

City Plan Commission Agenda
June 9, 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 MAY 12, 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 Conditional Use Permit for home-based laser engraving business per § 690-27 – 301 N Walnut St; Parcel # 276-0815-00000 – Creative Visions Laserworks LLC
- B. Consider Conditional Use Permit for a new building contractor business to replace the current industrial business per § 690 Attachment 3 – 350 N Dewey Ave; Parcel # 276-1703-00000 – Kinsman Construction Inc. (KCI)
- C. Consider Junk violation under § 402-3(L) at 527 6th St, parcel #276-0248-00000 – Carol Schulz

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
May 12, 2026



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

Present: Alder Missy Frenz, Alder Sonny Hyde, Beth DeForge, Derek Horkan

Absent: Dan DeBaets, Steve Zibell

Staff: Max Buckner, Brian Duvall

Approval of Minutes: Motion by Hyde, seconded by DeForge to approve the 4/27/26 meeting minutes.
Motion approved

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 Draskowski, P.E.

The ZBA approved a variance last month, and they will need an agreement with the City to encroach into the ROW. The improvements will mitigate some of the neighborhood issues currently, such as truck traffic and noise.

Lisa Zelt from Foremost Farms stated that 11 tanks would be removed, and 9 new ones installed. Frenz questioned the agreement. Buckner stated that it would include selling a portion to Foremost, with a requirement that if the plant should ever close that the city would reclaim that portion of the ROW.

Motion by Estes, seconded by Frenz to approve the site plan as presented.
Motion approved

Consider Certified Survey Map to divide Lot 1 out of current property – E6391 Bass Rd; 042-0767-00000 – Robert & Judith Bass; Town of Winfield

Motion by Horkan, seconded by DeForge to recommend approval of the CSM as presented.
Motion approved

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

Motion by Frenz, seconded by Hyde to recommend approval of the rezoning as presented.
Motion approved

Consider final Plat of My Home Estates Phase III - 1105 Rusalka Circle; 276-2031-09000 – KMD Development

Motion by Hyde, seconded by Horkan to recommend approval of the Plat as presented.
Motion approved

Review annual Code of Ethics

Forms were signed and submitted.

Motion by Frenz, seconded by DeForge to adjourn at 6:10 PM.
Motion approved

Respectfully submitted,
Brian Duvall, Planner/Building Inspector

Staff Report

DATE: June 9, 2026, 6:00 PM

APPLICANT: Christopher Hovland

LOCATION: 301 N Walnut St; Parcel # 276-0815-00000 –

ZONING: R-1 Residential

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider Conditional Use Permit for home-based laser engraving business per § 690-27.

General Findings

SURROUNDING LAND USES:

- North – Residential
- West – Residential
- South – Commercial; Residential
- East – Residential

ZONING:

- North- R-1 Residential
- West- R-1 Residential
- South- B-1 & B-3 Business
- East- R-1 Residential

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: N Walnut & 3rd Streets

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Low-density Residential; Downtown Focus

COMMENTS

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

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 property currently contains a single-family dwelling with attached garage.
2. The Board finds that section § 690-27 (C)(1) allows a home business as a conditional use.
3. The Board finds that a home business for laser engraving business is proposed.
4. The Board finds that the parcel is zoned R-1.
5. The Board finds that the property is about 6,500 SF.
6. The Board finds that the property is located at N Walnut and 3rd streets.
7. The Board finds that the business would be conducted in the basement.
8. The Board finds that the current house HVAC is acceptable for this use.

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

1. Not applicable

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

1. Not applicable

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. Not applicable

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 a home business for laser engraving business is proposed.
2. The Board finds that the property is located at N Walnut and 3rd streets.
3. The Board finds that the business would be conducted in the basement.

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. Not applicable

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 low-density residential.

Conditional Use Permit Findings of Fact for Section 690-19(A-C)

Proposed operation. No conditional use shall be approved by the Plan Commission unless it finds that the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of this chapter and will not place demands on fire, police, or other public resources in excess of current capacity.

1. The Board finds that the property currently contains a single-family dwelling with attached garage.
2. The Board finds that section § 690-27 (C)(1) allows a home business as a conditional use.
3. The Board finds that a home business for laser engraving business is proposed.
4. The Board finds that the parcel is zoned R-1.
5. The Board finds that the property is about 6,500 SF.
6. The Board finds that the property is located at N Walnut and 3rd streets.
7. The Board finds that the business would be conducted in the basement.
8. The Board finds that the current house HVAC is acceptable for this use.

Character and use of adjoining buildings and those in the vicinity. The proposed conditional land use shall not involve uses, activities, processes, materials, or equipment that would create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, and odors.

1. The Board finds that the area is mostly residential with small commercial.
2. The Board finds that the area is zoned either Residential and local Business.

Utilities. The proposed conditional land use will be adequately served by electric, water & sewer facilities and refuse collection & disposal services.

1. Not applicable.

STAFF COMMENTS: Muchow South Central did verify that their current HVAC system would handle any fumes from the process. I have not received any neighbor responses.

Exhibit List

- A. City of Reedsburg Comprehensive Plan
- B. Zoning Ordinance, City of Reedsburg, Wisconsin
- C. June 9, 2026, Plan Commission Agenda
- D. Land Use Change Application
- E. Public Notice
- F. Staff Report

BACK TO WORKSPACE

Application forms

✓ Application form Conditional Use

NEEDS CHANGES ⓘ

OK

DELETE FORM

APPLICATION FORM CONDITIONAL USE

Draft

All required fields are marked with *

Conditional Use Permit

Existing Use

Proposed use

Residential

Operating laser engraving business
out of home

Please describe how your request meets each of the following Conditional Use standards, as applicable.

A. Proposed operation. No conditional use shall be approved by the Plan Commission unless it finds that the use for which such permit is sought will not be injurious to the

neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of this chapter and will not place demands on fire, police, or other public resources in excess of current capacity.

Please provide more information *

Use laser engraving equipment to create sellable items and services. We also utili

B. Character and use of adjoining buildings and those in the vicinity. The proposed conditional land use shall not involve uses, activities, processes, materials, or equipment that would create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, and odors.

Please provide more information *

Houses nearby to the north and west. Traffic from customers and deliveries are n

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Will not cause a strain on publicly available resources. No modifications or special

Please describe how your request meets each of the following Site Plan standards, as applicable.

A. 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.

Please provide more informatoin *

No changes to the topography and vegetation of the current location.

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

Please provide more information *

No changes needed. Operating out of the basement of the residence.

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

Please provide more information *

Access is available on the South and East sides of the home.

D. Exterior lighting shall be arranged as follows:

- (1) It is deflected away from adjacent properties.
- (2) It does not impede the vision of traffic along adjacent streets.
- (3) It does not unnecessarily illuminate night skies.

Please provide more information *

No exterior lighting needed for this purpose.

E. 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.

Please provide more information *

Traffic generation minimal, on street parking for any customers that may need to :

F. 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.

Please provide more information *

No changes to architectural plans required. Equipment is small, and is installed on

G. 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.

Please provide more information *

Ventilation requirements were checked and verified by Muchow South Central He:

Conditional Use Requirement

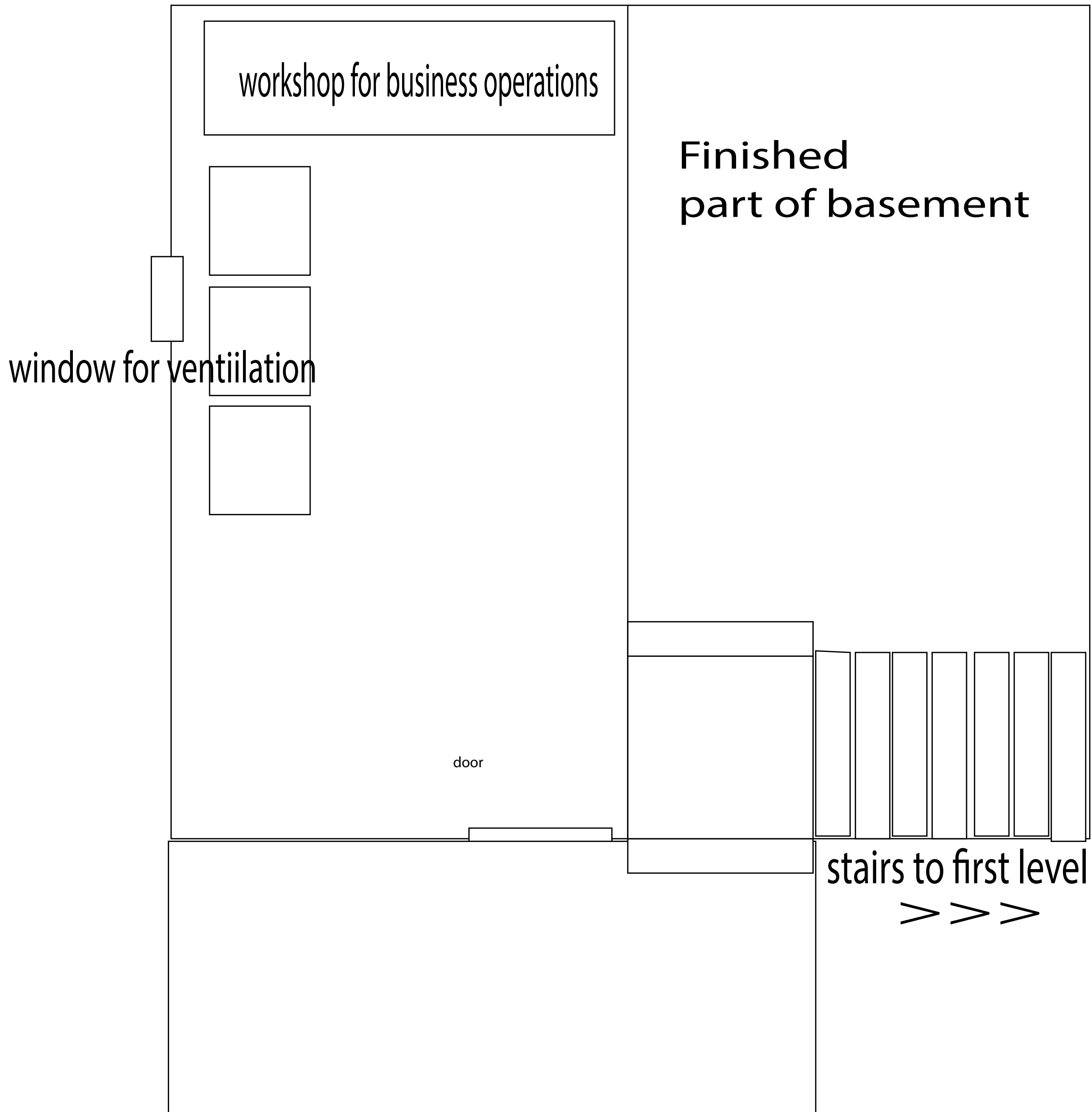
Please Select from the following

- North arrow
- Location of property lines, dimensions, and setbacks.
- Location of existing and proposed public roads, rights-of-way and private easements of record.
- Location of existing water bodies, surface drainage ways, stormwater controls, floodplains, and wetlands
- Location of existing and proposed buildings.
- Location of parking areas and all exterior lighting.
- Location of all loading / unloading areas.
- Location of all sidewalks, walkways, bicycle paths and areas for public use.
- Location of all utilities on the site.
- Location and specifications for all fences, walls, and other screening features.
- Location and specifications for all existing and proposed perimeter and internal landscaping
- Location and specifications for screening of all trash receptacles and other solid waste disposal facilities.
- Location and specifications for proposed signs.
- Elevation drawings for proposed commercial structures
- Floor plans, when needed to determine the number of parking spaces required.

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Walnut Street



3rd Street

Staff Report

DATE: June 9, 2026, 6:00 PM

APPLICANT: Kinsman Construction Inc. (KCI)

LOCATION: 350 N Dewey Ave; Parcel # 276-1703-00000

ZONING: I-1 Light Industrial

DESCRIPTION OF PROPERTY/IMPROVEMENTS: Consider Conditional Use Permit for a new building contractor business to replace the current industrial business per § 690 Attachment 3.

General Findings

SURROUNDING LAND USES:

- North – Residential
- West – Residential
- South – Residential
- East – Residential

ZONING:

- North- R-2 Residential
- West- R-2 Residential; R-1 Residential
- South- R-2 Residential
- East- R-2 Residential; R-3 Residential

TOPOGRAPHY: Flat slopes

STREET R.O.W./TRAFFIC/ACCESS: N Dewey, 3rd, Wellington, Ridge Streets

ENVIRONMENTAL HAZARDS/CONDITIONS: None known

COMPREHENSIVE PLAN DESIGNATION: Industrial; High-density Multi-family

COMMENTS

ADMINISTRATOR:

AMBULANCE:

FIRE:

POLICE:

PUBLIC WORKS:

SCHOOL:

UTILITIES:

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 property currently contains a manufacturing business.
2. The Board finds that a contractor business is proposed with parking, storage and stockpiles.
3. The Board finds that section § 690 Attachment 3 allows a contractor business as a conditional use.
4. The Board finds that the parcel is zoned I-1 Light Industrial.
5. The Board finds that the undeveloped property is 5.83 acres.
6. The Board finds that the property contains an entire city block, bounded by N Dewey, 3rd, Wellington and Ridge streets,
7. The Board finds that the surrounding properties are residential in use.
8. The Board finds that request would utilize existing buildings and contain outside storage and parking (see attached).
9. The Board finds that § 690-73 requires outside storage to be screened from view.

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 there would be no change in grading or surfaces.

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 contains an entire city block, bounded by N Dewey, 3rd, Wellington and Ridge streets,
2. The Board finds that there are current driveways on all but Ridge 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.**
2. The Board finds that there would be no change in exterior lighting

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 the property currently contains a manufacturing business.
2. The Board finds that a contractor business is proposed with parking, storage and stockpiles.

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 there are no exterior changes are proposed to the building.

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 either a continuation as industrial or high-density residential.

Conditional Use Permit Findings of Fact for Section 690-19(A-C)

Proposed operation. No conditional use shall be approved by the Plan Commission unless it finds that the use for which such permit is sought will not be injurious to the neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of this chapter and will not place demands on fire, police, or other public resources in excess of current capacity.

1. The Board finds that the property currently contains a manufacturing business.
2. The Board finds that a contractor business is proposed with parking, storage and stockpiles.
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4. The Board finds that the parcel is zoned I-1 Light Industrial.
5. The Board finds that the undeveloped property is 5.83 acres.
6. The Board finds that the property contains an entire city block, bounded by N Dewey, 3rd, Wellington and Ridge streets,
7. The Board finds that the surrounding properties are residential in use.
8. The Board finds that request would utilize existing buildings and contain outside storage and parking (see attached).
9. The Board finds that § 690-73 requires outside storage to be screened from view.

Character and use of adjoining buildings and those in the vicinity. The proposed conditional land use shall not involve uses, activities, processes, materials, or equipment that would create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, and odors.

1. The Board finds that the area is mostly residential in use.
2. The Board finds that the area is zoned Residential.

Utilities. The proposed conditional land use will be adequately served by electric, water & sewer facilities and refuse collection & disposal services.

1. The Board finds that there are no new utility changes being proposed.

STAFF COMMENTS:

The future land use map has two indications for this property. It could stay as an industrial use or be converted to high-density residential. Since the property was listed for sale, both options have been considered, but the only proposal is this one by KCI. Hours of operation and number of vehicles could be conditioned if there are neighbor concerns.

KCI stated that they would add slats to the chain link fence to provide screening. The owner of the two 4-plexes to the east called to say he is in favor of the request.

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✓ Application form Conditional Use

NEEDS CHANGES ⓘ

OK

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APPLICATION FORM CONDITIONAL USE

Draft

All required fields are marked with *

Conditional Use Permit

Existing Use

Proposed use

Industrial

Contractor Business Use

Please describe how your request meets each of the following Conditional Use standards, as applicable.

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neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of this chapter and will not place demands on fire, police, or other public resources in excess of current capacity.

Please provide more information *

Business Use

B. Character and use of adjoining buildings and those in the vicinity. The proposed conditional land use shall not involve uses, activities, processes, materials, or equipment that would create a substantially negative impact on other conforming properties in the area by reason of traffic, noise, smoke, fumes, glare, and odors.

Please provide more information *

Storage

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Utilities already in place

Please describe how your request meets each of the following Site Plan standards, as applicable.

A. 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.

Please provide more informatoin *

No topography/vegetation changes to existing property

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

Please provide more information *

All systems currently in place

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

Please provide more information *

All systems currently in place

D. Exterior lighting shall be arranged as follows:

- (1) It is deflected away from adjacent properties.
- (2) It does not impede the vision of traffic along adjacent streets.
- (3) It does not unnecessarily illuminate night skies.

Please provide more information *

All lighting meets standards

E. 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.

Please provide more information *

Parking areas already in place

F. 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.

Please provide more information *

Utilizing existing structures

G. 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.

Please provide more information *

Utilizing all existing structures

Conditional Use Requirement

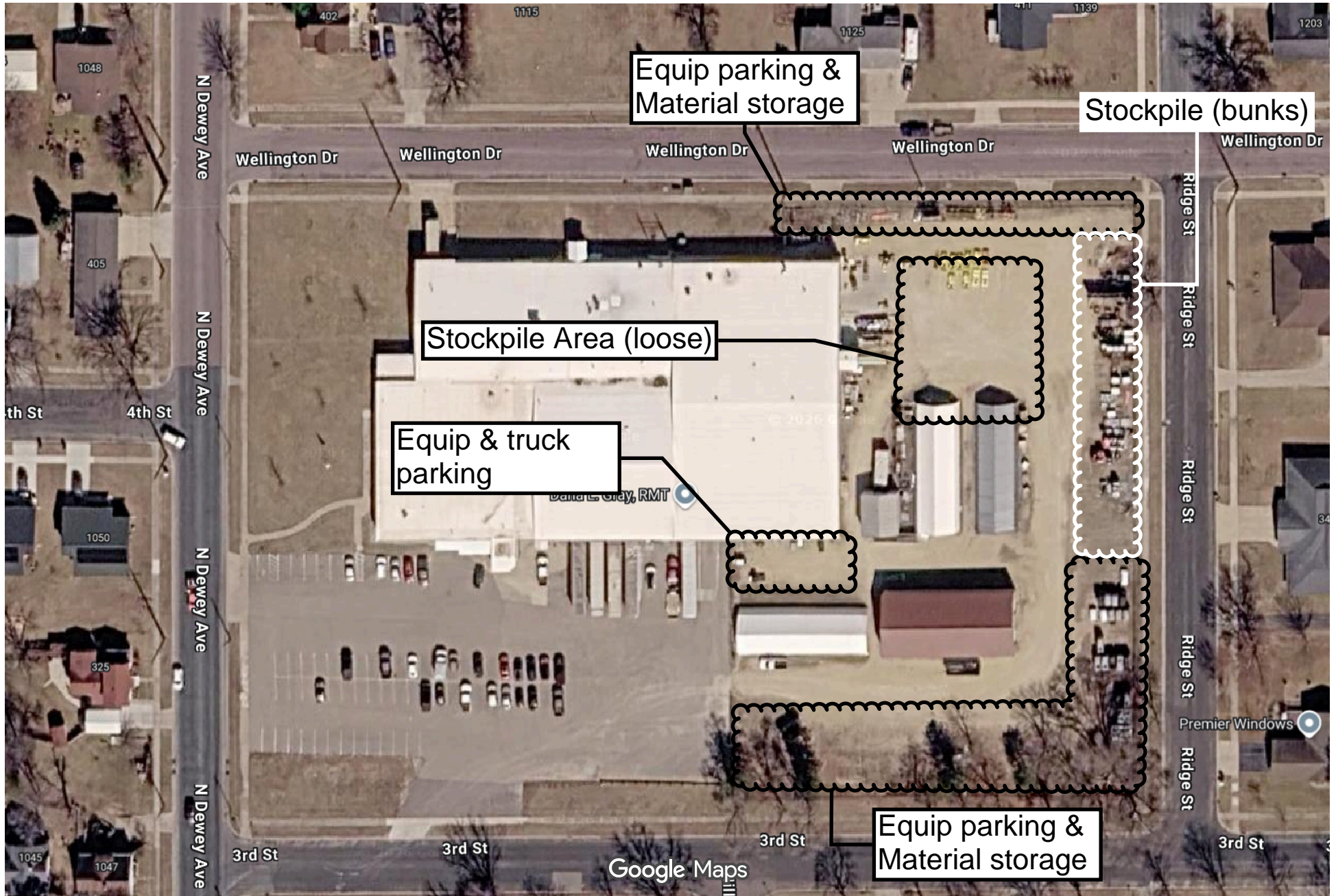
Please Select from the following

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- Location of existing and proposed buildings.
- Location of parking areas and all exterior lighting.
- Location of all loading / unloading areas.
- Location of all sidewalks, walkways, bicycle paths and areas for public use.
- Location of all utilities on the site.
- Location and specifications for all fences, walls, and other screening features.
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KCI Planned Approximate Lot Layout 350 N. Dewey



City of Reedsburg
134 S. Locust Street
Reedsburg, WI 53959
PH: 608-768-3354
bduvalle@reedsburgwi.gov
www.reedsburgwi.gov



DATE 04/22/2026

CAROL M SCHULZ
527 6TH ST
REEDSBURG WI 53959

RE: Junk
SUBJECT PROPERTY: 527 6TH ST
PROPERTY ID NUMBER: 276-0248-00000
INSPECTOR: Brian Duvall

This letter is sent regarding the junk being stored on your property. Please remove within 30 days of this letter.

Thank you for your cooperation and please contact me at the above number or email with any questions.

Brian Duvall, Planner/Building Inspector

Enforcement and Administration

§ 402-3(L) PUBLIC NUISANCES AFFECTING HEALTH

Debris, junk: order to remove and penalties.

(1) Whenever City Staff finds that conditions on any premises within the City create a fire or health hazard or shall find that, by virtue of any accumulation of unsightly materials, junk or debris of any nature on any premises or for any other reason, any premises are detrimental to the appearance, neatness of cleanliness of a neighborhood so as to tend to depreciate property values therein or create a nuisance or offend the aesthetic character of the immediate neighborhood or produce blight or deterioration by reason of such conditions, City staff may order the owner of said premises to correct any such condition or to remove therefrom any such unsafe, hazardous or unsightly articles, material or debris. Examples of junk, refuse, litter, garbage, and scrap or waste matter shall include, but are not limited to, appliances, furniture, tires, wood, machinery parts, boats recreational vehicles, or other unsightly debris that is wrecked, dismantled, partially dismantled, discarded, or inoperative.

(a) The order shall specify a time not to exceed 30 days within which the owner and/or occupant shall comply therewith.

(b) The order shall further advise the owner that if the nuisance is not corrected, the debris/junk is subject to be removed and, if not redeemed, disposed of at owner's expense following a hearing before the Plan Commission.

(c) A written notice shall be provided to that owner either personally or by registered mail.

(d) Failure to appear at the hearing may be grounds for the City to take immediate action to remove junk/debris under the terms of this chapter and to issue a citation. If, at the conclusion of the hearing, the Commission finds that there is probable cause to believe that the junk/debris is in violation pursuant to the definitions contained in this chapter, a citation provided in Chapter 1, General Provisions, § 1-3, of the Code of the City of Reedsburg shall be issued and the junk/debris shall be removed. If the junk/debris is removed, the owner shall remain liable for all removal charges and these charges shall be assessed over and above the penalties set forth in § 1-3 if the person is found to be guilty of a violation of this chapter.

(2) Junk and similar items that are placed in the tree bank or other public right-of-way area and are not scheduled for removal by the waste hauler under Chapter 518, may be ordered for pick up at the property owner's expense. Said costs for junk removal and administration shall be added to the tax roll if the same is not paid for by October 31.



4-14-26



5-29-26



4-14-26



CITY OF REEDSBURG POLICE DEPARTMENT

200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

PATRICK B. CUMMINGS
CHIEF OF POLICE



Certificate of Personal Service

State of Wisconsin
County of Sauk
City of Reedsburg

RPD Case # R26-03684

I hereby certify that on 5/29/26 at 1410 hours in the City of Reedsburg,
(Date) (Time)

County of Sauk and State of Wisconsin, I served the within:

- Complaint & Summons; Court Case #
Subpoena
Other: JUNK property mail (Explain Paperwork Served)

on the within named person: Carol Schvitz, by then and there personally
(Name of Person Served)

delivering to and leaving with: (Name and Relationship to Paperwork Served)

a true copy thereof. I also certify, that at the time of said service, I endorsed upon the copy so
serviced, the date at which the copy was served, and my name thereto and added thereto my
official title.

Reedsburg Police Department

Officer Signature & Badge #

11/29/2021

Received On:
Personnel: Substitute
Date and Time: 1/10 6/29/26
Location: 527 6th street Reedburg, WI
By: Gammeter 974
Reedburg Police Department