

**AGENDA**  
**Village of Palmyra**  
**Committee of the Whole Meeting**  
**Monday March 20, 2017**  
**Village Hall**  
**100 W. Taft St.**  
**6:00 P.M.**

\*Any items not discussed or acted upon by the Committee of the Whole at this meeting will be forwarded to a meeting of the Village of Palmyra Committee of the Whole on **Tuesday March 21, 2017 at 6:00 p.m.**, located at the Village Hall.

Call to Order

Roll Call

Pledge of Allegiance

Approval of Meeting Minutes from February 20, 2017 Committee of the Whole

[COW minutes 2-20-17](#)

**Department Reports:**

Building Inspection

Clerk / Treasurer

Library

Parks & Recreation [March Rec Department Report](#)

Public Safety [February 2017 Monthly Report](#) [Incident Summary - February 2017](#)

Public Works

**Committee Reports:**

**New Business:**

**1. Personnel Committee:**

A. Discussion/possible action on Employee Handbook regarding maximum amount of comp. hours that can be accrued. [Employee handbook matter](#)

**2. Administration and Planning Committee:**

A. Discussion/possible action on policy for the usage of the Recreation Dept.'s message board.

B. Discussion/possible action on a request from John & Brenda Soden for an extra territorial land split at N1730 Kelln Lane Palmyra, WI. as recommended by the Plan Commission. [Soden land split request](#)

C. Discussion/possible action on Ordinance 2017-01, amending portions of Ch. 17 of the Village of Palmyra Municipal Zoning Code as recommended by the Plan Commission. [MSA memo regarding zoning code changes](#) [Ordinance 2017-01](#)

D. Discussion/possible action on an application for an Operator's License for Heather Smith. [Operators License App](#)

**3. Budget & Finance, Public Works and Personnel Committee:**

A. Discussion/possible action on uniforms for the Public Works Dept. [Public Works Uniform info.](#)

**4. Budget & Finance and Public Safety Committee:**

A. Discussion/possible action on updates to Public Safety Department HVAC system [Public Safety Building HVAC Replacement](#) [HVAC QUOTES](#)

B. Discussion/possible action on exterior painting of the Public Safety Building. [Public Safety Department Exterior Painting](#) [Public Safety Building Exterior Quotes](#)

**5. Budget & Finance Committee:**

A. Discussion/possible action on payment of Bills totaling \$49,611.86. [3-20-17 Bill List](#)

**6. Public Works Committee:**

A. Discussion/possible action on MSA Professional Services Stormwater Management Study for the Palmyra Industrial Park. [Stormwater Management Study](#)

**7. Entire Committee of the Whole:**

A. Discussion/possible action on moving the April 3<sup>rd</sup> Village Board meeting to the Public Safety Building.

**Adjournment**

This is the agenda for the 3/20/17 Committee of the Whole meeting as of March 17, 2017 and is subject to modification prior to said meeting pursuant to the Wisconsin Open Meetings Law. For additional information phone 262-495-8316.

Please be advised that agenda items may be taken in an order other than that which appears here, and that the Committee may choose to take action on any item listed on this agenda except topics brought up under department reports, committee reports and public input. It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

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Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Village Clerk's office with as much advance notice as possible by contacting 262-495-8316.

**MEETING MINUTES**  
**Village of Palmyra**  
**Committee of the Whole Meeting**  
**Monday February 20, 2017**  
**Village Hall**  
**100 W. Taft St.**  
**6:00 P.M.**

The meeting was called to order at 6 pm by President Turner: Roll call: Ball, Bontempo, Gennerman, Lurvey, Powell, Turner-present. Weiss arrived at 6:08 pm.

Pledge of Allegiance

Motion by Turner, second by Bontempo to approve the Jan. 16, 2017 Committee of the Whole minutes as presented. All ayes- motion carried.

Department Reports:

Building Inspection - none

Clerk / Treasurer-none

Library- New library Laura Gest was introduced.

Parks & Recreation-Bill Lean was not present. President Turner read his report aloud.

No action or questions.

Public Safety Report-Small had distributed his typed report to the board as part of their packets. 2 Police Officers have submitted their resignations. Officer Lazcano's last day will be Feb. 26<sup>th</sup> and Officer Nicholson's will be Feb. 24<sup>th</sup>. Recruitment is ongoing thru the end of this week. 20 applications have been received already. The PD will fall back to a similar coverage model before Officer Nicholson and Schroeder were hired on and then move forward into recruitment. Lazcano will stay on as an emergency medical responder as he will be staying here in Palmyra when working in Delavan. Officer LePak is also going to 1<sup>st</sup> responder school. President Turner asked about the hiring process. The EMS interview panel is a mix of fire/ems says Small says. Small just purchased new pagers due to the pricing being so good, he can resell the old ones. Some of the old pagers have been failing when a call was going out. These should be good for 5 years. President Turner stated that he wants Small to make sure everyone has them signed out with SN #'s. Hire date for new Officer to be for mid-April but Turner would like it to see moved up if possible.

Public Works: introduced new DPW Superintendent, Jeff Gwaltney.

Committee Reports: None

New Business:

**1. Personnel Committee:**

A. Discussion/possible action on Computer Usage and Internet & Electronic Communications. The Committee reviewed the memo from Atty. Riffle. Riffle with his suggestions. Trustee Weiss wondered about Riffles concerns over Village staff having to deal with any problems that might arise out of computer misuse. Any hits like this would be caught by the software and it would be handled then by the dept. head/village board. Red Flag rule would be needed as recommended by Atty. Riffle, Trustee Weiss will look into that. John Wisnewski had previously stated that he had run into more issues when there was **no** policy in place within a municipality. Small met with John to create a partitioned off area of the network for the Police Officers. Trustee Weiss says we can change the simple wording of the contract and when it is done see if James has any ideas. Motion by Bontempo, second by Gennerman to have Weiss and the Clerk to go over policy and then send it back to Village Board for review and further

discussion. All ayes-motion carried.

**B. Motion by Bontempo, second by Powell** to recommend to the Village Board the appointment of Kathy Weiss and Ann Popp to the Library Board for a 3 year term expiring Dec. 31, 2019. All ayes, Weiss abstained-motion passes.

**C.** James Small brought forth for discussion only a 24 hour shift model for Public Safety Officer schedule/staffing/wages. It has OT built into it. He will have to work backwards from the budgeted amount. There would be 26 hours of OT every pay period if we go to this model. This would be roughly \$45,000-\$50,000 per officer per year total. Even though some of these would also be firefighters they must be treated as police officers due to the law and how OT is treated. The Village needs to have more competitive wages. \$40,000 is not competitive. Trustee Weiss asked if there would still be any part time Officers, Small said yes. Small thinks it will all be within the budget. Trustee Lurvey asked if an annual salary of around \$50,000 will let us be able to keep officers? Small can guarantee we won't keep people at \$40,000 but it will at \$50,000 and compensate people fairly it will retain people fairly. Small has not worked through this all the way yet due to time to get this on the agenda. Trustee Weiss doesn't feel real comfortable with 26 hours of OT in every pay period. She asked if there would be an opportunity to use PT officers to take away some of this OT burden. Small says he understands that the Village can't go and increase the budget, it is what it is. He will plug the numbers in and see how it will play out. Trustee Powell is scared that they if we only pay them \$14/hr. that this is what sticks in a person's mind. Small says to call it an "annual salary" not a per hour pay. Trustee Lurvey doesn't see any difference between this and the old way of 3 FT officers, the money is the same. Lurvey would like to direct Small to run these numbers and see how it works and bring back to the next COW meeting to see what everything looks like or update at the next V. Board meeting even if it's not complete yet.

## **2. Administration and Planning Committee:**

**A.** Discussion/possible action on holding a workshop to facilitate discussions on demographic trends and downtown development. Trustee Powell updated the Board on this project. First, she clarified that this is NOT a Village Board project but rather something she and a group of residents are interested in pursuing. She has met with James Braatz from the UW Extension office about how to get more involvement from the community, take advantage of our assets, and to identify opportunities for a better life in our community. She will be meeting with Mr. Braatz again in March to get an outline from him. There is tentative meeting set for May at the Community Center. This cost of \$1,900 has been paid for through donations and there will be no cost to the Village or the participants. Powell would like to get clubs involved: Lions, etc. Powell would appreciate anyone's support. Braatz told Powell that he may be able to get a grant for small business growth opportunities, so Powell went around and got a list of businesses that would be willing to talk to him about this grant. 15 businesses are willing to talk to Mr. Braatz to get more info. Powell will keep the board updated on this project's progress.

**B.** Discussion/possible action on request from JJ Lodge Properties to combine the following parcels: 171-0516-2244-010, 171-0516-2333-004, & 171-0516-2244-009. DJ Freson will be purchasing the building and 3 lots from JJ Lodge Properties and is set to close at the end of the month and there is a home on the property. Due to lot lines covering an area of the building, his SBA loan people told him to combine parcels. DJ is willing to do what needs to be done. He has had a business there for 3 yrs and there will be change to his business plan and the home would still be rented. He is not turning it into a duplex or change of use at all but this is all so he can get financing and will be happy to get surveyed, or a conditional use. Zoning Administrator Andrew Bremer recommended that within 90 days Freson get a CSM done and split the home off onto its own parcel. Trustee Lurvey says the only way to make it work is to put it all into one and then change it into 2 parcels. Motion by Lurvey, second by Powell to combine into 1 parcel and doesn't matter if Freson breaks it out. Lurvey, Ball, Powell-aye. Turner, Gennerman, Weiss, Bontempo-nay, motion fails. Motion by Gennerman to recommend to the Village Board to allow the 3 parcels to be combined into one parcel and have DJ agree to complete a CSM within 90 days and split the house off, second by Bontempo. Trustee Lurvey says there is no way to enforce this. DJ says that he will work with the Village but doesn't want to spend a couple

thousand dollars to get it surveyed only to find out there isn't enough room for setbacks. He will see what he can do. All ayes-motion carried.

### **3. Budget & Finance and Personnel Committee:**

**A.** Trustee Weiss explained that the Board has been discussing removing the 2 ½ times pay for emergencies for DPW employees for quite some time. Weiss says the normal way to do business is 1 ½ times for emergencies with a minimum of 1 hour for any time they are called in. The Village has surveyed several other municipalities for these comparisons. President Turner says the last discussion was to rewrite the handbook to make this effective Jan. 1, 2018 and look at wage increases at budget time and additional compensation to offset this in 2018. Motion by Gennerman, second by Powell to recommend to the Board the elimination of 2 ½ times eff. Jan. 1, 2018 for emergencies and pay a minimum of 1 hour for call in times and emergencies. Lurvey, Ball, Weiss, Bontempo- nay, Turner, Powell, Gennerman-aye motion fails.

**B.** Discussion took place on wages for Village Board and Trustees. Weiss says we are clearly underpaid and says it's been this way for 16 yrs. The Clerk explained to the Board why there was an decrease in the board wages the night of the Budget Hearing meeting on Dec. 5<sup>th</sup>. This was due to a formula in the budget worksheet being wrong which would have put fund 100 over the allowable expenditure restraint so her and Trustee Weiss cut \$1076 out of the Board wage expense line. The night of the budget hearing this was supposed to have been explained and then the full board could decide where they wanted to cut the \$1076, however it was not mentioned. Later on tonight's agenda there is a budget amendment that would put \$524 back into the board wages so there is \$552 that would need to come from another fund 100 expense line to make up the entire difference of \$1076.00 if that is what the Board chooses to do. Motion by Turner, second by Bontempo to have Turner find the remaining \$552 and bring back as a budget amendment for review. All ayes-motion carried.

### **4. Budget & Finance Committee:**

**A.** Discussion/possible action on payment of Bills totaling \$614,199.11. with an additional invoice to Isaacsen Electric for 5 LED lights, totaling \$412.40. Motion by Weiss, second by Ball to recommend approval of the bills plus the 1 extra. Roll call vote: Ball, Bontempo, Gennerman, Lurvey, Powell, Turner, Weiss-aye. Motion carried.

**B.** Motion by Lurvey, second by Ball to recommend approval of Budget Amendment Resolution 2017-02, to take \$524 from the Culture & Rec. total and increase the Village Board wage expense line by this same amount. Roll call vote: Ball, Bontempo, Lurvey, Powell, Turner, Weiss-aye. Gennerman-nay. Motion carried.

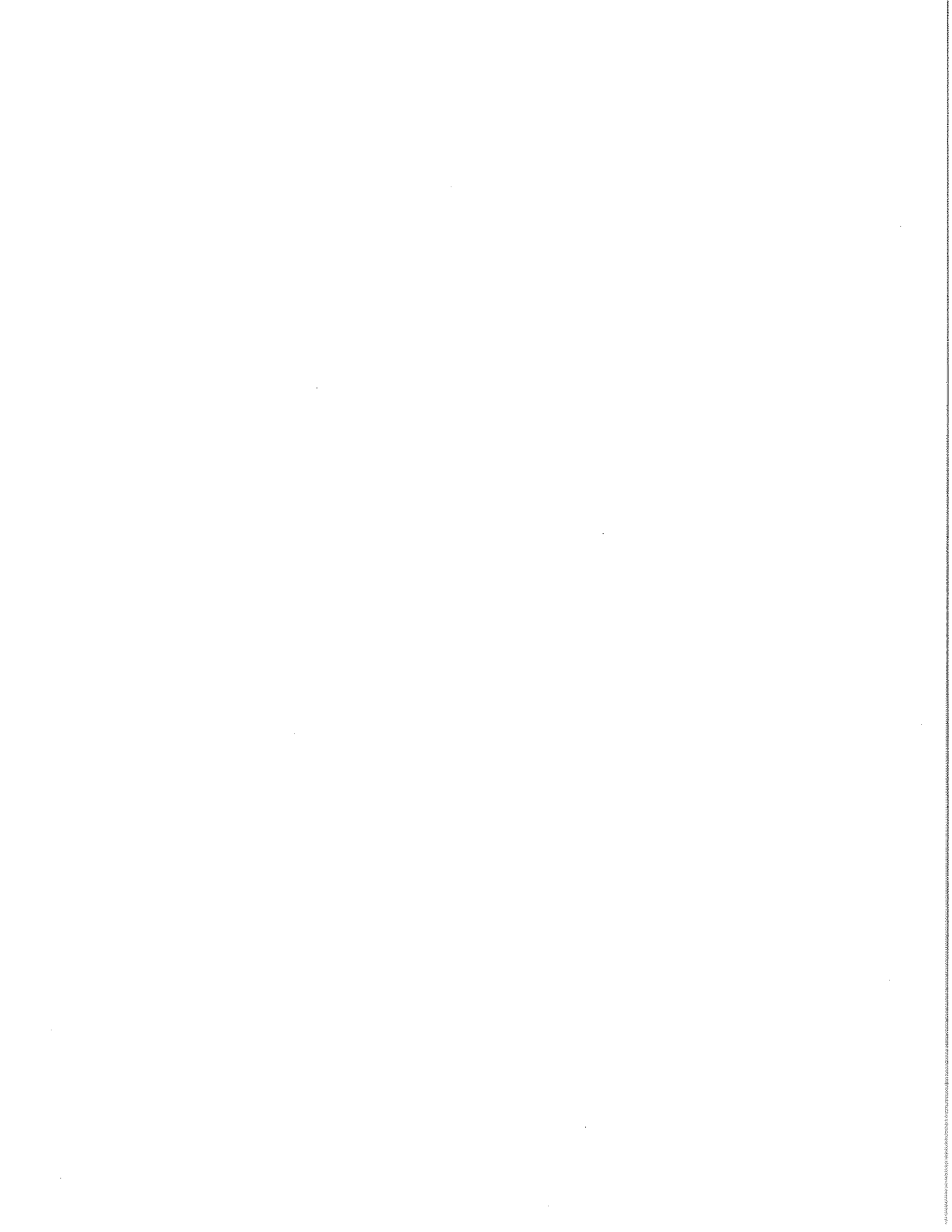
### **5. Public Works Committee:**

**A.** Motion by Bontempo, second by Weiss to approve the Village Board selling an old, non-working welder to Lance Kaun for \$150.00. All ayes-motion carried.

Motion by Lurvey, second by Bontempo to Adjourn at 7:32pm. All ayes-motion carried.

Respectfully submitted,  
Laurie Mueller Clerk/Treasurer

Minutes approved with/without corrections, March 20, 2017.



## March Rec Department Report

Soccer sign up complete 86 kids playing this spring, more than in the fall. Been busy getting teams & equipment ready.

Baseball & softball sign up underway, have in person registration on Sat the 18<sup>th</sup>.

Attended the chamber meeting on March 9<sup>th</sup> , wanted to check on how planning for street dance was coming along.

Thanks

Bill

Palmyra Public Safety Department  
February 2017 Monthly Report

The Village of Palmyra operates a combined public safety department which provides police, fire and emergency medical services.

## **POLICE SERVICES**

122 documented responses. Incident Summary is attached.

### **Staffing:**

Recruitment is ongoing for Full and Part Time personnel. We used a targeted facebook ad in this recruitment which improved the response to the recruitment. It ran 7 days for \$100 and was viewed almost 34,000 times and was clicked over 4,000. We will be conducting interview panels all day on March 25 with 15 applicants.

Resignations were received from Officer Lazcano and Officer Nicholson with each taking a position with another agency. Officer Lazcano will be continuing as an EMS employee as he is in Emergency Medical responder training. He plans to cover some shifts for us upon course completion as he will be staying with relatives in the village while working his new position.

### **Training**

Department wide meeting of all Public Safety Personnel.

Online training program has been implemented and is ongoing.

Sgt Lepak graduated March 3, 2017 from International Association of Chief of Police Leadership of Police Organizations (LPO) program. This is a 120 hour training program and was held in Beloit. This is recognized as one of the best Law Enforcement Leadership programs in the world and is heavily grant funded by Wisconsin Department of Justice. Our share of her tuition was \$400.

Sgt. Lepak continues to attend Emergency Medical Responder training with a May 23 completion anticipated.

### **Notable Cases:**

February 4 Sgt Lepak and a Jefferson County Sheriff's Deputy responded to a heroin overdose with a person pulseless and not breathing. CPR was performed by them and The deputy



provided the patient Narcan and the patient was successfully resuscitated prior to the arrival of an ambulance. Eagle Ambulance responded to this call because all Palmyra providers were on another call in the Emma Carlin trail system.

## **DOT GRANT**

We were awarded a \$4,000 traffic safety grant from DOT. We did not anticipate receiving any DOT funds this year because we received funds last summer.

We will be using this to implement an officer body camera program. This required working with numerous vendors to design a system to propose for grant fund use. The project plan is currently awaiting DOT approval. If approved, these funds will pay for all hardware, software, and maintenance for the first three years of the program.

## **EMS SERVICES**

There were a total of 13 EMS responses in February. 7 within the Village, 5 within the Town, and 1 Mutual Aid request to Eagle. Eagle Responded to one ambulance call in the village due to crews being on another call.

### **Staffing**

This month required a total of 1344 hours for coverage. (28 days/24 hours daily/2positions). A total of 58.5 hours (9.5 weekend hours) were not documented as covered. 95.6% of hours were covered. This reflects a decrease in hours with a portion of this directly a result of the loss of Officer Nicholson.

March Coverage has been extremely difficult with the loss of Officer Nicholson's hours. In addition we have had numerous staff illnesses. As of March 15 over 70 hours are uncovered.

We presently have 2 scheduled for physicals and final hiring. One is an experienced Advanced EMT and RN and the other is a new EMT who just graduated and will be licensed soon.

We will gain Sgt Lepak as a responder in May.

We anticipate gaining additional responders with the Full time and Part time Police Positions. Those hires would be made with May as a target start date. I am still working on cost projections related to those positions working 24 hour work shifts

### **Staffing**

Our current roster of EMTs is 15 due to departure of Officer Nicholson.

2 successfully completed EMR training in fall. Have not completed licensing testing.

Presently have 3 in EMR and 1 in EMT-Basic. All Police Staff will hold EMS credential by summer.

Have received numerous applications from within the community. Will be completing hiring on these as soon as hiring panels are available to interview.

### **Training**

Began use of online training in conjunction with advanced skills hands on training. We continue to collaborate with Aurora Health Care on staff training.

### **Medication Purchases**

We have entered into a relationship with Aurora Health Care to receive all of our medications from the pharmacy at Aurora medical Center-Summit. We will be paying Aurora's actual cost on the medication. In some cases the cost is approximately half of what we pay with our current vendors. For example, the medication Glucagon that we give in diabetic emergencies is over \$100 lower cost than our current vendor.

## **FIRE SERVICES**

There were a total of 3 Fire Responses. 2 in the village, 1 in the town. Both involved vehicle crashes.

No mutual aid used

### **Staffing**

Firefighter Roster is at 16.

### **Training**

Incorporation of online training program has been implemented in conjunction with practical skills. Firefighters attended Joint Training in Jefferson sponsored by Jefferson County Fire Chiefs on fire attack strategies instructed by a national expert on fire attack.

## **Ongoing Public Safety Department Initiatives**

- Pager implementation and testing is ongoing. Currently 2 members are carrying pagers to make recommendations on programming, etc. We continue working with the dispatch on a variety of initiatives.
- We have received an offer to use a home in the Town of Palmyra for fire training. The home will be torn down upon completion. We are going to partner with a firefighter training group out of the Milwaukee area to hold the training. This group has a variety of instructors and their training is compliant with applicable regulations. Live Fire related trainings are extremely regulated and past examples of training done by the department prior to my arrival were not compliant with regulations. It is anticipated that this will take place in mid-May or early June.
- EMS software implementation and development has been ongoing. Anticipated Go Live date of March 15. Numerous employees have practiced on the build and made suggestions on changes. Imagetrend, the software company, has obtained permission from us to distribute our build to other departments. Our initial build was provided to us by another department and the modifications we made during our testing seem to have improved the workflow of the design and additionally meets all new reporting regulations that are going into place later this year.

## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000135	02/01/2017	Active	NICHOLSON,DANIEL,P	Operator's License Violation 344.62(1) - OPERATE VEHICLE WITHOUT INSURANCE 343.05(3)(A)-4 - OPERATE W/O VALID LICENSE(3RD+ W/ IN3YRS)	HOT ROD BAR-N-GRILL -- 200 W MAIN ST, PALMYRA
17-000137	02/01/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
17-000138	02/01/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Fire/EMS call R74 - FIRE/EMS CALL	322 S SECOND ST, #1, PALMYRA
17-000139	02/02/2017	For Record Only	LAZCANO,FRANCISCO,*NMI*	Entry to Vehicle (unlocked) R206 - INFO ONLY	JIM AND JUDYS FOODS -- 117 W TAFT ST, PALMYRA
17-000140	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Loud Noise R136 - LOUD NOISE	413 S FOURTH ST, PALMYRA
17-000141	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Lockout - Vehicles R78 - LOCKOUT - VEHICLES	509 N SECOND ST, PALMYRA
17-000142	02/02/2017	Closed	NICHOLSON,DANIEL,P	Welfare Check R98 - WELFARE CHECK	318 S SECOND ST, UNKNOWN, PALMYRA
17-000143	02/03/2017	Closed	NICHOLSON,DANIEL,P	Business Check R204 - COMMUNITY PATROL	CREATIVE PACKAGING -- 400 S INDUSTRIAL BLVD, PALMYRA
17-000144	02/03/2017	Closed	NICHOLSON,DANIEL,P	Business Check R204 - COMMUNITY PATROL	EPIC RESINS -- 600 INDUSTRIAL BLVD, PALMYRA
17-000145	02/03/2017	Closed	NICHOLSON,DANIEL,P	Business Check R204 - COMMUNITY PATROL	VITA KIDS(STANDARD PROCESS CHI -- 1205 ROYAL LEE DR, PALMYRA
17-000146	02/03/2017	Closed	NICHOLSON,DANIEL,P	Business Check R204 - COMMUNITY PATROL	CULTIVATE -- 1000 W ROYAL LEE DR, PALMYRA
17-000147	02/03/2017	For Record Only	LEPAK,PENNY,L	Following Too Close R113 - FOLLOWING TOO CLOSE	MAIN ST, PALMYRA
17-000148	02/04/2017	Closed	SCHROEDER,JOHN,A	Warrant Service R97 - WARRANT SERVICE R97 - WARRANT SERVICE	WAUKESHA COUNTY SHERIFFS DEPT -- 515 MORELAND BLVD W, WAUKESHA
17-000149	02/04/2017	Closed	LEPAK,PENNY,L	Fire/EMS call R74 - FIRE/EMS CALL	319 N SECOND ST, PALMYRA
17-000150	02/04/2017	Closed	SCHROEDER,JOHN,A	Fire/EMS call R6 - ASSIST FIRE	100 MAIN ST, PALMYRA
17-000151	02/05/2017	Closed	LEPAK,PENNY,L	Parking Violation	W MAIN ST, PALMYRA

Incident Summary

Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
				7.03 - PARKING	
17-000152	02/05/2017	For Record Only	LEPAK,PENNY,L	Fire/EMS call	778 AIR VIEW DR, PALMYRA
				R74 - FIRE/EMS CALL	
17-000153	02/05/2017	Closed	LEPAK,PENNY,L	Assist Other Law Enforcement Agency	116 S THIRD ST, 4, PALMYRA
				R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	
17-000154	02/05/2017	Active	SCHROEDER,JOHN,A	Traffic Accident - Property Damage	MAIN ST @ FIRST ST, PALMYRA
				346.06-2 - FAILURE TO YIELD RIGHT OF WAY	
17-000155	02/06/2017	For Record Only	LAZCANO,FRANCISCO,*NMI*	Keep the Peace	412 TAFT ST, PALMYRA
				R197 - CIVIL DISPUTE	
17-000156	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation	MAPLE ST/N FOURTH ST
				341.03(1)-1 - OPERATE LG.VEH. AFTER REV/SUSP OF REGIS.	
				346.57(5)-3 - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	
17-000157	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation	MAPLE ST/N FOURTH ST
				346.57(5)-3 - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	
17-000158	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation	MAPLE ST/N FOURTH ST
				346.57(5)-3 - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	
17-000159	02/02/2017	Closed	NICHOLSON,DANIEL,P	Speeding Violation	CALKINS RD
				346.57(4)(H)-4 - SPEEDING IN 55 MPH ZONE (16-19 MPH)	
17-000160	02/04/2017	Closed	LEPAK,PENNY,L	Speeding Violation	MAPLE ST/NORTHWEST ST
				346.57(5)-3 - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	
17-000161	02/04/2017	Closed	LEPAK,PENNY,L	Traffic Warning	MAPLE ST/N FOURTH ST
				346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	
17-000164	02/02/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Warning-15 day equipment	MAIN ST/EIGHTH ST
				347.06(1) - OPERATION W/O REQUIRED LAMPS LIGHTED	
17-000165	02/03/2017	Closed	LEPAK,PENNY,L	Traffic Warning	MAPLE ST/NORTHWEST ST
				346.57(4)(A)-1 - SPEEDING IN SCHOOL ZONES (1-10 MPH)	
17-000166	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Truancy	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
				9.16(2)(A) - TRUANCY	
17-000168	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Truancy	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
				9.16(2)(A) - TRUANCY	
17-000169	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Truancy	PALMYRA-EAGLE HIGH SCHOOL -- 123 BUR OAK ST, PALMYRA
				9.16(2)(A) - TRUANCY	
17-000170	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Truancy	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
				9.16(2)(A) - TRUANCY	
17-000171	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Animal at Large	409 HILLCREST ST, PALMYRA
				12.03(6)(B) - ANIMAL AT LARGE	

## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000172	02/06/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Animal at Large 12.03(6)(B) - ANIMAL AT LARGE	CORNERSTONE -- 300 W MAIN ST, PALMYRA
17-000173	02/07/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Disorderly Conduct - All Other 947.01-4 - COUNTY/MUNCIPALITY -DISORDERLY CONDUCT	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
17-000174	02/07/2017	Active	SMALL,JAMES,A	Found Items/Property R75 - FOUND ITEMS/PROPERTY	PALMYRA PUBLIC SAFETY -- 126 FIRST ST, PALMYRA
17-000175	02/07/2017	Referred to other agency	LAZCANO,FRANCISCO,*NMI*	Assist Other Law Enforcement Agency R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	PALMYRA POLICE DEPARTMENT -- 126 N FIRST ST, PALMYRA
17-000176	02/08/2017	Closed	SCHROEDER,JOHN,A	Operator's License Violation 343.05(3)(A)-5 - OPERATE W/O VALID LICENSE(1ST VIOLATION)	MAPLE ST, PALMYRA
17-000177	02/07/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Disorderly Conduct - Fight, Disturbance 947.01 - DISORDERLY CONDUCT	319 SHORE DR, PALMYRA
17-000178	02/08/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Assist JCSD R7 - ASSIST JCSD	HWY H/MARSH RD, PALMYRA
17-000179	02/08/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Assist JCSD R64 - ALARM -RESIDENTIAL	W662 LITTLE PRAIRIE RD, PALMYRA
17-000180	02/09/2017	Closed	SCHROEDER,JOHN,A	Keep the Peace R87 - KEEP THE PEACE	511 N SECOND ST, PALMYRA
17-000181	02/10/2017	For Record Only	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA STATE BANK -- 111 E MAIN ST, P. O. BOX 159, PALMYRA
17-000182	02/10/2017	For Record Only	LAZCANO,FRANCISCO,*NMI*	Business Check R75 - FOUND ITEMS/PROPERTY	MAIN STREET FAMILY RESTAURANT -- 123 W MAIN ST, PALMYRA
17-000183	02/10/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Theft 943.21(1M)(D) - FRAUD ON GAS STATION	CITGO -- 102 E MAIN ST, PALMYRA
17-000184	02/10/2017	Referred to other agency	LAZCANO,FRANCISCO,*NMI*	Animal at Large 12.03(6)(B) - ANIMAL AT LARGE	HWY 59, PALMYRA
17-000185	02/11/2017	Closed	NICHOLSON,DANIEL,P	Liquor Violation 125.07(4)(B)-1 - UNDERAGE DRINKING-POSSESS-17-20 (1ST) 346.05(1) - OPERATING LEFT OF CENTER LINE 346.63(2M)-1 - VIOLATE ABSOLUTE SOBRIETY LAW	HWY 59/INDUSTRIAL BLVD, PALMYRA
17-000186	02/12/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Suspicious Vehicle R95 - SUSPICIOUS VEHICLE	PALMYRA VILLAGE PARK -- 955 EIGHTH ST, PALMYRA

## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000187	02/12/2017	Closed	NICHOLSON,DANIEL,P	Traffic Accident - Property Damage R102 - TRAFFIC ACCIDENT -PROPERTY DAMAGE	E HWY 59/CALKINS RD, PALMYRA
17-000189	02/03/2017	Closed	SCHROEDER,JOHN,A	Warning-15 day equipment 347.09(1)(A) - OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS	TAFT ST
17-000190	02/03/2017	Closed	SCHROEDER,JOHN,A	Warning-15 day equipment 347.09(1)(A) - OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS	KINCAID LN
17-000191	02/05/2017	Closed	LEPAK,PENNY,L	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	MAIN ST/SEVENTH ST
17-000192	02/08/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Warning-15 day equipment 347.06(1) - OPERATION W/O REQUIRED LAMPS LIGHTED	CARRIAGE WAY/MAIN ST
17-000193	02/08/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Warning-15 day equipment 347.06(1) - OPERATION W/O REQUIRED LAMPS LIGHTED	FOURTH ST/WILSON ST
17-000194	02/09/2017	Active	SCHROEDER,JOHN,A	Warning-15 day equipment 347.14(1) - OPERATE VEHICLE W/O STOPPING LIGHTS	FIRST ST/JEFFERSON ST
17-000195	02/11/2017	Closed	NICHOLSON,DANIEL,P	Warning-15 day equipment 347.06(1) - OPERATION W/O REQUIRED LAMPS LIGHTED	CALKINS RD
17-000196	02/12/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Warning-15 day equipment 347.14(1) - OPERATE VEHICLE W/O STOPPING LIGHTS	W MAIN ST/FIRST ST
17-000197	02/12/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	E MAIN ST/ANEMONE AVE
17-000198	02/07/2017	Closed	SCHROEDER,JOHN,A	Operator's License Violation 344.62(1) - OPERATE VEHICLE WITHOUT INSURANCE 343.44(1)(A)-1 - OPERATING WHILE SUSPENDED (2ND)	FIRST ST
17-000200	02/10/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation 346.57(4)(A)-5 - SPEEDING IN SCHOOL ZONES (16-19 MPH)	MAPLE ST/VALLEE ST
17-000201	02/10/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Miscellaneous Rules Violation 346.46(2M) - FAIL/OBEY SCHOOL CROSSING GUARD	MAPLE ST/NORTHWEST ST
17-000202	02/10/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation 343.18(1) - OPERATE W/O CARRYING LICENSE 346.57(5)-4 - EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	MAPLE ST/VALLEE ST
17-000203	02/11/2017	Closed	NICHOLSON,DANIEL,P	Speeding Violation 346.57(5)-4 - EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	JEFFERSON ST
17-000204	02/11/2017	Closed	NICHOLSON,DANIEL,P	Speeding Violation 346.57(5)-4 - EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	MAPLE ST/NORTHWEST ST
17-000205	02/12/2017	Closed	NICHOLSON,DANIEL,P	Required Stop Violation 346.46(1) - FAIL/STOP AT STOP SIGN	FIRST ST/NORTHWEST ST
17-000207	02/13/2017	For Record Only	LEPAK,PENNY,L	Welfare Check R98 - WELFARE CHECK	MAIN STREET FAMILY RESTAURANT -- 123 W MAIN ST, PALMYRA
17-000208	02/13/2017	Referred to other agency	LEPAK,PENNY,L	Threats R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	333 SPRING VALLEY CT, PALMYRA

## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000209	02/13/2017	Closed	LEPAK,PENNY,L	Assist Other Law Enforcement Agency R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	STANDARD PROCESS -- 1200 ROYAL LEE DR, PALMYRA
17-000210	02/14/2017	Closed	LEPAK,PENNY,L	Fraud - Issuance of Worthless Checks 943.24(1) - ISSUE OF WORTHLESS CHECKS(<=\$1000)	CORNERSTONE -- 300 W MAIN ST, PALMYRA
17-000211	02/14/2017	Closed	LEPAK,PENNY,L	Disorderly Conduct - All Other 947.01-1 - DISORDERLY CONDUCT	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
17-000212	02/15/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Suspicious Person/Activity R94 - SUSPICIOUS PERSON/ACTIVITY	300 BLK ANEMONE AVE, PALMYRA
17-000213	02/15/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
17-000214	02/16/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Assist JCSD R7 - ASSIST JCSD	JEFFERSON CO. SHERIFF DEPT. -- 311 S CENTER AVENUE, JEFFERSON
17-000215	02/14/2017	Unfounded	LEPAK,PENNY,L	Theft 943.23(3) - DRIVE OR OPERATE VEHICLE W/O CONSENT	304 W MAIN ST, PALMYRA
17-000216	02/17/2017	Inactive	LEPAK,PENNY,L	littering 9.18 - LITTERING	TAFT SQUARE, LLC -- 209 TAFT ST, PALMYRA
17-000217	02/17/2017	Closed	LEPAK,PENNY,L	Welfare Check R98 - WELFARE CHECK	705 W MAIN ST, LOWER, PALMYRA
17-000218	02/18/2017	Closed	LEPAK,PENNY,L	Fire/EMS call R74 - FIRE/EMS CALL	103 LITTLE ST, PALMYRA
17-000219	02/19/2017	WITHDRAW	LEPAK,PENNY,L	Alarm - Business R62 - ALARM -BUSINESS	STANDARD PROCESS INC -- 1200 W ROYAL LEE DR, PALMYRA
17-000220	02/20/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Other Service Calls R85 - OTHER SERVICE CALLS	PALMYRA POLICE DEPARTMENT -- 126 N FIRST ST, PALMYRA
17-000222	02/17/2017	Closed	LEPAK,PENNY,L	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	MAIN ST/EIGHTH ST
17-000223	02/18/2017	Closed	LEPAK,PENNY,L	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	MAIN ST/FOURTH ST
17-000224	02/17/2017	Closed	SCHROEDER,JOHN,A	Warning-15 day equipment 347.06(1) - OPERATION W/O REQUIRED LAMPS LIGHTED	FOURTH ST/MAIN ST
17-000225	02/17/2017	Closed	LEPAK,PENNY,L	Registration/Title Violation 341.04(1)-1 - NON-REGISTRATION OF AUTO, ETC.	MAPLE ST/NORTHWEST ST
17-000226	02/18/2017	Closed	LEPAK,PENNY,L	Operator's License Violation 343.44(1)(A) - OPERATING WHILE SUSPENDED	E MAIN ST/S FIRST ST



## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000227	02/14/2017	Closed	LEPAK,PENNY,L	Right of Way Violation 346.18(3) - FAIL/YIELD RIGHT/WAY FROM STOP SIGN	FOURTH ST/WILSON ST
17-000228	02/20/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA CHAMBER OF COMMERCE -- 212 W MAIN ST, PALMYRA
17-000229	02/22/2017	Closed	SCHROEDER,JOHN,A	Assist Other Law Enforcement Agency R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	PALMYRA-EAGLE HIGH SCHOOL -- 123 BUR OAK ST, PALMYRA
17-000230	02/22/2017	Active	SCHROEDER,JOHN,A	Battery 947.01-1 - DISORDERLY CONDUCT	111 W WILSON ST, LOWER, PALMYRA
17-000231	02/22/2017	Unfounded	LEPAK,PENNY,L	Suspicious Person/Activity R94 - SUSPICIOUS PERSON/ACTIVITY	100 BLK S FIRST ST, PALMYRA
17-000232	02/23/2017	For Record Only	LEPAK,PENNY,L	School Check 9.16(2)(A) - TRUANCY	PAL PARK, A-2, PALMYRA
17-000233	02/23/2017	For Record Only	LEPAK,PENNY,L	Suspicious Person/Activity R94 - SUSPICIOUS PERSON/ACTIVITY	W641 CARLIN TRL, PALMYRA
17-000234	02/23/2017	For Record Only	LEPAK,PENNY,L	littering 9.18 - LITTERING	509 N SECOND ST, PALMYRA
17-000235	02/23/2017	For Record Only	LEPAK,PENNY,L	Suspicious Person/Activity R94 - SUSPICIOUS PERSON/ACTIVITY	EIGHTH ST/BEACON ST, PALMYRA
17-000236	02/23/2017	For Record Only	LEPAK,PENNY,L	Keep the Peace R87 - KEEP THE PEACE	303 GARFIELD ST, PALMYRA
17-000237	02/23/2017	Closed	SCHROEDER,JOHN,A	Warrant Service R97 - WARRANT SERVICE	111 W WILSON ST, LOWER, PALMYRA
17-000238	02/24/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Fire/EMS call R74 - FIRE/EMS CALL	319 SHORE DR, PALMYRA
17-000239	02/24/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA EAGLE HIGH SCHOOL -- 123 BURR OAK ST, PALMYRA
17-000240	02/24/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Assist Other Law Enforcement Agency R8 - ASSIST OTHER LAW ENFORCEMENT AGENCY	602 MAPLE ST, PALMYRA
17-000241	02/25/2017	Closed	SCHROEDER,JOHN,A	Child Custody Dispute R180 - CHILD CUSTODY DISPUTE	203 N 5TH, PALMYRA
17-000242	02/26/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Welfare Check R98 - WELFARE CHECK	318 S SECOND ST, 103, PALMYRA
17-000243	02/26/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Fire/EMS call	318 S SECOND ST, 103, PALMYRA

## Incident Summary

## Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
				R74 - FIRE/EMS CALL	
17-000244	02/26/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Assist JCSD R7 - ASSIST JCSD	W650 HWY 59, PALMYRA
17-000245	02/26/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Business Check R204 - COMMUNITY PATROL	PALMYRA CHAMBER OF COMMERCE -- 212 W MAIN ST, PALMYRA
17-000246	02/27/2017	Closed	SCHROEDER,JOHN,A	Assist EMS R5 - ASSIST EMS	W1467 N BLUE SPRING LAKE DR, PALMYRA
17-000247	02/21/2017	Closed	SCHROEDER,JOHN,A	Traffic Warning 347.09(1)(A) - OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS 347.09(1)(A) - OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS	FIRST ST
17-000248	02/27/2017	Closed	SCHROEDER,JOHN,A	Found Items/Property R75 - FOUND ITEMS/PROPERTY	PALMYRA PUBLIC SAFETY -- 126 FIRST ST, PALMYRA
17-000249	02/27/2017	Closed	SCHROEDER,JOHN,A	Assist Fire R5 - ASSIST EMS	PALMYRA PUBLIC SAFETY -- 126 FIRST ST, PALMYRA
17-000250	02/27/2017	Unfounded	SCHROEDER,JOHN,A	Cruelty to Animal R188 - CRUELTY TO ANIMAL	511 N SECOND ST, PALMYRA
17-000251	02/27/2017	Closed	SCHROEDER,JOHN,A	Warrant Service R97 - WARRANT SERVICE R97 - WARRANT SERVICE R97 - WARRANT SERVICE	312 JEFFERSON ST, PALMYRA
17-000252	02/27/2017	For Record Only	SCHROEDER,JOHN,A	Assist EMS R74 - FIRE/EMS CALL	W1359 N BLUE SPRING LAKE DR, PALMYRA
17-000253	02/28/2017	Active	SMALL,JAMES,A	Damage to Property 943.01(1) - CRIMINAL DAMAGE TO PROPERTY	102 BURR OAK STREET, PALMYRA
17-000255	02/20/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation 346.57(5)-3 - EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	MAIN ST/SEVENTH ST
17-000256	02/22/2017	Closed	LEPAK,PENNY,L	Required Stop Violation 346.46(1) - FAIL/STOP AT STOP SIGN	FIRST ST/S FIRST ST
17-000257	02/23/2017	Closed	LEPAK,PENNY,L	Registration/Title Violation 341.04(1)-1 - NON-REGISTRATION OF AUTO, ETC.	MAIN ST/FOURTH ST
17-000258	02/24/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Speeding Violation 346.57(5)-4 - EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	MAPLE ST/NORTHWEST ST
17-000259	02/25/2017	Closed	SCHROEDER,JOHN,A	No Insurance 343.44(1)(A) - OPERATING WHILE SUSPENDED 344.62(1) - OPERATE VEHICLE WITHOUT INSURANCE	MAPLE ST/NORTHWEST ST
17-000261	02/25/2017	Closed	SCHROEDER,JOHN,A	Operator's License Violation 341.03(1)-2 - OPERATE AFTER REV/SUSP OF REGISTRATION	CALKINS RD
17-000263	02/16/2017	Closed	LAZCANO,FRANCISCO,*NMI*	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	E MAIN ST/S FIRST ST

Incident Summary

Report Criteria:

Start Date	End Date	Officer	Category / Description	Offense
02/01/2017	02/28/2017	ALL	ALL /	ALL

IncidentNumber	Report Date	Status	Officer	Description/Offense	Location
17-000265	02/25/2017	Active	SCHROEDER,JOHN,A	Warning-15 day equipment 347.14(1) - OPERATE VEHICLE W/O STOPPING LIGHTS	CALKINS RD
17-000266	02/19/2017	Closed	LEPAK,PENNY,L	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	E MAIN ST/S FIRST ST
17-000267	02/22/2017	Closed	LEPAK,PENNY,L	Traffic Warning 346.57(5)-1 - EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	E MAIN ST/ANEMONE AVE
17-000287	02/19/2017	For Record Only	LEPAK,PENNY,L	Found Items/Property R75 - FOUND ITEMS/PROPERTY	PALMYRA CITGO -- 102 E MAIN ST, PALMYRA

Incident/Offense Count: 122

Regarding Item 1. (A) on the COW Agenda: The handbook wording is below but doesn't really address what happens when an employee accrues more than the 200 hours. Should we automatically start paying them out or let them keep accruing them? We will have at least 1 employee who will have accrued over 200 hours on the upcoming pay period so we need to know if we should go ahead and pay them out.

The Village Clerk-Treasurer or his/her designee is authorized to pay for approved overtime hours without prior Village Board approval. At the employee's option, but subject to scheduling by the department head, compensation for overtime may be in the form of compensatory time off in lieu of pay. **Compensatory time may be accrued by employee with a maximum of two hundred (200) hours.** Any earned but unused compensatory time off (above 80 hrs. in 2015 & zero hrs. in 2016 and beyond) will only be paid out to the employee on the last payroll of the calendar year in one paycheck at the employee's regular rate of pay in effect when the hours were earned. Once the hours have gone over the budgeted hours for the year then the Personnel Committee will need to approve. If any employee or the Village terminates employment, all remaining accrued comp. time will be paid out with the employee's last paycheck. (adopted 6-15-15)

pd  
ck # 6189

Village of Palmyra  
LAND USE APPLICATION - LAND DIVISION FEE \$25.00

APPLICANT John + Brenda Soden 262-442-8330  
Name telephone  
CHARLES SODEN TRUST 262-495-2117  
Name telephone

PROPERTY INTEREST OF APPLICANT  Owner  Agent for Owner  Other

Owner's name (if not the applicant) telephone  
N1730 KELLN LN PALMYRA WI 53156  
Owner's address city state/zip

PROPERTY LOCATION N1730 KELLN LANE  
024-0516-1033-000 38A  
Street address or parcel (tax key) number acreage or lot area

Town of Palmyra, Jefferson County, Wisconsin  
SW 1/4 of the SW 1/4 of section 15, T5N, R16E,  
legal description

ZONING DISTRICT A-1 A-2/A3/N  
Present proposed

PROPOSED LAND USE(s) RESIDENTIAL LOT  
Description

SUPPORTING DOCUMENTS  Certified Survey Map (refer to Section 17.16(6) Palmyra Zoning Code)  
 Subdivision Plan (refer to Section 17.16(2) Palmyra Zoning Code)  
 Condominium Plat (refer to Section 17.16(3) Palmyra Zoning Code)

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and Village of Palmyra regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

For all requests, professional service fees from the Village Engineer, Zoning Administrator and Attorney are the costs of the applicants / property owner per Section 17.17(6)(b) of the Village of Palmyra Zoning & Development Code.

[Signature] \_\_\_\_\_  
Signature of applicant Date of application

\_\_\_\_\_  
Signature of property owner (other than applicant) Date of application

\*\*\*\*\*  
FEE RECEIVED \$ 25.00 DATE 2-17-17 BY L. Mueller  
ck. 6189

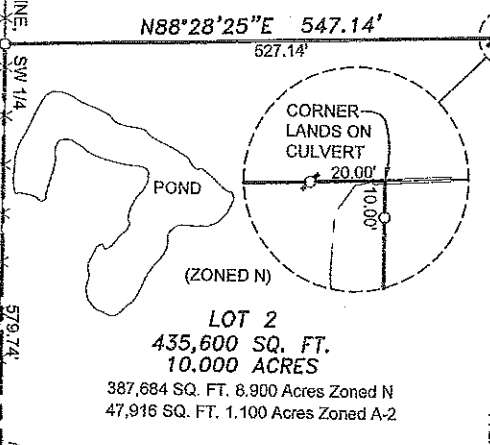
**CERTIFIED SURVEY MAP No.** \_\_\_\_\_

BEING A PART OF THE SW 1/4 OF THE SW 1/4 OF SECTION 10, T5N, R16E,  
TOWN OF PALMYRA, JEFFERSON COUNTY, WISCONSIN.

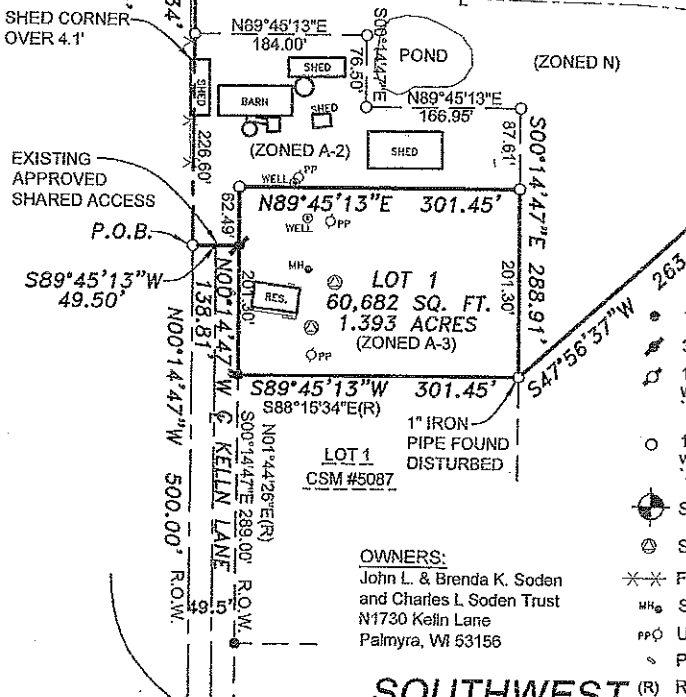
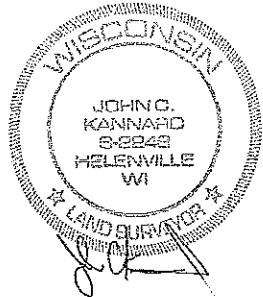
NW CORNER, SW 1/4  
ALUMINUM MONUMENT  
OF RECORD



West Line  
SW 1/4  
R3904A-16  
R3905A-16  
R3906A-16  
Zoning  
A-2  
N  
A-3  
Check for subsequent zoning changes  
with Jefferson County Zoning



**BEARING BASIS:**  
ALL BEARINGS REFER TO  
THE WEST LINE, SW 1/4  
WHICH HAS AN ASSUMED  
BEARING OF N00°14'47"W



- LEGEND**
- 1" I.D. IRON PIPE FOUND
  - ⚡ 3/4" IRON REBAR (1,502 lbs/lin ft) SET
  - ⚡ 1.315" O.D. x 48" IRON PIPE (1.68 lbs/lin ft) w/YELLOW PLASTIC PLUG STAMPED 'J.C. KANNARD R.L.S. S-2248' SET
  - 1.315" O.D. x 24" IRON PIPE (1.68 lbs/lin ft) w/YELLOW PLASTIC PLUG STAMPED 'J.C. KANNARD R.L.S. S-2248' SET
  - ⊙ SECTION CORNER FOUND AS NOTED
  - ⊙ SEPTIC VENT
  - ⚡ FENCE REMNANTS
  - MH⊙ SEPTIC MANHOLE
  - PP⊙ UTILITY POLE
  - ⊙ PROPANE TANK
  - (R) RECORDED AS

**OWNERS:**  
John L. & Brenda K. Soden  
and Charles L. Soden Trust  
N1730 Kellin Lane  
Palmyra, WI 53156

**SOUTHWEST**  
SURVEYING & ASSOCIATES, Inc.

P.O. BOX K, PALMYRA, WI. 53156  
262-495-4910  
920-674-4884

JOB No.: S-216113  
DATE: JANUARY 6, 2017  
SHEET 1 OF 2

SW CORNER, SW 1/4  
ALUMINUM MONUMENT  
OF RECORD

JEFFERSON COUNTY CERTIFIED SURVEY MAP No. \_\_\_\_\_  
BEING A PART OF THE SW 1/4 OF THE SW 1/4 OF SECTION 10, T5N, R16E, TOWN OF PALMYRA,  
JEFFERSON COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE**

I, John C. Kannard, Registered Land Surveyor No. 2248, hereby certify:

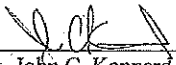
That I have surveyed, divided, mapped this Certified Survey Map being a part of the SW 1/4 of the SW 1/4 in Section 10, T5N, R16E, Town of Palmyra, Jefferson County, Wisconsin, bounded and described as follows:

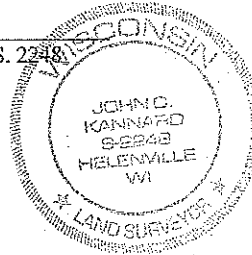
Commencing at the Aluminum Monument that marks the Southwest corner of said the SW 1/4 of said Section 10; Thence N00°14'47"W along the West line of said SW 1/4, a distance of 500.00 feet, to the Northerly end of Kelln Lane, and to a Set 1.315"O.D.x24" Iron Pipe (1.68 lbs/lin ft) with a Yellow Plastic Plug Stamped 'J.C. Kannard R.L.S. S-2248' (Set I.P.) that marks the POINT OF BEGINNING of the lands to be described; Thence continue N00°14'47"W, along said West line, a distance of 806.34 feet, to a Set I.P.; Thence N88°28'25"E, a distance of 547.14 feet; Thence S00°14'47"E, parallel with said West line, a distance of 782.02 feet, to a Set I.P.; Thence S47°56'37"W, a distance of 263.03 feet, to the Northeast corner of Certified Survey Map No. 5087 as recorded in the Jefferson County Register of Deeds Office in Volume 27 of Certified Survey Maps on Pages 108 and 109 as Document No. 1224784, and to a Set I.P.; Thence S89°45'13"W, along the North line of said Certified Survey Map, a distance of 301.45 feet, to a Found 1" inside diameter Iron Pipe that marks the Northwest corner of said Certified Survey Map, also being on the Easterly Right of Way line of said Kelln Lane; Thence N00°14'47"W, along said Easterly Right of Way line, a distance of 138.81 feet, to the Northerly end of said Kelln Lane and to a Set 3/4"x18" Iron Rebar (1.502 lbs/lin ft); Thence S89°45'13"W, along the Northerly end of said Kelln Lane, a distance of 49.50 feet, to the POINT OF BEGINNING, containing 496,283 Square Feet or 11.393 Acres of land, more or less.

Subject to all rights, reservations, restrictive covenants and easements of record.

I further certify that I have made this survey and map under the direction of John L. and Brenda K. Soden and Charles L. Soden Trust, owners of said lands, and that this Certified Survey Map is a correct representation of the boundary surveyed and described and that I have complied fully with the provisions of Chapter 236.34 of the State of Wisconsin Statutes, and the Subdivision Ordinance of Jefferson County, Wisconsin in surveying and mapping same.

Certified this 6th day of January, 2017

  
John C. Kannard, P.L.S. 2248



**VILLAGE OF PALMYRA EXTRATERRITORIAL APPROVAL:**

This Certified Survey Map is hereby approved by the Village of Palmyra Village Board.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
David Turner, President

**PLANNING AND ZONING COMMITTEE APPROVAL:**

This Certified Survey Map is hereby approved by the Planning and Zoning Committee of Jefferson County.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Robert Klotz, Director



# MEMO

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PROFESSIONAL SERVICES

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**To:** Palmyra Planning Commission  
Laurie Mueller, Village Clerk  
John Moosreiner, Village Building Inspector

**From:** Andrew Bremer, AICP, Zoning Administrator

**Subject:** 2016 Zoning Report and Recommended Ordinance Amendments

**Date:** March 9, 2017

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In addition to providing general zoning consultation services, the following is a summary of formal zoning applications reviewed by MSA/Village in 2016:

- CSM/Subdivision Applications:
  - 171-0516-221-000 (Gullen)
  - N2028 Hwy 106 (Kincaid – multiple parcels in CSMs)
  
- Rezone Applications:
  - 171-0516-1544-004 (Harris Trust); 171-0516-2322-000 (Gertrude Wilson); 171-0516-2211-000 (Mehring); 171-0516-1544-005 (Monty); 171-0516-1544-002 (Beck)...from C1 General Conservancy to RH Rural Holding
  - Floodplain Overlay District, text and map amendments for Scuppernong River Dam Failure Scenario
  
- Conditional Use Applications:
  - 100 Royal Lee Dr. (Standard Process – Cultivate Building)
  - 955 8<sup>th</sup> Street (AT&T Water Tower Communications)
  - 171-0516-2214-029 (Subway)
  
- Variance Applications:
  - None
  
- Site Plan Applications:
  - 959 W. Main St. (Mehring – Storage Unit Buildings 6 & 7)
  - 1200 Royal Lee Dr. (Standard Process – Warehouse Addition)
  - 1200 Royal Lee Dr. (Standard Process – Salt Shed Accessory Building)
  - 100 Royal Lee Dr. (Standard Process – Cultivate Building)
  - 171-0516-2214-029 (Subway)
  
- Home Business Applications:
  - None



- Parcel Consolidation:
  - None
  
- Plan of Operations:
  - 162 E. Main St. (Lower Spring Lake BP)
  - 162 E. Main St. (K&D Auto Repair)
  - 104 E. Main St. (Palmyra Car Wash LLC)
  - 119 Mill Rd. (Childhood Autism Therapies LLC)
  - 202 N. Second St. (Vittles and Bits)

A map depicting the official zoning for the Village, as current through 2016, is attached to this memo.

The following describes recommended amendments to the Village’s Zoning Code as part of our annual year in review. These amendments are recommended to enhance and clarify zoning regulations and to facilitate code enforcement.

**Section 17.05(6)(b), Table 17.05-B Matrix of Bulk Regulations:**

R-H Min Lot Area = 1 acre **(INSERT) or 20 acres.** Add footnote #3 to the Min Area for the R-H District....”**for lots smaller than 20 acres located within the Village as of November 19, 2012 and zoned R-H, the minimum lot size is 1 acre, otherwise the minimum lot area is 20 acres.**”

R-H District revised Max. Density (Dwelling Units/Acre) from 1 DU/35 acres to **1 DU/20 acres.**

MSA Comment: During the review of the Gullen CSM MSA noticed that the density requirements for the R-H district in Table 17.05B of 1DU/35 acres did not match the statement of description and purpose for the RH district of 1DU/20 acres (see 17.05(5)(a)1). These amendments clarify the bulk regulations as they relate to the description and purpose statement for the RH district. Namely that development should not occur at densities greater than 1 unit per 20 acres in areas designated as RH until such time that urban services are available to the properties and rezoning could occur to other higher density districts. The exception to this regulation is for existing substandard lots that are less than 20 acres in the Village at the time the Village revised the Zoning Code in 2012. These substandard lots are intended to have a minimum lot size of one acre. The RH district is intended for agricultural and agricultural supported uses along with very low density detached single-family residential development. This amendment is deemed consistent with the Village’s Comprehensive Plan.

**Section 17.10(6)(d)(6)(b) Landscaping Standards:**

(h). At least one (1) tree and two (2) shrubs shall be planted for each 1,000 square feet or portion thereof of the area to be developed with impervious surfaces **(INSERT) up to the first 15,000 square feet and 0.5 trees and 1.5 shrubs for each 1,000 square feet or portion thereof exceeding 15,000 square feet.** Each required tree shall have an initial caliper of no less than 1 ½ inches at a point 1 ½ feet above grade, and a height of at least seven (7) feet.

MSA Comment: The landscaping requirements have been an issue in the past for applicants with the Plan Commission granting reductions for a number of site plans (e.g. Mehring Storage Units, Subway, Standard Process Cultivate Building). The intent of this revision is to reduce the need to consider future requests for reductions in the landscaping requirements by slightly reducing the requirements.

For example, the Subway development required 22 trees and 44 shrubs. The Village approved a reduction to 16 trees and 36 shrubs. Under the proposed ordinance revision Subway would have been required to provide a minimum of 18 trees and 39 shrubs. Likewise, Standard Process required 23 trees and 46 shrubs. The Village approved a reduction to 16 trees and 46 shrubs. Under the proposed ordinance revision Standard Process would have been required to provide a minimum of 19 trees and 42 shrubs. Note, these examples exclude other zoning code provisions related to installation of street trees in terraces. The recommended ordinance amendment is intended to allow a slight reduction in the number of trees and shrubs required by scaling back the requirement above 15,000 square feet of new impervious surfaces. This approach will permit some additional flexibility for applicants but still require landscaping to improve property aesthetics. This amendment is deemed consistent with the Village's Comprehensive Plan; however, future waivers for additional reductions should be avoided as the desired Community Design Principles in the Comprehensive Plan (section 2.8) for commercial and industrial uses call for generous landscaping.

**Section 17.13(3)(e)(4)(h) Fixture Height:**

(h). No light structure shall exceed twenty (20) feet in height (INSERT) in residential districts (R1-4, R1-5, R2-6, R3-12), or twenty five (25) feet in height in non-residential districts (RH, B1, B2, B3, I1, P1, C1), unless permitted to exceed such height by the Plan Commission.

MSA Comment: The 20 foot high restriction for parking lot lights was discussed during the site plan review for Standard Process (Cultivate building) and Subway. In both instances the Plan Commission granted 25 foot poles at the request of the applicants. The proposed ordinance amendment would allow by right 25 foot poles in non-residential districts and 20 foot poles for residential districts (presumably multi-family buildings). The lower light poles for residential uses are preferred to provide a more aesthetically pleasing environment with site features designed to better relate to a pedestrian scale. A 25 foot pole in non-residential districts is deemed acceptable and should result in reductions in future requests for higher light poles in non-residential areas. The recommended ordinance amendment is deemed consistent with the Village's Comprehensive Plan and does not affect the Village's requirement for 90 degree full cut-off lights which is one of the desired Community Design Principles in the Comprehensive Plan (section 2.8).

**Future Amendments to Section 17.11 Signs:**

There was a significant ruling by the US Supreme Court in 2015 related to sign regulations, Reed v. Town of Gilbert. In essence the ruling in this case is that sign ordinances have to be content neutral....if you have to read the sign to determine what sign regulations apply then the code is not content neutral. This ruling affects most all municipal sign ordinances, including Palmyra, particularly as they relate to temporary signs. For example, Palmyra Sign Code, like many others, provides regulations for "real estate signs" and "election campaign signs". In both cases a person would have to read the content of the sign to determine which sign regulation applies and therefore the regulation is not content neutral.

I have enclosed a memo provided by the Village Attorney last year on this matter and a publication by the Signage Foundation. As I indicated to Laurie last year, I'm currently working with a couple of other communities to update their sign codes for compliance with Reed v. Gilbert. I thought it would be more economical for the Village to wait until I have finished drafted revisions to these other ordinances before started on any amendments to the Village's sign ordinance. The amendments to the sign ordinance can be completed this year upon authorization by the Village to move ahead with these amendments.

**Updates to Village Planning and Zoning Fees:**

Laurie and I have also spoken about reviewing and revising as necessary the Village fees for certain zoning permits (e.g. rezone, conditional use, variance, site plan review, etc.). I will be reviewing fees from communities in the Palmyra area and reporting back to the Plan Commission any recommendations for amendments. This is targeted for the April PC meeting.

**Permanently Rezoning Lands included in the 2015 Standard Process Annexation:**

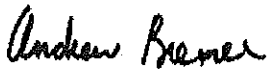
With the lawsuit with the Town concluded the Village can move forward with completing permanent rezoning for the lands included in the annexation ordinance that were not subsequently detached from the Village. This will require a public hearing, PC recommendation and Village Board action. I'm anticipating the public hearing on this matter to occur at the April PC meeting.

**Summary**

MSA requests that the Planning Commission discuss and recommend these proposed amendments at your March 15<sup>th</sup> meeting. The final amendments would be reviewed and approved at the Village Board's March 20<sup>th</sup> meeting. Following Village Board action, MSA and the Clerk will provide replacement pages for your code binders.

Please contact me regarding any questions. Sincerely,

MSA Professional Services, Inc.



Andrew Bremer, AICP  
Village Zoning Administrator

Enc: Revised Official Zoning Map  
Attorney Riffle April 26, 2016 Memorandum  
Signage Foundation 2016 Analysis

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MATTEO REGINATO

April 26, 2016

Village Board  
Village of Palmyra  
P.O. Box 380  
Palmyra, WI 53156

**Re: Updates for Sign Regulations**

Ladies and Gentlemen:

The U.S. Supreme Court has dramatically changed the legal landscape concerning the regulation of signs. This issue has been debated for some time among members of the municipal bar, and municipal bar organizations such as the International Municipal Lawyers Association, and the League of Wisconsin Municipalities, among many others. Although many questions remain, a consensus has begun to form around possible methods to address the concerns raised by the United States Supreme Court. My office has followed this issue closely and we are now prepared to offer our recommendations.

Enclosed please find a memorandum that very briefly describes the concerns, and then offers a number of recommendations. I hope that you find these recommendations to be helpful.

If you should have any questions or concerns in this regard, please do not hesitate to contact me.

Yours very truly,

ARENZ, MOLTER, MACY,  
RIFFLE & LARSON, S.C.

*H. Stanley Riffle*

H. Stanley Riffle

HSR/bes  
Enclosure

## MEMORANDUM

TO: All Municipal Clients

FROM: Arenz, Molter, Macy, Riffle & Larson, S.C.

DATE: April 26, 2016

RE: Regulation of Signs  
Recommendations Following *Reed v. Town of Gilbert*

Ladies and Gentlemen:

### I. Introduction.

On June 18, 2015, the United States Supreme Court issued its decision in the case of *Reed v. Town of Gilbert* (135 S. Ct. 2218), and according to many legal commentators, they thereby rendered unconstitutional parts of almost all sign codes in the State of Wisconsin, and possibly the entire country. Dan Olson of the League of Wisconsin Municipalities said this of the case:

*"[I]t is nearly certain that every sign code in the United States has a provision that is now legally questionable after Reed."<sup>1</sup>*

For that matter, not only are most if not all existing sign codes placed in doubt constitutionally by this decision, municipalities face substantial risks as a result of the decision, even if they do not enforce the existing provisions.

*"Reed's outcome increases the level of legal risk associated with many aspects of sign regulation."<sup>2</sup>*

The aggrieved party commenced the litigation, challenging the ordinance on its face, and is now claiming attorneys fees totaling \$1.023 million.<sup>3</sup> Commentators have recommended that enforcement of sign ordinances be suspended pending careful consideration.<sup>4</sup> So, where do we go from here?

### II. Recommendations: What Municipalities Cannot Regulate.

- A. Do not create categories such as directional signs, real estate signs, construction signs, and etc., and treat them differently. Pay particular attention to, and probably remove, the definitions that are content based, such as "political signs," "religious signs," "event signs," "real estate signs," and the like.
- B. Do not regulate based on the type of sign, or other aspects of sign content.
- C. If you need to know the content of the sign to determine whether your regulation applies, your regulation is probably not valid.
- D. Review any existing exceptions to permitting requirements in your code, to be sure they are not content based.
- E. Reduce or eliminate any exceptions to permitting requirements, and sign categories.
- F. Be careful, as to political signs, to be sure that you do not conflict with Wisconsin Statutes Section 12.04 that includes specific limits on local regulation of political signs. This is a

<sup>1</sup> Daniel M. Olson, "Sign Regulation and *Reed v. Town of Gilbert*," the Municipality, November 2015.

<sup>2</sup> Connolly and Weinstein, "Sign Regulation After *Reed*: Suggestions for Coping with Legal Uncertainty," the Urban Lawyer, Vol. 47, No. 4, Fall 2015, page 610.

<sup>3</sup> Connolly and Weinstein, *Id.*, Footnote 4.

<sup>4</sup> Olson, p. 393.

problem now that we cannot regulate based on content, though I still recommend that you comply with State law. I suggest including a paragraph such as the following:

In the event that Wisconsin Statutes Section 12.04 would permit a sign that is larger than the size limitations described in this subsection, such sign, regardless of sign content, is allowed only for the period described in Wisconsin Statutes Section 12.04.

- G. Billboards along federal highways, including all interstates or federal-aid highways, are regulated by State and federal laws, including the Federal Highway Beautification Act (23 CFR 750), Wisconsin Statutes Section 84.30, and Wisconsin Administrative Code Section Trans 201. Local municipalities generally do not have control over such federal-aid highway billboards. As to billboards in other locations, however, local municipalities do have control, to the same extent that local municipalities have control over all other signs.
- H. On-premises/Off-premises sign regulation? This has been a standard form of regulation of signs in many municipalities, generally imposing greater restrictions on off-premises signs, or prohibiting off-premises signs. After *Reed*, there is a concern that this form of regulation requires knowing the content of the sign, and therefore would not survive strict scrutiny. Justice Alito, in his concurring opinion, suggests that rules distinguishing between on-premises and off-premises signs *would not* be content based, and would survive. Justice Alito's concurring opinion was not the opinion of the court, however, and it is not at all clear that this interpretation would prevail. It is hard to know what compelling interest a municipality might have to regulate or prohibit off-premise signs, given that a less restrictive means of regulation might be to simply have size and location limits that uniformly apply to every lot regardless of whether the sign is on-premise or off-premise, or other content considerations. Dr. Lawrence Tribe of Harvard University has offered the opinion to the Outdoor Advertising Association of America, dated September 11, 2015, that the on- and off-premises distinction continues to be permissible after *Reed*, based upon a close reading of the plurality opinion and concurring opinions in the case, finding that at least six justices would not apply strict scrutiny to the distinction between on-premises and off-premises signs.

### III. Recommendations: What Municipalities Can Regulate.

- A. Physical issues, in general, can be regulated.
- B. Justice Alito's concurrence suggests that municipalities can regulate all of the following:
  - 1. Size of signs. These rules may distinguish among signs based on any content-neutral criteria, including any relevant criteria listed below.
  - 2. Locations in which signs may be placed. These rules may distinguish between free-standing signs and those attached to buildings.
  - 3. Rules distinguishing between lighted and unlighted signs.
  - 4. Rules distinguishing between signs with fixed messages and electronic signs with messages that change.
  - 5. Rules that distinguish between the placement of signs on private and public property.
  - 6. Rules distinguishing between the placement of signs on commercial and residential property.
  - 7. Rules distinguishing between on-premises and off-premises signs. (Note: See Section IV(I), above.)
  - 8. Rules restricting the total number of signs allowed per mile of roadway.

9. Rules imposing time restrictions on signs advertising a one-time event. Rules of this nature do not discriminate based on topic or subject and are akin to rules restricting the times within which oral speech or music is allowed. (Despite Justice Alito's suggestion, this did not garner a majority of the court, and may present a concern because this requires consideration of the sign content.)

C. Other Suggested Regulations:

1. Include a "purpose" statement in your regulation that includes traffic safety, community aesthetics, blight prevention, economic development, design creativity, prevention of clutter, protection of property values, encouragement of free speech, scenic view protection, and such other purposes of the sign regulations as you deem appropriate.
2. Ensure that the purpose is supported by as much empirical information as possible, and this may include traffic safety studies and comprehensive planning.
3. Be sure your regulations have a "substitution" clause such as this:

Notwithstanding any other provision contained herein to the contrary, non-commercial messages may be contained on any authorized sign.

This is not necessarily a safe haven, because even the distinction between commercial and non-commercial signs and messages can give rise to challenge, and the distinction has not survived in some cases e.g., see *Peterson v. Village of Downers Grove* (N.D. Illinois 4/27/2015); and *Central Radio Company, Inc. v. City of Norfolk* (4<sup>th</sup> Cir. CA 1/13/2015). It still may provide a useful argument if your regulation would be challenged, so I would include this savings clause.

4. Although the U.S. Supreme Court was not unanimous, even on this point, I believe we have very strong arguments when it comes to government signs. We need to ensure traffic safety, for example, and we need to appropriately direct the traveling public. The IMLA Model Sign Code, Fourth Rough Draft, suggests including in the ordinance language that specifically excludes government signs from regulation, and the draft document defines a government sign as:

A government sign is a sign that is constructed, placed, or maintained by the federal, state or local government or a sign that is required to be constructed, placed or maintained by the federal, state or local government either directly or to enforce a property owner's rights.

5. If your municipality has zoning powers, I recommend that the sign regulations be adopted through those zoning powers, and that the differentiation of the signs that can be allowed, are established by zoning district.
6. If your municipality does not have zoning powers, that does not prevent you from regulating signs necessarily, but you need to be careful if you make distinctions in the regulations. A few options may be available:
  - a. You could regulate the size and placement of signs, based upon the speed limit on the road that abuts the lot. So, for example, if there is a 55 mph speed limit, you may allow larger signs, but they may need to be set back farther from the road right-of-way. If the speed limit is 25 mph, you may have a smaller size limit for signs, but the setback may not need to be as large.
  - b. You could establish one set of regulations for properties with residential uses, and a different set of regulations for properties with non-residential uses. As noted above, though, this could give rise to some opportunities for challenge if it is not carefully drafted in light of particular compelling governmental interests.

- c. You could consider establishing sign regulations that treat lots with a larger street frontage than lots with a smaller street frontage, again though this distinction would need to be carefully developed in the ordinance to describe the governmental interests involved and ensure that these regulations are narrowly tailored to that interest.
7. We have long been concerned about signs in road right-of-way, even prior to the *Reed* case, due to the health, safety and welfare concerns that can arise. One clear method to address this concern would be to prohibit all signs in the road right-of-way in order to best protect the traveling public. If you allow placement of signs in the road right-of-way, the concerns raised by the *Reed* decision will quickly come into direct focus, because you cannot allow some kinds of signs and deny other kinds. I would urge extreme caution in any attempt to allow signs in the road right-of-way, as this will need to be carefully reviewed to ensure that it remains content neutral, while also ensuring against unnecessary risks of injury and liability to the traveling public.

#### IV. Conclusion.

If you currently regulate signs, you need to revisit your ordinance because it is very likely that parts of your regulations are unconstitutional, and maintaining an unconstitutional ordinance carries substantial risk. I recommend that you suspend issuing citations or court enforcement for violations of your sign regulations until you have updated your regulations. Regulation of signs should be based solely on physical characteristics. All content-based distinctions must be strictly avoided.



# SIGNAGE FOUNDATION 2016 ANALYSIS

## THE STATE OF SIGN CODES AFTER *REED V. TOWN OF GILBERT*

*Professor Alan Weinstein holds a joint faculty appointment at Cleveland State University's Cleveland-Marshall College of Law and Maxine Goodman Levin College of Urban Affairs and also serves as Director of the Colleges' Law & Public Policy Program. Professor Weinstein is a nationally-recognized expert on planning law who lectures frequently at planning and law conferences and has over eighty publications, including books, book-chapters, treatise revisions and law journal articles.*



signage foundation, inc.

# THE REED CASE

## THE U.S. SUPREME COURT'S JUNE 2015 DECISION

in *Reed v. Town of Gilbert* was, undoubtedly, the most definitive and far-reaching statement that the Court has ever made regarding day-to-day regulation of signs. But the *Reed* case, while very clear about the rules that must be applied to the regulation of temporary non-commercial signs, provided only scant guidance about how courts should treat sign regulations that apply to commercial business signs or that differentiate between on-site and off-site signs. In the nine months since the *Reed* ruling, lower court decisions have begun to provide additional guidance on these questions while some questions remain unanswered.

### CONTENT-BASED REGULATION OF SIGNS IS UNCONSTITUTIONAL

The rules that Justice Thomas announced in *Reed* are straight-forward for non-commercial signs: a regulation that "on its face" requires consideration of the content of a sign is "content-based" and will be subjected to strict scrutiny.

Further, a regulation that is facially content-neutral could still be considered content-based if its purpose is related to the message on a sign. For example, a code provision that allowed more lawn signs for election season would be facially content-neutral but might be challenged as being justified by or have a purpose related to allowing "election campaign" messages.

A sign regulation is content-based and subject to "strict scrutiny" even if the government (i.e. local officials) did not intend to restrict speech or to favor some category of speech for benign reasons. Justice Thomas wrote: "In other words, an innocuous justification cannot transform a facially content-

based law into one that is content-neutral."

Justice Thomas specified that a content-based sign regulation (including a regulation that is facially content-neutral but justified in relation to content) is presumed to be unconstitutional and will be invalidated unless government can prove that the regulation is narrowly tailored to serve a compelling governmental interest. This is known as the "strict scrutiny" test, and few, if any, regulations survive strict scrutiny. We don't know what, if any, content-based regulations might survive strict scrutiny.

### NEARLY EVERY SIGN CODE IS AFFECTED BY REED

Justice Thomas's opinion calls into question almost every sign code in this country:

**Temporary Signs:** Few, if any, codes have no content-based provisions under the rules announced in *Reed*. For example, almost all codes contain content-based exemptions from permit requirements (real estate signs, political and/or election signs, "holiday displays," etc.), and almost all codes also categorize temporary signs by content, and then regulate them differently. For example, a "real estate" sign can be bigger and remain longer than a "garage sale" sign. *Reed* failed to provide an answer to how we provide for the public's desire for more signage during election campaigns in a wholly content-neutral manner.

**Permanent Signs:** Many sign codes also have content-based provisions for permanent signs. Because the *Reed* rules consider "speaker-based" provisions to be content-based, differing treatment of signs for "educational uses" vs. "institutional uses" vs. "religious institutions" would be subject to strict scrutiny. The strict scrutiny test could also apply for differing treatment of signs for "gas stations" vs. "banks" vs. "movie theaters."

### "TIME, PLACE OR MANNER" REGULATIONS ARE CONTENT-NEUTRAL, SUBJECT TO INTERMEDIATE SCRUTINY

*Reed* does not, however, cast doubt on the content-neutral "time, place or manner" regulations that are the mainstay of almost all sign codes, provided they are not justified by or have a purpose related to the message on the sign.

Justice Thomas acknowledged that point, noting that the code at issue in *Reed* "regulates many aspects of signs that have nothing to do with a sign's message: size, building materials, lighting, moving parts and portability."

Justice Alito's concurring opinion, joined by Justices Kennedy and Sotomayor, went further. While disclaiming he was providing "anything like a comprehensive list," Justice Alito noted "some rules that would not be content-based." These included rules regulating the size and

location of signs, including distinguishing between building and free-standing signs; "distinguishing between lighted and unlighted signs;" "distinguishing between signs with fixed messages and electronic signs with messages that change;" distinguishing "between the placement of signs on private and public property" and "between the placement of signs on commercial and residential property;" and rules "restricting the total number of signs allowed per mile of roadway."

But Justice Alito also approved of two rules that seem at odds with Justice Thomas's "on its face" language. Alito claimed that rules "distinguishing between on-premises and off-premises signs" and rules "imposing time restrictions on signs advertising a one-time event" would be content-neutral. But rules regarding "signs advertising a one-time event" clearly are facially content-based, as Justice Kagan noted in her opinion concurring in the judgment, and the same claim could be made regarding the on-site vs. off-site distinction.

Keep in mind, however, that even content-neutral "time, place or manner" sign regulations are subject to intermediate judicial scrutiny rather than the deferential "rational basis" scrutiny applied to regulations that do not implicate constitutional rights such as freedom of expression or religion. Intermediate scrutiny requires that government demonstrate that a sign regulation is narrowly tailored to serve a substantial government interest and leave "ample alternative avenues of communication." Because intermediate scrutiny requires only a "substantial," rather than a "compelling," government interest, courts are more likely to find that aesthetics and traffic safety meet that standard. That said, courts have struck down a number of content-neutral sign code provisions because the regulations were not "narrowly tailored" to achieve their claimed aesthetic or safety goals.

### BEYOND REED

As noted previously, the Supreme Court ruling of *Reed v. Town of Gilbert* provided scant guidance about how courts should treat sign regulations that apply to commercial business signs or that differentiate between on-site and off-site signs. These issues are now being addressed in the lower federal courts, clarifying how these types of signs might be content-based and subject to strict scrutiny.

**Commercial signs:** To date, the federal courts have ruled unanimously that *Reed* should not be applied to regulations that affect commercial signs. The following quote from *Lamar Cent. Outdoor, LLC v. City of Los Angeles*, 2016 WL 911406, (Cal. Ct. App. Mar. 10, 2016) is typical: "*Reed* is of no help to plaintiff either..., it does not purport to eliminate the distinction between commercial and noncommercial speech. It does not

involve commercial speech, and does not even mention *Central Hudson*.” The *Central Hudson* reference is to the 1980 Supreme Court ruling establishing that regulation of commercial speech should be subject to a form of intermediate scrutiny rather than strict scrutiny.

**On-site vs. off-site signs:** Treatment of the on-site vs. off-site distinction remains uncertain. Most courts that have addressed the issue have cited Justice Alioto’s concurrence as the basis for dismissing the idea that *Reed* should apply to the on-site vs. off-site distinction. But one federal district court has vigorously disagreed. In *Thomas v. Schroer*, 2015 WL 5231911 (W.D. Tenn. Sept. 8, 2015), the judge noted: “Not only is the concurrence not binding precedent, but the concurrence fails to provide any analytical background as to why an on-premise exemption would be content-neutral. The concurrence’s unsupported conclusions ring hollow in light of the majority opinion’s clear instruction that ‘a speech regulation targeted at specific subject matter is content-based even if it does not discriminate among viewpoints within that subject matter,’ citing *Reed*. Clearly, this issue remains unresolved.

**Content-based exemptions:** Sign regulations that contain content-based exemptions have not fared well under *Reed*. *Central Radio Co. Inc. v. City of Norfolk, Va.*, 811 F.3d 625 (4th Cir. 2016), is a good example. There, in a challenge first decided before *Reed*, the Court of Appeals had concluded that a sign regulation exempting flags, emblems and works of art was content-neutral and, applying intermediate scrutiny, held that the regulation was a constitutional exercise of the city’s regulatory authority. But when the challenge was renewed after *Reed*, the Court of Appeals reversed its decision and agreed with the plaintiffs that, under *Reed*, the regulation was a content-based restriction that cannot withstand strict scrutiny. Similarly, in *Marin v. Town of Southeast*, 2015 WL 5732061 (S.D.N.Y. Sept. 30, 2015), a federal district court ruled that a regulation that exempted certain signs, but not political signs, from restrictions placed on temporary signage, was a content-based restriction that did not withstand strict scrutiny.

**Content-neutral prohibitions:** In contrast, courts that have ruled on challenges to content-neutral “time, place or manner” regulations after *Reed* have had little difficulty upholding the regulations. For example, in *Peterson v. Vill. of Downers Grove*, 2015 WL 8780560 (N.D. Ill. Dec. 14, 2015), the court upheld a content-neutral ban on all painted wall signs, and in *Vosse v. The City of New York*, 2015 WL 7280226 (S.D.N.Y. Nov. 18, 2015), the court upheld a content-neutral prohibition on signs extending more than 40 feet above curb level as a reasonable “time, place or manner” restriction on speech.

## WHAT NOW?

### HOW CAN CITIES RESPOND TO THESE RULINGS?

Some cities are enacting moratoria on sign regulation while they try to figure that out. A court would likely view with disfavor a total moratorium on issuing any sign permits (or, worse yet, displaying any new signs) as an unconstitutional prior restraint on speech. In contrast, a moratorium of short duration – certainly no more than 30 days – targeted at permits issued under code provisions that are questionable after *Reed* is far more likely to be upheld. Cities are also well-advised to suspend enforcement of code provisions – particularly regulation of temporary signs – that are questionable after *Reed*. Obviously, however, all sign code structural provisions directly related to public safety should continue to be enforced.

As we all know, drafting a fair and effective sign code that balances a community’s interests is no easy task. Trying to do that during a short moratorium is even harder, but it is certainly not impossible.

### TIPS FOR COMPLYING WITH REED

Until the courts provide more guidance on the uncertainties surrounding the *Reed* ruling, arguably the best course of action is to err on the side of allowing for less restrictive, rather than more restrictive, sign regulations.

**Remove from the sign code all references to the content of a sign other than the few examples directly related to public safety noted in Justice Thomas’s opinion.** Most of these content-based provisions likely will relate to temporary signs. Rather than referring to “real estate” or “political” or “garage sale” signs, your code should treat these all as “yard” signs or “residential district” signs. You then regulate their number, size, location, construction and amount of time they may be displayed, keeping in mind how your residents want to use such signs. You would use the same approach for temporary signs in business districts: replace references to “Grand Opening” or “Special Sale” signs with “temporary business sign” and regulate their number, size, location, construction and amount of time they may be displayed based on business needs for such signs.

**All the provisions in your code that refer to number, area, structure, location and lighting of permanent signs are content-neutral and unaffected by *Reed*.** If your code has any content-based provisions for permanent signs, either by specifying content that must (or must not) be on a sign or because you distinguish among uses (e.g., “gas-station signs”), those provisions will be subject to strict scrutiny if challenged. None of these content-based provisions should be retained unless public safety would be so threatened by removal that the provision would survive strict scrutiny. Permanent signs should be regulated in a content-neutral manner with regulations distinguished not by type of use (because that would be “speaker-based”) but by either zoning districts or “character” districts or by reference to street characteristics such as number of lanes or speed-limit. The International Sign Association has a number of resources that can help your community revise your sign code based on the latest research, sign industry expertise and sign-user perspectives.

**If your sign code does not have a severability clause and a substitution clause they should be added.** A severability clause provides that if any specific language or provision in the code is found to be unconstitutional, it is the intent of the city council that the rest of the code remain valid. For example: “If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term or word in this code is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the code.” A substitution clause allows a non-commercial message to be displayed on any sign. While *Reed* did not discuss the commercial/non-commercial distinction, prior U.S. Supreme Court cases established that commercial speech should not be favored over non-commercial speech. A substitution clause thus can safeguard you against liability that could result from mistakenly doing just that by prohibiting the display of a non-commercial message or citing it as a code violation. For example: “Signs containing non-commercial speech are permitted anywhere that advertising or business signs are permitted, subject to the same regulations applicable to such signs.”

IS YOUR COMMUNITY EXPLORING SIGN CODE CHANGES?

CONTACT [SIGNHELP@SIGNS.ORG](mailto:SIGNHELP@SIGNS.ORG)  
FOR COMPLIMENTARY ANSWERS.

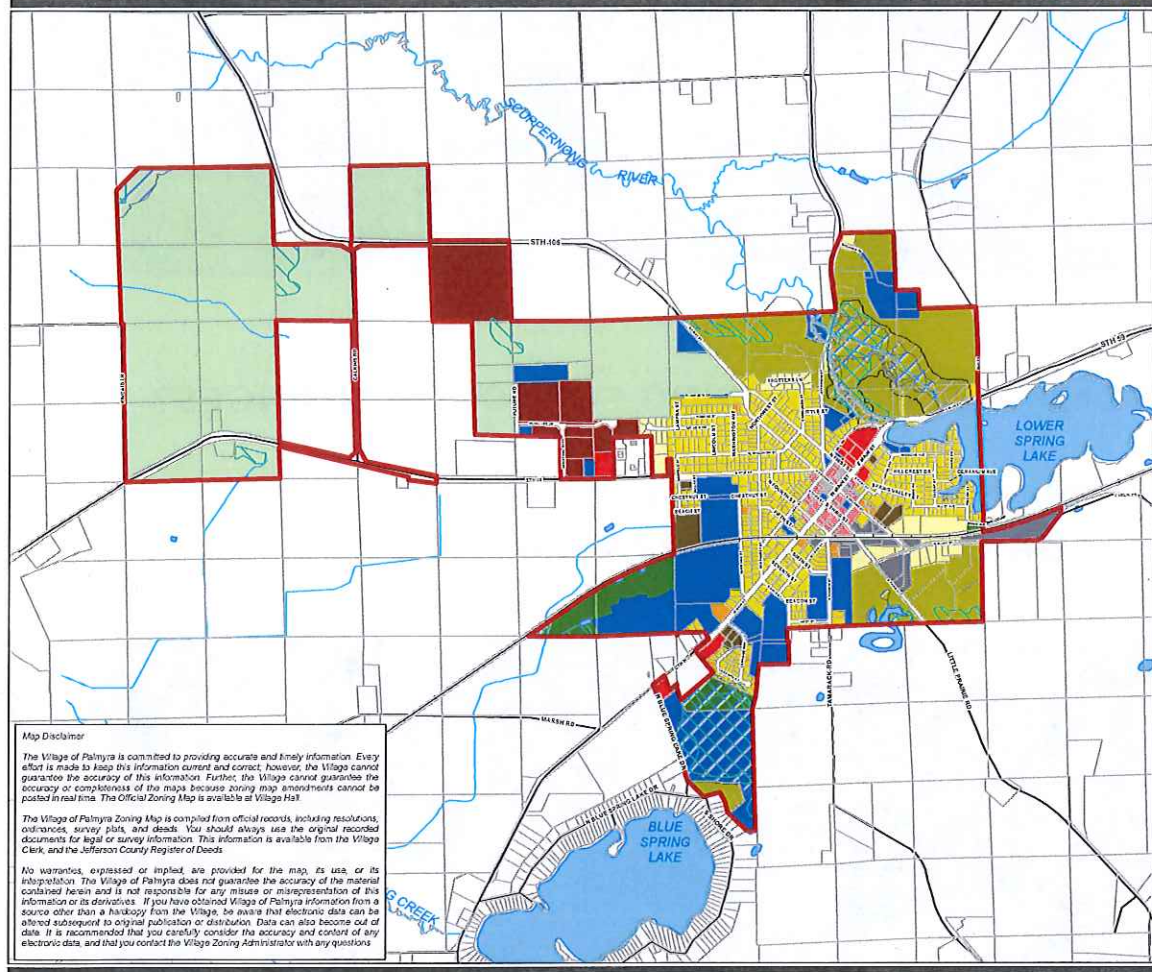
PUBLISHED BY:



[WWW.THESIGNAGEFOUNDATION.ORG](http://WWW.THESIGNAGEFOUNDATION.ORG)

OFFICIAL ZONING MAP  
AMENDMENTS THROUGH  
12-31-2016

Village of Palmyra,  
Wisconsin



- Municipal Boundary
  - Tax Parcels
  - Railroad
  - Roads
  - Streams
  - Lakes
- Official Zoning\* 12-31-2016**
- A-1 - Exclusive Agriculture\*\*
  - RH - Rural Holding
  - R1-4 Single Family Residential
  - R1-5 Traditional Single Family Residential
  - R2-6 Plex Residential
  - R3-12 Multi-Family Residential
  - B1 - Central Business
  - B2 - General Business
  - B3 - Business Park
  - I1 - General Industrial
  - P1 - Public & Institutional
  - C1 - General Conservancy
  - PUD - Planned Unit Development Overlay
  - C-1 - Shoreland-Wetland Overlay
  - FPO - Floodplain Overlay\*\*\*
  - Floodplain Dam Failure Hazard Boundary\*\*\*

**Map Disclaimer**

The Village of Palmyra is committed to providing accurate and timely information. Every effort is made to keep this information current and correct; however, the Village cannot guarantee the accuracy of this information. Further, the Village cannot guarantee the accuracy or completeness of the maps because zoning map amendments cannot be posted in real time. The Official Zoning Map is available at Village Hall.

The Village of Palmyra Zoning Map is compiled from official records, including resolutions, ordinances, survey plats, and deeds. You should always use the original recorded documents for legal or survey information. This information is available from the Village Clerk, and the Jefferson County Register of Deeds.

No warranties, expressed or implied, are provided for the map, its use, or its interpretation. The Village of Palmyra does not guarantee the accuracy of the material contained herein and is not responsible for any misuse or misrepresentation of this information or its derivatives. If you have obtained Village of Palmyra information from a source other than a handbook from the Village, be aware that electronic data can be altered subsequent to original publication or distribution. Data can also become out of date. It is recommended that you carefully consider the accuracy and content of any electronic data, and that you contact the Village Zoning Administrator with any questions.

\*Refer to the Village of Palmyra Zoning & Development Code for additional information.

\*\*Jefferson County Zoning District, as administered by the Village of Palmyra Zoning & Development Code.

\*\*\* Official Floodplain Maps kept on file in the Office of the Village Clerk.

Feet  
0 1,250 2,500

Sources:  
- Base data provided by Jefferson County  
- Zoning data provided by MSA

Revised: 8-18, 8-20, 8-21-17; File # 14/142A, 14/142B, 14/142C, 14/142D

STATE OF WISCONSIN

VILLAGE OF PALMYRA

JEFFERSON COUNTY

**ORDINANCE NO. 2017-01**

**An Ordinance to Amend Portions of Chapter 17 of the Village of Palmyra Municipal Code Regarding Zoning & Development Code**

Summary of an Ordinance to Amend Certain Sections of the Village's Zoning & Development Code

**WHEREAS**, Chapter 17 of the Village of Palmyra Municipal Code establishes zoning and development codes for the Village of Palmyra and the area within its extraterritorial plat review jurisdiction; and

**WHEREAS**, the Village has found it necessary to amend certain Sections of Chapter 17 to clarify the intent and purpose of Village zoning regulations; and

**WHEREAS**, Chapter 17 has been adopted pursuant to the authority contained in Wisconsin Statutes sections 61.35, 62.23(7), 87.30, and Chapters 236 and 703, and Wisconsin Administrative Codes; and

**WHEREAS**, the purpose of the Chapter is to protect and promote the public health, safety, prosperity, aesthetics, morals, and general welfare of the Village of Palmyra, and to provide certain minimum standards, provisions, and requirements for safe and stable structures; and

**WHEREAS**, the intent of the proposed amendments is to further the purpose for which Chapter 17 was created; and

**WHEREAS**, the Village Plan Commission has reviewed the proposed changes and recommended adoption by the Village Board; and

**WHEREAS**, the Village Plan Commission has held a public hearing at an official meeting regarding the proposed amendments to Chapter 17.

**NOW THEREFORE**, the Village Board for the Village of Palmyra DOES HEREBY ORDAIN THE FOLLOWING AMENDMENTS TO CHAPTER 17 AS FOLLOWS:

## SECTION 1: SUMMARY OF CHAPTER 17 CODE AMENDMENTS

### Section 17.05(6)(b), Table 17.05-B Matrix of Bulk Regulations:

R-H Min Lot Area = 1 acre (INSERT) or 20 acres. (INSERT) footnote #3 to the Min Area for the R-H District...."for lots smaller than 20 acres located within the Village as of November 19, 2012 and zoned R-H, the minimum lot size is 1 acre, otherwise the minimum lot area is 20 acres."

R-H District Max. Density (Dwelling Units/Acre) = ~~1 DU/35 acres~~ 1 DU/20 acres.

### Section 17.10(6)(d)(6)(b) Landscaping Standards:

(h). At least one (1) tree and two (2) shrubs shall be planted for each 1,000 square feet or portion thereof of the area to be developed with impervious surfaces (INSERT) up to the first 15,000 square feet and 0.5 trees and 1.5 shrubs for each 1,000 square feet or portion thereof exceeding 15,000 square feet. Each required tree shall have an initial caliper of no less than 1 ½ inches at a point 1 ½ feet above grade, and a height of at least seven (7) feet.

### Section 17.13(3)(e)(4)(h) Fixture Height:

(h). No light structure shall exceed twenty (20) feet in height (INSERT) in residential districts (R1-4, R1-5, R2-6, R3-12), or twenty five (25) feet in height in non-residential districts (RH, B1, B2, B3, I1, P1, C1), unless permitted to exceed such height by the Plan Commission.

## SECTION 2: SEVERABILITY

If any section, clause, provision, or portion of the amendments to Chapters 17 are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of Chapter 17 shall not be affected thereby. If an application of Chapter 17 to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment. If any requirement or limitation attached to an authorization given under Chapter 17 is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

**SECTION 3: EFFECTIVE DATE**

This ordinance shall take effect immediately upon passage and posting or publication as provided by law. This ordinance passed this \_\_\_\_\_ day \_\_\_\_\_, 2017.

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David Turner, Village President

ATTEST:

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Laurie Mueller, Village Clerk

Published:





# APPLICATION FOR OPERATOR'S LICENSE

Request:  Renewal (\$17.00)  New (\$17.00)  Provisional (\$17.00)  Temporary (\$7.00)  
NOTE: The above fee includes an Investigative Fee.

APPLICANT'S FULL NAME (Please Print) (Last Name, First Name, Middle, Maiden) Smith Heather M (Jensen)			
DATE OF BIRTH 12-15-68	PLACE OF BIRTH Pacine, WI	DRIVERS LICENSE NUMBER S530-3336-8955-02	
HOME ADDRESS 100 West Main St. Upper	CITY Palmyra	STATE WI	ZIP 53156
DAYTIME PHONE (608)-909-7758	E-MAIL Heather.ssa@wi.com		
NAME OF ESTABLISHMENT BP			ESTABLISHMENT PHONE

- I certify that:
- I have held an operator's, premises or manager's license within the past two years (if in another municipality other than the Village of Palmyra, proof is required), have completed the "Responsible Beverage Server's Training Course" (certificate is required) or enrolled in the "Responsible Beverage Server's Training Course" (copy of enrollment receipt is required).
  - I am familiar with all laws, resolutions, ordinances and regulation, Federal, State and Local, pertaining to the sale of such beverages and liquors, and if granted said license, do agree with and obey all provisions thereof.
  - I am a citizen of the United States.
  - I have been a resident of the State of Wisconsin continuously since 1968.
  - I have been a resident of the (Village / City / Town) of Palmyra since 3-1-17.
  - I am 28 years of age.
  - I understand that by signing below that the Village of Palmyra will be conducting a background check.

Have you ever been charged, arrested and/or convicted of violating any Federal, State or City Laws, including traffic?

If you answered yes, specify offenses, giving dates and locations:

No  Yes

Do you have any pending charges (Federal, State, City Laws) for which you are awaiting trial or a final disposition?

If you answered yes, specify offenses, giving dates and locations:

No  Yes

I do hereby make application for an operator's license from the date hereof to June 30, 20\_\_\_, inclusive, (unless sooner revoked) to dispense alcoholic beverages on premises requiring a retail Class "A", "Class A", Class "B", or "Class B" license, all subject to provisions of and limitations imposed by Chapter 125 of the Wisconsin Statutes and Chapter 12 of the Village of Palmyra Municipal Code, and all acts amendatory thereof and supplementary thereto.

I further certify that the statements in the foregoing application subscribed by me are true and correct to the best of my knowledge. Answering falsely to any of the above questions may result in denial of your license.

Subscribed and sworn to me this 6th day  
of March, 2017.

Notary Public or Village Clerk Laurie Mueller Applicant's Signature Heather M Smith  
County Jefferson

Commission Expires Person Record Check:  Pass  Fail

Receipt # CASH	License # (New/Renewal)	License # (Provisional)	License # (Temporary)
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To: Village Board Members  
From: Jeff Gwaltney DPW Supt.  
RE: Clothing allowance  
Date: 3/9/17

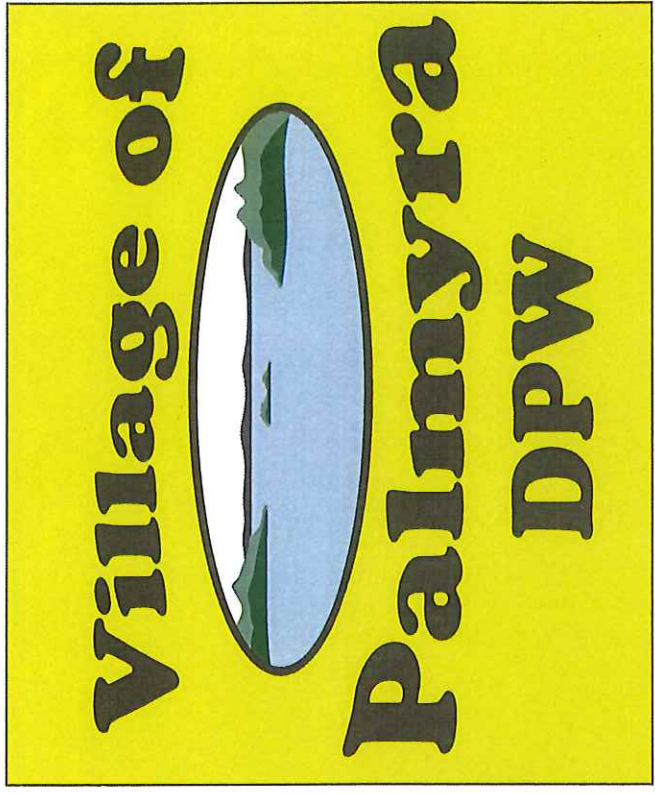
Village Board Members,

I am proposing that the Village Of Palmyra switches from a uniform service to a clothing allowance of \$375.00 per DPW full time employees per year. Listed here a just a few of the advantages of making the switch

1. Cost savings- currently we spending between \$2100.00 to \$2200.00 per year for the uniform service, by switching to a clothing allowance the Village would have a savings of \$1025.00 per year.
2. Safety- This would allow DPW employees to buy some HI-VIS clothing for all weather conditions
3. Identification and Professionalism- I have worked with On-Time tees in Whitewater to be able to get the Palmyra "logo" either screen printed or embroider on any article of clothing whether purchased in store or elsewhere. With this it would make Village employees more noticeable and identifiable. I would also request DPW employees to get a few collared shirts with "logo" out of this allowance to wear to meetings, seminars, trainings and ect.
4. Comfort - no explanation needed
5. Other departments may be interested

These were just some examples, I have enclosed a picture of the "logo" and had a few shirts made at my expense to show the board, I did have to also pay a \$30 set-up for the "logo" on top of the shirts that if the Village decides they are in favor of this I would like to be reimbursed the \$30.

**FRONT** ART NO: WW-4540



ZOOM IN FOR CLOSER ARTWORK DETAIL

ART NUMBER BOX COLOR KEY  
SCREEN PRINT  
EMBROIDERY  
HEAT PRESS  
ASI - PROMOTIONAL

PERSONALIZATION INFO

**RIGHT SLEEVE**

INK COLORS:

SIZE:

**LEFT SLEEVE**

INK COLORS:

SIZE:

IMPRINT COLORS:

BLACK  
WHITE  
LIGHT BLUE 291

SIZE: 4" WIDE

PLACEMENT: LEFT CREST

DARK GREEN

IMPRINT COLORS:

SIZE:

PLACEMENT:

GARMENT COLOR: SAFETY GREEN, VINTAGE HEATHER

GARMENT STYLE: SHORT SLEEVE TEE, POLO

**ON-TIME TEES cannot accept verbal approvals!!!**

If any aspect of the artwork is changed after approval is given, a \$25.00 re-setting fee will be applied and possible delays in production may result. Delivery of your order is directly affected by the art approval process. The quicker your art is finalized, the quicker we can print your order. Please be aware that slight variations in print and shirt color due to different monitor settings are not the responsibility of On-Time Tees. We make every effort to supply the most accurate proof possible. PLEASE CONTACT YOUR SALES REP WITH YOUR ART APPROVAL OR ANY CHANGES!

**SIGNED:**

March 14, 2017

To: Palmyra Committee of the Whole

From: James Small, Public Safety Director

RE: Replacement of Public Safety Department HVAC systems

The Village has borrowed money in recent years to create a fund for updating the Public Safety Building. This fund currently holds \$76,322. This is restricted for use on the Public Safety Building with a portion of the fund available for purchasing equipment for the new fire engine.

The HVAC system in the Public Safety Building has reached the end of its life expectancy and is in need of replacement. Most of the system was installed during the 1997 remodeling and is obsolete and non-functional. This past winter the furnace for the rear meeting area failed and is not repairable due to inability to obtain parts for the obsolete unit.

There are a number of different parts to this system. The administrative offices are on one system with a furnace above the ceiling and air conditioning Condenser on the roof. The rear of the building is on system with the furnace and air conditioning condenser located outside the east side of the building. The Apparatus Garage has 3 independent ceiling mounted units. The basement is also equipped with a furnace.

Several contractors have come in to view the current system and give opinions on full replacement of the HVAC systems. Each of the contractors included replacements of all parts of the system.

After evaluating their independent findings we have decided not to replace the garage units during this project. Although they are old they seem to be working appropriately and are extremely expensive to replace. All quotes contain pricing for the garage units.

The scope of this project will consist of replacing the furnace in the administrative offices, rear training area , and basement furnace in addition to adding a dehumidifier to the basement to assist with the ongoing moisture issues in the basement.

The quote received from Paull's heating and Cooling, LLC includes this work for \$18,650. Komfort Heating and Cooling from Elkhorn provided a similar quote at \$20,295. Synergy heating and Cooling did not provide an itemized quote and has a total price of \$44,301 including the garage replacement.

**RECOMMENDATION:**

Contract with Paull's Heating and Cooling to complete the project at a cost of \$18,650 to be paid for from the Public Safety Building designated funds.

# Proposal

Paul's Heating & Cooling, LLC  
605 Maple St  
Palmyra, WI 53156  
(262) 495-8380  
(414) 588-5626

30+Years of Experience  
Fully Insured

Date: January 9, 2017

## Job Name/Location

Palmyra Fire Department  
126 N 1st St  
Palmyra, WI 53156  
(262) 495-4200

ROOFTOP - Replace existing rooftop with Carrier rooftop. Install new commercial thermostat. Adapt to existing ductwork, curb, gas, and low-voltage.

- Carrier 5 Ton 130,000 BTU Rooftop  
Model # 48KCFA06A2A3-0A0A0
- Economizer
- Smoke Detector
- Commercial Thermostat
- Warranty - 1-Yr Parts & Labor; 5-Yr Compressor;  
10-Yr Heat Exchanger

\$8,650.00

REZNOR - Replace 3 existing Reznor Units in garage area with new units. Adapt to existing fresh-air intake, gas, venting, and low voltage.

- 1 - 300,000 BTU Reznor Unit
- 2 - 250,000 BTU Reznor Units
- 3 - Commercial Thermostats
- Warranty - 1-Yr Parts & Labor; 10-Yr Heat Exchanger

\$8,800.00

OFFICE FURNACE - Replace existing furnace with Payne furnace. Adapt to existing ductwork, venting, gas, and low voltage. Add 2 supplies, 1 return, and balance system.

- 80,000 BTU 96% Energy Star Payne Furnace with variable speed blower and 2 stage gas valve
- Commercial Thermostat
- Warranty - 5-Yr Parts; 1-Yr Labor (If registered on [www.Payne.com](http://www.Payne.com) within 90 days of install date, receive an additional 5 year parts)

TOTAL     \$3,800.00

BASEMENT FURNACE - Replace existing furnace with Payne furnace. Adapt to existing ductwork, venting, gas, and low voltage.

- 80,000 BTU 95.5% Energy Star Payne Furnace with multi-speed ECM blower motor
- Warranty - 5-Yr Parts; 1-Yr Labor (If registered on [www.Payne.com](http://www.Payne.com) within 90 days of install date, receive an additional 5 year parts)

TOTAL     \$2,450.00

BASEMENT DEHUMIDIFIER - Install Honeywell True Dry Dehumidifier

- DR120 Honeywell True Dry Dehumidifier
- Dehumidifier Control

TOTAL     \$3,750.00

TOTAL BID -     \$27,450.00


\*\*\*All Electrical included in price of bid - done by John Isaacsen.\*\*\*



PAYMENT

Payment to be made as follows: \$16,000 down; \$11,450 due upon completion of install.

I Propose – All work to be completed in a professional manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Date: 1-9-19 Signature: 

Acceptance of Proposal – the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

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

# Proposal

Komfort Heating & Cooling, Inc.  
5384 State Road 11  
Elkhorn, WI 53121  
262-723-2662  
262-723-5903 Fax

September 2, 2016  
Summary: PROPOSAL  
Tech: MIKE KRAUSE

BRAD CHESKE  
5540 STATE ROAD 50 SUITE 102  
DELAVAN, WI 53115

**Job Name**  
FIRE STATION  
PALMYRA  
608-295-5141  
[bradc@rapinno.com](mailto:bradc@rapinno.com)

## We Hereby Submit Specifications and Estimates For:

We propose to supply and install the following HVAC equipment to accommodate your HVAC needs at the Palmyra Fire Department. Price to include the following:

### Garage Service Bays:

- One Modine PDP250 deluxe gas unit heater
- One Modine PDP175 deluxe gas unit heater
- One Modine PDP100 deluxe gas unit heater
- One Rupp R1D.250-G10 direct fired makeup air unit to accommodate fresh air requirements
- Gas piping to all unit heaters
- Venting accommodations for all gas heaters
- Low voltage wiring and controls
- Start up and test all equipment

For the Sum of: \$18,950.00

### Office HVAC System:

- One Heil N9MSB100 deluxe 92% efficient gas furnace
- PVC venting
- Line voltage wiring to existing
- Drain accommodations
- Auxiliary drain pan
- One Heil 13 Seer 4 ton deluxe condensing unit with matching horizontal A-coil
- Line set and refrigeration specialties
- Deluxe Pro 1 programmable thermostat
- Fresh air accommodations
- Necessary duct alterations to accommodate new system
- Deluxe 4" media air cleaner
- Test and balance system
- Ten year parts warranty
- Clean up and removal of old equipment

For the Sum of: \$7,250.00

Meeting Room/Addition:

- One Heil RGX060 deluxe 5 ton commercial HVAC packaged system
- Curb adapter
- Necessary duct alterations to existing supply and return ductwork
- Electric to existing
- Drain accommodations
- Pro 1 programmable thermostat
- Economizer package to accommodate fresh air requirements per code
- Clean up and removal of old HVAC system

For the Sum of: \$10,195.00

Lower Level System:

- One Heil N9MSB080, 92% single stage deluxe gas furnace
- Necessary duct alterations to accommodate new furnace
- PVC venting
- Filter rack accommodations
- Drain accommodations
- Electric to existing
- Gas piping
- Ten year parts warranty
- Test and balance system
- Clean up and removal of old furnace

For the Sum of: \$2,850.00

NOTE: Line voltage wiring for makeup air system, carpentry, state approved plans or local permits not included in enclosed bid package.

**Payment to be made as follows:**

**FINANCING WITH APPROVED CREDIT OR 50% DOWN PAYMENT/BALANCE UPON COMPLETION OR AS AGREED UPON.**

Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation & Public Liability Insurance on above work to be taken out by Komfort Heating & Cooling, Inc.

As required by the Wisconsin Construction Lien Law, Komfort Heating & Cooling hereby notifies the buyer that Komfort Heating & Cooling, Inc. and/or other persons or companies furnishing labor or materials for the construction of buyer's land may have lien rights on buyer's land and building if not paid. Those entitled to lien rights in addition to undersigned Komfort Heating & Cooling, Inc., are those who contract directly with buyer, or those who give the owner notice sixty (60) days after they first furnish labor or materials for the construction. Accordingly, buyer probably will receive notices from those who furnish labor or materials for the construction, and should give a copy to each notice received to his mortgage lender, if any, to see that all potential lien claimants are duly paid. Komfort Heating & Cooling, Inc. agrees to cooperate with the owner's lender, if any, to see that all potential lien claimants are paid.

Authorized Signature \_\_\_\_\_ Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_



**SYNERGY HEATING & COOLING, LTD.**

1272 Turret Dr.  
Machesney Park Illinois 61115  
(815) 977-5826  
twalker@synergyhvac.com

Date: 1/23/17

**Project:** Palmyra Fire Department  
**Contact:** Brad Cheske  
**Location:** 126 N. 1<sup>st</sup> street Palmyra, Wi 53156

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**Removal of all existing equipment and dispose of properly.**

- 1- Reznor Makeup air unit with ducting, insulation and venting  
Install new thermostats to control system  
Equipment is configured for separated combustion and S.S. heat exchangers and burners
- 2- Reznor unit heaters on apparatus floor  
Install new thermostats to control system  
Equipment is configured for separated combustion and S.S. heat exchangers and burners
- 1- Horizontal Rheem 96% afue horizontal furnace for offices
- 1- Rheem 16 seer condensing unit and matched AHRI coil  
Add R/A to hallway in front office area  
Install new commercial thermostat with averaging sensor for offices
- 1- Rheem 5 ton Rtu to replace existing on side of building natural gas with economizer  
Install new commercial thermostat
- 1- Rheem 96% modulating furnace with ecm motors for basement  
Install Honeywell DR90 dehumidifier in basement ducted to furnace  
- Install new commercial thermostat with dehumidifier control

The above equipment includes all materials and labor for a complete installation! All equipment is warranted by the manufacturer and labor is provided by Synergy heating and cooling, ltd for the first year.

Total for above \$44,301.00

Subject to terms and conditions contained listed hereto.

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Terms & Conditions:

- Terms: PAYMENT ON COMPLETION OF WORK. A finance charge of 2% per month will be added to all amounts not paid at the time work is performed and/or installation is complete.
- Down Payment: 50% with progress billings Final payment on completion of HVAC work
- Monthly Payment: \$0.00
- Dealer is licensed, bonded, and insured.
- All work shall be performed in a professional and workmanlike manner and shall comply with all applicable local and state codes.
- Dealer will install all ancillary items necessary to make the system complete and operable.
- All dust and debris created by dealer's work to be vacuumed/removed from premises at conclusion of each day's work.
- Quote valid for 30 days.
- Written alterations/deviations from work described (at customer's request) resulting in additional costs will be billed as a "change order."
- All labor, parts, and/or equipment performed, replaced or installed shall be subject to a mechanic's lien, where applicable, until full payment is received by seller. Client agrees to pay all reasonable costs, including attorneys' fees, associated with collection.
- Purchased materials and equipment are warrantied solely by the Manufacturer's warranties.
- THERE IS NO OTHER EXPRESS WARRANTY. ANY AND ALL IMPLIED WARRANTIES, INCLUDING MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE, ARE HEREBY SPECIFICALLY DISCLAIMED AND EXCLUDED BY SYNERGY HEATING AND COOLING, LTD. INCIDENTAL AND CONSEQUENTIAL DAMAGES ARE EXPRESSLY EXCLUDED FROM THE REMEDIES AVAILABLE TO PURCHASER, AND THE REMEDIES PROVIDED IN THIS WARRANTY SHALL BE EXCLUSIVE.

**SYNERGY HEATING AND COOLING, LTD**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Client: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank You for the Opportunity to Quote this Project.*



March 16, 2017

To: Palmyra Committee of the Whole

From: James Small, Public Safety Director

RE: Painting of Exterior of Public Safety Building

The Public Safety Building is in need of exterior painting. There are numerous areas where the current paint is in disrepair and the building has a generally run down appearance. The goal of this project is to replace all of the existing paint as part of the ongoing upgrades of the building. Public Safety Building improvement designated funds exist to conduct this project.

Over the past year 3 contractors have provided quotes on painting the exterior: Lakeside Painting, Agen Painting, and Steven George who is a contractor who painted the former police department building last fall. All three quotes are similar in scope.

Pricing received is:

Lakeside Painting      \$13,500.00

Agen Painting            \$12,430.00

Steven George          \$11,227.00

I would like to see this move forward with any of the three contractors as the committee see sit to move ahead. All three have examples of their work within the community.

In excess of \$40,000 will remain in Public Safety Department repair funds if this project and the HVAC project are approved.

## Exterior Painting Agreement

3/7/2017

Prepared for: Village of Palmyra c/o James Small

Job Location: 126 N 1<sup>st</sup> St.

Palmyra, WI 53156

Phone: 262-495-4200

Color(s): To be decided, two color project

### **Action Plan:**

Step 1 – Pressure wash building to remove chalking, loose paint, and other surface contaminants, apply bleach treatment where needed

Step 2 – Hand scrape as needed

Step 3 – Install rust inhibitive primer to all rusted metal pipes, doors and door frames

Step 4 – Mask, cover, tape, drop cloth all areas not to be painted

Step 5 - Caulk where caulk has failed

Step 6 - Install Hallman Lindsay 100% acrylic #174 Weatherguard Exterior paint to previously painted masonry, doors and trim

### **CHANGES & EXTRAS**

Changes in the plans or specifications will be made upon written order prior to a change being made. Written changes shall be signed by Buyer and shall set forth a description of the change, addition or deletion and the cost or credit. If a verbal change or extra is approved by the Buyer and is performed prior to the parties reaching an agreed upon amount in writing, the change or extras shall be charged per the change order. Any changes or extras shall extend the time to complete the construction. Any change, alteration or extra from the plans or specifications, including, but not limited to, erosion control measures or mandated dumpster use, which may be required by any public body or inspector of architectural control committee (or similar authority) or site conditions, which increases costs, shall constitute an extra and shall be paid by Buyer, and shall not require written approval from Buyer as stated above. In addition, Buyer agrees to pay a surcharge of \$0 per individual change hereunder occurring after signing of this Contract in addition to Steven George quoted price of the change. All changes and extras are subject to a delinquency charge of 18% per year and Buyer shall bear all costs of collection, including actual attorney fees, if not paid by due date. In the event of nonpayment, Steven George shall be entitled to stop work, and/or to treat the non-payment and stoppage of work as a delay to which Paragraph 2 applies.

**TIMING**

Action Plan shall be substantially completed within 21 working days after date of commencement except when Steven George shall be prevented from commencing or completing such building by reason of changes or delays requested by the Buyer or public authorities, other acts of the Buyer, shortage of labor and materials, abnormal building site conditions, strikes, weather conditions, storms, lightning, hail, flood or similar occurrences, damages caused by riot, civil commotion, vandalism, theft, war, fire, or any other conditions or occurrences whether similar to the foregoing or not which are not within the control of Steven George.

As required by the Wisconsin Construction Lien Law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specification for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner for those who give the owner notice within 60 days after they first perform, furnish, or procure labor services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

**INVESTMENT SCHEDULE**

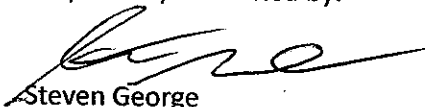
I propose to furnish materials and labor necessary to complete the above work according to standard practices for the investment of → \$11,227

Due at contract signing →

(Terms to be discussed upon contract signing)

Balance due when Action Plan is 100% complete →

Respectfully submitted by:



Steven George

414-975-2044

Weather Permitting Schedule: To be decided/June 2017

**Acceptance of Agreement**

The above terms, specifications and conditions are satisfactory and are hereby accepted.

No changes may be made to this agreement without prior written consent from Steven George.

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

Print name: \_\_\_\_\_

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

Print name: \_\_\_\_\_



# PROPOSAL

## Agen's Quality Painting



Gordy Agen (262) 495-4478  
PO Box C  
Palmyra WI 53156

Date: 6-9-16

Submit To:  
Village of Palmyra

Work Performed at:  
Palmyra Fire and Police Dept. Building

We hereby propose to perform the labor necessary for the completion of:

**PROPOSAL FOR PAINTING OF EXTERIOR OF FIRE AND POLICE DEPT BUILDING**  
(Proposal is for informational purposes and not intended as commitment for completion of work)

- : Power wash exterior of building to clean and remove chalking paint.
- : Scrape areas as needed to remove loose and peeling paint.
- : Caulk as needed around windows, doors, cracks and imperfections.
- : Apply one full coat Sherwin Williams Loxon Masonry Primer to all exterior block by means of brush, roller and spray. Sprayed primer to be back brushed or rolled for adhesion.
- : Apply one full finish coat Sherwin Williams Exterior Super Paint Flat to all exterior primed block.
- : Apply one coat Sherwin Williams Sher-Cryl Acrylic Satin to 5 overhead doors.
- : Allows up to two coat material to be applied to red accent stripe.
- : Allows two coat material to be applied to two steel railings and rear steel man door.
- : Includes painting of gutters and downspouts.
- : Does not include painting of unpainted metal clad window frames, damaged double steel doors.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of:

Twelve thousand four hundred and thirty dollars

\$12,430.00

With payment to be made as follows: upon completion

Any alteration or deviation from the above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Public liability insurance on above work to be taken out by Agen's Quality Painting.

Respectfully submitted by

Gordy Agen

This proposal may be withdrawn by us if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



---

**To:** Louis Nowak  
Palmyra Fire Station  
126 North 1st Street  
Palmyra, WI 53156

**Re:** **Q16001 Exterior Painting - Five Year Warranty**

**From:** Joe Pangburn, President  
Lakeside Painting, Inc.

**Date:** June 14, 2016

---

Dear Louis:

Lakeside Painting Inc. hereby agrees to supply all labor, material, and equipment necessary to complete the Exterior Painting per our walkthrough located at the aforementioned location using the following specifications and guidelines:

**Scope & Treatment of Work:**

**Previously Painted Exterior Metals:**

1. Chemically treat to remove visible mildew, fungi and/or mold
2. Powerwash using up to **3,000 PSI** to remove loose coatings, clean treated organic spores, chalking paint, dirt, dust and/or airborne mineral deposits
3. Hand prep as necessary to remove remaining loose paint and/or rust
4. Spot-Prime rusted areas with (1) one coat rust-inhibitive primer sealer
5. Apply (2) two coats 100% acrylic DTM metal siding coating

**Exterior Block and/or Concrete:**

1. Chemically treat to remove visible mildew, fungi and/or mold
2. Powerwash using up to **6,000 PSI** to remove loose failing coatings, clean treated organic spores, chalking paint, dirt, dust and/or airborne mineral deposits
3. Hand tool loose edges of elastomeric coating using power wire brushes
4. Hand grind to remove deteriorated control joints, clean-out step and/or stair cracks.
5. Install new backer rod and urethane sealant.
6. Apply (1) one coat masonry conditioner (block filler) to bare areas
7. Apply (2) two coat 100% acrylic smooth waterproof coating

***Note: This system carries a "Five -Year Labor and Material Warranty" supplied by the manufacture to the end user. Check with your accountant as five-year warranty can qualify the coatings as a capital improvement.***

**Colors:** Selection by Owner

**Method of Application:** Brush, spray, or roller following standard trade practices

**Protection:** Areas not to be painted shall be masked off, draped, and/or covered.

June 14, 2016

**Includes:**

- Two-year warranty on painted metals and wood surfaces
- Bollards and steel railings
- Metal coping

**Excludes:**

- Moving and replacing of owners supplies and equipment
- Overhead doors

**Owner Responsibility:**

- Moving and replacing of owners supplies and equipment
- Water source for power washing on all sides of the building (standard city water is typically adequate)

**Base Bid: \$13,500.00 Thirteen Thousand Five Hundred & 00/100 Dollars.**

**Terms:**

**20% DOWN PAYMENT; BALANCE IS TO BE PAID TO US UPON RECEIPT OF INVOICE. *After 30 days from date of invoice, interest on the unpaid balance will be charged at the maximum rate allowed by law plus reasonable collection fee will be charged if necessary.***

**ACCEPTANCE OF PROPOSAL**

The prices, specifications, terms and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I also understand that Lakeside Painting, Inc. preserves their lien rights for the improvements now under construction on the above JOB NAMED Real Estate if payment is not received as outlined above.

Please sign and return (1) one copy, keeping one for your records

Purchase Order issued may be e-mailed, faxed, or mailed in lieu of signature

Acceptance Signature \_\_\_\_\_ Date \_\_\_\_\_

**Price Is Good For: 90 Days**

Thank you, for the opportunity to bid your project. If you have any questions or need anything further please contact me at 800-642-9445.

Sincerely,

Joe Pangburn, President  
Lakeside Painting, Inc.

3/17/2017

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ALL Checks by Payee

ACCT

2013 Pooled Cash Checking Account

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	3/21/2017	5 ALARM	
		FD/EMS ANNUAL FLOW TEST	
800-00-52400-200-000		MAINT. & REPAIR OF VEHICLES	1,664.00
		INV. 165245-1	
		Total	1,664.00
	3/21/2017	ACL	
		BLOOD DRAW	
100-00-52100-300-000		MISC. SUPPLIES & EXPENSES	26.80
		R. RODRIGUEZ, J. CARDENAS	
		Total	26.80
	3/21/2017	ADVANCED DISPOSAL	
		GARBAGE/RECYCLING	
100-00-53620-000-000		GARBAGE COLLECTION	6,833.16
		A1002363	
100-00-53630-000-000		RECYCLING	2,130.09
		Total	8,963.25
	3/21/2017	AJ APPRAISALS & REAL ESTATE, LLC	
		APPRAISALS FOR DAM PROJECT	
500-00-56300-120-000		DAM PROJ.: OUTSIDE SERVICES	4,400.00
		ANICH/MCALLISTER	
		Total	4,400.00
	3/21/2017	ALSCO	
		PW-UNIFORMS FEB.	
100-00-53100-308-000		STREETS-UNIFORM SERVICE	35.00
		CUST. NO. 039580	
610-00-53700-926-000		PENSION & BENEFITS	35.00
620-00-53610-854-000		PENSION & BENEFITS	35.00
		Total	105.00
	3/21/2017	AROPA DESIGNS	
		BASKETBALL UNIFORMS-INV. 39251	
350-00-55200-425-000		BASKETBALL EXPENSES	291.00
		TO BE REIMB. BY POULSON	

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Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			291.00
<hr/>			
3/21/2017		AURORA HEALTH CARE	
PRE-EMPLOYMENT PHYSICAL			
800-00-52400-250-000		PRE-EMPLOY/PHYSICALS/EXAMS	48.00
		A. SCHOOK	
<b>Total</b>			48.00
<hr/>			
3/21/2017		BEAR GRAPHICS, INC.	
UTILITY BILLS-INV. 0765936			
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	132.41
		WATER 40%	
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	165.51
		SEWER 50%	
400-00-53700-903-000		BILLING & ACCTG. EXP.	33.10
		STORM WATER 10%	
<b>Total</b>			331.02
<hr/>			
3/21/2017		BP	
FIRE/EMS FUEL			
800-00-52400-330-000		FUEL	94.62
		FUEL	
<b>Total</b>			94.62
<hr/>			
3/21/2017		CENTURYLINK BUSINESS SERVICES	
LONG DISTANCE			
100-00-53100-301-000		STREETS-PHONE	0.31
		4106	
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	0.30
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	0.31
100-00-51420-306-000		CLERK PHONE/INTERNET	1.70
		4495 8316	
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	1.71
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	1.70
100-00-51600-300-000		MUNICIPAL BUILDING EXPENSES	0.59
		8775	

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Dated From:

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Thru Account:

Voucher Nbr	Check Date	Payee	Amount
300-00-55110-332-000		LIBRARY PHONE/WIRELESS	1.29
		4605 LIBRARY	
<b>Total</b>			<b>7.91</b>

3/21/2017 CHARTER COMMUNICATION

INTERNET

100-00-51420-306-000		CLERK PHONE/INTERNET	5.99
		CLERK	
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	5.99
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	6.00
350-00-55200-200-000		RECREATION GENERAL EXP.	6.00
		REC	
100-00-51200-300-000		MUNICIPAL COURT EXPENSES	6.00
		COURT	
100-00-52100-307-000		PD-TELEPHONE/INTERNET/RADIO	30.00
800-00-52400-321-000		INTERNET/CABLE	30.00
<b>Total</b>			<b>89.98</b>

3/21/2017 CHRISTINA LEISING

NO TEAM THIS SPRING

350-00-46732-000-000		SOCCER REVENUE	35.00
		NO TEAM FOR DOMINIC	
<b>Total</b>			<b>35.00</b>

3/21/2017 CINDY HOLCOMB

FEB. ELECTION

100-00-51440-110-000		ELECTIONS WAGES	37.19
		4.75 HOURS X 7.83/HR.	
<b>Total</b>			<b>37.19</b>

3/21/2017 CLEAN MATS

FEB.

100-00-51600-300-000		MUNICIPAL BUILDING EXPENSES	41.00
		INV. 41268	
100-00-52100-305-000		PD-BUILDING MAINT.	8.60
		INV. 41267	

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Dated From: From Account:  
Thru: Thru Account:

Voucher Nbr	Check Date	Payee	Amount
800-00-52400-320-000		BUILDING MAINTENANCE	25.80
<b>Total</b>			<b>75.40</b>

3/21/2017		CONNELL AG SERVICE LLC	
PORTABLE GENERATOR FIX			
620-00-53610-831-000		MAINT. OF COLLECTION SYSTEM	1,087.11
	INV. 9		
<b>Total</b>			<b>1,087.11</b>

3/21/2017		DIVERSIFIED BENEFIT SERVICES, INC.	
HRA ADMIN.			
100-00-59800-000-000		MISCELLANEOUS EXP.	100.92
	INV. 238159		
<b>Total</b>			<b>100.92</b>

3/21/2017		FIRST CITIZENS STATE BANK-ATTN BOOKKEEPING	
PAYROLL DIRECT DEPOSIT			
100-00-59800-000-000		MISCELLANEOUS EXP.	5.72
	FEB. 2017		
610-00-53700-930-000		MISC. GENERAL EXPENSE	5.72
620-00-53610-856-000		MISC. EXPENSE	5.71
400-00-53700-930-000		MISC. EXPENSES	5.71
350-00-55200-200-000		RECREATION GENERAL EXP.	5.71
300-00-55110-380-000		LIBRARY MISCELLANEOUS	5.71
800-00-52400-600-000		MISCELLANEOUS	5.72
<b>Total</b>			<b>40.00</b>

3/21/2017		HEATHER AUKOFR	
NOT ENOUGH FOR A TEAM			
350-00-46732-000-000		SOCCER REVENUE	60.00
	BEN		
<b>Total</b>			<b>60.00</b>

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2013 Pooled Cash Checking Account

Dated From:

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Voucher Nbr	Check Date	Payee	Amount
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	3/21/2017	INSIGHT FS	
FUEL			
100-00-53100-300-000		STREETS-FUEL	270.14
		ACCT. 2724561	
610-00-53700-933-000		TRANSPORT. EXPENSE	270.14
620-00-53610-828-000		FUEL	270.14
400-00-53700-933-000		TRANSPORTATION EXPENSES	135.07
100-00-55200-306-000		PW-FUEL	135.07
		<b>Total</b>	<b>1,080.56</b>
<hr/>			
	3/21/2017	JEFFERSON COUNTY EMS ASSOCIATION	
2017 MEMBERSHIP			
800-00-52400-341-000		MEMBERSHIPS	100.00
		INV. 2017	
		<b>Total</b>	<b>100.00</b>
<hr/>			
	3/21/2017	KRIZSAN'S TREE SERVICE	
FECON MOWING			
500-00-55200-115-000		PARK PROJ. OUTSIDE SERVICES	1,487.50
		INV. 007952	
		<b>Total</b>	<b>1,487.50</b>
<hr/>			
	3/21/2017	LAKESIDE BP, LLC	
P.D.			
100-00-52100-306-000		PD-FUEL	17.00
		<b>Total</b>	<b>17.00</b>
<hr/>			
	3/21/2017	MARJORIE DESANDRE	
SOCCER REFUND			
350-00-46732-000-000		SOCCER REVENUE	35.00
		NO TEAM THIS SPRING FOR ETHAN	
		<b>Total</b>	<b>35.00</b>
<hr/>			
	3/21/2017	MSA PROFESSIONAL SERVICES, INC.	
ENGINEERING			



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Thru Account:

Voucher Nbr	Check Date	Payee	Amount
500-00-55200-115-000		PARK PROJ. OUTSIDE SERVICES AURELIAN SPRINGS PARK DEVELOPMENT	161.00
400-00-53700-923-000		OUTSIDE SERVICES/ENGINEERING IND. PARK STUDY RETENTION PONDS	5,314.25
500-00-56300-120-000		DAM PROJ.: OUTSIDE SERVICES DAM REPAIR GRANT ADM/MEETINGS	237.00
100-00-56320-000-000		PLAN COMM./ZONING BRD. EXP. ZONING CODE & MAP AMENDMENTS	263.25
100-00-56320-000-000		PLAN COMM./ZONING BRD. EXP. ANNEXATION LAWSUIT	5,338.93
100-00-56320-000-000		PLAN COMM./ZONING BRD. EXP. JJ LODGE PROPERTIES	380.25
210-00-52000-000-000		ADMINISTRATIVE COSTS TIF #3 REVISIONS	395.00
<b>Total</b>			<b>12,089.68</b>

3/21/2017 ODLING CONSTRUCTION, INC.

REPAIR WATER MAIN.

610-00-53700-651-000		MAINT. OF MAINS 5TH STREET-INV. 14555	2,344.25
<b>Total</b>			<b>2,344.25</b>

3/21/2017 OLSEN SAFETY EQUIPMENT CORP.

INV. 0340449-IN, INV. 0340851-IN

100-00-53100-304-000		STREETS-MISC. SUPPLIES FLAG, HAND WIPES	92.23
100-00-53100-313-000		STREETS-SAFETY & STREET PROGRA GLOVES/VESTS	58.53
<b>Total</b>			<b>150.76</b>

3/21/2017 PALMYRA-EAGLE SCHOOL DIST

PAL PARK TRAILER TAX

100-00-41140-000-000		MOBILE HOME FEES FEB. PARKING FEE	261.90
<b>Total</b>			<b>261.90</b>

3/21/2017 PURCHASE POWER

POSTAGE FOR METER

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Dated From:

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Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
610-00-53700-903-000		WATER-POSTAGE/BILLINGS	30.00
		ACCT 8000-9090-0566-1413	
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	30.00
400-00-53700-921-000		OFFICE SUPPLIES	15.00
100-00-51420-302-000		CLERK POSTAGE	75.00
Total			150.00

3/21/2017 QUILL CORPORATION

INV. 4955937, 4725977, 4842589

610-00-53700-921-000		OFFICE SUPPLIES & EXP.	49.98
		COPY PAPER	
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	49.98
		COPY PAPER	
100-00-51450-000-000		COPY MACHINE EXPENSES	49.98
		COPY PAPER	
100-00-51420-300-000		CLERK MISC. EXPENSES	19.99
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	28.78
		PW SEWER SUPPLIES	
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	40.98
		PW WATER SUPPLIES	
Total			239.69

3/21/2017 R & R INSURANCE SERVICES, INC.

WORKERS COMP AUDIT

100-00-51930-000-000		PROPERTY,LIAB., WORK COMP INS.	279.51
		INV. 1678225	
800-00-52400-357-000		WORKER'S COMPENSATION	182.49
Total			462.00

3/21/2017 S&H TRUCKING SERVICES

REPAIR DUMP TRUCK

100-00-53100-305-000		STREETS-VEH. MAINT.	1,840.61
		97 IHC	
610-00-53700-932-000		VEHICLE/EQUIP. MAINTENANCE	1,840.61

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Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
620-00-53610-826-000		VEHICLE/EQUIP. MAINTENANCE	1,840.61
<b>Total</b>			<b>5,521.83</b>

3/21/2017		STACEY KINCAID	
NO TEAM THIS SPRING			
350-00-46732-000-000		SOCCER REVENUE	35.00
NO TEAM FOR COLTON			
<b>Total</b>			<b>35.00</b>

3/21/2017		STATE OF WISCONSIN DEPT. OF JUSTICE	
BACKGROUND CHECKS			
100-00-51420-300-000		CLERK MISC. EXPENSES	7.00
OPERATORS			
300-00-55110-380-000		LIBRARY MISCELLANEOUS	7.00
L. GEST			
100-00-53100-304-000		STREETS-MISC. SUPPLIES	7.00
J. GWALTNEY			
<b>Total</b>			<b>21.00</b>

3/21/2017		THE COACH'S LOCKER	
SOCCER			
350-00-55200-450-000		SOCCER EXPENSES	283.90
INV. 163996			
<b>Total</b>			<b>283.90</b>

3/21/2017		USPS	
ROLL FOR MUN. COURT			
100-00-51200-300-000		MUNICIPAL COURT EXPENSES	49.00
1 ROLL			
<b>Total</b>			<b>49.00</b>

3/21/2017		VERIZON WIRELESS	
FD/EMS			
800-00-52400-332-000		PHONE/WIRELESS	10.02
INV. 9781576151			
<b>Total</b>			<b>10.02</b>

3/21/2017		WE ENERGIES	
GROUP BILL 0000-462-180			

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Dated From:

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Thru Account:

Voucher Nbr	Check Date	Payee	Amount
620-00-53610-821-000		POWER FOR PUMPING	1,096.01
610-00-53700-622-000		POWER FOR PUMPING	730.45
100-00-51600-200-000		MUNICIPAL BUILDING UTILITIES	165.75
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	165.75
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	165.75
100-00-55200-200-000		SUMMER REC. UTILITIES	34.54
620-00-53610-821-000		POWER FOR PUMPING	157.98
100-00-53420-000-000		STREET LIGHTING	26.42
620-00-53610-821-000		POWER FOR PUMPING	2,897.26
610-00-53700-622-000		POWER FOR PUMPING	224.81
100-00-55200-200-000		SUMMER REC. UTILITIES	83.03
620-00-53610-821-000		POWER FOR PUMPING	313.71
610-00-53700-641-000		MISC. PARTS/LAB TESTING/POWER	135.25
620-00-53610-827-000		OTHER OPER SUPPLIES & EQUIP.	135.25
100-00-53100-302-000		STREETS-ELECTRIC	135.26
400-00-53700-641-000		STORM WATER UTILITIES	135.25
610-00-53700-921-000		OFFICE SUPPLIES & EXP.	44.75
620-00-53610-851-000		OFFICE SUPPLIES & EXPENSES	44.76
100-00-51600-200-000		MUNICIPAL BUILDING UTILITIES	44.75
620-00-53610-821-000		POWER FOR PUMPING	116.55
100-00-55200-200-000		SUMMER REC. UTILITIES	9.24

3/17/2017

9:33 AM

In Progress Checks - Full Report - ALL

Page: 10

ALL Checks by Payee

ACCT

2013 Pooled Cash Checking Account

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<b>Total</b>			<b>6,862.52</b>
	3/21/2017	WEX BANK	
PD-GAS			
100-00-52100-306-000		PD-FUEL	198.36
INV. 49043042			
<b>Total</b>			<b>198.36</b>
	3/21/2017	WISCONSIN MUNICIPAL JUDGES ASSOC.	
2017 DUES			
100-00-51200-300-000		MUNICIPAL COURT EXPENSES	100.00
<b>Total</b>			<b>100.00</b>
	3/21/2017	WISCONSIN STATE LAB OF HYGIENE	
FLOURIDE			
610-00-53700-641-000		MISC. PARTS/LAB TESTING/POWER	25.00
INV. 494780			
<b>Total</b>			<b>25.00</b>
	3/21/2017	WOLF CONSTRUCTION CO., INC.	
COLD PATCH			
100-00-53100-307-000		STREETS-ASPHALT	629.69
INV. 4758			
<b>Total</b>			<b>629.69</b>
<b>Grand Total</b>			<b>49,611.86</b>

3/17/2017

9:33 AM

In Progress Checks - Full Report - ALL

Page: 11

ALL Checks by Payee

ACCT

2013 Pooled Cash Checking Account

Dated From:  
Thru:

From Account:  
Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	19,835.50
Total Expenditure from Fund # 210 - TID DISTRICT NO. 3	395.00
Total Expenditure from Fund # 300 - LIBRARY	14.00
Total Expenditure from Fund # 350 - PARK & RECREATION	751.61
Total Expenditure from Fund # 400 - STORM WATER UTILITY	5,638.38
Total Expenditure from Fund # 500 - CAPITAL PROJECTS	6,285.50
Total Expenditure from Fund # 610 - WATER UTILITY	6,083.11
Total Expenditure from Fund # 620 - SEWER UTILITY	8,448.11
Total Expenditure from Fund # 800 - FIRE AND RESCUE	2,160.65
Total Expenditure from all Funds	49,611.86

# Stormwater Management Study

Palmyra Industrial Park

Village of Palmyra  
Jefferson County, Wisconsin

MSA Project No. 00384036

March 2017

**Prepared by:**

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## **1.0 PURPOSE AND SCOPE OF WORK**

### **1.1. Study Area**

The Palmyra Industrial Park is located north of State Highway 59/Maple Street on the west side of the Village of Palmyra, Wisconsin. The Industrial Park and surrounding areas have developed piecemeal over the last several decades. Stormwater management for the area is currently provided by both Village owned and privately owned stormwater management facilities. The study area and pertinent existing features are depicted on the attached Existing Facilities Map.

### **1.2. Scope of Work**

Village staff expressed concern with several issues regarding stormwater management in the area, as follow:

- The existing patchwork of stormwater management infrastructure has resulted in some uncertainty as to the current and future performance levels of stormwater management for the overall area.
- What are the impacts of stormwater flows passing through the stormwater management facilities from off-site?
- The Village owned detention basin adjacent to Maple St. is frequently wet with a soft bottom, making it difficult to maintain.
- Would it be more efficient to provide a regional stormwater management facility which could accommodate runoff for the full build-out of the industrial park, as opposed to individual stormwater management facilities for individual projects scattered throughout the study area?

For this study, MSA researched available documents related to the development and construction of the Palmyra Industrial Park and surrounding areas, reviewed historic aerial photography, collected field survey data, and conducted field infiltration rate tests. MSA then utilized the results of the research and field work to perform stormwater modeling of the study area for pre-existing, existing, and future conditions.

The discussion below summarizes the results of the research and modeling, and makes recommendations regarding maintenance and future improvements which can be made to improve stormwater management performance within the study area. Specific findings and recommendations are itemized in Section 7 of this report.



## **2.0 BACKGROUND DATA AND HISTORY**

### **2.1. Study Area**

The study area includes approximately 79.4 acres, which are divided into a western 18.3 acre subwatershed and a southern 61.1 acre subwatershed. The western subwatershed discharges southwesterly through a natural drainage corridor lying west of the study area, and eventually through a culvert beneath State Hwy 59 approximately 2,300 ft. west of Industrial Blvd. The southern subwatershed discharges southerly through two culverts beneath Maple St. and approximately 500 ft. east of Industrial Blvd.

The study area was further subdivided into on-site and off-site areas. The on-site areas include the Palmyra Industrial Park and an adjacent 3-lot CSM (totaling approximately 46.9 acres). Approximately 32.6 off-site acres which drain through the Park and CSM are also included in the study area. Each of these general areas is further described below, and all are depicted on the attached Site Overview Map.

### **2.2. Palmyra Industrial Park**

The Palmyra Industrial Park was platted in 1987. Work undertaken beginning that year included the construction of Industrial Blvd. and W. Royal Lee Dr.; the construction of the first phase of the Standard Process building at 1200 W. Royal Lee Dr.; and the construction of a drainage ditch along the eastern edge of the plat which routed runoff to a trapezoidal detention basin in the Southeast corner of the Park (the Village-owned Southwest Basin). Stormwater runoff from all areas east of the Industrial Park plat was originally not routed into the ditch or detention basin. At some point in the early to mid-1990s, this Southwest Basin was expanded to its current configuration.

Currently, the Southwest Basin is an approximate 2.9 acre-ft. dry basin with a bottom elevation of approximately 834.7 and an overtopping elevation of 839.7, with overflows directed easterly into the Southeast Basin. The basin outlet is a 15-in diameter CMP culvert beneath Maple St. with an invert elevation of 836.8. The basin has 2.1 ft. of infiltration storage depth and approximately 0.8 acre-ft. of infiltration storage volume.

The Creative Plastics and Epic Resins sites were first developed in the mid-1990s, and the JAC Manufacturing site was first developed soon thereafter. Standard Process constructed minor expansions including a new daycare facility during this same time period. With the exception of the JAC Manufacturing site, runoff from these developments is routed through the Southwest Basin.

### **2.3. TIF District #3**

TIF District #3 generally includes the western portion of the Palmyra Industrial Park. Improvements undertaken for TIF District #3 in 2007 included the western extension of W. Royal Lee Dr. and Future Rd., as well as the construction of a Village owned detention basin (the West Basin). The West Basin was designed to accommodate stormwater runoff from the TIF #3 areas, in particular the road improvements and a significant westward expansion of the main Standard Process building.

The West Basin is an approximate 2.1 acre-ft. dry basin fitted with a 4-ft diameter standpipe control structure which outlets to an 18-in diameter culvert. The basin has a bottom elevation of 831.0 and an overtopping elevation of 835.0. The basin design was modified during construction due to encountering high groundwater levels. The basin has no infiltration storage volume.

### **2.4. CSM 3173-13-203**

CSM 3173-13-203 was recorded in 1995, and included lands directly east of the Palmyra Industrial Park. The easternmost portion of the CSM was later subdivided and developed as Air View Estates. The remaining three lots of the CSM are currently owned by Standard Process. Development within the remaining three lots began in the late 1990s, including the installation of a small detention basin serving Lot 4 of the CSM in 1999 (the privately owned Southeast Basin).

The Southeast Basin is a dry basin with approximately 0.8 acre-ft. of storage, although a portion of this storage lies within the Maple St. ROW. The basin has a bottom elevation of approximately 834.5 and overtops Maple St. at approximately elevation 838.5. The basin outlet is a 30-in. by 19-in. elliptical culvert beneath Maple St. at invert elevation 835.5. The basin has approximately 0.05 acre-ft. of infiltration storage volume.

As this area has developed, grading changes have resulted in the diversion of stormwater runoff from portions of this area into the Southwest Basin. Standard Process' 2016 expansion for the Cultivate Building included the installation of two small detention basins which rely primarily upon infiltration.

### **2.5. Willson Parcels**

The Willson Parcels include lands predominantly lying within the Town of Palmyra, several of which are owned by Laura A. Willson. These lands were first developed circa 1950 and based on aerial photography appear to have reached the current level of development by the early to mid-1980s. It does not appear that any stormwater management facilities were installed for these developments. Stormwater runoff from these areas (approximately 8.3 acres) is routed through Lot 4 of CSM 3173-13-203 and into the Southeast Basin.

## **2.6. Tutton**

Approximately 3.1 acres from the Tutton parcel lying south and west of the Palmyra Industrial Park, along with a small portion of the adjacent Maple St. ROW drains into the Southwest Basin via storm sewer beneath Industrial Blvd. No significant changes appear to have occurred on the Tutton Parcel during the study period.

## **2.7. Airport**

Approximately 15.7 acres of the Palmyra Airport which lie east of the Palmyra Industrial Park drain through the study area. This area is primarily occupied by hangars, taxi lanes, and open space. Since approximately the mid-1990s it appears that approximately two dozen hangars have been added, taxi lanes have been paved, and the access road along the southern edge of the site has been extended. MSA was not able to determine the precise timing or dates that these impervious areas were added. We note that all development (cumulatively) undertaken after October 1, 2002 would be subject to the stormwater management requirements of Wis. Stats. NR 151.

The airport's subwatershed drains to a natural depression straddling the southern edge of the airport property and the northern edge of CSM 3173-13-203. For an expansion project in 2013, the airport installed three small dry wells (or French drains) to increase infiltration capacity within this depression, and installed a relief culvert to divert runoff to the Southwest Basin via the ditch along the east edge of the Palmyra Industrial Park. Based on MSA's field survey data, this relief culvert was installed at an elevation approximately 0.5 ft. above the elevation of the low point in the access road, which means that runoff stored within the depression will pond above the road and into CSM 3173-13-203 prior to discharge via the relief culvert.

Using an infiltration rate of 3.6 inches/hour, MSA's modeling results indicate that the high water elevation within this depression will encroach into CSM 3173-13-203 in the 2-yr storm event and above. The modeling results indicate that excess runoff will overtop the depression and flow both through the relief culvert and overland to the east of the Standard Process Cultivate building in the 25-yr storm event and above.

## **2.8. Air View Estates**

Air View Estates is a residential subdivision lying east of the remainder of CSM 3173-13-203 and south of the airport. This area was developed in the late 1990s, and included the installation of a detention basin serving approximately 5.5 acres and located in the southern portion of the development. Stormwater runoff released from the detention basin is routed overland through the Willson parcels and eventually into the Southeast Basin. For stormwater modeling purposes, MSA utilized an infiltration rate of 3.6 inches/hour for the basin, and reduced the size

of this basin to utilize only the portion of it which lies within the drainage easement shown on the plat.

### **3.0 REGULATORY BACKGROUND**

Stormwater management regulatory requirements, as well as design parameters, guidance and methodologies, have changed significantly during the period of development within the study area. In the mid-1980s, the Southwest Basin is assumed to have been designed to provide peak rate control for the 10-yr storm event (the Village's requirement). Beginning in 2002 (and hence applicable to the construction of the West Basin in 2007), the State of Wisconsin began requiring peak rate control for the 2-yr storm as well as water quality treatment and infiltration for stormwater runoff from construction sites exceeding one acre in land disturbance.

The portions of the study area which were developed prior to 2002 are required only to meet the regulations in effect at the time of development – they are “grandfathered” from meeting current regulatory requirements. However, any new construction of over one acre within the study area (such as the recently constructed Standard Process Cultivate Building) must meet current regulatory requirements. Similarly, any redevelopment projects of over one acre within the study area would have to meet the current requirements for redevelopment.

For purposes of this study, MSA targeted water quality performance levels corresponding to those required for redevelopment for the southern watersheds. Because the bulk of the development within the western watersheds either has not yet occurred or did not occur until after 2002, MSA targeted water quality performance levels corresponding to those required for new development within the western watersheds.

MSA constructed stormwater models for pre-existing conditions (with lands within the study area developed as row crops), current conditions, and future conditions. Best available data as well as current guidance and modeling protocols were used for all modeling efforts, including:

- NOAA Atlas 14 rainfall depths and MSE 3 rainfall distributions (implemented in 2014).
- Current WDNR guidance regarding modeling “disconnected” and “directly connected” impervious areas separately.
- Current WDNR guidance regarding water quality performance allowed for dry basins, infiltration rate testing methods and modeling of infiltration rates.

## **4.0 STORMWATER ANALYSIS**

### **4.1. Site Soils**

Based on USDA soil mapping, the site soils vary from loamy sand to sandy loam. Approximately 95% of the on-site soils are classified as Hydrologic Soil Group (HSG) A soils, with the remainder classified as HSG B, HSG C, and HSG A/D.

Soil conditions within the bulk of the study area match well with the soil mapping data, with predominantly sandy soils exhibiting high infiltration rates. However, the West, Southwest, and Southeast Basins are each located in areas with seasonally high groundwater. During construction of the West Basin in 2007, the basin design was modified to raise the basin floor above groundwater elevation, and the infiltrative capacity of the basin was judged to be ineffective.

MSA reviewed soil boring data from the Standard Process Cultivate Project in 2016, the Airport expansion in 2013, and a 1996 report from Ruckert-Mielke which analyzed the Southwest Basin. MSA also conducted infiltration tests within the West, Southwest, and Southeast Basins; along the ditch just east of the Epic Resins building, and along the roadside swale just north of the JAC Manufacturing site. In each of the basin locations, groundwater was found to be within four to six inches of the ground surface. In the swale locations, the measured infiltration rates were 7.4 and 7.5 inches/hour.

The soil investigations indicate that vegetated swale drainage systems will generally do a good job with water quality treatment for the study area, but that the three major detention basins cannot be relied on for significant infiltration volumes.

### **4.2. Runoff Curve Number (RCN)**

A runoff curve number (RCN) is roughly defined as the percentage of water that can be anticipated to run off the surface without infiltrating. These numbers are assigned based on the land use, soil type, and ground cover conditions, according to the conditions published by the NRCS under TR-55 (June 1986).

For pre-existing, current, and future conditions, all impervious areas were assigned an RCN of 98. For pre-existing conditions, pervious areas of the site were assigned RCNs of 55 for the HSG A soils and 78 for the HSG C soils, corresponding to the maximum RCNs allowed for cropland in Wis. Adm. Code NR 151. For both current and future conditions, pervious areas of the site were assigned RCNs of 39 for the HSG A soils, 61 for the HSG B soils and 74 for the HSG C soils, corresponding to grass cover in good condition per TR-55. The small amount of HSG A/D soils were assigned the RCN for an HSG A soil because the area is improved with drainage infrastructure.

#### **4.3. Directly Connected Impervious Area (DCIA)**

For all conditions, the site watersheds were portioned into an “impervious” watershed containing the portion of impervious area considered “directly connected”, and a “pervious” watershed containing all pervious area and the “disconnected” portions of impervious area. The portions of impervious area classified as DCIA or disconnected generally correspond to WinSLAMM standard land uses for Light Industrial. This modeling methodology is in accordance with current WDNR guidelines.

#### **4.4. Site Conditions**

The study area was considered in terms of on-site areas and off-site areas. The on-site areas include the Palmyra Industrial Park and CSM 3173-13-203, and the off-site areas include the Willson parcels, the Tutton parcel, the Airport parcels, and the Air View Estates parcels. Runoff from these off-site areas is considered “pass-through” (runoff from upstream areas which is not actively managed by the on-site stormwater facilities but which must be safely passed through the system).

For the pre-existing condition, the on-site areas (areas within the Palmyra Industrial Park and CSM 3173-13-203) were modeled as undeveloped, agricultural cropland (100% pervious area). Off-site areas were classified according to their current condition.

For the current condition, all impervious areas were digitized based on 2015 aerial photography. Where necessary, recent building additions/expansions were digitized using site plans submitted to the Village (this includes recent additions to the Epic Resins site and the Standard Process Cultivate Building).

For the future condition, impervious areas were added to the models for the Palmyra Industrial Park and CSM 3173-13-203 areas in order to represent a fully developed condition. The Village’s Zoning Ordinance allows for a maximum of 80% impervious coverage for lots zoned B3 - Business Park or B2 – General Business. Based on site constraints and the existing development pattern, MSA used a reduced target of 75% total impervious area to represent the fully developed condition. The percent impervious was calculated for the developable area after removing the acreage occupied by the West, Southwest, and Southeast Basins, as well as the road Right-of-Way.

For comparison, a conceptual future expansion plan provided by Standard Process in 2005 showed a fully developed site (north of W. Royal Lee Dr.) with approximately 72.8% impervious (slightly less than MSA’s assumption). The percent impervious used in the analysis for each condition are summarized in Table 1 on the following page.

Note that the Air View Estates parcels are fully developed, and no increases in future runoff are anticipated from these areas. Additional development or redevelopment may occur on the Willson parcels, the Airport parcels and the Tutton parcel. If further development occurs within these off-site areas, the landowners would be required to provide on-site stormwater management for those areas in accordance with regulations in effect at that time.

**Table 1 – Watershed Percent Impervious**

Watershed	Development Condition					
	Pre-Existing		Current		Future	
	Area (ac)	% Impervious	Area (ac)	% Impervious	Area (ac)	% Impervious
On-Site West	18.33	0.0 %	18.33	40.6 %	18.33	63.6 %
On-Site South	28.55	0.1 %	28.55	49.7 %	28.55	71.0 %
Willson	8.29	52.8 %	8.29	52.8 %	8.29	52.8 %
Tutton	3.10	1.0 %	3.10	1.0 %	3.10	1.0 %
Airport	15.65	28.2 %	15.65	28.2 %	15.65	28.2 %
Air View Estates	5.52	23.8 %	5.52	23.8 %	5.52	23.8 %

## 5.0 STORMWATER MODELING

### 5.1. Stormwater Quality

MSA prepared WinSLAMM models for the current and future conditions in order to determine the level of water quality treatment for the on-site areas. Current regulations per Wis. Adm. Code NR 151 call for 80% capture of Total Suspended Solids (TSS) for new development and 40% TSS capture for redevelopment. Within the southern watersheds, the on-site areas are a mixture of old development (mostly developed prior to any water quality requirements) as well as recently developed and undeveloped areas.

We calculate that, when fully developed, approximately 37% of the total impervious area within the southern watersheds would be subject to the 80% TSS performance requirement, and the remainder would not be subject to TSS performance requirements until such time as redevelopment occurred. A weighted average approach leads to an approximate 30% TSS performance requirement overall. MSA conservatively used a target performance level of 40% for TSS capture as appropriate for the southern on-site areas in aggregate.

For the western watersheds, water quality requirements were in place at the time of the development undertaken for TIF District #3, so the bulk of development in the western

watersheds would be held to the 80% TSS performance standard. However, in 2007 TSS performance was allowed for dry basins, whereas current regulations do not allow for this credit due to the potential resuspension of captured sediments on the basin floor.

To account for the poor infiltration performance of the West and Southwest Basins, MSA did not consider TSS capture provided by the dry basins, but only the TSS capture provided by the vegetated swale systems, as well as the infiltration performance of the two basins constructed for the Standard Process Cultivate project. The results of the modeling for current conditions indicate a performance level of 77.7% TSS capture for the western watersheds and 54.3% TSS capture for the southern watersheds. These levels of water quality performance for the current condition comply with the applicable regulations.

## **5.2. Infiltration**

The study area was not assessed for infiltration performance for two main reasons. Firstly, the seasonally high groundwater conditions beneath the West, Southwest, and Southeast Basins preclude their formal use as infiltration facilities. Secondly, infiltration facilities are not typically provided on a regional basis for industrial land uses, due to the possibility that individual developments within the park may have restrictions or prohibitions placed upon the infiltration of stormwater runoff from their site.

New developments undertaken within the study area will be required to provide their own infiltration facilities in accordance with the requirements in place at that time. That said, the on-site vegetated swale systems will provide a significant volume of infiltration, and new developments may be able to take credit for portions of that infiltration volume.

## **5.3. Peak Discharge Rate Control**

MSA constructed HydroCAD v.10 models to determine peak discharge rates and flood elevations for the pre-existing, current, and future conditions (without improvements). Although the infiltrative component of the existing basins was not included in the water quality modeling, for the HydroCAD modeling MSA utilized a native soil infiltration rate of 0.5 inches/hour within the West, Southwest, and Southeast Basins. Table 2 on the following page compares the peak discharge rates for the three conditions as determined by the HydroCAD modeling.



**Table 2 – Peak Discharge Rates**

Storm Event	Peak Discharge Rate (CFS)					
	Pre-Existing Condition		Current Condition		Future Condition (w/o improvements)	
	West	South	West	South	West	South
1-yr	0.4	5.2	0.6	5.4	0.7	13.0
2-yr	1.0	6.3	0.7	7.6	0.8	15.4
10-yr	5.3	10.7	0.7	14.5	10.0	20.6
25-yr	10.2	23.3	3.7	18.9	17.5	36.8
100-yr	21.1	45.5	12.7	28.3	44.3	171.0

The modeling indicates that in the current condition, the West Basin has acceptable performance, with a slight exceedance in the peak discharge rate for the 1-yr storm (peak discharge rate control for the 1-yr storm was not required at the time of construction). The Southeast and Southwest Basins (in concert) are slightly underperforming for the 1-yr and 2-yr storm events, and significantly underperforming for the 10-yr storm event.

In the future condition, the West Basin significantly underperforms in the 10-yr storm event. The southern basins significantly underperform for the 1-yr, 2-yr, and 10-yr storm events. Further, in the future condition the southern basins will not contain all of the runoff for the 25-yr storm event and Maple St. will be overtopped.

## 6.0 IMPROVEMENTS AND MAINTENANCE

### 6.1. General

Future improvements to the on-site stormwater management facilities will be necessary to provide satisfactory peak discharge rate control performance. The most efficient locations to place additional detention storage are at the locations of the existing basins.

It appears that water quality performance for the study area will remain above the target levels so long as vegetated swales are utilized to convey stormwater to the detention basins. This is an important aspect of the concept because other alternatives for water quality treatment are limited. Wet detention basins are strongly discouraged in such close proximity to an airport because they increase the potential for collisions between wildlife and aircraft. Regional infiltration basins or biofilters are not a good option because of the high groundwater.

### 6.2. Southern Watershed Improvements

MSA studied two options for expansion of the southern basins – the first involved combining the basins, and the second involved keeping them separate. The separate basin scenario was

found to be more efficient because this configuration allows the Southwest basin to store stormwater at a slightly higher elevation, whereas combining the basins forces a lower maximum storage elevation due to the relatively low ground surface elevations and building floor elevations within Lot 4 of CSM 3173-13-203 and portions of the Willson parcels.

MSA prepared a conceptual design for the two expanded basins. The Southwest Basin would be modified to be an approximate 4.2 acre-ft., dry bottom basin with a bottom elevation of 935.0 and an overtopping elevation of 939.5 ft. The existing culvert outlet would be replaced with a standpipe control structure with a low flow outlet at an invert elevation of 835.4 ft. The footprint of the Southwest Basin would expand to the west, north, and east, and would occupy approximately the western 25 ft. of Lot 4 adjacent to the existing building. The current concept plan for the southern basins would result in the loss of approximately 7,000 sq. ft. of developable land from Lot 4 which would be occupied by the relocated basin.

The Southeast Basin would also be expanded – both easterly and northerly to approximately 10 to 15 ft. away from the edge of pavement of the existing driveway and parking area on Lot 4 of CSM 3173-13-203. The basin would also be moved completely out of the Maple St. ROW. The modified Southeast Basin would be an approximate 0.9 acre-ft. dry basin with a bottom elevation of 935.0 and an overtopping elevation of 938.5. A low-flow control structure would be installed discharging to the existing elliptical culvert beneath Maple St. Table 3 on the following page compares the peak discharge rates with these conceptual improvements in place.

This conceptual design is dependent upon a vegetated swale drainage system to convey stormwater to the Southwest and Southeast Basins in order to provide adequate water quality treatment. MSA constructed a WinSLAMM model representing the fully developed condition while utilizing approximately 1,100 lineal feet of vegetated swale to provide stormwater conveyance. The results of this modeling indicate TSS performance of 53.7% (relying on water quality treatment provided by only the swales).

### **6.3. Western Watershed Improvements**

MSA analyzed increasing the storage volume of the West Basin in order to meet peak discharge rate requirements for future conditions. The basin expansion can be accomplished without expanding the basin footprint but by removing material from the east side of the basin floor. The basin floor is currently sloped to the west at approximately 2%. The basin modification would create a flatter bottom for the east side of the basin above elevation 932.0 (or one foot above the basin bottom of 931.0 on the west side). Slight adjustments to the existing outlet control structure would also be made.

The WinSLAMM modeling, adjusted for future conditions, indicates a TSS performance level of 69.1% (relying on water quality treatment provided only by the swales). We anticipate that additional water quality treatment performance could be achieved through a combination of infiltration storage provided upstream and/or slight modifications to the swales (such as placement of ditch checks to reduce the effective slope).

Table 3 below compares peak discharge rates for the three conditions, with the future condition revised to include the conceptual improvements.

**Table 3 – Peak Discharge Rates**

Storm Event	Peak Discharge Rate (CFS)					
	Pre-Existing Condition		Current Condition		Future Condition (with improvements)	
	West	South	West	South	West	South
1-yr	0.4	5.2	0.6	5.4	0.7	4.2
2-yr	1.0	6.3	0.7	7.6	1.0	4.7
10-yr	5.3	10.7	0.7	14.5	4.7	10.4
25-yr	10.2	23.3	3.7	18.9	12.8	17.8
100-yr	21.1	45.5	12.7	28.3	37.1	46.9

**6.4. Flood Elevations**

Flood elevations for the West, Southwest, and Southeast Basins were analyzed for the current condition and the future conditions both with and without the conceptual improvements in place. These elevations are shown in Table 4 below.

**Table 4 – Maximum Water Surface Elevations within the Detention Basins**

Storm Event	Basin Location and Condition								
	Current Condition			Future Condition (w/o improvements)			Future Condition (with improvements)		
	West	SW	SE	West	SW	SE	West	SW	SE
1-yr	833.34	837.61	836.32	834.11	838.42	836.69	833.83	837.16	837.22
2-yr	833.55	837.83	836.42	834.40	838.81	836.80	834.12	837.47	837.60
10-yr	834.29	838.68	836.73	834.77	839.84*	837.20	834.75	838.57	838.28
25-yr	834.57	839.37	837.07	835.07*	840.15*	838.63*	834.99	839.12	838.50
100-yr	834.84	839.92*	838.23	835.39*	840.46*	839.52*	835.41*	839.87*	838.86*

Note: \* denotes basin utilizing overflow weir

The modeling results indicate that all three basins are utilizing their overflow weirs in the 25-yr storm event for the future condition (without improvements). The flood elevations are lowered in the future condition (with the conceptual improvements), but are still higher than the current condition in almost all cases.

Of importance to note is that the ground surface elevations within the southwest portion of the Willson parcels and Lot 4 of CSM 3173-13-203. The overtopping elevation of the Southeast Basin is approximately 838.5, which is controlled by the Maple St. pavement cross section. The lowest pavement elevations on the Willson parcel are approximately 838.2 (just below that elevation), and within Lot 4 are approximately 839.0 (just above that overtopping elevation). Additional flood elevation reductions could be achieved by further increasing basin volumes or installing another culvert beneath Maple St., however, to lower the ultimate overflow elevation, Maple Street itself would have to be lowered.

#### **6.5. Concept Plans**

The conceptual improvements for the southern and western watersheds are depicted on the attached concept plans, along with estimates for the costs of the projects. For the Western Basin, the conceptual improvements are relatively simple. For the southern basins, the conceptual improvements are more dependent upon the desired future development plans and the layout of the vegetated swale conveyance systems.

Depending on what portions of the upstream watersheds are routed to each of the southern basins, storage volume may need to be traded between the two basins. Basin sizes could also be reduced if the upstream future development plan calls for a lower density of development. The modeling for this conceptual design also removed the two basins recently constructed for the Standard Process Cultivate project. Although it is likely that a portion of the infiltrative volume provided by those basins would have to remain, a portion of their footprints could be re-utilized as developable area if desirable to the landowner. Thus, it will be necessary to determine a future development plan in consultation with the upstream landowners in order to determine a final design for the southern basins.

MSA estimates costs for the West Basin improvements to be on the order of \$42,000, and for the southern basins to be on the order of \$185,000. The cost estimate for the southern basins does not include legal, engineering, or Village staff costs associated with discussions and negotiations with the upstream landowners.

#### **6.6. Maintenance Considerations**

The current concept plans do not call for maintenance activities separate from the reconfiguration of the basins. The wet, soft conditions of the southern basin floors should be

slightly improved by slightly lifting the elevations of the floors and by significantly reducing the infiltration storage volume of each basin, which should reduce issues related to groundwater mounding near the basins. Further, stripping of accumulated sediment and vegetation, followed by deep tilling of the basin floors will help to improve infiltration through the basin bottoms. Regular mowing of the basins floors (twice a year) is also recommended moving forward.

MSA investigated the possibility of underdrain tile systems to help keep the basin floors drier. However, at each outfall location there is not enough elevation available to accomplish this without obtaining a permanent easement and extending the outfall farther downstream and into the neighboring property. For the western outfall location, the neighboring property owner is the Town of Palmyra.

For the southern outfall location, the neighboring property owner is the Willson Family Trust. For the southern watersheds, work to install a new flood relief culvert (or to relay existing culvert(s) at a lower elevation) would also require coordination and permitting with WisDOT and waterway and wetland permitting through WDNR. If the Village decides to pursue this option further, it is worth noting that the Willson parcels lying north of Maple St. would also enjoy the benefits of reduced flood elevations.

If the Village decides not to move forward with the southern basin improvements outlined above, a maintenance project could be undertaken which would strip, till and replant the basin bottom, as well as relaying the existing culvert outlet pipe at a lower elevation. MSA estimates a project cost on the order of \$40,000 to accomplish this work.

Two culverts enter the Southwest Basin from the west – one from the Industrial Drive ROW and the other from the Creative Plastics site. Each of these culverts has an invert elevation lower than that of the basin bottom, creating a sumped condition. The Village should periodically inspect and remove sediment which accumulates within these culverts to maintain full conveyance capacity.

One additional maintenance concern exists at the culvert outfalls along the south side of Maple St. Sediment has built up to an elevation approximately one foot higher than the culvert inverts in this location. Removing this sediment deposit will help increase conveyance capacity through the system. It appears this work can be accomplished within the limits of the permanent stormwater easement shown on WisDOT's Maple St. Improvement plans from 2008.

### **6.7. Funding and Cost Sharing**

Both the Village and upstream private landowners would benefit from the proposed improvements. The discussion below should be considered a starting point for conversation

with the upstream landowners, and the Village Attorney should be involved with discussions and negotiations regarding responsibilities and cost sharing.

For lands lying within TIF District #3, a Development Agreement between the Village and Standard Process indicates the Village's responsibility for construction and maintenance of the West Basin, but also Standard Process' responsibility for on-site facilities. MSA interprets this to mean that Standard Process would be responsible for costs to provide on-site infiltration facilities for any future expansion.

For lands lying within the Palmyra Industrial Park (and not within TIF District #3), MSA is not aware of the existence of a Development Agreement. It may be reasonable to consider that for these lands the Village would be responsible for maintenance and upgrades to the Southwest Basin which are necessary to provide peak discharge rate control, and that the private landowners are responsible for the water quality treatment and infiltration components of stormwater management for any future development upon their land.

For lands lying within CSM 3173-13-203, MSA is not aware of the existence of a Development Agreement. It may be reasonable to consider that the private landowners are responsible for the entirety of stormwater management infrastructure costs for these lands. Since the southern basins are serving a mixture of lands lying within the Palmyra Industrial Park and CSM 3173-13-203, it may be reasonable to prorate the costs of improvements and maintenance for the southern basins based on the total amounts of impervious areas (in the fully developed condition) for each area. Based on MSA's assumptions regarding future conditions, approximately 70% of the on-site impervious areas would be attributed to the Palmyra Industrial Park and approximately 30% would be attributed to CSM 3173-13-203.

Wis. Stats. 66.1105 allows the expenditure of TIF funds within one-half mile of the boundaries of TID #3 under the following conditions:

- \* The project area is located within the Village's corporate boundaries; and
- \* The projects are an eligible TIF expenditure within the Project Plan; and
- \* The expenditure must be made within the expenditure period

The Western Basin is within TIF District #3 and therefore any improvements of the basin are fully TIF eligible expenses. The southwestern basins are within a half-mile of the TID boundary; however, they serve properties both in and outside of the TIF District. Based on MSA analysis, there is a portion of Standard Process facility that is located both in TIF District #3 and that is likely draining to the southwestern basins.

Given that the TIF District was created for the purposes of facilitating industrial development, particularly the expansion of Standard Process, by providing municipal utilities, including stormwater management infrastructure improvements and maintenance, at least a portion of the costs to improve the southwestern basins is a TIF eligible expense. The remainder of Village costs are eligible to be funded through the stormwater utility.

## **7.0 FINDINGS AND RECOMMENDATIONS**

MSA's findings and recommendations resulting from this study are itemized below.

### **7.1. Findings**

- The Study Area is a mixture of undeveloped lands and lands developed at different times under different requirements for stormwater management. MSA reviewed the timeline of development and regulatory requirements and developed different target performance levels for the areas draining to the West Basin and the areas draining to the southern basins.
- For peak discharge rate control, the West Basin's performance is satisfactory in the current condition, but is unsatisfactory in the future, fully developed condition for the 10-yr storm event.
- For peak discharge rate control, the southern basins slightly underperform for the 1-yr, 2-yr, storm events, and significantly underperform for the 10-yr storm event in the current condition. The southern basins significantly underperform for all storm events in the future, fully developed condition.
- For the water quality treatment component of stormwater management, the performance within both watersheds is satisfactory or nearly satisfactory in both the current and future condition, so long as vegetated swale systems are maintained for stormwater conveyance (as opposed to construction of storm sewer conveyances).
- Each basin's infiltrative capacity is limited by seasonal high groundwater levels. However, the soils present on-site provide high infiltration rates within the higher, upstream portions of the study area. For the infiltration component of stormwater management, future development will be expected to provide on-site infiltration facilities upstream of the regional basins.
- Future development or redevelopment lying within upstream areas outside of the Palmyra Industrial Park and CSM 3173-13-203 would be required to provide their own stormwater management infrastructure on-site.
- Installing a tile underdrain system to keep the Southwest Basin floor drier would require a new culvert crossing beneath Maple St. and acquisition of a drainage easement (to approximately 40 ft. south of the ROW) from the downstream landowner in order to daylight the pipe.
- Portions of Lot 4 of CSM 3173-13-203 and the Willson parcels are below the overtopping elevation of Maple St. and will be inundated during larger storm events.

## **7.2. Recommendations**





- MSA developed a concept plan to expand the storage capacity of the West Basin for an estimated project costs on the order of \$42,000. No maintenance activities are recommended at this time for the West Basin. The conceptual improvements would not have to be undertaken until such time as Standard Process facilities expand further westward, so we recommend the Village move forward with these improvements either now or later depending on funding availability.
- MSA developed a concept plan to expand the storage capacity of the southern basins, which would also help improve the maintainability of the each of the two basins, with estimated project costs on the order of \$185,000. Final design of these improvements will require coordination with the upstream landowners to determine a drainage pattern as well as adjustments to MSA's estimate of additional future impervious area upstream. MSA recommends that the Village begin discussions with the upstream landowners regarding these issues.
- MSA does not recommend performing maintenance activities on the Southwest Basin except as a part of the larger conceptual improvements. This recommendation may change pending the results of discussions and negotiations with the upstream landowners.
- Project costs could be funded through a combination of TIF District and stormwater utility funds, with some costs shared with the private landowners pending the results of discussions and negotiations.







# SITE OVERVIEW

## Palmyra Industrial Park Stormwater Study

LEGEND

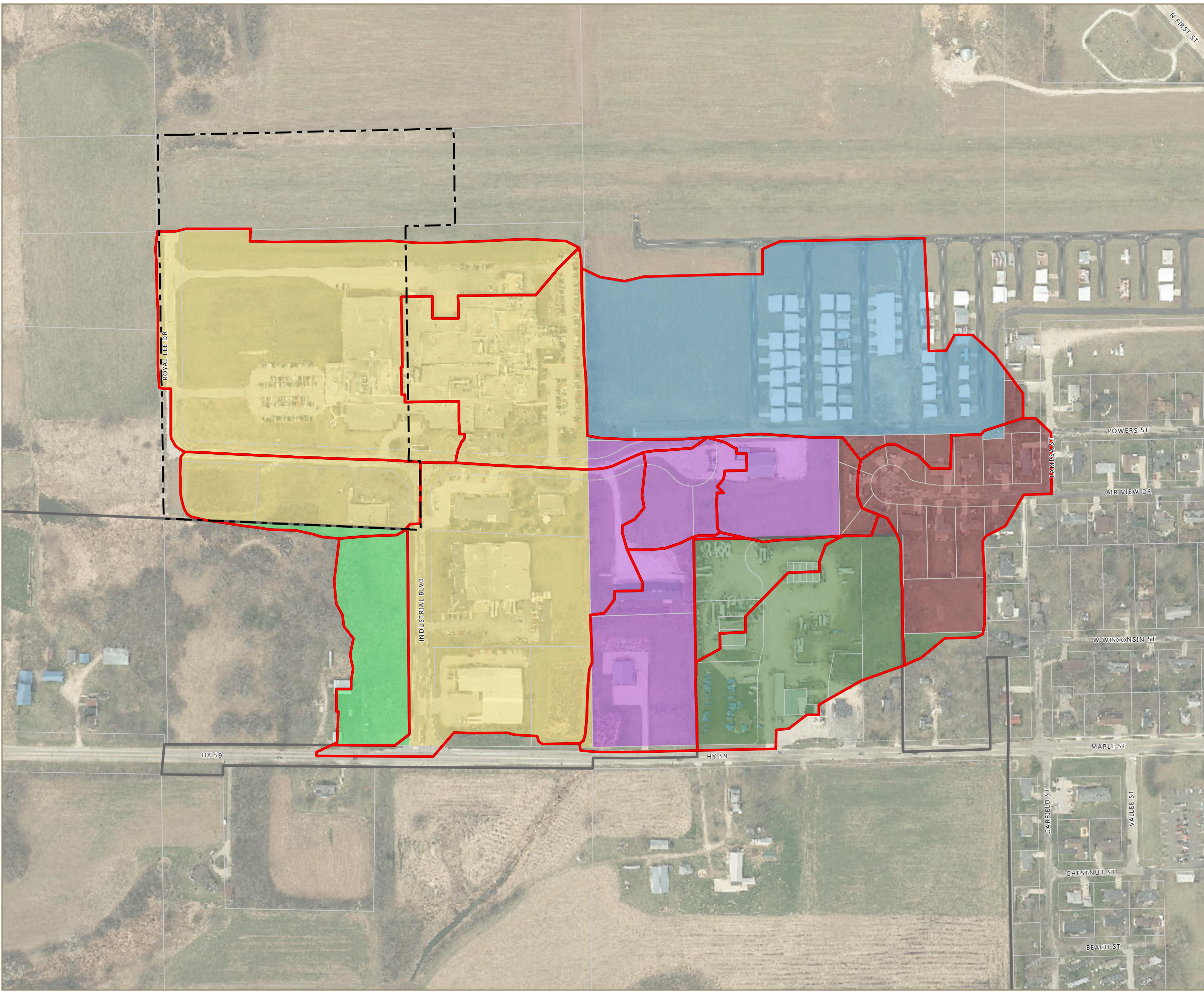
-  Village of Palmyra
-  Parcel
-  TID 3
-  Watersheds in Study Area

Property Group

-  Airport
-  Airview Estates
-  CSM 3173-13-203
-  Palmyra Industrial Park
-  Tutton
-  Willson et al

DATA SOURCES:  
 BASE DATA PROVIDED BY JEFFERSON COUNTY.  
 AERIAL IMAGERY PROVIDED BY JEFFERSON COUNTY (2015).


VILLAGE OF PALMYRA  
 JEFFERSON COUNTY, WI



# EXISTING FACILITIES

## Palmyra Industrial Park Stormwater Study

### LEGEND

 Village of Palmyra

 Existing Basin


### Watersheds


 Southeast

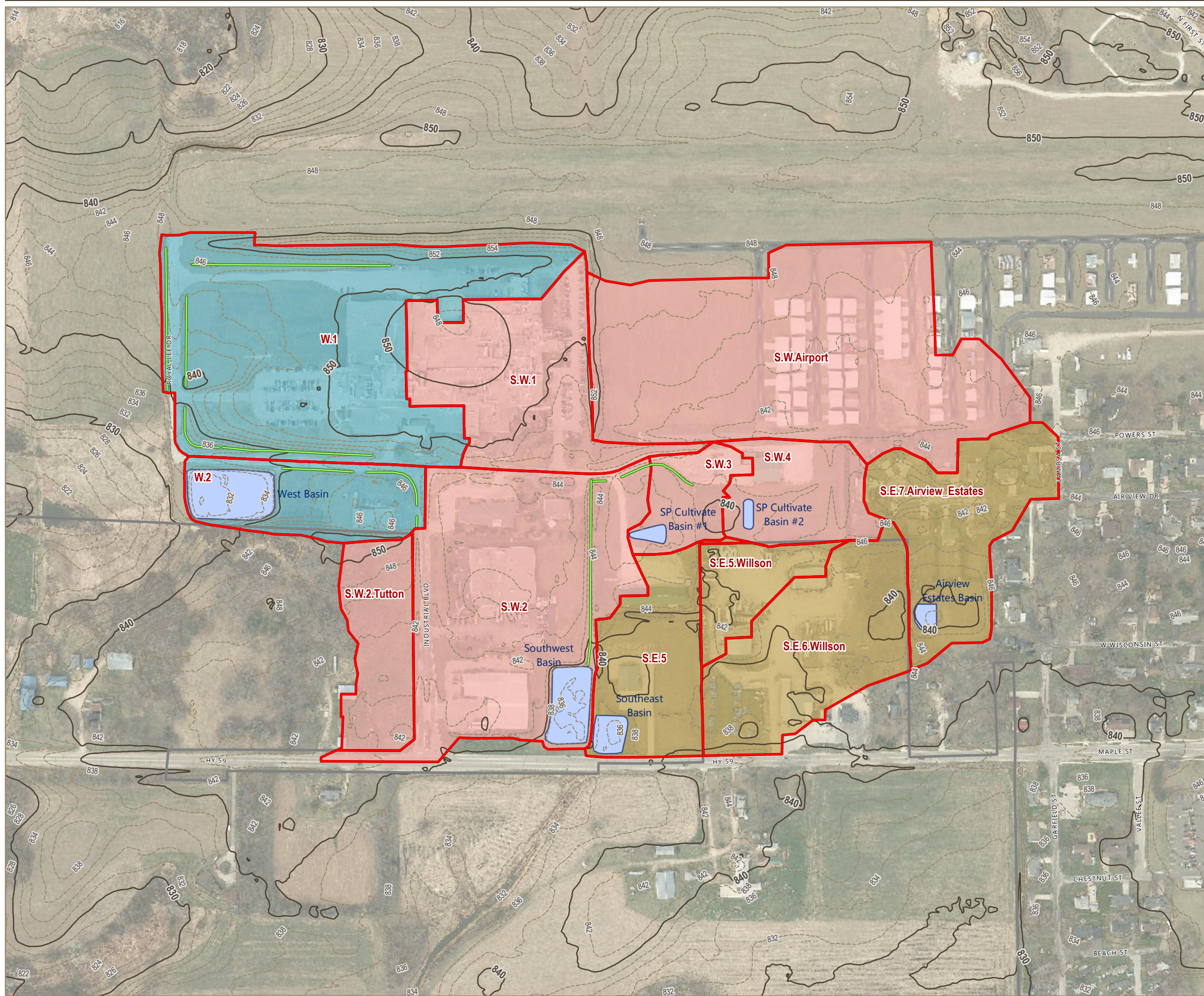
 Southwest

 West

 Existing Vegetated Swale

 10-ft Contour

 2-ft Contour



DATA SOURCES:  
 BASE DATA PROVIDED BY JEFFERSON COUNTY.  
 AERIAL IMAGERY PROVIDED BY JEFFERSON COUNTY (2015).










VILLAGE OF PALMYRA  
 JEFFERSON COUNTY, WI

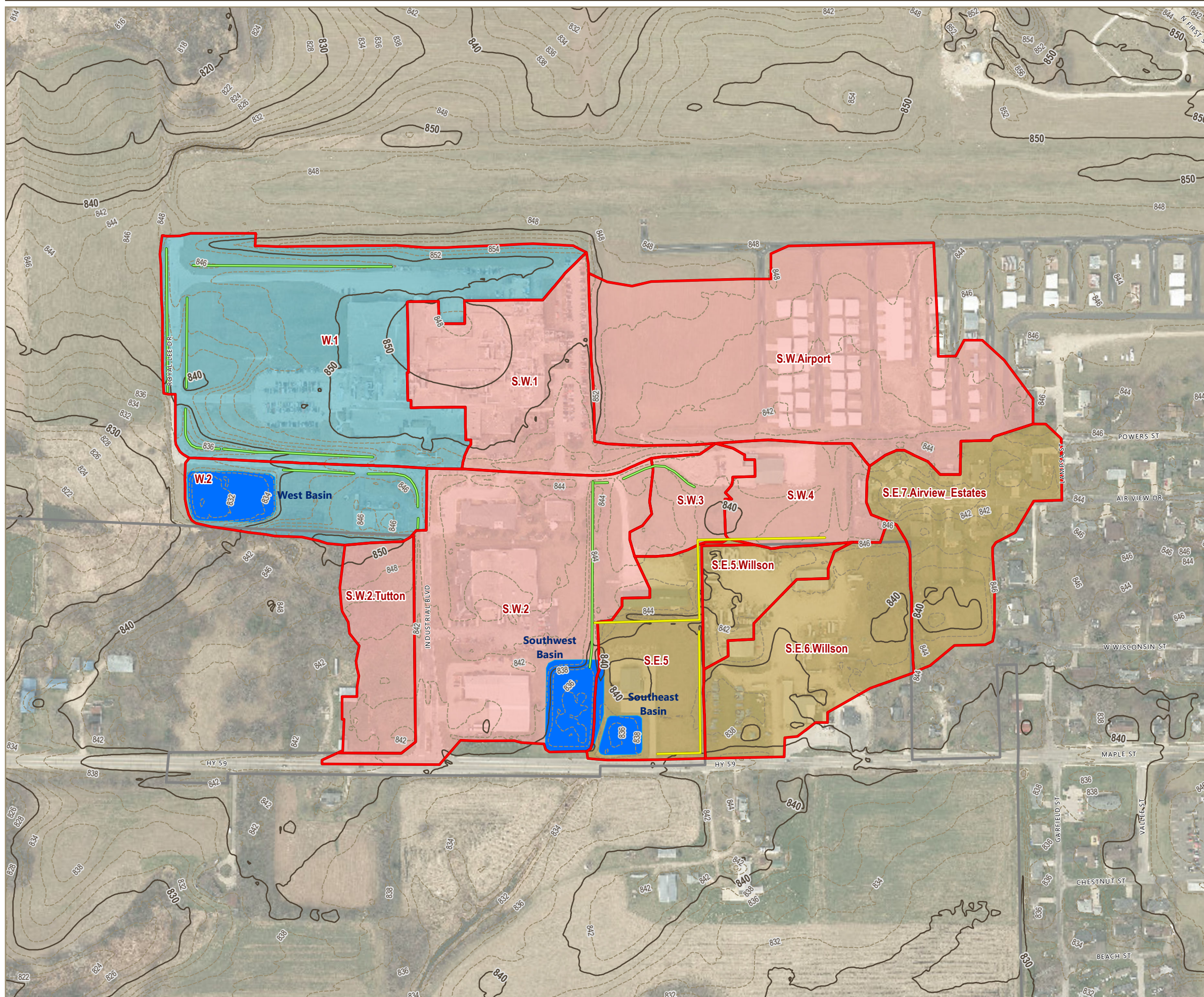


# PROPOSED FACILITIES

## Palmyra Industrial Park Stormwater Study

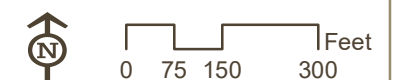
### LEGEND

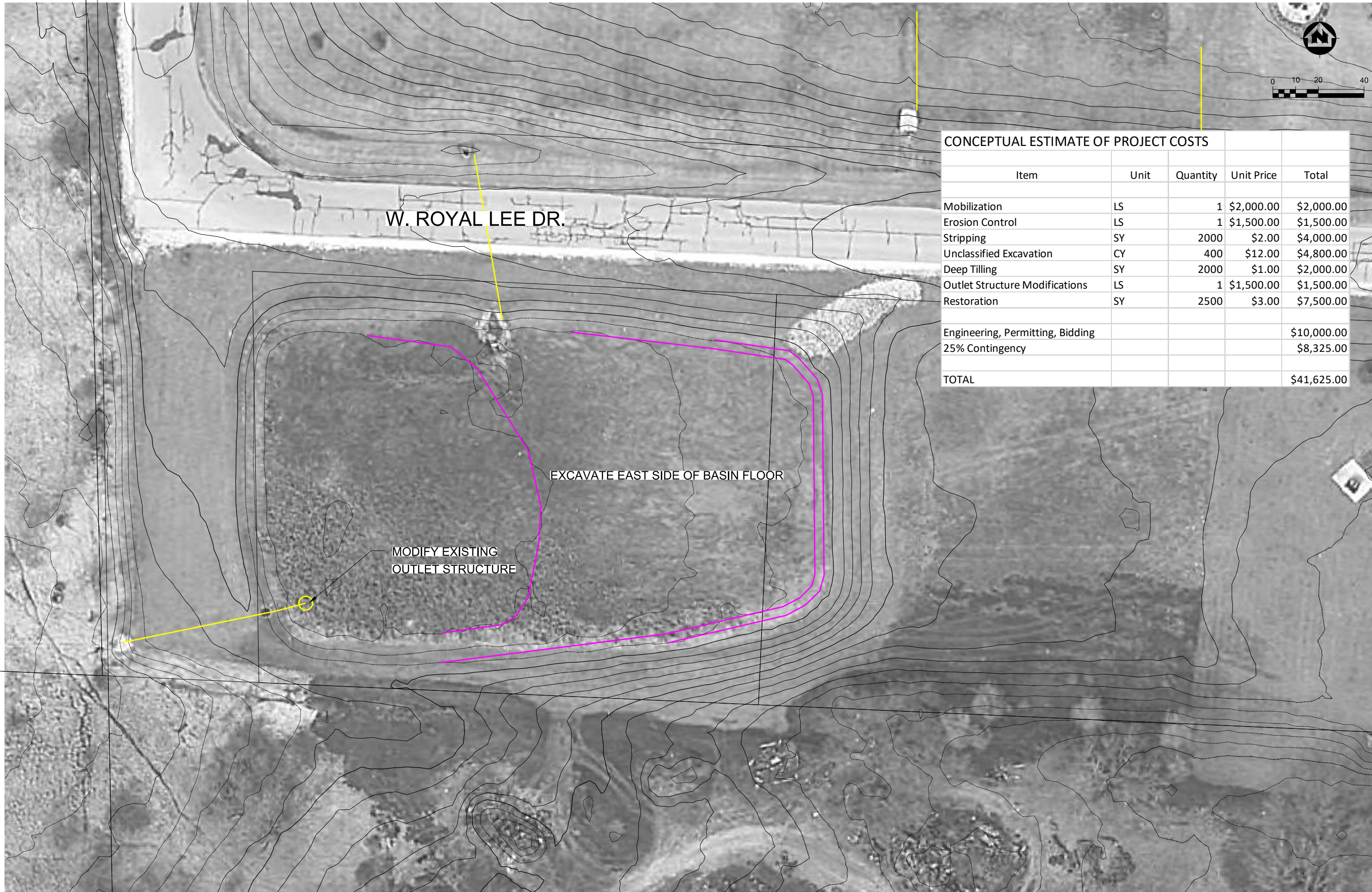
-  Village of Palmyra
-  Future Basin
- Watersheds
  -  Southeast
  -  Southwest
  -  West
-  Existing Vegetated Swale
-  Future Vegetated Swale
-  10-ft Contour
-  2-ft Contour



DATA SOURCES:  
 BASE DATA PROVIDED BY JEFFERSON COUNTY.  
 IMAGERY PROVIDED BY JEFFERSON COUNTY (2015).

VILLAGE OF PALMYRA  
 JEFFERSON COUNTY, WI





CONCEPTUAL ESTIMATE OF PROJECT COSTS				
Item	Unit	Quantity	Unit Price	Total
Mobilization	LS	1	\$2,000.00	\$2,000.00
Erosion Control	LS	1	\$1,500.00	\$1,500.00
Stripping	SY	2000	\$2.00	\$4,000.00
Unclassified Excavation	CY	400	\$12.00	\$4,800.00
Deep Tilling	SY	2000	\$1.00	\$2,000.00
Outlet Structure Modifications	LS	1	\$1,500.00	\$1,500.00
Restoration	SY	2500	\$3.00	\$7,500.00
Engineering, Permitting, Bidding				\$10,000.00
25% Contingency				\$8,325.00
<b>TOTAL</b>				<b>\$41,625.00</b>

W. ROYAL LEE DR.

EXCAVATE EAST SIDE OF BASIN FLOOR

MODIFY EXISTING  
OUTLET STRUCTURE

PROJECT NO.:	00384036	SCALE:	AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE:	March 2017	DRAWN BY:	ES	.	.	.	.
F.B.:	.	CHECKED BY:	.	.	.	.	.
PLOT DATE: 03/10/2017 1:40:44 PM esorensen							

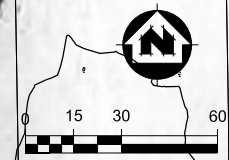
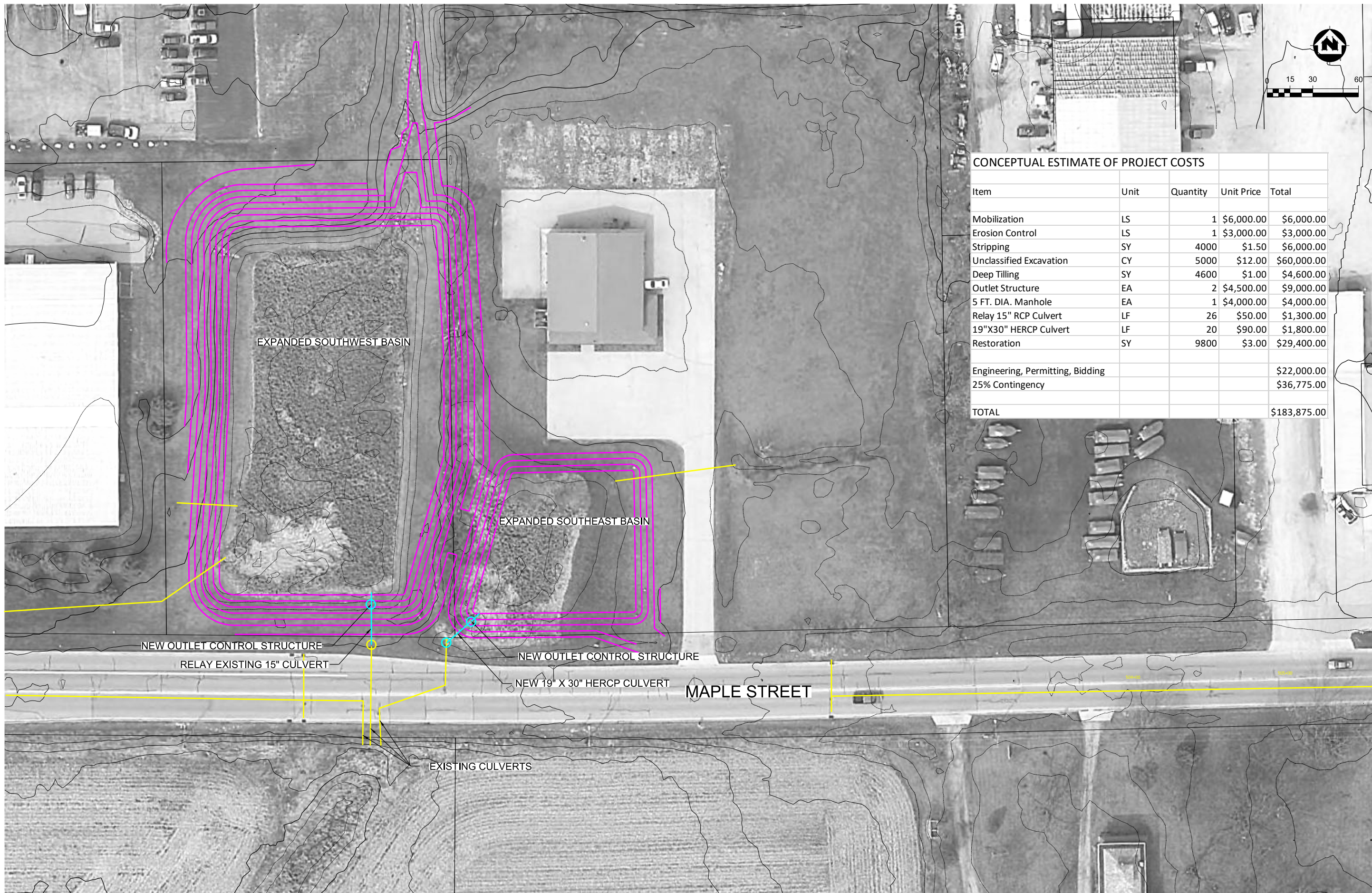
**MSA**  
PROFESSIONAL SERVICES

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2901 International Lane Madison, WI 53704  
608-242-7779 1-800-446-0679 Fax: 608-242-5664  
Web Address: www.msa-ps.com  
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CONCEPT PLAN - WEST BASIN

PALMYRA INDUSTRIAL PARK  
STORMWATER MANAGEMENT STUDY  
VILLAGE OF PALMYRA, JEFFERSON COUNTY

FILE NO.  
00384036  
SHEET  
EX.2



**CONCEPTUAL ESTIMATE OF PROJECT COSTS**

Item	Unit	Quantity	Unit Price	Total
Mobilization	LS	1	\$6,000.00	\$6,000.00
Erosion Control	LS	1	\$3,000.00	\$3,000.00
Stripping	SY	4000	\$1.50	\$6,000.00
Unclassified Excavation	CY	5000	\$12.00	\$60,000.00
Deep Tilling	SY	4600	\$1.00	\$4,600.00
Outlet Structure	EA	2	\$4,500.00	\$9,000.00
5 FT. DIA. Manhole	EA	1	\$4,000.00	\$4,000.00
Relay 15" RCP Culvert	LF	26	\$50.00	\$1,300.00
19"X30" HERCP Culvert	LF	20	\$90.00	\$1,800.00
Restoration	SY	9800	\$3.00	\$29,400.00
Engineering, Permitting, Bidding				\$22,000.00
25% Contingency				\$36,775.00
<b>TOTAL</b>				<b>\$183,875.00</b>

PROJECT NO.:	00384036	SCALE:	AS SHOWN	NO.	DATE	REVISION	BY
PROJECT DATE:	March 2017	DRAWN BY:	ES	.	.	.	.
F.B.:	.	CHECKED BY:	.	.	.	.	.
PLOT DATE: 03/10/2017 1:33:55 PM esorensen							

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CONCEPT PLAN - SOUTH BASINS

PALMYRA INDUSTRIAL PARK  
STORMWATER MANAGEMENT STUDY  
VILLAGE OF PALMYRA, JEFFERSON COUNTY

FILE NO.  
00384036

SHEET  
EX.1