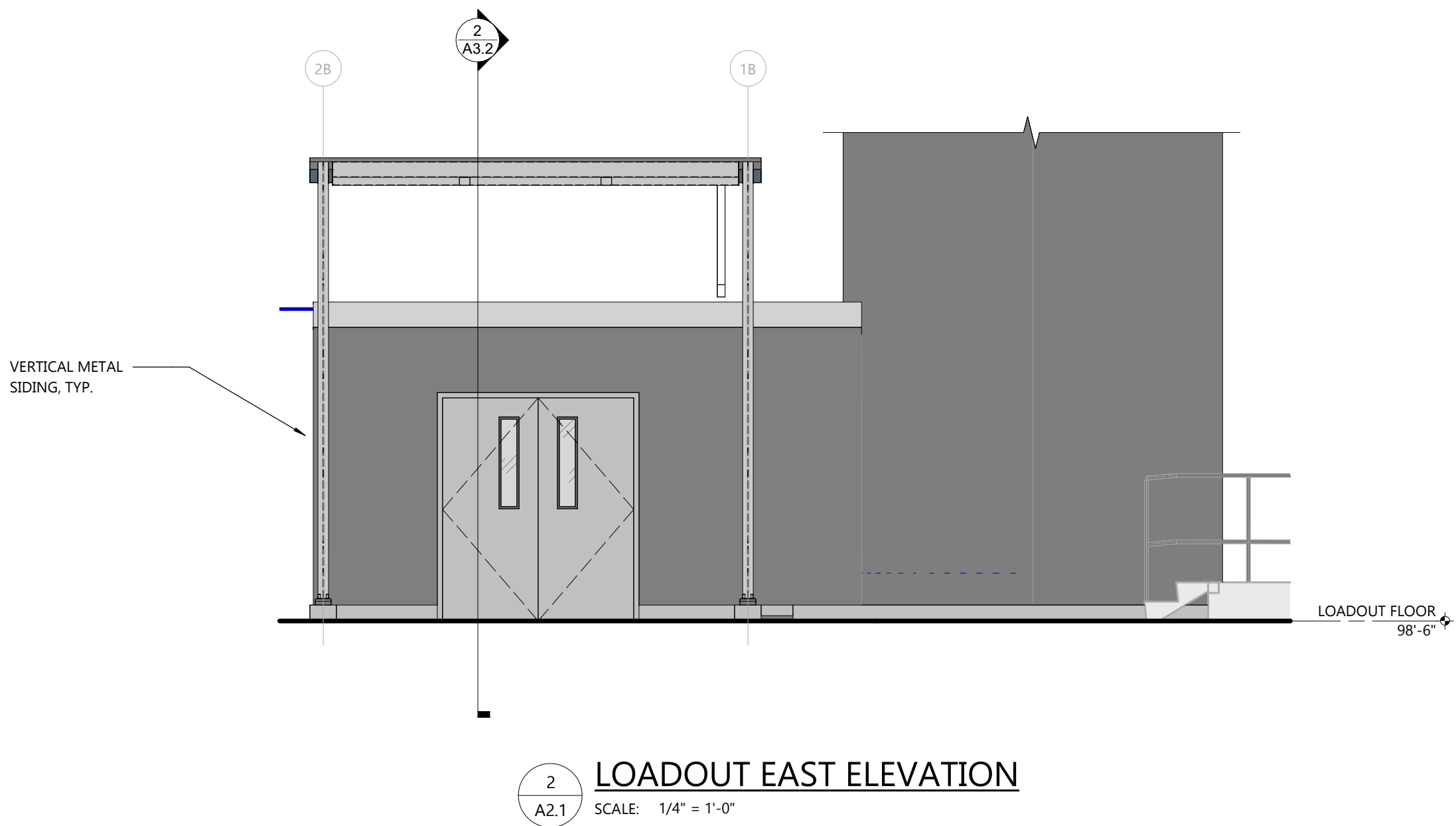
SHEET NUMBER

A2.1

ARCHITECTURAL EXTERIOR ELEVATIONS

EXTERIOR MATERIAL KEY

- 1 PAINTED PRECAST CONCRETE**
- 2 INSULATED METAL PANEL (CLADDING)**  
METL. SPAN  
CF MESA  
COLOR: POLAR WHITE
- 3 STAINLESS STEEL DOOR**  
PRODUCT: SEE SS DOOR SPECIFICATION  
COLOR: SATIN FINISH
- 4 OVERHEAD SECTIONAL DOOR**  
PRODUCT: SEE OH DOOR SPECIFICATION  
COLOR: WHITE TO MATCH EXISTING
- 5 DOWNSPOUTS**  
SEE SPEC FOR SIZING  
MATERIAL: PREFINISHED METAL  
COLOR: WHITE
- 6 PREFINISHED METAL COPING**  
24 GA. PREFINISHED METAL TRIM  
PROFILE: SEE DETAILS  
COLOR: PACIFIC BLUE
- 7 SCUPPER BOX**  
SEE DETAIL FOR SIZING  
MATERIAL: PREFINISHED METAL  
COLOR: WHITE
- 8 EXTERIOR ALUMINUM WINDOW**  
PRODUCT: SEE EXTERIOR STOREFRONT SPECIFICATION  
COLOR: WHITE
- 9 PRECAST COLUMNS AND BEAM**  
PAINTED WHITE TO MATCH PRECAST WALL PANEL



NOT FOR CONSTRUCTION

PROJECT INFORMATION

PROPOSED ADDITION FOR:  
**FOREMOST - REEDSBURG**  
633 BOOSTER BOULEVARD • REEDSBURG, WI 53959

PROFESSIONAL SEAL

PRELIMINARY DATES  
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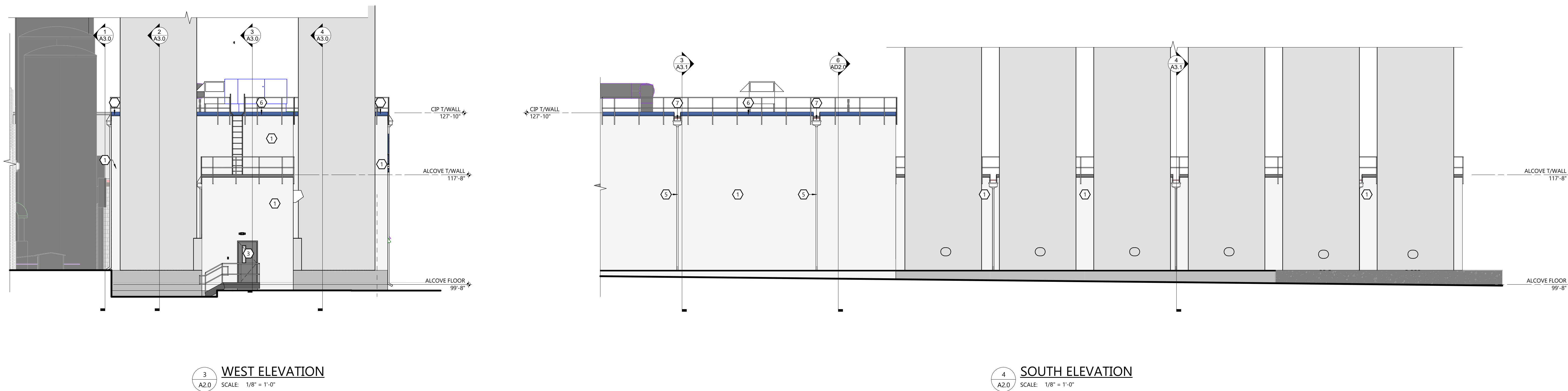
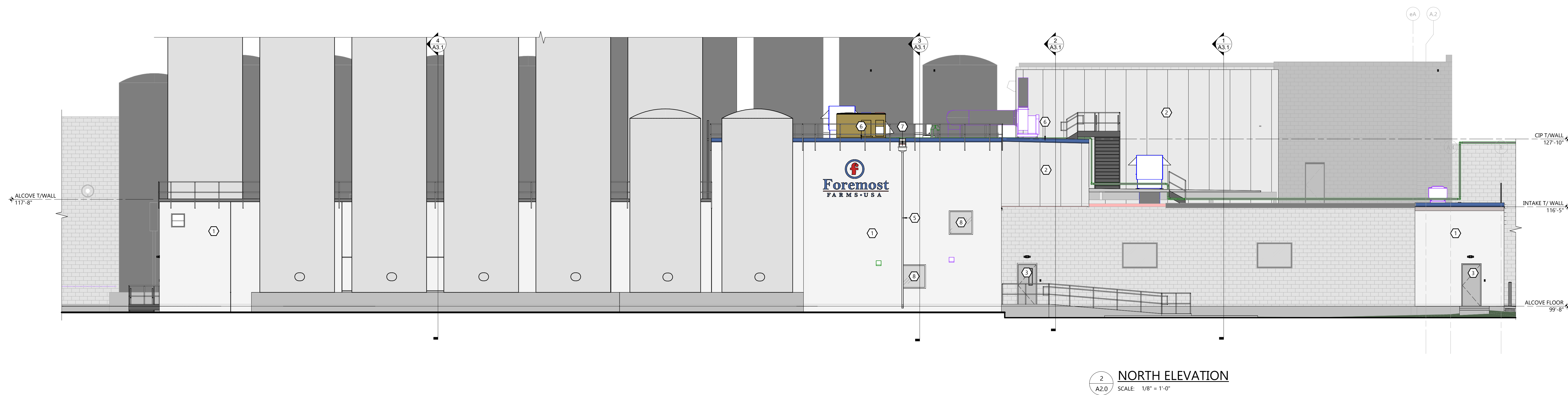
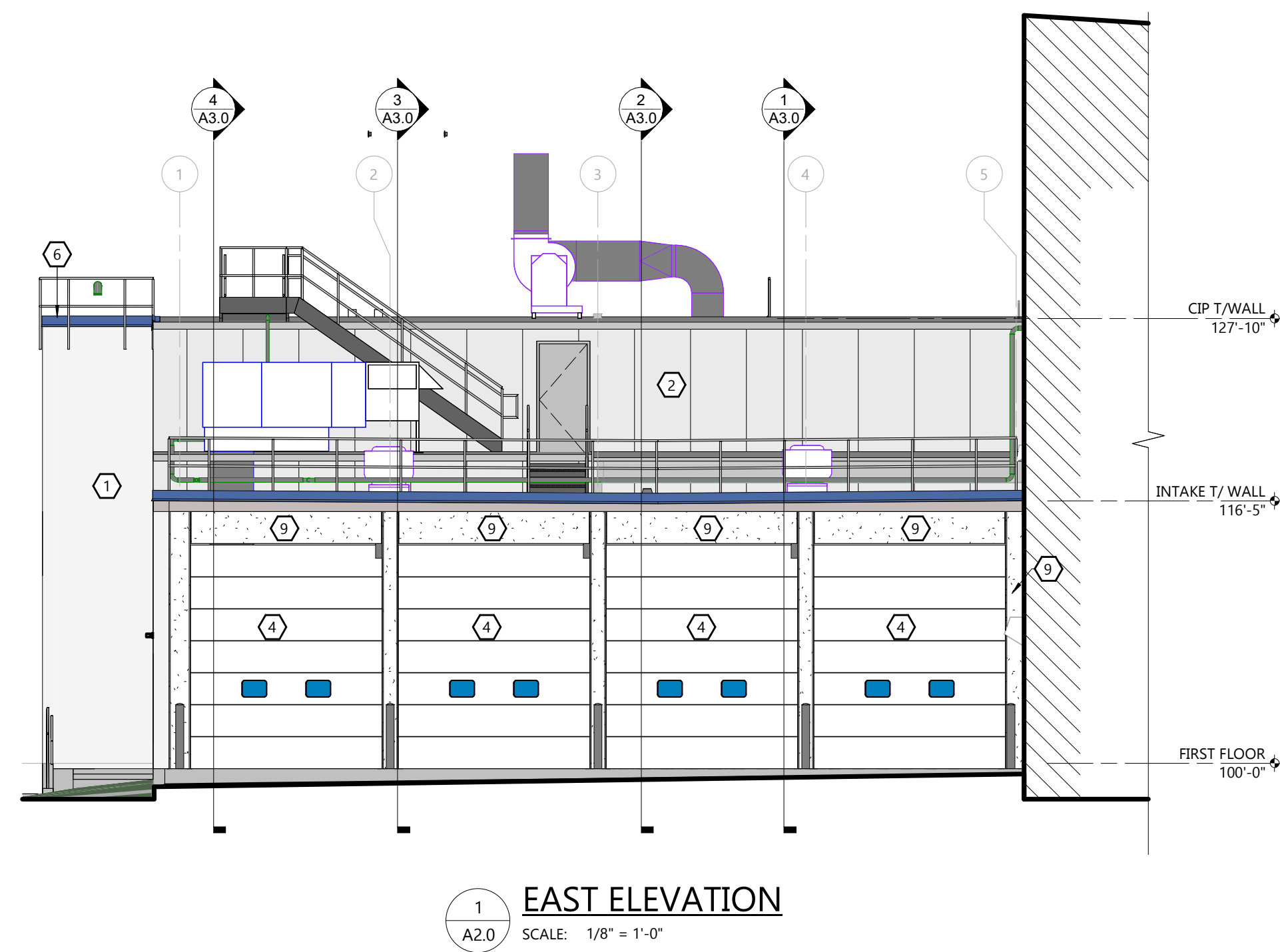
SHEET NUMBER

A2.0

NOT FOR CONSTRUCTION

EXTERIOR MATERIAL KEY

- 1 PAINTED PRECAST CONCRETE
- 2 INSULATED METAL PANEL (CLADDING)  
METL. SPAN  
CF MESA  
COLOR: POLAR WHITE
- 3 STAINLESS STEEL DOOR  
PRODUCT: SEE SS DOOR SPECIFICATION  
COLOR: SATIN FINISH
- 4 OVERHEAD SECTIONAL DOOR  
PRODUCT: SEE OH DOOR SPECIFICATION  
COLOR: WHITE TO MATCH EXISTING
- 5 DOWNSPOUTS  
SEE SPEC FOR SIZING  
MATERIAL: PREFINISHED METAL  
COLOR: WHITE
- 6 PREFINISHED METAL COPING  
24 GA. PREFINISHED METAL TRIM  
PROFILE: SEE DETAILS  
COLOR: PACIFIC BLUE
- 7 SCUPPER BOX  
SEE DETAIL FOR SIZING  
MATERIAL: PREFINISHED METAL  
COLOR: WHITE
- 8 EXTERIOR ALUMINUM WINDOW  
PRODUCT: SEE EXTERIOR STOREFRONT SPECIFICATION  
COLOR: WHITE
- 9 PRECAST COLUMNS AND BEAM  
PAINTED WHITE TO MATCH PRECAST WALL PANEL



**From:** [Jon Craker](#)  
**To:** [Brian Duvalle](#)  
**Subject:** RE: Foremost Farms  
**Date:** Friday, April 17, 2026 9:34:30 AM

---

[**NOTICE:** This message originated outside of the City of Reedsburg -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Hi Brian,

Could you pass this on to Foremost Farms?

For the Utility owned portion of the New water service, Reedsburg Water Utility would require the service to be cut-in to the existing main using ductile iron, class 52 pipe with a minimum service size of 4". The valve would be a Nonrising Stem Gate Valves: AWWA C509, resilient seated; bronze stem, cast-iron or ductile-iron body bonnet, standard 2" square operating nut, 250-psig working pressure, mechanical joint ends. (AFC preferred)

Valve Boxes: Cast-iron, ASTM A48, Class 20 box having top section and cover with lettering "WATER," bottom section with a base size to fit over valve and barrel approximately 5 inches in diameter, and a maximum length of 7' when extended without extension sections.

1. The castings shall be thoroughly coated with a 1-mil minimum thickness bituminous coating
2. Valve boxes shall consist of a base section, tubular mid and top sections, both with cast threads by which one can be telescoped on the other, extension sections if required, and a circular drop cover.
3. Gate or butterfly valve box adapters (Adaptor, Inc., or approved equal) shall be used to prevent settling or shifting of valve boxes and installed in accordance with manufacturer's recommendations.

Feel free to contact me with any questions.

Thanks

**Jon Craker**

Water Supervisor

***Reedsburg Utility Commission***

P.O. Box 230, 501 Utility Ct.

Reedsburg, WI 53959

Office: 608.768.1000

Direct : 608-768-6427

Cell : 608-963-6090

[www.reedsburgutility.com](http://www.reedsburgutility.com)



*Reedsburg Utility – local people working together to meet local needs*

---

**From:** Brian Duvalle <bduvalle@reedsburgwi.gov>

**Sent:** Friday, April 17, 2026 8:33 AM

**To:** Brett Schuppner <bretts@rucls.net>; Dennis Horkan <drhorkan@rucls.net>; Ken Las <klas@rucls.net>; Jon Craker <jcraker@rucls.net>; Joshua T Kowalke <director@reedsburgambulance.com>; Steve Dempsey <sdempsey@reedsburgwi.gov>; Craig Douglas <cdouglas@reedsburgwi.gov>; Patrick B. Cummings <pcummings@reedsburgpolice.com>

**Subject:** Foremost Farms

Good morning,

Foremost Farms is going to the ZBA on 4/30 to request a variance in order to build up to the front lot line on Booster Blvd.

Please let me know if you have questions or comments.

Brian Duvalle, AICP, CFM

Planner/Building Inspector #040800008 - UDC

134 S. Locust St

Reedsburg, WI 53959

608-768-3354

RESOLUTION  
(CSM – E6391 BASS RD; 042-0767-00000)

File No. 4598-26

Resolved, that this Certified Survey Map located in the City of Reedsburg is hereby approved by the Common Council of the City of Reedsburg.

STATE OF WISCONSIN)  
COUNTY OF SAUK     )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 8<sup>th</sup> day of June 2026, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 8<sup>th</sup> day of June 2026.

---

Jacob Crosetto  
City Clerk

## **Plan Commission – CSM and Rezoning**

**DATE:** May 12, 2026, 6:00PM – Plan Commission  
June 8, 2026, 5:30 PM – City Council

**APPLICANT:** Robert & Judith Bass

**LOCATION:** E6391 BASS RD; 042-0767-00000

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider CSM & rezoning property from Agricultural to Government with intent of constructing a new town hall for the Town of Winfield. The property is located in Reedsburg's extraterritorial zoning area.

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Ag
- West – Ag
- South – Ag
- East – Ag

#### **ZONING:**

- North – Agricultural
- West – Agricultural
- South – Agricultural
- East – Agricultural

**TOPOGRAPHY:** Slopes down to north and east

**STREET R.O.W./TRAFFIC/ACCESS:** Bass Rd & County K; 66' – 90' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMPREHENSIVE PLAN DESIGNATION:** Low-density residential

### **Exhibit List**

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. May 12, 2026, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
bduvalle@reedsburgwi.gov

**APPLICANT:** Robert + Judith Bass  
**ADDRESS:** E6391 Bass Road **CITY:** Reedsburg **STATE:** WI  
**ZIP:** 53959 **PHONE:** 608-393-0222 **PARCEL #:** 042-0767-00000  
**E-MAIL:** Kmeach@rueis.net  
**PROPERTY OWNER:** (if different from Applicant) \_\_\_\_\_

**LOCATION:** (if different from address above) \_\_\_\_\_

**LAND USE REQUEST**

(Please describe one or more as applicable – attach extra pages/maps if necessary)

☒ **Certified Survey Map (CSM):** 4 sheets Government

☐ **Conditional Use Permit:** \_\_\_\_\_

For *CONDITIONAL USE PERMIT* requests, also answer "A, B & C" on back page.

☐ **Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

☒ **Rezoning - From:** Ag **To:** Government

☐ **Site Plan Review:** (See "B & C" on back page) \_\_\_\_\_

☐ **Zoning Appeal / Interpretation:** \_\_\_\_\_

☐ **Zoning Variance:** \_\_\_\_\_

For *VARIANCE* requests, also answer "D" on back page.

☐ **Other or Annexation:** \_\_\_\_\_

**AFFIDAVIT**

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes and for a temporary Zoning sign to be placed in my yard prior to the meeting.

\_\_\_\_\_  
**Applicant Signature / Date**

Robert A. Bass 1-4-7-2026  
**Owner Signature / Date**

Account #10-461500-00

**The applicant or representative  
MUST ATTEND the meeting(s).**

G:\wpnet\Zoning - Planning\Land Use Appl.doc

**PAID**

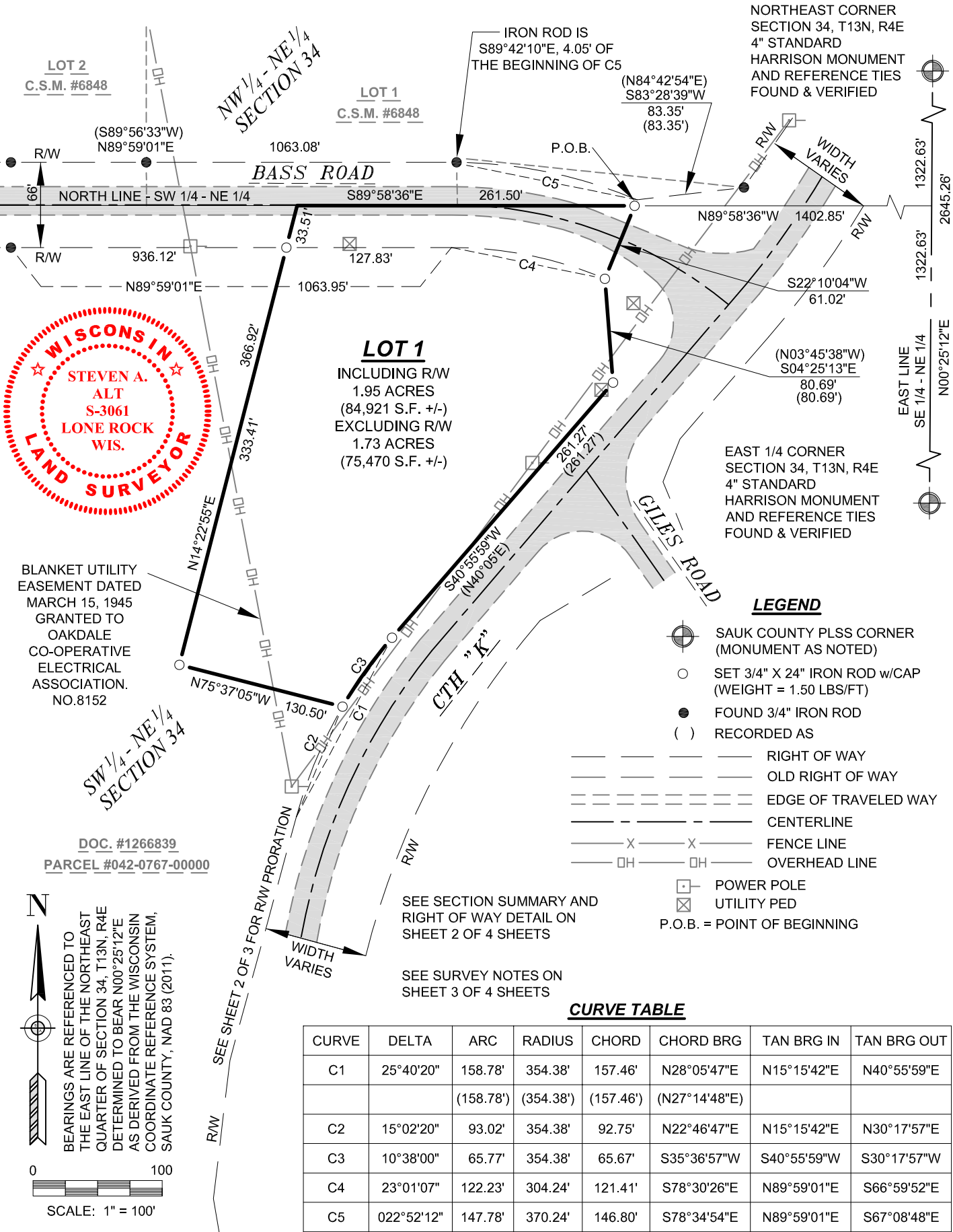
APR 07 2026

|                      |                    |              |
|----------------------|--------------------|--------------|
| Cond Use Permit      | \$200              | _____        |
| Cond Use-Agriculture | \$400              | _____        |
| Variance             | \$125              | _____        |
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| C.S.M.               | \$175              | <u>\$175</u> |
| Subdivision Plat     | \$610              | _____        |
| - w/ Stormwater Plan | \$100              | _____        |
| Site Plan Review     | \$175              | _____        |
| Annexation           | \$200              | _____        |
| Plan Amend           | \$200              | _____        |
| Date Paid            | <u>4-7-2026</u>    | _____        |
| Receipt #            | <u>1.000053907</u> | _____        |

CERTIFIED SURVEY MAP

No.

LOCATED IN THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 34, TOWNSHIP 13 NORTH, RANGE 4 EAST, TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN.



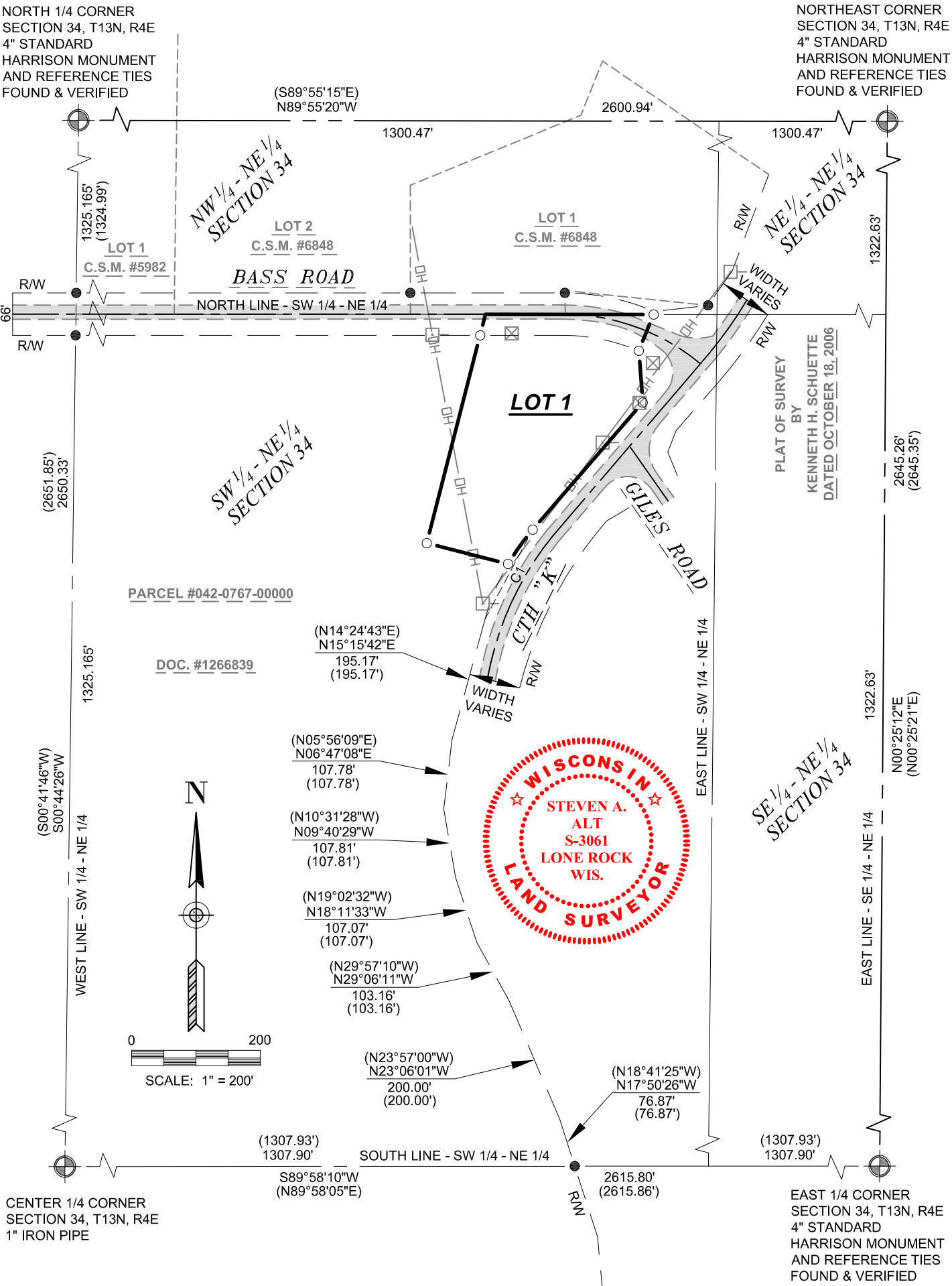
**TEAM ENGINEERING**  
Transportation | Environmental | Agricultural | Municipal  
and Land Surveying  
118 EAST MAIN STREET  
REEDSBURG, WI 53959  
PHONE: (608) 768-5075

PREPARED FOR: ROBERT A. & JUDITH A. BASS  
E6391 BASS ROAD  
REEDSBURG, WI 53959

DRAWN BY: POJ  
CHECKED BY: SAA  
DATE: 3/27/2026  
SHEET 1 OF 4 SHEETS

CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN  
THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 34, TOWNSHIP  
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SHEET 2 OF 4 SHEETS

CERTIFIED SURVEY MAP No. \_\_\_\_\_

LOCATED IN  
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13 NORTH, RANGE 4 EAST, TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, STEVEN A. ALT, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 34, TOWNSHIP 13 NORTH, RANGE 4 EAST, TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 34;  
THENCE N00°25'12"E, 1322.63 FEET ALONG THE EAST LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 34 TO THE NORTHEAST CORNER THEREOF;  
THENCE N89°58'36"W, 1402.85 FEET ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER AND THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 34 TO THE POINT OF BEGINNING.

THENCE S22°10'04"W, 61.02 FEET TO THE WESTERLY RIGHT OF WAY OF C.T.H. "K";  
THENCE S04°25'13"E, 80.69 FEET ALONG SAID WESTERLY RIGHT OF WAY OF C.T.H. "K";  
THENCE S40°55'59"W, 261.27 FEET CONTINUING ALONG SAID WESTERLY RIGHT OF WAY OF C.T.H. "K";  
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SAID LOT CONTAINS 1.95 ACRES OF LAND, MORE OR LESS.

THAT I HAVE MADE SUCH SURVEY, LAND DIVISION AND MAP BY THE DIRECTION OF ROBERT A. & JUDITH A. BASS, THAT SUCH MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF. THAT I HAVE FULLY COMPLIED WITH PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, THE SAUK COUNTY SUBDIVISION REGULATIONS AND THE TOWN OF WINFIELD SUBDIVISION ORDINANCES IN SURVEYING, DIVIDING AND MAPPING THE SAME. I FURTHER HEREBY CERTIFY THAT I HAVE SURVEYED, MAPPED, AND MONUMENTED THE ABOVE DESCRIBED PROPERTY IN ACCORDANCE WITH THE PROVISIONS OF WISCONSIN ADMINISTRATIVE CODE A-E 7 AND THAT THIS MAP IS AN ACCURATE REPRESENTATION OF THE SURVEY PERFORMED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED THIS 27TH DAY OF MARCH, 2026.

STEVEN A. ALT P.L.S. S-3061



SURVEYOR'S NOTES

- 1. IMPROVEMENTS SHOWN HEREON WERE MEASURED AT RANDOM LOCATIONS AND ARE DISPLAYED FOR REFERENCE ONLY.
- 2. RIGHT OF WAY FOR BASS ROAD AND C.T.H. "K" IS BASED ON FOUND MONUMENTATION AND PROJECT #918701.
- 3. SURVEY FIELD WORK WAS PERFORMED ON 3-23-2026
- 4. THROUGH WIS. STAT. 823.08, THE WISCONSIN LEGISLATURE HAS ADOPTED A RIGHT TO FARM LAW. THIS STATUTE LIMITS THE REMEDIES OF OWNERS OF LATER ESTABLISHED RESIDENTIAL PROPERTY TO SEEK CHANGES TO NEAR-BY PRE-EXISTING AGRICULTURAL PRACTICES. ACTIVE AGRICULTURAL OPERATIONS ARE NOW TAKING PLACE AND ARE PLANNED TO CONTINUE IN THE VICINITY OF THIS CERTIFIED SURVEY MAP. THESE ACTIVE AGRICULTURAL OPERATIONS MAY PRODUCE NOISES, ODORS, DUST, MACHINERY TRAFFIC OR OTHER CONDITIONS DURING DAYTIME AND EVENING HOURS.
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- 6. LOT 1 ON THIS CERTIFIED SURVEY MAP IS CONSIDERED UNBUILDABLE UNTIL A SOILS AND SITE EVALUATION REPORT AS REQUIRED BY THE DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES IS FILED WITH SAUK COUNTY LAND RESOURCES AND ENVIRONMENT DEPARTMENT.

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DRAWN BY: POJ  
CHECKED BY: SAA  
DATE: 3/27/2026  
SHEET 3 OF 4 SHEETS

*CERTIFIED SURVEY MAP* No. \_\_\_\_\_

LOCATED IN  
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13 NORTH, RANGE 4 EAST, TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN.

**WINFIELD TOWN BOARD CERTIFICATE**

RESOLVED THAT THIS CERTIFIED SURVEY IN THE TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN, IS HEREBY  
APPROVED ON THIS \_\_\_\_DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
KURT MEAD, TOWN CHAIR, TOWN OF WINFIELD

**SAUK COUNTY LAND RESOURCES AND ENVIRONMENT CERTIFICATE**

RESOLVED THAT THIS CERTIFIED SURVEY IN THE TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN, IS HEREBY  
APPROVED ON THIS \_\_\_\_DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
PLANNING AND ZONING MANAGER, SAUK COUNTY LAND RESOURCES AND ENVIRONMENT DEPARTMENT

**CITY OF REEDSBURG COMMON COUNCIL APPROVAL CERTIFICATE - EXTRATERRITORIAL**

RESOLVED THAT THIS CERTIFIED SURVEY IN THE TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN, IS HEREBY APPROVED  
ON THIS \_\_\_\_DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
DAVID G. ESTES, MAYOR

\_\_\_\_\_  
JACOB CROSETTO, CLERK/TREASURER



**TEAM**  
**ENGINEERING**  
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REEDSBURG, WI 53959

DRAWN BY: POJ  
CHECKED BY: SAA  
DATE: 3/27/2026  
SHEET 4 OF 4 SHEETS

**ORDINANCE NO. 1986-26**  
**(Zoning Change – Lot 1 of E6391 Bass Rd; 042-0767-00000)**

The City of Reedsburg, Sauk County, Wisconsin, does hereby ordain as follows:

SECTION I: PURPOSE.

Rezone Lot 1 of CSM \_\_\_\_\_ to Government for proposed town hall.

SECTION II: PROVISION AMENDED.

The extraterritorial zoning map for the City of Reedsburg as set forth in the official map provided for in the Ordinances for the City of Reedsburg is hereby permanently amended to zone the territory listed below in the manner set forth below.

SECTION III: PROPERTY ZONING

Lot 1 of CSM \_\_\_\_\_ at E6391 Bass Rd; 042-0767-00000 City of Reedsburg, Wisconsin, is hereby zoned Government

A property map may be obtained or accessed from the City Clerk at Reedsburg City Hall, 134 S. Locust St, Reedsburg, WI; (608) 524-6404; [www.reedsburgwi.gov](http://www.reedsburgwi.gov) .

SECTION IV: VALIDITY.

Should any section, clause or provision of the ordinance be declared by the courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION V: CONFLICTING PROVISIONS REPEALED.

All ordinances in conflict with any provisions of this ordinance are hereby repealed.

SECTION VI: EFFECTIVE DATE.

This ordinance shall be in force from and after its introduction and publication as provided by statute.

SECTION VII: PART OF CODE:

This Ordinance becomes part of the City of Reedsburg Code, Chapter 690.

Dated this 8<sup>th</sup> day of June 2026.

---

David G. Estes, Mayor

---

Jacob Crosetto, Clerk/Treasurer

1st Reading at Council:  
Public Hearing Noticed:  
2nd Reading at Council/Public Hearing:  
Published, Enactment Date:

May 11, 2026  
May 21 & May 28, 2026  
June 8, 2026  
June 18, 2026

**City of Reedsburg Land Use Application**

134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959

Ph: 608-524-6404  
bduvalle@reedsburgwi.gov

**APPLICANT:** Robert + Judith Bass  
**ADDRESS:** E6391 Bass Road **CITY:** Reedsburg **STATE:** WI  
**ZIP:** 53959 **PHONE:** 608-393-0222 **PARCEL #:** 042-0767-00000  
**E-MAIL:** Kmeach@rueils.net  
**PROPERTY OWNER:** (if different from Applicant) \_\_\_\_\_

**LOCATION:** (if different from address above) \_\_\_\_\_

**LAND USE REQUEST**

(Please describe one or more as applicable – attach extra pages/maps if necessary)

☒ **Certified Survey Map (CSM):** 4 sheets Government

☐ **Conditional Use Permit:** \_\_\_\_\_

For *CONDITIONAL USE PERMIT* requests, also answer "A, B & C" on back page.

☐ **Preliminary Plat:** \_\_\_\_\_ **Final Plat:** \_\_\_\_\_ **Name of Plat:** \_\_\_\_\_

☒ **Rezoning - From:** Ag **To:** Government

☐ **Site Plan Review:** (See "B & C" on back page) \_\_\_\_\_

☐ **Zoning Appeal / Interpretation:** \_\_\_\_\_

☐ **Zoning Variance:** \_\_\_\_\_

For *VARIANCE* requests, also answer "D" on back page.

☐ **Other or Annexation:** \_\_\_\_\_

**AFFIDAVIT**

I certify that the information and plans submitted are true and accurate to the best of my knowledge. I also give permission to City zoning officials to enter my property for inspection purposes and for a temporary Zoning sign to be placed in my yard prior to the meeting.

\_\_\_\_\_  
**Applicant Signature / Date**

Robert A. Bass 1-4-7-2026  
**Owner Signature / Date**

Account #10-461500-00

**The applicant or representative  
MUST ATTEND the meeting(s).**

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**PAID**

APR 07 2026

|                      |                    |              |
|----------------------|--------------------|--------------|
| Cond Use Permit      | \$200              | _____        |
| Cond Use-Agriculture | \$400              | _____        |
| Variance             | \$125              | _____        |
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| Annexation           | \$200              | _____        |
| Plan Amend           | \$200              | _____        |
| Date Paid            | <u>4-7-2026</u>    | _____        |
| Receipt #            | <u>1.000053907</u> | _____        |

## **Plan Commission – CSM and Rezoning**

**DATE:** May 12, 2026, 6:00PM – Plan Commission  
June 8, 2026, 5:30 PM – City Council

**APPLICANT:** Robert & Judith Bass

**LOCATION:** E6391 BASS RD; 042-0767-00000

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider CSM & rezoning property from Agricultural to Government with intent of constructing a new town hall for the Town of Winfield. The property is located in Reedsburg's extraterritorial zoning area.

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Ag
- West – Ag
- South – Ag
- East – Ag

#### **ZONING:**

- North – Agricultural
- West – Agricultural
- South – Agricultural
- East – Agricultural

**TOPOGRAPHY:** Slopes down to north and east

**STREET R.O.W./TRAFFIC/ACCESS:** Bass Rd & County K; 66' – 90' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMPREHENSIVE PLAN DESIGNATION:** Low-density residential

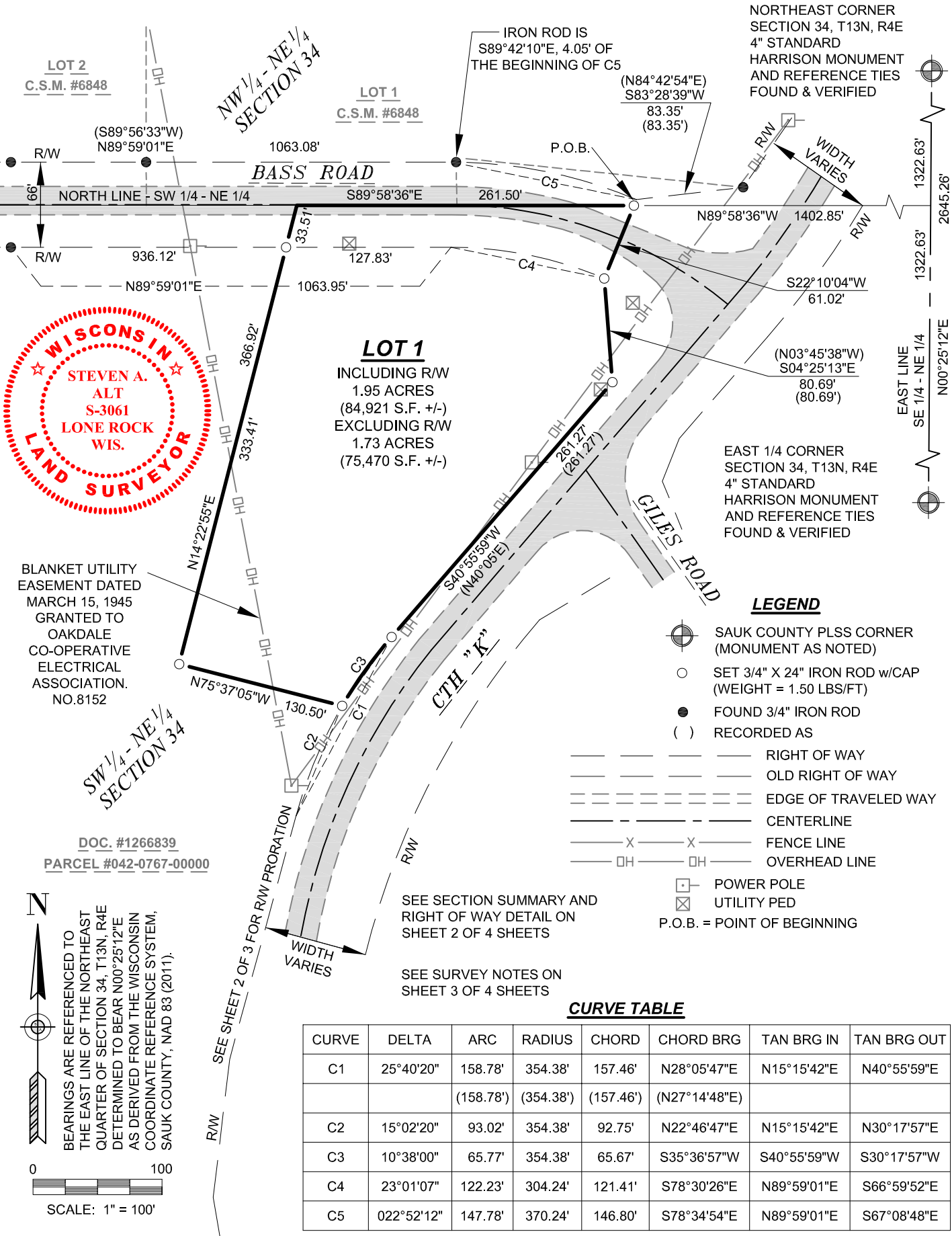
### **Exhibit List**

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. May 12, 2026, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report

CERTIFIED SURVEY MAP

No. \_\_\_\_\_

LOCATED IN THE SOUTHWEST QUARTER (SW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 34, TOWNSHIP 13 NORTH, RANGE 4 EAST, TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN.



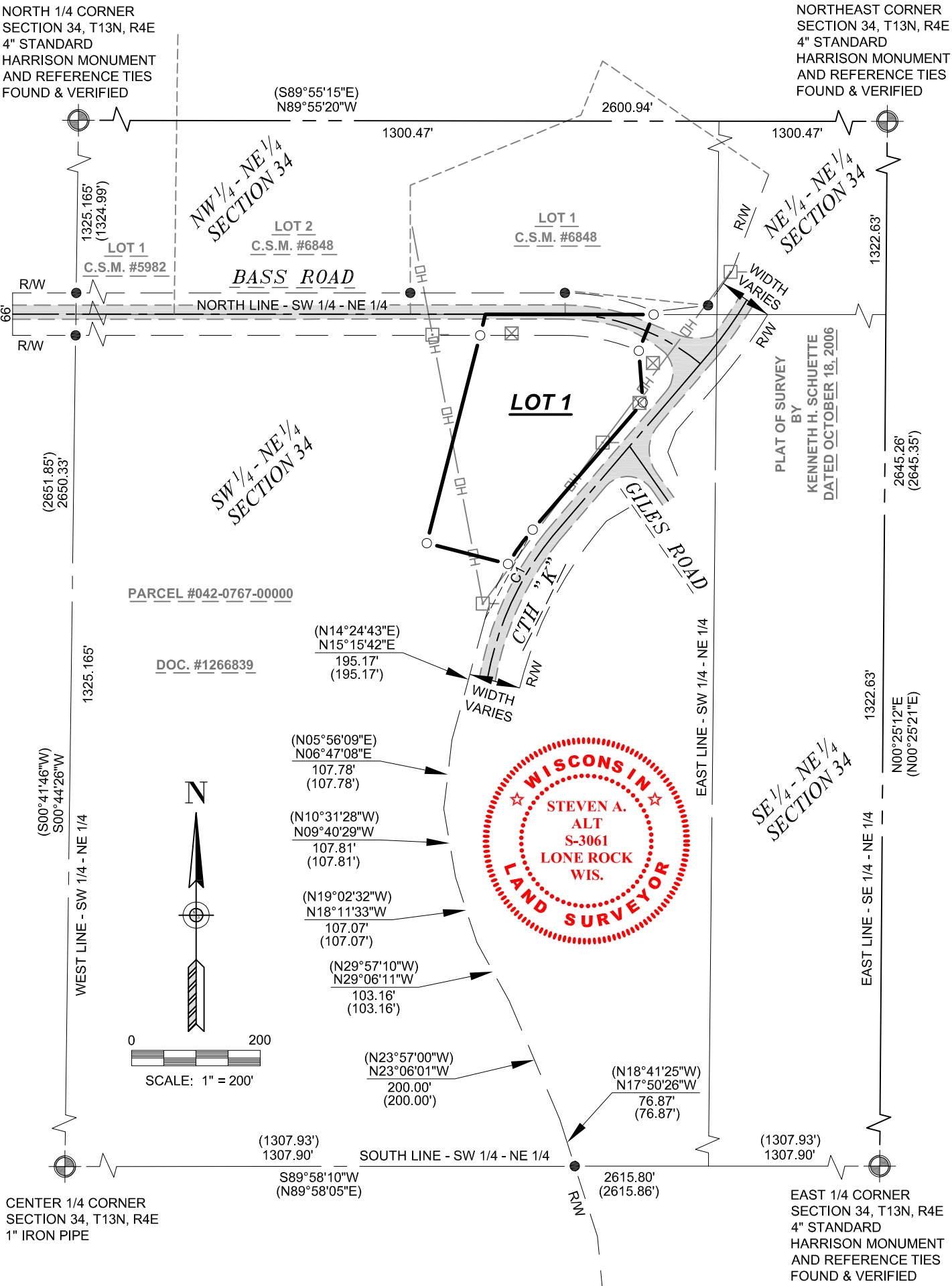
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DATED THIS 27TH DAY OF MARCH, 2026.

STEVEN A. ALT P.L.S. S-3061



SURVEYOR'S NOTES

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WINFIELD TOWN BOARD CERTIFICATE

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\_\_\_\_\_  
KURT MEAD, TOWN CHAIR, TOWN OF WINFIELD

SAUK COUNTY LAND RESOURCES AND ENVIRONMENT CERTIFICATE

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\_\_\_\_\_  
PLANNING AND ZONING MANAGER, SAUK COUNTY LAND RESOURCES AND ENVIRONMENT DEPARTMENT

CITY OF REEDSBURG COMMON COUNCIL APPROVAL CERTIFICATE - EXTRATERRITORIAL

RESOLVED THAT THIS CERTIFIED SURVEY IN THE TOWN OF WINFIELD, SAUK COUNTY, WISCONSIN, IS HEREBY APPROVED  
ON THIS \_\_\_\_DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
DAVID G. ESTES, MAYOR

\_\_\_\_\_  
JACOB CROSETTO, CLERK/TREASURER



**TEAM**  
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DATE: 3/27/2026  
SHEET 4 OF 4 SHEETS

RESOLUTION  
(Final Plat – My Home Estates Phase III; Parcel #276-1379-00000)

File No. 4599-26

Resolved, that this final plat located in the City of Reedsburg is hereby approved by the Common Council of the City of Reedsburg.

STATE OF WISCONSIN)  
COUNTY OF SAUK     )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a resolution duly and regularly passed by the Common Council of the City of Reedsburg on the 8<sup>th</sup> day of June 2026, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 8<sup>th</sup> day of June 2026.

---

Jacob Crosetto  
City Clerk

## **Staff Report**

**DATES:** May 12, 2026

**APPLICANT:** KMD Development

**LOCATION:** Rusalka Circle; 276-2031-09000

**PROPOSED LAND USE CHANGE:** Final Plat

**DESCRIPTION OF PROPERTY/IMPROVEMENTS:** Consider final Plat of My Home Estates Phase III

### **General Findings**

#### **SURROUNDING LAND USES:**

- North – Single-family residential; RUC water
- West – School; Church
- South – Single-family residential
- East – Townhouse residential; Nishan Park

#### **ZONING:**

- North- R-2 Residential; Government
- West- R-2 Residential; Government
- South- R-2 Residential
- East- R-2 Residential; Government

**TOPOGRAPHY:** Slopes up to north

**STREET R.O.W./TRAFFIC/ACCESS:** 8<sup>th</sup> St; 66' ROW

**ENVIRONMENTAL HAZARDS/CONDITIONS:** None known

**COMP PLAN DESIGNATION:** Medium & High Density Residential

#### **COMMENTS**

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

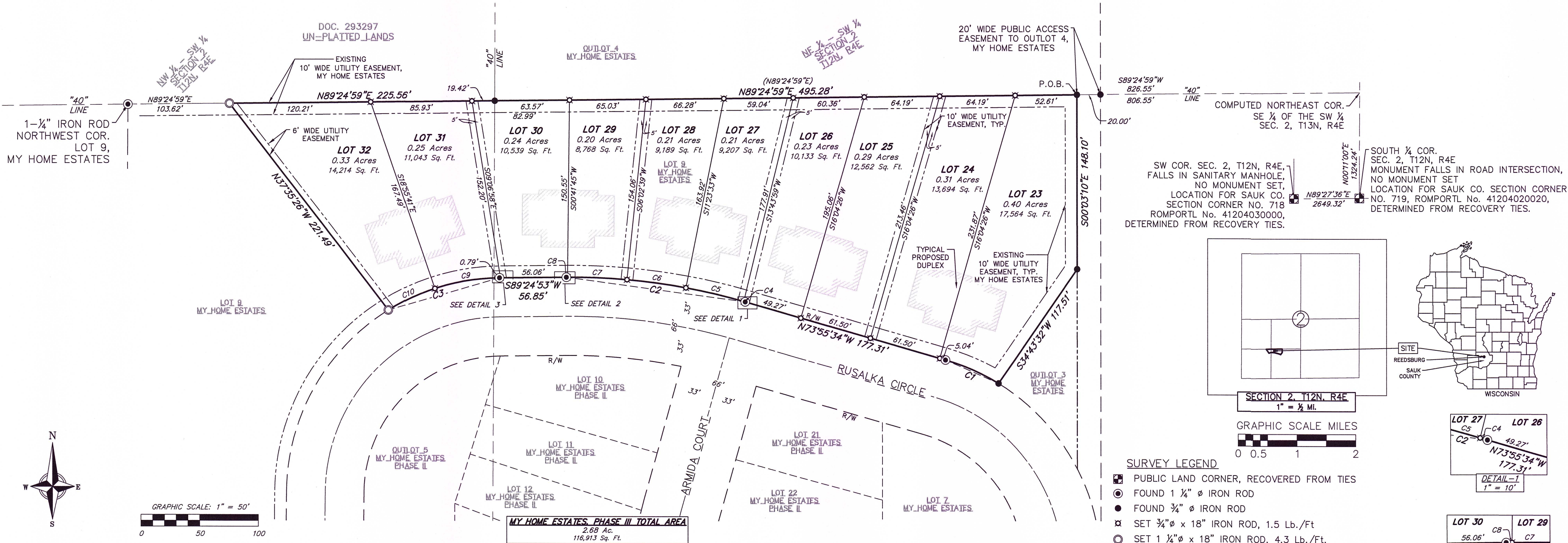
OTHER:

### **Exhibit List**

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. May 12, 2026, Plan Commission Agenda
- D. Land Use Change Application
- E. Staff Report

# MY HOME ESTATES, PHASE III

PART OF LOT 9 OF MY HOME ESTATES RECORDED AS DOCUMENT NO. 1257587, LOCATED IN AND PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER AND PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 2, T12N, R4E, CITY OF REEDSBURG, SAUK COUNTY, WISCONSIN



## SURVEYOR'S CERTIFICATE

I, Marc A. Londo, Wisconsin Professional Land Surveyor No. 2696, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Codes and the subdivision regulations of the City of Reedsburg, and under the direction of Max Dvorak, owner of KMD Development, LLC, I have surveyed, divided, mapped and monumented this subdivision plot named My Home Estates, Phase III, being part of Lot 9 of My Home Estates, located in part of the Southeast Quarter of the Southwest Quarter and part of the Southwest Quarter of the Southwest Quarter of Section 2 T12N, R4E, City of Reedsburg, Sauk County, Wisconsin:

## LEGAL DESCRIPTION

Part of Lot 9 of My Home Estates recorded as Document No. 1257587, located in and part of the Southeast Quarter of the southwest Quarter and part of the Southwest Quarter of the Southwest Quarter of Section 2, T12N, R4E, City of Reedsburg, Sauk County, Wisconsin more particularly described as follow;

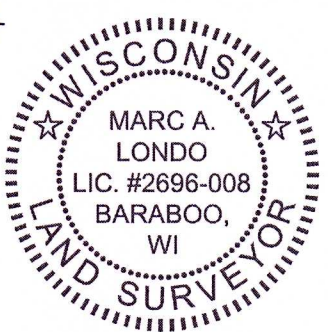
Commencing at the South One-Quarter Corner of Section 2, T12N, R4E; Thence, N00°11'00"E along the east line of the Southwest Quarter of Section 2, T12N, R4E, 1324.24 feet to the northeast corner of the Southeast Quarter thereof; Thence, S89°24'59"W, along the north line of the Southeast Quarter of the Southwest Quarter of said Section 2, T12N, R4E, 826.55 feet, to a found 3/4" diameter iron rod at the northeast corner of said Lot 9 of My Home Estates and the Point of Beginning, (P.O.B.) of this legal description; Thence, S00°03'10"E, along the said east line of Lot 9 and the west line of Outlot 3 of My Home Estates, 148.10 feet, to a found 3/4" diameter iron rod; Thence, S34°43'32"W, along the southwest line of said Lot 9 and the northeast line of said Outlot 3, 117.51 feet, to a found 3/4" diameter iron rod at the north right-of-way line of Rusalka Circle and the beginning of a non-tangent curve concave to the southwest; Thence, 49.52 feet, along said non-tangent curve concave to the southwest and the north right-of-way line of Rusalka Circle, having a radius of 183.00 feet, an included angle of 15°30'15", (a chord of 49.37 feet which bears N66°10'26"W)(C1), to a set 1-1/4" diameter iron rod at the end of said curve; Thence, N73°55'34"W, continuing along the said north right-of-way of Rusalka Circle, 177.31 feet to a found 1-1/4" diameter iron rod at the beginning of a curve to the left; Thence, 154.10 feet, along said curve to the left and the north right-of-way of Rusalka Circle, having a radius of 530.00 feet, an included angle of 16°39'33", (a chord of 153.56 feet which bears N82°15'20"W)(C2), to a found 1-1/4" diameter iron rod at the end of said curve; Thence, S89°24'53"W, continuing along the said north right-of-way of Rusalka Circle, 56.85 feet to a found 1-1/4" diameter iron rod at the beginning of a curve to the left; Thence, 99.44 feet, along said curve to the left and the north right-of-way of Rusalka Circle, having a radius of 183.00, an included angle of 31°07'57", (a chord of 98.22 feet which bears S73°50'55"W)(C3), to a set 1-1/4" diameter iron rod at the end of said curve; Thence, N37°35'26"W, 221.49 feet, to a set 1-1/4" iron rod at the north line of said Lot 9 of My Home Estates and the south line of the Northwest Quarter of the Southwest Quarter of said Section 2, T12N, R4E, 225.56 feet to a found 3/4" diameter iron rod at the southeast quarter thereof; Thence, N89°24'59"E, continuing along the north line of said Lot 9 of My Home Estates and the south line of the Northeast Quarter of the Southwest Quarter of said Section 2, T12N, R4E, 495.28 feet returning to the point of beginning;

The described land contains 2.68 Ac., 116,913 Sq. Ft., and are subject to all other easements and rights-of-way of record.

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision of it.

That I have fully complied with the requirements of Chapter 236 of the Wisconsin Statutes Chapter A-E7 of the Wisconsin Administrative Code and the subdivision regulations of the City of Reedsburg.

Marc A. Londo, WI PLS-2696  
Vierbicher Associates, Inc.



## OWNER'S CERTIFICATE

KMD Development, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, I, Max Dvorak, as owner of KMD Development, LLC do hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat of subdivision. I further certify that this plat is required by s.236.10 or s.236.12 of the Wisconsin Statutes, to be submitted to the following for approval or objection:

The City of Reedsburg Common Council  
The State of Wisconsin Department of Administration

IN WITNESS WHEREOF, the said KMD Development, LLC, has caused these presents to be signed by Max Dvorak, its President, at Reedsburg Wisconsin, and its corporate seal to be hereunto affixed on this

\_\_\_\_\_ day of \_\_\_\_\_, 2026, in the presence of:

Max Dvorak, Owner  
KMD Development, LLC  
STATE OF WISCONSIN  
SAUK COUNTY) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, Max Dvorak, Owner, of KMD Development, LLC, the above named limited liability company, to me known to be the persons who executed the foregoing instrument, and to me known to be such owner of said limited liability company, and acknowledged that they executed the foregoing instrument as such officers as the deed of said limited liability company, by its authority.

\_\_\_\_\_, Notary Public, \_\_\_\_\_  
Wisconsin  
My commission expires \_\_\_\_\_

## THE CITY OF REEDSBURG APPROVAL CERTIFICATE

Resolved, that the plat of My Home Estates, Phase III, KMD Development, LLC, owner, is hereby approved by the The City of Reedsburg.

David G. Estes, Mayor  
City of Reedsburg Wisconsin

CITY CLERK/TREASURER'S CERTIFICATE  
STATE OF WISCONSIN  
SAUK COUNTY) SS

I, Jacob Crosetto, being the duly appointed qualified and acting City Clerk/Treasurer of the City of Reedsburg, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of \_\_\_\_\_, 2026 on any of the land included in the My Home Estates, Phase III.

Jacob Crosetto, Clerk/Treasurer  
City of Reedsburg

## CERTIFICATE OF COUNTY TREASURER

I, Jessica Machovec, being the duly elected, qualified and acting Treasurer of the County of Sauk, do hereby certify that the records in my tax office show no unredeemed tax sales and no unpaid taxes or special assessments as of

\_\_\_\_\_, 2026 affecting the lands included in My Home Estates, Phase III.

Jessica Machovec, County Treasurer

## SURVEYOR'S NOTES:

- Bearings are referenced to the Wisconsin Coordinate Reference System, Sauk County, (MICRS, Sauk, NAD 83/2011). The south line of the Southwest Quarter of Section 2, T12N, R4E, Bears N89°27'36"E.
- There are no existing buildings within the boundary of the My Home Estates Phase III. Building shown on all Lots are proposed zero lot line residential duplex structures.
- Building shown on Lots 23 through 34 of My Home Estates are proposed zero lot line residential duplex structures, construction is not started at the date of this plat.
- The current tax parcel number of Lot 9 of My Home Estates Phase II is 276-2031-09000.
- Fieldwork was completed on 06/12/2026.
- Zero lot line parcels shown in this subdivision are allowable under the City of Reedsburg Code of Ordinance § 690-28 and Wisconsin Statutes 236.16 which states:
  - Minimum lot width and area. In counties having a population of 40,000 or more, each lot in a residential area shall have a minimum average width of 50 feet and a minimum area of 6,000 square feet; in counties of less than 40,000, each lot in a residential area shall have a minimum average width of 60 feet and a minimum area of 7,200 square feet. In municipalities, towns and counties adopting subdivision control ordinances under s. 236.45, minimum lot width and area may be reduced to dimensions authorized under such ordinances if the lots are served by public sewers.

| Primary Curve Table |          |         |           |          |             |                         |
|---------------------|----------|---------|-----------|----------|-------------|-------------------------|
| Curve #             | Arc Len. | Radius  | Delta     | Ch. Len. | Ch. Dir.    | Tangent In Tangent Out  |
| C1                  | 49.52'   | 183.00' | 15°30'15" | 49.37'   | N66°10'26"W | N58°25'19"W N73°55'34"W |
| C2                  | 154.10'  | 530.00' | 16°39'33" | 153.56'  | N82°15'20"W | N73°55'34"W S89°24'53"W |
| C3                  | 99.44'   | 183.00' | 31°07'57" | 98.22'   | S73°50'55"W | S89°24'53"W S58°16'56"W |

| Secondary Curve Table |          |         |           |          |               |                         |
|-----------------------|----------|---------|-----------|----------|---------------|-------------------------|
| Curve #               | Arc Len. | Radius  | Delta     | Ch. Len. | Ch. Dir.      | Tangent In Tangent Out  |
| C4                    | 1.29'    | 530.00' | 0°08'21"  | 1.29'    | N73° 59' 44"W | N73°55'34"W N74°03'55"W |
| C5                    | 50.53'   | 530.00' | 5°27'46"  | 50.51'   | N76° 47' 48"W | N74°03'55"W N79°31'41"W |
| C6                    | 50.60'   | 530.00' | 5°28'14"  | 50.58'   | N82° 15' 48"W | N79°31'41"W N84°59'55"W |
| C7                    | 50.69'   | 530.00' | 5°28'47"  | 50.67'   | N87° 44' 18"W | N84°59'55"W S89°31'18"W |
| C8                    | 0.99'    | 530.00' | 0°06'25"  | 0.99'    | S89° 28' 06"W | S89°31'18"W S89°24'53"W |
| C9                    | 55.87'   | 183.00' | 17°29'30" | 55.65'   | S80° 40' 08"W | S89°24'53"W S71°55'23"W |
| C10                   | 43.57'   | 183.00' | 13°38'27" | 43.47'   | S65° 06' 09"W | S71°55'23"W S58°16'56"W |

vierbicher  
planners | engineers | advisors



Drafted by: mlon  
Checked by: sals  
Job #: 230214  
Date: 4/1/2026  
Rev:  
Rev:  
Rev:

SURVEYED FOR:  
Max Dvorak  
KMD Development, LLC  
150 E Gilman St.  
Reedsburg, WI 53703

SURVEYED BY:  
Vierbicher Associates, Inc.  
201 E Main St  
Suite 100  
Reedsburg, WI 53959  
(608) 524-6468

SHEET  
1 OF 1

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified April 13, 2026

Don Londo  
Department of Administration



## RECORDING DATA

## CERTIFICATE OF REGISTER OF DEEDS

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2026, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. and recorded in Volume \_\_\_\_\_ of Plats, on pages \_\_\_\_\_ as Document Number \_\_\_\_\_

Brent Bailey  
Sauk County Register of Deeds



CITY OF REEDSBURG  
134 South Locust Street, PO Box 490  
Reedsburg, WI 53959  
PH. 608-524-6404 FAX. 608-524-8458  
[www.reedsburgwi.gov](http://www.reedsburgwi.gov)

## **CITY OF REEDSBURG**

### **ANNUAL CODE OF ETHICS REVIEW**

(Return by May 31<sup>st</sup>)

Each year between May 1<sup>st</sup> and May 31<sup>st</sup> each public official, Mayor, the Chair of each board, commission or committee, and department head shall review the provisions of the Ethics Code and certify that such review has occurred.

**I have read and understand the content of the City of Reedsburg Code of Ethics, including the listed State statutes. \***

**I also understand that I am expected to adhere to and conduct myself according to the rules, guidance and direction as set forth in the Ethics Code. (\*§946.10 through §946.13; and §19.41 et seq.)**

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

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

## **Chapter 55**

### **ETHICS CODE AND BOARD**

#### **§ 55-1. Statement of purpose.**

- A. The proper operation of democratic government requires that public officials and employees be impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all City of Reedsburg officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.
- B. The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Reedsburg.

#### **§ 55-2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**ANYTHING OF VALUE** — Any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the state, fees and expenses which are permitted and reported under § 19.56, Wis. Stats., political contributions which are reported under Ch. 11, Wis. Stats., or hospitality extended for a purpose unrelated to state business by a person other than an organization.**[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

**BUSINESS** — Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.

**FINANCIAL INTEREST** — Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

**PERSONAL INTEREST** — The following specific blood or marriage relationships:

- A. A person's spouse, mother, father, child, brother or sister; or
- B. A person's relative by blood or marriage who receives, directly or indirectly, more than 1/2 of his or her support from such person or from whom such person receives, directly or indirectly, more than 1/2 of his or her support.

**PUBLIC EMPLOYEE** — Any person excluded from the definition of a public official who is employed by the City.

**PUBLIC OFFICIAL** — Those persons serving in elected or appointed offices and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council, whether paid or unpaid.

**SIGNIFICANT INTEREST** — Owning or controlling, directly or indirectly, at least 10% or \$5,000 of the outstanding stock of any business.

### **§ 55-3. Statutory standards of conduct.**

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any code of ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this chapter of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- A. Section 946.10, Bribery of Public Officers and Employees.
- B. Section 946.11, Special Privileges from Public Utilities.
- C. Section 946.12, Misconduct in Public Office.
- D. Section 946.13, Private Interest in Public Contract Prohibited.
- E. Section 19.41 et seq., Code of Ethics for Public Officials and Employees.

### **§ 55-4. Responsibility of public office.**

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this state and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards and to discharge faithfully the duties of their office

regardless of personal consideration, recognizing that the public interest must be their prime concern.

**§ 55-5. Dedicated service.**

Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work. Members of the City staff are expected to follow their appropriate professional code of ethics.

**§ 55-6. Fair and equal treatment.**

- A. Use of public property. No official or employee shall use or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorized board, commission or committee.
- B. Obligations to citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use his or her position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for himself or herself or for a member of his or her immediate family.
- C. Political contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this chapter is a candidate or treasurer.

**§ 55-7. Conflict of interest.**

- A. Financial and personal interest prohibited.
  - (1) No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
  - (2) Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the

nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

- (3) Any nonelected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
  - (4) Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.
- B. Disclosure of confidential information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
- C. Gifts and favors.
- (1) No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
  - (2) No official or employee, personally or through a member of his or her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it

is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal, and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.

- (3) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This subsection further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.
- (4) Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within 10 days of receipt for recommended disposition. Any person subject to this chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this subsection, shall within 10 days disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this chapter.

D. Representing private interests before City agencies or courts.

- (1) Nonelected City officials and employees shall not appear on behalf of any private person (other than himself or herself, his or her spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
- (2) Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection A above shall be applicable to such appearances.

- E. Ad hoc committee exceptions. No violation of the conflict of interest restrictions of this chapter shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue of topic in which that individual, or the employer or a client of that individual, has an interest, so long as the individual discloses to the Common Council that such interest exists.
- F. Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City, unless within the confines of § 946.13, Wis. Stats.:
  - (1) The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this chapter after determining that it is in the best interest of the City to do so.
  - (2) The provisions of this subsection shall not apply to the designation of a public depository of public funds.

**§ 55-8. Ethics Board. [Amended 7-26-2010]**

- A. The Ethics Board shall consist of five members. The membership of the Ethics Board shall consist of four citizens and one alderperson. The nonalderperson members shall not be elected officials, full-time appointed officials or City employees, nor shall the non-Council members be currently serving on any other City board, commission or committee. The City Attorney shall furnish the Board any legal assistance necessary to carry out its functions.
- B. Ethics Board members shall be appointed by the Mayor, subject to confirmation by the Council. Initial terms of office shall be: one citizen shall be appointed for two years, one citizen will be appointed for one year, and two citizens will be appointed for three years. Thereafter, all terms shall be three years. Terms begin May 1 of the respective year. Each year, the Mayor shall appoint the alderperson at the annual reorganization meeting. Three members shall constitute a quorum of the Board.
- C. The Ethics Board shall elect its own chair.
- D. The Ethics Board may make recommendations to the Common Council with respect to amendments of this Code of Ethics.
- E. Any person covered by this Ethics Code may apply, in writing, to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor

shall be in writing and shall state all material facts. It shall be prima facie evidence of intent to comply with this Ethics Code when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a nonmember, Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by § 19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion, provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.

- F. All complaints alleging that an official or employee committed a violation of this Ethics Code shall be addressed to the Ethics Board and shall be filed with the City Clerk-Treasurer. All such complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this Ethics Code and shall further state the evidentiary facts supporting the charge.
- G. Within 14 days after the filing of a properly verified complaint with the City Clerk-Treasurer, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the complaint to the respondent by certified mail or shall have a copy of the complaint delivered to the respondent by personal service.
- H. Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this Ethics Code. No preliminary investigation of an alleged violation of this Ethics Code may be initiated until a copy of the complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent or personally served upon the respondent. The preliminary investigation shall be completed within 30 days of the date that the complaint and notice thereof is mailed to the respondent or personally served upon the respondent, except the Board may extend the investigation period for up to an additional 60 days with notice to the respondent and to the complainant.
- I. If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this Ethics Code, it shall dismiss the complaint. The Board shall promptly

notify the complainant and the respondent by certified mail or personal service of its decision dismissing the complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless, within 20 days of the Board's mailing or personal service of its dismissal order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.

- J. If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall be held in closed session except that the respondent shall have a right to demand that the hearing be held in open session and, upon such demand, the Board shall conduct the hearing in open session.
- K. The chairperson of the Board shall preside over the proceedings, and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney, and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to § 885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on its respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.
- L. All testimony of witnesses at the proceedings shall be given under oath, administered by the Chairperson in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.
- M. The proceedings shall be conducted in the following order:
  - (1) Statement of the issues and rules by the Chairperson.
  - (2) Brief factual summaries, if any, by both sides.
  - (3) Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.

- (4) Cross-examination of witnesses by the respondent.
  - (5) One additional opportunity to question witnesses by the complainant.
  - (6) One additional opportunity to cross-examine witnesses by the respondent.
  - (7) Presentation of the base for the respondent.
  - (8) Repeat of Subsection M(4), (5) and (6) above regarding witnesses and evidence produced on behalf of the respondent.
  - (9) Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
  - (10) Brief closing arguments, if any, by both sides.
- N. The Board shall not be bound by common law or statutory rules of evidence, and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hearsay evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.
- O. The Board shall deliberate in closed session.
- P. Within 10 working days of the conclusion of the hearing, the Board shall file its written findings of fact, conclusions of law and recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other proper City authority and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the

Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend suspension without pay, discharge, or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of § 19.59, Wis. Stats.

- Q. Records obtained or prepared by the Board in connection with an investigation of a violation of this Ethics Code shall not be open for public inspection, except that the Board shall permit public inspection of records of a hearing conducted in open session pursuant to the request of the respondent as provided in Subsection J hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.
- R. The time frames set forth in this Ethics Code specifying Board action are not jurisdictional, and the Board may, where appropriate, extend any time period as necessary.

**§ 55-9. Distribution of provisions.**

- A. The City Clerk-Treasurer shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City within 30 days after enactment of this chapter. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his or her duties.
- B. Each public official, Mayor, the Chairman of each board, commission or committee and, through the City Administrator, the head of each department shall between May 1 and May 31 each year, review the provisions of this chapter with his or her fellow Council members or board, commission, committee members or subordinates, as the case may be, and certify to the City Clerk-Treasurer by June 15 that such annual review had been undertaken. A notice of this Ethics Code shall be continuously posted on the City bulletin boards wherever situated.
- C. Each public official and employee shall, in connection with Subsections A and B above, also complete and file with the City Clerk-Treasurer, as appropriate, the following statement of understanding:

"I have read and understand the contents of the City of Reedsburg Ethics Code, including the attached state statutes.\* I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code." (\*Sections 946.10 through 946.13 and 19.41 et seq., Wis. Stats.)

**§ 55-10. Employees covered by collective bargaining agreements.**

In the event an employee covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code.

**§ 55-11. Sanction.**

A determination that an employee's actions constitute improper conduct under the provisions of this chapter may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, which may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.

**§ 55-12. Police officers and firefighters.**

When an ethics complaint has been filed against a police officer or firefighter or the Chief of either the Police or Fire Department, the procedure shall be performed in accordance with the provisions of § 62.13, Wis. Stats.

**§ 55-13. Violations and penalties.**

Violation of any provision of this chapter should raise conscientious questions for the incumbent concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City of Reedsburg. For nonelected officials or City employees, violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action. As an alternative or an addition to the sanctions imposed herein, any person violating the provisions of this sanction shall be subject to a nonreimbursable forfeiture of not less than \$100 nor more than \$500.