

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse, Room C1021  
311 S. Center Ave.  
Jefferson, WI 53549

Date: Tuesday, February 3, 2026

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair); Zarling, Karl; Jaeckel, George (Vice-Chair); Christensen, Walt; Drayna, David

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of minutes for Finance Committee for January 6, 2026
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and possible action on amending the Planning and Development fee schedule to add a plat book fee
9. Discussion and possible action on amending the Health Department fee schedule
10. Discussion and possible action on entering into a support and maintenance agreement with AVI-SPL and amending the 2026 budget
11. Discussion and possible action on purchase and sale agreement with Wangard Property Acquisitions for sale of County farmland (if appropriate and necessary for the public interest, the Committee may convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) to discuss negotiation strategy for parameters of Purchase & Sale Agreement with Wangard Property Acquisitions. Following any closed session, the Committee will reconvene in open session.)
12. Discussion and possible action on determining the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties, and considering offers to purchase on foreclosed properties
13. Discussion and possible action on proposal for pre-development environmental engineering and planning from Sigma Group
14. Discussion and possible action on sale of old highway facility property
15. Update on contingency fund balance
16. Set future meeting schedule, next meeting date, and possible agenda items
17. Review of invoices
18. Adjourn Finance Committee

Next scheduled meetings:           Tuesday, March 3, 2026 (Regular meeting)  
  Wednesday, April 15, 2026 (Regular meeting)  
  Tuesday, May 5, 2026 (Regular meeting)

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Meeting ID: 270 161 347 776 3

Passcode: WK3zS9Gf

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



**10. Discussion on insurance renewal rates** – Finance Director DeVries reviewed the various insurance coverages and renewal rates with the Committee. No action was taken.

**11. Discussion and possible action on determining the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties, and considering offers to purchase on foreclosed properties** – County Treasurer Stade, Corporation Counsel Thompson and Paralegal Stolar updated the Committee on the status of tax delinquent collections. No action was taken.

**12. Discussion and possible action on 2025 projections of budget vs. actual revenues and expenditures** – DeVries reviewed the year-end projections with the Committee. No action was taken.

**13. Review of the financial statements and department update for November 2025-Finance Department** – No action taken.

**14. Review of the financial statements and department update for November 2025-Treasurer's Office** - No action taken.

**15. Review of the financial statements and department update for November 2025-Child Support** - No action taken.

**16. Update on contingency fund balance** – DeVries reported the current balances of 2025 contingency funds after action taken at this meeting are \$314,690.66 for general contingency (excludes water main break, which has not been voted on), \$522,413 for Other Contingency and \$300,000 for vested benefits. The 2026 contingency amounts remain as budgeted at \$500,000 for general contingency, \$100,343.53 for other contingency, and \$300,000 for vested benefits contingency. No action was taken.

**17. Discussion of funding for projects related to the new Highway facilities and sale of old Highway facilities** – Luckey updated the Committee. No action was taken.

**18. Set future meeting schedule, next meeting date, and possible agenda items** - The next scheduled meeting is set for February 3, 2026, at 8:30 a.m.

**19. Review of invoices** - Motion by Jaeckel/Drayna to approve invoices totaling \$5,846,770.02. The motion passed 5-0.

**20. Adjourn** - Motion by Jaeckel/Drayna to adjourn at 9:19 a.m. The motion passed 5-0.

Respectfully submitted,

Marc DeVries, Finance Director  
Jefferson County

**RESOLUTION NO. \_\_\_\_\_**

**Amending the Planning and Development Fee Schedule to add a Plat Book Fee**

Executive Summary

The Planning and Development Department continues to receive inquiries related to purchasing or obtaining county-wide plat books. The previous plat books were created and printed by a third party and provided to the County to sell. The last book was printed in 2019. The Land Information Department identified a requested service and began creating a 2026 Plat Book, which will be completed in quarter one of 2026. The creation and printing costs were included in the 2026 Budget, however, the fee to sell the book was not included. Printing costs are estimated at \$22 per book and it is recommended to sell the books at \$33.18 with \$1.82 in sales tax for a total of \$35 per book. This resolution will create a plat book fee within the County Fee Schedule. The Planning and Zoning Committee considered this resolution at its January 26 meeting and the Finance Committee considered the resolution at its February 10 meeting and both committees recommending forwarding to the County Board for approval.

\_\_\_\_\_  
WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the 2026 Budget does not include a fee for the sale of plat books, and

WHEREAS, the Planning and Development Department has created 2026 plat books which will be available for sale to the public, and

WHEREAS, this resolution will amend the fee schedule to establish a fee for the sale of plat books, and

NOW, THEREFORE, BE IT RESOLVED that the plat book fee charged by the Planning and Development Department will be \$35.00 effective upon passage of this resolution.

*Fiscal Note: This resolution will amend the fee schedule and create a fee of plat books of \$35.00, creating a potential revenue of \$8,750 over the sale life of the books. The creation and printing expenses of the plat books has been included in the Planning and Development 2026 Budget. As a budget amendment this resolution requires twenty (20) out of thirty (30) affirmative votes for passage.*



Watertown Department of Public Health  
515 S. First Street  
Watertown, WI 53094  
Phone: (920) 262-8094 Fax: 920-262-8096



Jefferson County Health Department  
1541 Annex Road  
Jefferson, WI 53549

## ENVIRONMENTAL PUBLIC HEALTH CONSORTIUM

### 2026 DATCP Lodging License Fee Update

As an agent health department of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), our local fees are affected by contractual requirements set forth by DATCP.

We are presenting an updated fee schedule to include the new license categories and updated fees for DATCP lodging facilities.

#### **UPDATED CATEGORIES AND FEES:**

In October 2025, the legislature approved the updated ch. ATCP 72 Hotels, Motels, and Tourist Rooming Houses. The new code will have an effective date of January 25, 2026.

The revised ATCP 72 includes increased fees and new and updated license categories. The categories are divided into three different types and leveled by number of keyed units.

As an agent health department, we are required to provide and include the same license categories as provided by ATCP 72. We have attached our updated fee schedule based on ATCP 72 fees and categories. Pre-inspection fees for Tourist Rooming House(s) were adjusted based on internal evaluation of actual cost of staff time and resources. We have applied a 15% reimbursement fee to our base fees to have accurate funds to reimburse DATCP as required by contract.

These new fees will be in effect starting April 1, 2026 as cited in ATCP 72.

### 2026 Monthly Pool Monitoring Update

In 2022, the department began monthly chemistry testing for all recreational water facilities to reduce the number of closures required during annual inspections. In November 2024, the program saw success in many of the licensed pool facilities in Jefferson County. It was determined that pools that went **six consecutive months without a closure** for chemistry violations would be removed from monthly monitoring and return to the annual inspection schedule. Monthly monitoring would not be restarted unless the chemistry was out of range on the next annual inspection. Many licenses have been removed from monthly monitoring since that change.

Currently, if a license is closed during a monthly visit, a Temporary Order to Cease Operations and a re-inspection fee of \$100.00 is issued. If a second re-inspection is required due to the chemistry being out of range during the re-inspection, a fee of \$150.00 is issued. The temporary order is terminated once the chemistry has been corrected. This will end June 30<sup>th</sup>, 2026.

#### **UPDATED FEES AND PROCEDURE:**

Effective July 1<sup>st</sup>, 2026, recreational water facilities on monthly monitoring that are closed during a visit due to a chemistry violation will be issued a fee of **\$500.00** per closure. A license will be placed on

monthly monitoring if the water quality standards outlined in ATCP 76.14 are not met during an annual inspection, and a notice will be issued to the operator. Licenses currently on increased monitoring will remain on increased monitoring. Licenses that fail to correct the water chemistry within the time allotted by a temporary order will be suspended.

Licenses will remain on monthly chemistry monitoring until six consecutive months of acceptable water results are documented by the department. If six consecutive months are not achieved within 12 months of the annual inspection date, the license will be suspended. If the conditions of the suspension order are not met by June 30<sup>th</sup> of that license year, the license will not be renewed. The fine for operating a recreational water facility without a license is \$500.00 per day.

These fee changes do **not** apply to re-inspections for violations and closure criteria that are **not** related to chemistry. Those fees will remain \$100.00 for the first, and \$150.00 for the second and subsequent re-inspections.

RESOLUTION NO. \_\_\_\_\_

**Updating Monthly Pool Monitoring Fees and Amending the 2026 Budget**

Executive Summary

Jefferson County participates in the Environmental Public Health Consortium (EPHC), which serves as an agent of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) which provides environmental health licensing, inspection, and monitoring services on behalf of Jefferson County.

**WHEREAS**, the above Executive Summary is incorporated into this resolution, and

**WHEREAS**, in 2022 the Consortium began monthly water chemistry testing for licensed recreational water facilities to improve compliance and reduce closures required during annual inspections; and

**WHEREAS**, by November 2024 the monthly chemistry monitoring program demonstrated measurable success across many licensed pool facilities in Jefferson County, prompting a program adjustment allowing facilities with six consecutive months without a chemistry-related closure to return to annual inspections; and

**WHEREAS**, under the current process, facilities on monthly monitoring that are closed for chemistry violations receive a Temporary Order to Cease Operations along with re-inspection fees of \$100 for the first re-inspection and \$150 for a second re-inspection if chemistry remains out of range, and this process will remain in effect through June 30, 2026; and

**WHEREAS**, to further strengthen compliance, improve accountability, and enhance swimmer safety, the Consortium finds it necessary to implement updated fees and enforcement procedures effective July 1, 2026, including a \$500 per-closure fee for chemistry-related closures

during monthly monitoring, defined criteria for placement and removal from monthly monitoring, and a structured pathway for suspension and nonrenewal when compliance is not achieved.

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson County Board of Supervisors approves the updated 2026 Monthly Pool Monitoring Fees.

*Fiscal Note: Jefferson County contracts with the City of Watertown Health Department for the provision of water chemistry testing services. Fees generated from the provision of these services are collected and retained by the City of Watertown Health Department. However, because these fees are subject to County Board approval through the budget process, amending the fee schedule is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

**RESOLUTION NO. \_\_\_\_\_**

**Updating Lodging License Categories for the Environmental Public Health Consortium**

Executive Summary

Jefferson County participates in the Environmental Public Health Consortium (EPHC), which serves as an agent of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) which provides environmental health licensing, inspection, and monitoring services on behalf of Jefferson County.

**WHEREAS**, the above Executive Summary is incorporated into this resolution, and

**WHEREAS**, as an agent health department, local fees and licensing practices are affected by contractual requirements set forth by DATCP and in October 2025, the Wisconsin Legislature approved updates to Wisconsin Administrative Code ch. ATCP 72, Hotels, Motels, and Tourist Rooming Houses, with an effective date of January 25, 2026; and

**WHEREAS**, the revised ATCP 72 includes increased fees and new and updated license categories, divided into three facility types and tiered based on the number of keyed units and as an agent health department, it is required to provide the same license categories as established by ATCP 72; and

**WHEREAS**, an updated fee schedule was created to align with ATCP 72 categories and fees, including adjustments to pre-inspection fees for Tourist Rooming House(s) based on internal evaluation of the actual cost of staff time and resources; and

**WHEREAS**, the Health Department has applied a 15% reimbursement fee to base fees to ensure adequate funds are available to reimburse DATCP and updated fees will be in effect beginning April 1, 2026.

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson County Board of Supervisors approves the updated 2026 DATCP lodging License Fees.

*Fiscal Note: Jefferson County contracts with the City of Watertown Health Department for the provision of licensing and inspection services of lodging establishments within the County. Fees generated from the provision of these services are collected and retained by the City of Watertown Health Department. However, because these fees are subject to County Board approval through the budget process, amending the fee schedule is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

**Environmental Health Fee Schedule**

<b><u>Type</u></b>	<b><u>Current 2025</u></b>
<b>1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)</b>	
<b>(a) Retail Food Serving Meals - Prepackaged TCS</b>	
1. License Fee	\$127.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$134.00
Pre-inspection Fee for Change of Owner	\$100.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$21.00
<b>(b) Retail Food Serving Meals - Simple</b>	
1. License Fee	\$276.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$332.00
Pre-inspection Fee for Change of Owner	\$249.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$326.00
5. Late Fee	\$46.00
<b>(c) Retail Food Serving Meals - Moderate</b>	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$488.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$479.00
5. Late Fee	\$66.00
<b>(d) Retail Food Serving Meals - Complex</b>	
1. License Fee	\$649.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$798.00
Pre-inspection Fee for Change of Owner	\$598.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$785.00
5. Late Fee	\$108.00
<b>(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>	
1. License Fee	\$52.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$45.00
4. Re-inspection 2 Fee	\$45.00

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$9.00
<b>(f) Transient Retail Food - TCS</b>	
1. License Fee	\$205.00
<b>(g) Transient Retail Food - Non-TCS</b>	
1. License Fee	\$81.00
<b>(h) Transient Retail Food - Prepackaged TCS</b>	
1. License Fee	\$52.00
<b>2. Bed and Breakfast</b>	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>3. Hotel/Motel/Tourist Rooming House/Specialty Lodging</b>	
<b>(a) Hotel/Motel 05-30 Sleeping Rooms</b>	
1. License Fee	\$248.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$295.00
5. Late Fee	\$85.00
<b>(b) Hotel/Motel 31-99 Sleeping Rooms</b>	
1. License Fee	\$337.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00
Pre-inspection Fee for Change of Owner	\$508.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$408.00
5. Late Fee	\$85.00
<b>(c) Hotel/Motel 100—199 Sleeping Rooms</b>	
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00
Pre-inspection Fee for Change of Owner	\$607.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$515.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(d) Hotel/Motel 200 or more Sleeping Rooms</b>	
1. License Fee	\$589.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00
Pre-inspection Fee for Change of Owner	\$906.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$714.00
5. Late Fee	\$85.00
<b>(e) Tourist Rooming House (1-4 rooms)</b>	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(a.) Tourist Rooming House (1)</b>	
1. License Fee	\$310.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(b.) Tourist Rooming House (2 to 4)</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$406.00
Pre-inspection Fee for Change of Owner	\$305.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(c.) Tourist Rooming House (5 to 9)</b>	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$506.00
Pre-inspection Fee for Change of Owner	\$380.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(d.) Tourist Rooming House (10 to 19)</b>	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00

<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(e.) Tourist Rooming House (20 to 39)</b>	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(f.) Tourist Rooming House (40 to 99)</b>	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(g.) Tourist Rooming House (100 to 299)</b>	
1. License Fee	\$1,035.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,800.00
Pre-inspection Fee for Change of Owner	\$1,350.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(h.) Tourist Rooming House (300 to 599)</b>	
1. License Fee	\$1,150.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,000.00
Pre-inspection Fee for Change of Owner	\$1,500.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(i.) Tourist Rooming House (600+)</b>	
1. License Fee	\$1,265.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,200.00
Pre-inspection Fee for Change of Owner	\$1,650.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(j.) Hotel/Motel 05-30 Rooms</b>	
1. License Fee	\$403.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$700.00
Pre-inspection Fee for Change of Owner	\$525.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(k.) Hotel/Motel 31-99 Rooms</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(l.) Hotel/Motel 100 – 249 Rooms</b>	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(m.) Hotel/Motel 250 to 499 Rooms</b>	
1. License Fee	\$748.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,300.00
Pre-inspection Fee for Change of Owner	\$975.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(n.) Hotel/Motel 500 to 749 Rooms</b>	
1. License Fee	\$863.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,500.00
Pre-inspection Fee for Change of Owner	\$1,125.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(o.) Hotel/Motel 750 to 1000 Rooms</b>	
1. License Fee	\$978.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,700.00

<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$1,275.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(p.) Hotel/Motel 1000+ Rooms</b>	
1. License Fee	\$1,093.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,900.00
Pre-inspection Fee for Change of Owner	\$1,425.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(q.) Specialty Lodging (1)</b>	
1. License Fee	\$341.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$592.00
Pre-inspection Fee for Change of Owner	\$444.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(r.) Specialty Lodging (2 to 4)</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(s.) Specialty Lodging (5 to 9)</b>	
1. License Fee	\$634.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(t.) Specialty Lodging (10 to 19)</b>	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
<b>(u.) Specialty Lodging (20 to 39)</b>	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>(v.) Specialty Lodging (40 to 99)</b>	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
<b>5. Campground</b>	
<b>(a) Campgrounds (1-25 sites)</b>	
1. License Fee	\$211.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00
Pre-inspection Fee for Change of Owner	\$290.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$244.00
5. Late Fee	\$85.00
<b>(b) Campground (26-50 sites)</b>	
1. License Fee	\$302.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00
Pre-inspection Fee for Change of Owner	\$432.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$357.00
5. Late Fee	\$85.00
<b>(c) Campground (51-100 sites)</b>	
1. License Fee	\$367.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00
Pre-inspection Fee for Change of Owner	\$535.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$433.00
5. Late Fee	\$85.00
<b>(d) Campground (101 - 199 sites)</b>	

<u>Type</u>	<u>Current 2025</u>
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00
Pre-inspection Fee for Change of Owner	\$634.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$510.00
5. Late Fee	\$85.00
<b>(e) Campground (200 or more sites)</b>	
1. License Fee	\$494.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$591.00
5. Late Fee	\$85.00
<b>Recreational/Education Camps- Simple</b>	
1. License Fee	\$587.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$102.00
<b>Recreational/Education Camps - Simple w/ Hospitality</b>	
1. License Fee	\$647.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,124.00
Pre-inspection Fee for Change of Owner	\$843.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$112.00
<b>Recreational/Education Camps- Moderate</b>	
1. License Fee	\$639.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,110.00
Pre-inspection Fee for Change of Owner	\$833.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$111.00
<b>Recreational/Education Camps - Moderate w/ Hospitality</b>	
1. License Fee	\$761.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,322.00
Pre-inspection Fee for Change of Owner	\$992.00
3. Re-inspection Fee	\$200.00

<u>Type</u>	<u>Current 2025</u>
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$132.00
<b>Recreational/Education Camps- Complex</b>	
1. License Fee	\$682.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,186.00
Pre-inspection Fee for Change of Owner	\$890.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$119.00
<b>Recreational/Education Camps - Complex w/ Hospitality</b>	
1. License Fee	\$856.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,488.00
Pre-inspection Fee for Change of Owner	\$1,116.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$149.00
<b>6. School Inspections (no state reimbursement, not a license)</b>	
(a) Full Service Kitchen	\$460.00
(b) Full Service Pre-Inspection Fee	
(c) Satellite Kitchen	\$157.00
(d) Satellite Kitchen pre-Inspection	
<b>7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)</b>	
<b>(a) Retail Food Not Serving Meal - Complex</b>	
1. License Fee	\$1,154.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$765.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$459.00
5. Late Fee	\$137.00
<b>(b) Retail Food Not Serving Meals - Moderate</b>	
1. License Fee	\$447.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$53.00

<u>Type</u>	<u>Current 2025</u>
<b>(c) Retail Food Not Serving Meals - Simple-TCS</b>	
1. License Fee	\$320.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$38.00
<b>(d) Retail Food Not Serving Meals - Simple - Non-TCS</b>	
1. License Fee	\$102.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00
Pre-inspection Fee for Change of Owner	\$68.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$12.00
<b>(e) Retail Food Not Serving Meals - Prepackaged TCS</b>	
1. License Fee	\$55.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$9.00
<b>(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities</b>	
1. License Fee	\$52.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00
Pre-Inspection Fee for Change of Owner	\$0.00
3. Re-Inspection Fee	\$45.00
4. Re-Inspection 2 Fee	\$45.00
5. Late Fee	\$9.00
<b>(g) Micro Markets - Single Location</b>	
1. License Fee	\$46.00
2. Late Fee	\$85.00
<b>(h) Micro Markets - Multiple Locations (on the same premises)</b>	
1. License Fee	\$69.00
2. Late Fee	\$12.00
<b>(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)</b>	\$50.00

<u>Type</u>	<u>Current 2025</u>
<b>8. Recreational Water</b>	
<b>Simple Pool</b>	
1. License Fee	\$240.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$208.00
Pre-inspection Fee for Change of Owner	\$156.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
5. Late Fee	\$42.00
<b>Simple Pool w/ features</b>	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$345.00
Pre-inspection Fee for Change of Owner	\$259.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$69.00
<b>Moderate Pool</b>	
1. License Fee	\$359.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$312.00
Pre-inspection Fee for Change of Owner	\$234.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$62.00
<b>Moderate Pool w/ features</b>	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$450.00
Pre-inspection Fee for Change of Owner	\$338.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$90.00
<b>Complex Pool</b>	
1. License Fee	\$449.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$390.00
Pre-inspection Fee for Change of Owner	\$293.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$78.00
Complex Pool w/ features	
1. License Fee	\$607.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$527.00
Pre-inspection Fee for Change of Owner	\$396.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
<b>Special Re-inspection for Non-Compliance</b>	<b>\$500.00</b>
5. Late Fee	\$78.00

**RESOLUTION NO. \_\_\_\_\_**

**Contract with AVI-SPL for maintenance services**

Executive Summary

This Audio-Video Maintenance Contract provides comprehensive support services to ensure the continuous, reliable, and optimal performance of the organization's audio-visual systems. The scope of services includes preventive maintenance, system monitoring, troubleshooting, repair, and technical support for all covered AV equipment and infrastructure.

The objective of this contract is to minimize system downtime, extend equipment lifespan, and maintain consistent audio-visual quality across meeting rooms, conference facilities, court hearing rooms, and other supported environments. Services are delivered by qualified technicians in accordance with industry best practices and manufacturer guidelines.

Under this agreement, the service provider will conduct scheduled inspections, firmware updates, performance testing, and system calibrations, as well as respond to service requests within defined service-level timelines. The contract also includes documentation, reporting, and recommendations for system optimization and future upgrades.

By engaging in this maintenance agreement, the organization ensures predictable operating costs, improved system reliability, and timely technical support.

- Hearing Room 1 (C1150) and Hearing Room 2 (C1140): \$22,229.04
- County Board Room (C2063): \$11,375.68
- Emergency Operations (L0091): \$10,860.72
- Conference Rooms (C2061 and C2062): \$2,854.53
- Polycom for Courts: \$8,571.18

The total cost for all services is \$55,873.14. This contract will expire on February 25, 2028.

\_\_\_\_\_  
WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County made significant investments in technology during its Courthouse/Sheriff/Jail renovation project, and

WHEREAS, periodic maintenance to the equipment purchased that supports our judicial, legislative, and emergency management operations will ensure proper continuity of service and protect the investments of the County, and

WHEREAS the 2026 budget does not allocate any funds for maintaining the conference, hearing rooms, or Courts Polycom,

NOW, THEREFORE, BE IT RESOLVED THAT the Jefferson County Board of Supervisors authorizes the County Administrator to execute a contract with AVI-SPL for service and maintenance of courtroom, board room, and emergency operations center technology equipment for a two-year period in the amount of \$55,873.14, and

BE IT FURTHER RESOLVED that the cost of the maintenance for 2026 will be paid for from contingency funding, and allocated to the County Board, Court Support Services, and Emergency Management department budgets accordingly.

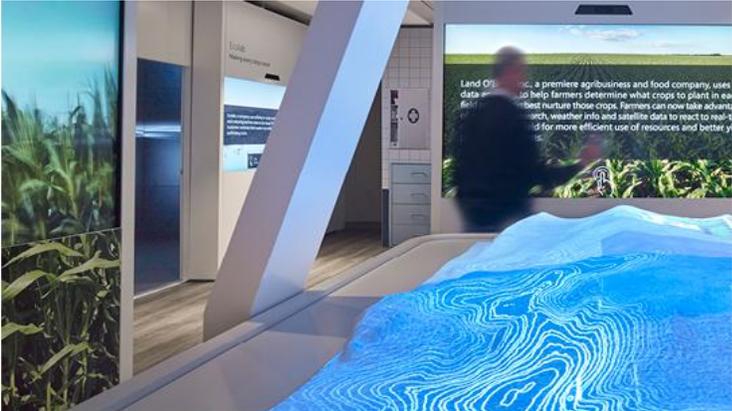
*Fiscal Note: This resolution authorizes the transfer of \$27,936.57 from contingency to the County Board, Court Support Services, and Emergency Management budgets and authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Proposal Prepared For:

**Jefferson County, WI**

Mark Stafford

Current Contract Expiration: 1/5/2026



AVI-SPL LLC  
www.avispl.com

**Prepared By:** Jon Ladd  
Jon.Ladd@avispl.com  
224-955-3132  
**Proposal No:** 496850-A  
**Date:** 1/20/2026

# Global Support and Maintenance

AVI-SPL's Global Support and Maintenance services relieve you of the day-to-day burden of maintaining your collaboration technology estate, keeping your teams connected, and concentrated on delivering business value.

## Elite Support

Our Elite services give you an extra level of **onsite** responsiveness and support with:

- \* **Unlimited onsite support M-F, 8am-5pm\***
- \* **Unlimited remote help desk support - available globally 24x7x365**
- \* **Facilitation of manufacturer repair or replacement programs - let us navigate your warranty terms**
- \* **Software and firmware updates managed remotely for covered assets**



## Global Support Operations Centers

- AVI-SPL's Global Support Operations Centers (GSOCs) deliver live help desk support 24x7x365.
- Offering quick and efficient email, phone, and portal communications options.
- The GSOCs will diagnose a problem, implement a repair remotely, or escalate to a specialist.

**Repair/Replacement Facilitation** - Some equipment may be repairable or replaced at no charge under the manufacturer's warranty policy. Labor for onsite installation of parts covered under manufacturer warranty may be subject to our current standard time and material rates. The help desk will assist in arranging the return of the defective equipment to the manufacturer for service/replacement as applicable.

**Software Updates and Upgrades** - Access to the help desk for customer-initiated software updates and upgrades remotely available per manufacturer recommendation. Updates are provided on a fix or fail basis. Once an issue is reported, the remote help desk coordinates with you and the manufacturer to determine the best course of action. If a specialist or a programmer, onsite help, or any other labor is required, additional charges may apply at the applicable rate for those services.

**Unlimited Onsite Support** - available Monday through Friday, 8 a.m. - 5 p.m.\*, excluding company holidays, with travel included. Where applicable, AVI-SPL will provide a two-business day onsite response following the help desk's determination that an onsite dispatch is needed.

\*Local standard time excluding AVI-SPL published holidays. For customers in the Middle East, services will be provided Sunday through Thursday from 8 a.m. - 5 a.m. local standard time, excluding United Arab Emirates (UAE) national holidays.

## Investment Summary - Proposal # 496850-A

### Terms and Conditions

This Proposal together with AVI-SPL’s General Terms and Conditions and the applicable Addendum(a) incorporated herein by this reference (collectively the “Agreement”) constitutes the entire agreement between AVI-SPL LLC (“Seller”, “AVI-SPL”, “we”, “us”, “our”) and [Account Name] (“Buyer”, “Customer”, “Client”, “you”, “your”) with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Any terms and conditions contained in Buyer’s purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected.

Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

### Special Terms

None

### Billing Terms

**Payment terms are                      Net 30                      Days from the date of invoice unless otherwise specified in the Proposal.**

Any support and maintenance services and remote managed services non-recurring charges outlined within this Proposal will be invoiced in full upon the earlier of customer’s issuance of a purchase order and customer’s signature below. Any on-site managed services and remote managed services monthly recurring charges outlined in this Proposal will be invoiced monthly. All fees and payments outlined in this Proposal are in US Dollars and all billing and payment shall be made in US Dollars.

**Link to AVI-SPL Terms and Conditions:**                      <https://avispl.com/terms-of-use/>

Purchase orders should be addressed to AVI-SPL LLC

**Coverage in the amount of                      \$55,873.14**

**\* any and all applicable taxes will be included upon invoicing**

### Buyer Acceptance

Buyer Legal Entity: \_\_\_\_\_

Buyer Authorized Signature: \_\_\_\_\_

Buyer Authorized Signatory Name: \_\_\_\_\_

Buyer Authorized Signatory Title: \_\_\_\_\_

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



6301 Benjamin Road, Suite 101  
 Tampa, FL 33634  
 Tel. 866.708.5034  
 www.avispl.com

**Prepared by:** Jon Ladd  
**Date Prepared:** 01/20/26  
**Proposal #:** 496850-A  
**Proposal Valid Until:** 2/20/2026  
**Previous Contract Exp. Date:** 1/5/2026

Line #	System/Room Name	Location	Serial No.	Start Date	End Date	Qty.	Part No.	Service Description	Unit Price	Extended Price
<b>Maintenance Services</b>										
<b>AV Room Services</b>										
1	Hearing Room 1 C1150, Hearing Room 2 (Family Court) C1140	311 S. Center Ave, Jefferson, WI 53549		2/13/2026	2/25/2028	1	AVIELITERM	Elite - Hearing Room 1 C1150, Hearing Room 2 (Family Court) C1140	\$22,229.04	\$22,229.04
2	County Board Room C2063	311 S. Center Ave, Jefferson, WI 53549		2/13/2026	2/25/2028	1	AVIELITERM	Elite - County Board Room C2063	\$11,357.68	\$11,357.68
3	Emergency Operations L0091	311 S. Center Ave, Jefferson, WI 53549		2/13/2026	2/25/2028	1	AVIELITERM	Elite - Emergency Operations L0091	\$10,860.72	\$10,860.72
4	Conference 2061, Conference 2062	311 S. Center Ave, Jefferson, WI 53549		2/13/2026	2/25/2028	1	AVIELITERM	Elite - Conference 2061, Conference 2062	\$2,854.53	\$2,854.53
<b>AV Service Total:</b>									<b>\$47,301.96</b>	<b>\$47,301.96</b>
<b>VTC Services</b>										
5	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G2232749F88F2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
6	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G222267A290F2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
7	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G222267A650F2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
8	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G222267A854F2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
9	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G222267ADACF2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
10	Poly + G7500 VCS	311 S. Center Ave, Jefferson, WI 53549	8G222267ADFOF2	1/6/2026	2/25/2028	1	HP-P85860112	Poly Plus - Poly + G7500 VCS	\$1,346.79	\$1,346.79
11	Poly + X30 AVB	311 S. Center Ave, Jefferson, WI 53549	8L223368C467FC	1/6/2026	2/25/2028	1	HP-P85980112	Poly Plus - Poly + X30 AVB	\$490.47	\$490.47
<b>VTC Service Total:</b>									<b>\$8,571.18</b>	<b>\$8,571.18</b>

**Contract Grand Total**  
**\$55,873.14**

**NOTES:**

*This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL.*

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## Appendix - A

### **Rooms Covered**

Collaboration/Meeting Space C0050A

Wait C2070

Emergency Operations L0091

M.I.S. Training Room C0022

Conference 2062

Patrol Captain L1082

Conference 2061

Staff Break C1013

Conference C2003

Admin Office C2032

Conference C1049

Conference C1021

Squad Room L1087

Conference C2056

Conference C2044

Hearing Room 1 C1150

Dispatch L1078

Hearing Room 2 (Family Court) C1140

County Board Room C2063

Conference Room L0101



January 30, 2026

**Via Email**

Jefferson County – Finance Committee  
c/o Michael Luckey, County Administrator  
311 S. Center Avenue, C2032  
Jefferson, WI 53549

Re: 17 Acres – NE Corner of County Road W/Wisconsin Avenue and Highway 26,  
City of Jefferson, Jefferson County, Wisconsin – Purchase and Sale Agreement

Dear Jefferson County Finance Committee:

Subsequent to the date on which Wangard Property Acquisitions LLC (“Wangard”) submitted its draft Purchase and Sale Agreement for the above-referenced property, Wangard has obtained additional information regarding the property and has received initial feedback from County Administrator Michael Luckey. In response, Wangard respectfully submits the following updates and proposed revisions to its previously submitted Purchase and Sale Agreement for the Jefferson County Finance Committee’s consideration.

1. **Odor Deed Restriction** - Jefferson County has inquired whether Wangard would be willing to subject the property to a deed restriction limiting the production of odors. Wangard is willing to work with Jefferson County to develop mutually acceptable deed restriction language addressing odor-related concerns and to record such restriction against the property as part of the closing. Following execution of the Purchase and Sale Agreement, Wangard intends to disclose its proposed tenant for the property to Jefferson County and will work with the tenant to ensure compliance with the agreed-upon restriction.
2. **Farm Lease** - Wangard has learned that the property is currently subject to a farm lease and that there have been discussions regarding a potential extension of that lease. Wangard is willing to permit an extension of the existing farm lease. In the event the lease must be terminated early as a result of Wangard’s development activities, Wangard would agree to reimburse the farm tenant for documented upfront costs incurred, but not for any lost profits.
3. **Repurchase Right / Inspection Period** - Jefferson County has expressed interest in retaining a right of first refusal to repurchase the property if Wangard has not commenced construction within a specified period following acquisition. Wangard is open to discussing this concept; however, in consideration thereof, Wangard respectfully requests the following revisions to the Inspection Period provisions of the Purchase and Sale Agreement:



(a) an expansion of the current 120-day Inspection Period to 270 days; and

(b) the right to extend the Inspection Period up to two (2) additional times, each for a period of ninety (90) days. For each such extension, Wangard would deposit an additional \$10,000 with Jefferson County, which deposits would be applicable to the purchase price but non-refundable (except in the event of a seller default).

By way of background, Wangard first became aware of the prospective tenant it is pursuing for this property approximately four years ago, and the tenant received board approval to enter the market approximately six months ago. Based on current discussions, Wangard anticipates that negotiations to finalize a lease agreement may extend beyond the originally contemplated 120-day Inspection Period. Once a lease agreement is executed and the tenant's requirements are confirmed, Wangard will promptly proceed with pursuing all necessary governmental approvals for the project.

Wangard intends to have a representative present at the Finance Committee's February 3, 2026 meeting when this matter is discussed. We appreciate the opportunity to work collaboratively with Jefferson County and look forward to finalizing a Purchase and Sale Agreement on the property and delivering another successful project for the County.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matt Moroney', is written over the word 'Sincerely,'.

Matt Moroney  
Wangard Partners, Inc. - CEO

cc: Stewart M. Wangard  
Stephanie Rechner

January 29, 2026

Project Reference #24899

Via email: [mluckey@jeffersoncountywi.gov](mailto:mluckey@jeffersoncountywi.gov)

Mr. Michael Luckey  
Jefferson County Administrator  
311 S. Center Avenue  
Jefferson, Wisconsin 53549

**Re: Proposal for Pre-Development Environmental Engineering and Planning**  
City North Mixed-Use Redevelopment Project  
Former Jefferson County Highway Department Site  
Jefferson, Wisconsin

Dear Michael,

The Sigma Group, Inc. (Sigma) provides this proposal for environmental engineering support during redevelopment planning associated with the City North redevelopment project proposed by Virtus Development (Virtus) at the above-referenced former Jefferson County Highway Department property (the "Site"). This proposal was prepared upon recent request and is based on information regarding the environmental conditions of the Site and Sigma's understanding of the proposed redevelopment project and schedule.

### **Scope of Work**

#### **Preparation of an Environmental Work Plan and Remediation and Redevelopment Planning**

We understand that Virtus Development (City North project developer) is in the process of conducting due diligence and developing preliminary site civil engineering and storm water management plans for the City North redevelopment project (**Attachment A**). Virtus is working with a civil engineering firm to review site conditions and develop civil engineering plans for redevelopment.

Virtus has requested that Sigma provide pre-development environmental engineering and consulting services to develop a scope of work and budget for the redevelopment-related environmental tasks and associated regulatory approvals, to be prepared ahead of closing on project financing. This request generally includes the development of a work plan and cost estimate for environmental soil sampling and analysis during geotechnical investigation activities, permitting disposal of impacted investigative waste (soil cuttings) and soil during redevelopment, WDNR Chapter NR 718 sampling activities, preparation of WDNR submittals to obtain approval to modify site conditions and management impacted soil during redevelopment, and update site-specific cap maintenance plans.

Sigma will provide environmental engineering and consulting services associated with preliminary site design and help develop an environmental remediation and redevelopment budget, pending review of civil engineering plans, including site grading, cut/fill, utility, storm water, and landscaping plans, which will be prepared by others and provided to Sigma. The following scope of work is for preliminary planning and development of a project environmental work plan and preliminary environmental budget.

Scope of Work:

- Attend project team meetings and provide general environmental consulting;
- Develop a site-specific work plan for environmental sampling and analysis associated with site redevelopment planning, landfill disposal permitting, and WDNR approvals associated with redevelopment;
- Review civil engineering plans and develop updated redevelopment-related environmental costs, including costs associated with impacted soil disposal.

**Deliverables**

- Environmental work plan and proposal for Chapter NR 718 soil sampling in coordination with geotechnical investigation as well as WDNR approvals associated with redevelopment; and
- Budgetary redevelopment-related environmental cost estimate.

Separate proposal(s), cost estimate(s), and schedule(s) will be provided for environmental tasks required to meet redevelopment planning needs and WDNR approvals.

**COST ESTIMATE**

For this phase of the project, Sigma will invoice on a **Time and Materials basis not to exceed \$7,500** without prior notification and approval of Jefferson County.

Sigma's Services Agreement and Work Authorization No. 1.

**SCHEDULE**

Pending receipt of a signed Services Agreement and Work Authorization No. 1, Sigma will provide an environmental work plan and cost proposal for pre-predevelopment WDNR approvals and soil management planning within 10-15 business days, pending receipt and review of an updated geotechnical investigation plan and preliminary civil engineering plans to be provided to Sigma by others. Sigma will work with Jefferson County, Virtus, and the overall project team to provide other project deliverables on a timely basis to meet project needs.

We appreciate the opportunity to assist you with this exciting project. Should you have any questions regarding our proposed scope of work and fees, please do not hesitate to contact us at the information below.

Respectfully Submitted,

**THE SIGMA GROUP, INC.**



Cory Katzban, PE  
Senior Engineer  
414-643-4138  
[ckatzban@thesigmagroup.com](mailto:ckatzban@thesigmagroup.com)



Paul Rohde, PG  
Geosciences Group Leader  
414-643-4134  
[prohde@thesigmagroup.com](mailto:prohde@thesigmagroup.com)

City North – Jefferson, WI  
Preliminary Environmental Professional Services Proposal  
January 29, 2026  
Page 3

## Attachments

Attachment A - Virtus Development City North Proposed Parcels and CSM

Services Agreement and Work Authorization No. 1

**ATTACHMENT A**



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

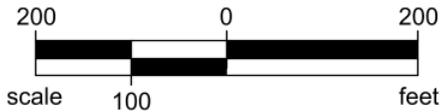
PART OF LOT 1 OF CSM 6122, ALL OF LOT 1 OF CSM 6562, ALL OF LOT 3 OF CSM 998, THE VACATED RIGHT OF WAY OF PUERNER ST., AND PART OF THE SE 1/4 OF THE NW 1/4 OF SECTION 2, ALL LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN

**SURVEYOR:**  
 KEITH A. KINDRED, PLS S-2082 CITY NORTH DEVELOPMENT, LLC  
 SEH  
 501 MAPLE AVE  
 DELAFIELD, WI 53018  
 (414) 949-8919  
 KKINDRED@SEHINC.COM

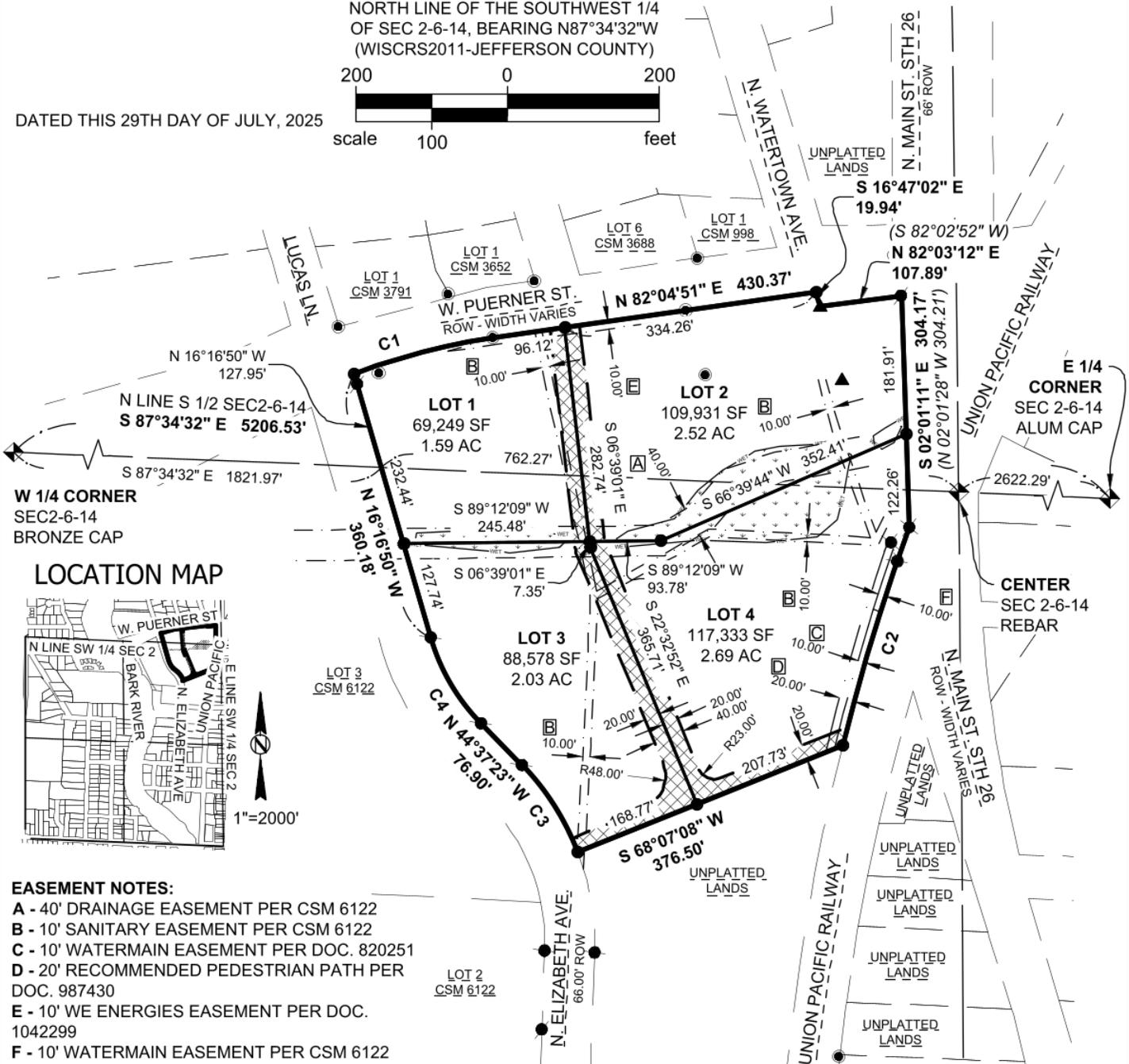
**SURVEY FOR:**  
 C/O GREG NAGEL  
 13890 BISHOPS DR., SUITE 250,  
 BROOKFIELD, WI 53005



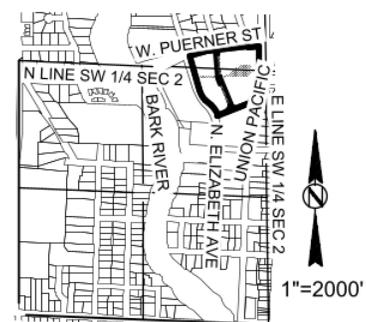
BEARINGS REFERENCED TO THE NORTH LINE OF THE SOUTHWEST 1/4 OF SEC 2-6-14, BEARING N87°34'32"W (WISCRS2011-JEFFERSON COUNTY)



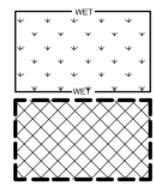
DATED THIS 29TH DAY OF JULY, 2025



## LOCATION MAP



- EASEMENT NOTES:**
- A - 40' DRAINAGE EASEMENT PER CSM 6122
  - B - 10' SANITARY EASEMENT PER CSM 6122
  - C - 10' WATERMAIN EASEMENT PER DOC. 820251
  - D - 20' RECOMMENDED PEDESTRIAN PATH PER DOC. 987430
  - E - 10' WE ENERGIES EASEMENT PER DOC. 1042299
  - F - 10' WATERMAIN EASEMENT PER CSM 6122



- - 1" IRON PIPE FOUND
  - - 3/4" REBAR FOUND
  - - CAPPED REBAR FOUND
  - ▲ - MAG NAIL FOUND
  - - 3/4" REBAR SET 18" LONG (1,502 LBS PER FOOT)
  - ▲ - SECTION CORNER AS DESCRIBED
- (N00°00'00"W 000.00') - RECORDED AS / DEEDED AS



## CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF LOT 1 OF CSM 6122, ALL OF LOT 1 OF CSM 6562, ALL OF LOT 3 OF CSM 998, THE VACATED RIGHT OF WAY OF PUERNER ST., AND PART OF THE SE ¼ OF THE NW ¼ OF SECTION 2, ALL LOCATED IN THE SOUTHEAST ¼ OF THE NORTHWEST ¼ AND THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN

CURVE TABLE							
CURVE #	RADIUS	DELTA	ARC DIST	CHORD DIST	CHORD BEARING	TAN BEARING 1	TAN BEARING 2
<b>C1</b>	845.70'	12°49'15"	189.24'	188.84'	N75°18'34"E	N81°43'11"E	N68°53'57"E
<b>C2</b>	2904.00'	5°54'44"	299.66'	299.52'	S17°02'54"W	S20°00'16"W	S14°05'32"W
<b>C3</b>	333.00'	23°36'21"	137.20'	136.23'	N32°49'12"W	N21°01'02"W	N44°37'23"W
<b>C4</b>	267.00'	28°20'33"	132.08'	130.73'	N30°27'07"W	N44°37'23"W	N16°16'50"W
					(N30°27'06"W)		

I, Keith A. Kindred, Professional Land Surveyor hereby certify;

That I have surveyed, divided and mapped part of Lot 1 of Certified Survey Map No. 6122, all of Lot 1 of Certified Survey Map No. 6562, all of Lot 3 of CSM 998, the vacated right of way of Puerner St., and part of the Southeast ¼ of the Northwest ¼ of Section 2, all located in the Southeast ¼ of the Northwest ¼ and the Northeast ¼ of the Southwest ¼ of Section 2, Township 6 North, Range 14 East, City of Jefferson, Jefferson County, Wisconsin, more particularly described as follows:

Commencing at the West ¼ corner of said Section 2; thence South 87°34'32" East along the northerly line of said Southwest ¼, a distance of 1,821.97 feet to a point on the easterly right of way of N. Elizabeth Ave.; thence North 16°16'50" West along said easterly line, 127.95 feet to a point on the southerly right of way of W. Puerner St., also the point of beginning; thence 189.24 feet along the southerly right of way of W. Puerner St., also the arc of a curve to the right whose radius is 845.70 feet, whose chord bears North 75°18'34" East, 188.84 feet; thence North 82°04'51" East along said southerly right of way, 430.37 feet; thence South 16°47'02" East along said southerly right of way, 19.94 feet; thence North 82°03'12" East along said southerly right of way, 107.89 feet to a point on the westerly right of way of N. Main St.; thence South 02°01'11" East along said westerly right of way, 304.17 feet to a point along the westerly right of way of Union Pacific Railway; thence 299.66 feet along said westerly right of way also the arc of a curve to the left whose radius is 2,904.00 feet, whose chord bears South 17°02'54" West, 299.52 feet; thence South 68°07'08" West, 376.50 feet to a point on the easterly right of way of N. Elizabeth Ave.; thence 137.20 feet along said easterly right of way also the arc of a curve to the left whose radius is 333.00 feet, whose chord bears North 32°49'12" West, 136.23 feet; thence North 44°37'23" West along said easterly right of way, 76.90 feet; thence 132.08 feet along said easterly right of way also the arc of a curve to the right whose radius is 267.00 feet, whose chord bears North 30°27'07" West, 130.73 feet; thence North 16°16'50" West along said easterly right of way, 360.18 feet to the point of beginning;

Said lands contain 385,091 Square Feet, 8.84 Acres, more or less;

That I have made such survey, land division and plat by the direction of the owner (s) of said lands. That such survey is a correct representation of all exterior boundaries of the lands surveyed and the division thereof made. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Subdivision of Land Regulations of Chapter 294 of the City of Jefferson Municipal Code in surveying, dividing and mapping the same.

\_\_\_\_\_  
 KEITH A. KINDRED PLS S-2082  
 DATED THIS 29TH DAY OF JULY, 2025



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

PART OF LOT 1 OF CSM 6122, ALL OF LOT 1 OF CSM 6562, ALL OF LOT 3 OF CSM 998, THE VACATED RIGHT OF WAY OF PUERNER ST., AND PART OF THE SE ¼ OF THE NW ¼ OF SECTION 2, ALL LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN

**CORPORATE OWNERS CERTIFICATE OF DEDICATION**

**City North Development, LLC**, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Limited Liability Company caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map.

**City North Development, LLC**, does further certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: City of Jefferson

IN WITNESS WHEREOF, the said **City North Development, LLC** has caused these presents to be signed by \_\_\_\_\_, its Member, and its corporate seal to be hereunto affixed on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

In the presence of: **City North Development, LLC**

Signed: \_\_\_\_\_  
\_\_\_\_\_, Member

**CORPORATE OWNERS NOTARY CERTIFICATE**

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, \_\_\_\_\_, Member of the above named Limited Liability Company, to me known to be the persons who executed the foregoing instrument, and to me known to be Member of said Limited Liability Company, and acknowledged that they executed the foregoing instrument as such officers as the deed of said Limited Liability Company, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.

**CITY OF JEFFERSON COMMISSION APPROVAL CERTIFICATE:**

This Certified Survey Map, in the City of Jefferson, is hereby approved by the Plan Commission of the City of Jefferson.

Approved as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Date: \_\_\_\_\_  
Dale Oppermann, Mayor





## CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF LOT 1 OF CSM 6122, ALL OF LOT 2 OF CSM 6122, AND PART OF LOT 2 BLOCK 2 OF CHRIST'S ADDITION, ALL LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN

CURVE TABLE							
CURVE #	RADIUS	DELTA	ARC DIST	CHORD DIST	CHORD BEARING	TAN BEARING 1	TAN BEARING 2
C5	267.00'	28°20'33"	132.08'	130.73'	S30°27'07"E	S44°37'23"E	S16°16'50"E
C6	333.00'	23°36'21"	137.20'	136.23'	S32°49'12"E	S44°37'23"E	S21°01'02"E
C7	2904.00'	9°06'59"	462.07'	461.58'	S09°32'02"W	S14°05'32"W	S04°58'32"W
C8	333.00'	23°06'21"	134.29'	133.38'	N09°27'51"W	N02°05'19"E	N21°01'02"W
C9	267.00'	13°43'23"	63.95'	63.80'	S04°46'22"E	S11°38'04"E	S02°05'19"W



- ACCESS EASEMENT PER SEPERATE DOCUMENT

I, Keith A. Kindred, Professional Land Surveyor hereby certify:

That I have surveyed, divided and mapped part of Lot 1 of CSM 6122, all of Lot 2 of CSM 6122, and part of Lot 2 Block 2 of Christ's Addition, all located in the Northeast ¼ of the Southwest ¼ of Section 2, Township 6 North, Range 14 East, City of Jefferson, Jefferson County, Wisconsin, more particularly described as follows:

Commencing at the West ¼ corner of said Section 2; thence South 87°34'32" East along the northerly line of the Southwest ¼ of said Section 2, a distance of 1,821.97 feet to the easterly line of N. Elizabeth Ave.; thence South 16°16'50" East along said easterly right of way, 232.23 feet; thence continuing along said easterly right of way 132.08 feet along the arc of a curve to the left whose radius is 267.00 feet, whose chord bears South 30°27'07" East, 130.73 feet; thence South 44°37'23" East along said easterly right of way, 76.90 feet; thence continuing along said easterly right of way 137.20 feet along the arc of a curve to the right whose radius is 333.00 feet, whose chord bears South 32°49'12" East, 136.23 feet to the southwesterly corner of Lot 4 of CSM \_\_\_\_\_, also the point of beginning; thence North 68°07'08" East along the southerly line of Lots 3 and 4 of CSM \_\_\_\_\_, a distance of 376.50 feet to a point on the westerly right of way of Union Pacific Railway also the southeasterly corner of Lot 3 of CSM \_\_\_\_\_; thence along the westerly right of way of said Union Pacific Railway 462.07 feet along the arc of a curve to the left whose radius is 2,904.00 feet, whose chord bears South 09°32'02" West, 461.58 feet to a point on the northerly right of way of W. Woolcock St., also being known as junction point "A"; thence South 02°53'43" East, 66.26 feet to the southerly right of way of N. Woolcock St.; thence South 02°07'47" West along the westerly right of way of Union Pacific Railway, 189.68 feet to the northeasterly corner of Lot 1 Block 2 of Christ's Addition; thence North 87°39'32" West along the northerly line of said Lot 1 Block 2 of Christ's Addition, 263.35 feet to the easterly right of way of N. Elizabeth Ave.; thence North 02°05'19" East along said easterly right of way, 159.00 feet; thence South 87°48'24" East, 35.00 feet; thence North 02°05'19" East, 30.00 feet to the southerly right of way of N. Woolcock St.; thence South 87°48'24" East along said southerly right of way, 228.48 feet; thence North 02°53'43" West, 66.26 feet to the aforementioned junction point "A"; thence North 87°48'24" West along the northerly right of way of N. Woolcock St., 257.51 feet to a point on the easterly right of way of N. Elizabeth Ave., also being Known as Junction point "B"; thence North 87°48'24" West, 66.00 feet to the westerly right of way of N. Elizabeth Ave.; thence North 87°10'50" West, 240.00 feet; thence North 02°17'17" East, 236.50 feet to a point on the southerly line of Lot 3 of CSM 6122; thence South 87°13'43" East along the southerly line of said Lot 3, a distance of 231.55 feet to the westerly right of way of N. Elizabeth Ave.; thence along said westerly right of way 63.95 feet along the arc of a curve to the right whose radius is 267.00 feet, whose chord bears South 04°46'22" East, 63.80 feet; thence South 02°05'19" West along said westerly right of way, 173.46 feet; thence South 87°48'24" East, 66.00 feet to aforementioned junction point "B"; thence North 02°05'19" East along the easterly right of way of N. Elizabeth Ave., 173.58 feet; thence continuing along said easterly right of way 133.38 feet along the arc of a curve to the left whose radius is 333.00 feet, whose chord bears North 09°27'51" West, 133.38 feet to the point of beginning;

Said lands contain 212,926 Square Feet, 4.89 Acres, more or less;

That I have made such survey, land division and plat by the direction of the owner (s) of said lands. That such survey is a correct representation of all exterior boundaries of the lands surveyed and the division thereof made. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Subdivision of Land Regulations of Chapter 294 of the City of Jefferson Municipal Code in surveying, dividing and mapping the same.

\_\_\_\_\_  
KEITH A. KINDRED PLS S-2082  
DATED THIS 29TH DAY OF JULY, 2025

**SURVEYOR:**  
KEITH A. KINDRED, PLS S-2082  
SEH  
501 MAPLE AVE  
DELAFIELD, WI 53018  
(414) 949-8919  
KKINDRED@SEHINC.COM

**SURVEY FOR:**  
VIRTUS DEVELOPMENT  
C/C GREG NAGEL  
13890 BISHOPS DR., SUITE 250,  
BROOKFIELD, WI 53005



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

PART OF LOT 1 OF CSM 6122, ALL OF LOT 2 OF CSM 6122, AND PART OF LOT 2 BLOCK 2 OF CHRIST'S ADDITION, ALL LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 6 NORTH, RANGE 14 EAST, CITY OF JEFFERSON, JEFFERSON COUNTY, WISCONSIN

**CORPORATE OWNERS CERTIFICATE OF DEDICATION**

**City North Development, LLC**, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Limited Liability Company caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map.

**City North Development, LLC**, does further certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: City of Jefferson

IN WITNESS WHEREOF, the said **City North Development, LLC** has caused these presents to be signed by \_\_\_\_\_, its Member, and its corporate seal to be hereunto affixed on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

In the presence of: **City North Development, LLC**

Signed: \_\_\_\_\_  
\_\_\_\_\_, Member

**CORPORATE OWNERS NOTARY CERTIFICATE**

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, \_\_\_\_\_, Member of the above named Limited Liability Company, to me known to be the persons who executed the foregoing instrument, and to me known to be Member of said Limited Liability Company, and acknowledged that they executed the foregoing instrument as such officers as the deed of said Limited Liability Company, by its authority.

(Notary Seal) \_\_\_\_\_ Notary Public, \_\_\_\_\_, Wisconsin

My commission expires \_\_\_\_\_.

**CITY OF JEFFERSON COMMISSION APPROVAL CERTIFICATE:**

This Certified Survey Map, in the City of Jefferson, is hereby approved by the Plan Commission of the City of Jefferson.

Approved as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Date: \_\_\_\_\_  
Dale Oppermann, Mayor

**THE SIGMA GROUP, INC.  
SERVICES AGREEMENT**

Project Reference No. 24899

THIS AGREEMENT is entered into on this 29th day of January 2026 by and between The Sigma Group, Inc. (hereinafter called "Sigma") and Jefferson County (hereinafter called the "Client").

**WITNESSETH:**

WHEREAS, Client desires that Sigma perform professional consulting services as described in this Agreement; and

WHEREAS, Sigma agrees to perform such services in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein, the parties hereto agree as follows:

**1. Site.**

"Site" means the location on which the Services will be performed or to which they relate. The Site is defined in the Work Authorization, which is attached hereto as Exhibit A and is incorporated herein by this reference.

**2. Services.**

(a) Services. Services mean those services to be performed by Sigma pursuant to Agreement. The scope of the Services is set forth in the Work Authorization. Additional Work Authorizations may be issued pursuant to this Agreement if agreed to by the Parties. Under such circumstances, this Agreement shall be expressly incorporated by reference into each subsequent Work Authorization and the services pursuant to each Work Authorization shall be performed pursuant to this Agreement and the applicable Work Authorization. To the extent any term of this Agreement conflicts with a term of any Work Authorization, then the terms of this Agreement shall control.

(b) Standard of Care. Sigma shall exercise that degree of care, skill and judgment that is usually exercised by a professional person or firm in the performance of services similar to the Services at the same time, under similar circumstances and conditions and in the same or similar locality.

(c) Permits and Licenses. Except as required by the scope of Services, Client shall obtain all permits and licenses that are necessary for the performance of the Services. If the scope of Services includes Sigma obtaining on behalf of Client any such permits or licenses, then Client shall fully cooperate with Sigma in obtaining any such permits and licenses. Client shall pay all costs and fees required for such permits and licenses.

(d) Safety. Sigma is not responsible for safety precautions and programs at the Site except as it relates to the Services and then only to the extent of its own personnel.

(e) Regulatory Matters. Except as required by the scope of Services, Sigma will not meet or confer with any member of any federal, state or local regulatory agency concerning the Services without obtaining the prior consent of Client.

(f) Compliance with Law. Sigma shall substantially comply with all laws and regulations, which to its knowledge, information and belief; apply to its obligations under this Agreement. If any change in laws or regulations applicable to the Services after the execution of this Agreement results in a change in the scope of Services, then Client is responsible to Sigma for any increased cost or expense relating to the same.

(g) Warranty. Other than any express warranty contained in this Agreement, Sigma makes no warranty with respect to the Services. All other warranties, express or implied, are hereby disclaimed.

**3. Contract Time.**

Sigma shall commence and complete the Services within a reasonable time following the execution and delivery of this Agreement or at such later time as otherwise agreed to by the Parties in writing.

**4. Alterations of Instruments of Service.**

Client agrees that designs, plans, specifications, reports, and similar documents prepared by Sigma are instruments of professional service and, as such, no matter who owns or uses them, they may not under any circumstances be altered by any party except Sigma. Client warrants that Sigma's instruments of service will be used only and exactly as submitted by Sigma. Accordingly, Client shall waive any claim against Sigma, and shall, to the fullest extent permitted by law, indemnify, defend, and hold Sigma harmless from any claim or liability for injury or loss arising from unauthorized alteration of Sigma's instruments of service by Client, its employees, agents and contractors. Client also shall compensate Sigma for any time spent or expenses incurred by Sigma in defense of any such claim. Such compensation shall be based upon Sigma's prevailing fee schedule and expense reimbursement policy.

**5. Compensation and Payment.**

(a) Compensation. Client shall pay Sigma compensation for the Services. The compensation shall be based on a fixed fee or time and materials basis based on those rates contained in the Hourly Rate Fee Schedule, which, if applicable, is attached to the Work Authorization, or as otherwise agreed to by the Parties. The method for determining the amount of compensation is prescribed in the Work Authorization. Any proposed charges or time to complete the Services represents only an estimate of the possible charges and/or time required to perform the Services.

(b) Payments. Sigma shall submit progress invoices to Client on a monthly basis showing the Services performed during the invoice period and the charges, therefore. Payments shall be due and owing upon Client's receipt of each invoice. Interest of 1% per month shall accrue on any invoice balance not paid within thirty (30) days when due. All payments received will first apply to accrued interest and then principal balances. Client shall be responsible to Sigma for any and all costs Sigma may incur in collecting any outstanding invoices or enforcing any term of this Agreement. Timely and full payments of invoices are of the essence of this Agreement.

**6. Change in Services.**

Any service performed by Sigma outside the scope of the Services shall constitute an additional service, which, unless otherwise agreed in writing, shall be performed on a time and materials basis. Client may request that Sigma perform services outside the scope of the Services by a written change order. The change order shall set forth the change in services, compensation for the change in services and an extension of time the Services.

## 7. Site Access, Information and Conditions.

(a) Site Access. Client shall provide Sigma and its consultants, contractors and agents with access to the Site, any facilities located on the Site and any adjacent lands thereto so that Sigma can properly and timely perform the Services. Client shall obtain, at its own expense, any and all permits, licenses, easements, rights-of-way, agreements and permission necessary for such access.

### (b) Site and Other Information.

(i) Client represents and warrants that prior to the execution and delivery of this Agreement, Client has supplied to Sigma all information and documents in its possession, custody or control that are material to the Site or necessary for the proper and timely performance of the Services, including, but not limited to: surveys describing the physical characteristics and any legal limitations of the Site; a legal description of the Site; and reports, surveys, drawings or tests concerning the conditions of the Site, including the presence of Hazardous Waste, as defined herein, or the location of subterranean structures and conditions ("Site Information").

(ii) Client shall promptly supply to Sigma Site Information through the performance of the Services if such information or documents become known to Client. Client shall obtain, at its cost and expense, any Site Information as reasonably requested by Sigma if such Site Information is not required to be obtained by Sigma in the scope of Services.

(iii) Client shall give prompt notice to Sigma whenever it becomes aware of any development, event or condition that materially or adversely affects the Site or scope, timing or cost of the Services.

(iv) Client shall cooperate fully with Sigma in the performance of its Services. Client's obligations with respect to cooperation, compliance with laws and obtaining permits, licenses, access and Site Information are of the essence of this Agreement.

(c) Diggers Hotline. Sigma shall contact Digger's Hotline prior to any underground drilling, excavation or intrusion by Sigma. Sigma shall not be liable for damage or injury to any subterranean structures or conditions, or the consequences of such damage or injury, that were not identified by Digger's Hotline or the Client supplied information prescribed in subparagraph (b) above.

(d) Changed Conditions. The discovery of any hazardous or toxic substance, waste, material, pollutant or contaminant included under or regulated by Resource Conservation and Recovery Act ("RCRA"), Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA") or any other similar federal, state or local law, regulation or ordinance or that would pose a health, safety or environmental hazard ("Hazardous Waste"), concealed physical conditions or underground obstructions, conditions or utilities at or around the Site that were not brought to the attention of Sigma prior to the date of this Agreement, or any subsequently issued Work Authorization, will constitute a materially different site condition entitling Sigma, at its option, to terminate the Agreement (and to receive payment for all Services performed up to and including the date of such termination) or to receive an extension of time to complete the Services in a duration at least equal to the delay caused by such condition(s) and an adjustment in the compensation for the Services in an amount at least equal to the costs and expenses Sigma incurs because of such condition(s).

## 8. Hazardous Materials.

(a) Presence and Disposal of Contaminated Materials. Sigma is not responsible for Hazardous Wastes that may exist at the Site. Sigma assumes no possession or control for Hazardous Waste that may be present at the Site. Client acknowledges that Sigma has played no part in and assumes no

responsibility for generation or creation of any Hazardous Waste that may exist at the Site. Nothing in this Agreement shall be construed or interpreted as requiring Sigma to assume the status of, and Client acknowledges that Sigma does not act in the capacity nor assume responsibilities of Client or others, as an owner, handler, generator, operator, transporter or arranger in the treatment, storage, disposal or transportation of any Hazardous Waste. Sigma shall have no responsibility for the transportation, storage, treatment or disposition of contaminated or potentially contaminated Hazardous Waste, whether directly or indirectly generated from Sigma's performance of the Services hereunder. Client shall be responsible for the disposal of any such waste materials and shall be the named party on any such waste manifests. Notwithstanding anything to the contrary in this Agreement, Client shall defend, indemnify and hold Sigma and its officers, directors, employees, agents, consultants, contractors, successors and assigns harmless from any and all claims arising out of or relating to the presence of Hazardous Wastes at the Site or the treatment, storage, transportation or disposition of the same.

(b) Samples. If samples collected by Sigma or received by Sigma on behalf of Client contain Hazardous Waste, Sigma shall, after testing and analysis, return the samples to Client for final disposal or treatment. Client shall complete all forms necessary and pay all costs for storage, transport and disposal or treatment of samples. Client acknowledges and agrees that Sigma is acting as a bailee and at no time assumes title to such samples.

## 9. No Third Party Reliance.

This Agreement shall not create any rights or benefits to parties other than Client or Sigma. Client shall not under any circumstances permit such reliance except with Sigma's express written consent. Sigma may withhold consent if the third party does not agree, in writing, to: (i) be bound by the terms of this Agreement including without limitation, any provision limiting Sigma's liability, (ii) use such information only for the purposes contemplated by Sigma in performing its services, and (iii) be bound by the qualifications and limitations expressed in the opinions, conclusions, certificate, or report produced.

## 10. Ownership of Instruments of Professional Service.

Plans, specifications, reports, boring logs, calculations, field data, field notes, laboratory test data, estimates, training materials and similar documents and materials (other than samples) prepared by or for Sigma as instruments of professional service are Sigma's property. Sigma shall retain these instruments of professional service for seven (7) years following submissions of final project deliverables, during which period Sigma's instruments of professional service will be made available for Client's review at any reasonable time.

## 11. Indemnification.

(a) Client shall indemnify, defend and hold Sigma and its directors, officers, employees, agents, successors and assigns harmless from and against any and all loss, damage, injury, claim, liability, demand, cost or expense, including, but not limited to attorneys fees, attributable to personal injury, bodily injury or property damage, including loss of use thereof, arising out of or relating to this Agreement, the Site or the Services, but only to the extent caused by Client's breach of this Agreement or the negligence or willful acts or omissions of Client or anyone for whose acts or omissions Client may be liable.

(b) Sigma shall indemnify, defend and hold Client and its directors, officers, employees, agents, successors and assigns harmless from and against any and all loss, damage, injury, claim, liability, demand, cost or expense, including, but not limited to attorneys fees, attributable to personal injury, bodily

injury or property damage, including loss of use thereof, arising out of or relating to the Services, but only to the extent caused by Sigma's breach of this Agreement or the negligence or willful acts or omissions of Sigma or anyone for whose acts or omissions Sigma may be liable.

**12. Limitation of Liability and Waiver of Consequential Damages.** To the fullest permitted by law, Sigma's liability under this Agreement shall not exceed the limits of Sigma's insurance.

**13. Insurance.**

Sigma shall maintain in connection with the Services, until the earlier of the completion of the Services or termination of this Agreement, one or more insurance policies with the following coverage and limits:

Worker's Compensation	Statutory
Employer's Liability:	\$1,000,000 per accident \$1,000,000 per employee (disease)
Commercial General Liability:	\$2,000,000 per occurrence \$2,000,000 aggregate
Pollution Coverage:	\$2,000,000 each pollution condition \$2,000,000 policy aggregate
Professional Liability Errors & Omissions:	\$2,000,000 each claim \$2,000,000 aggregate
Automobile Liability:	\$1,000,000 per occurrence

**14. Suspension and Termination.**

(a) Client may terminate this Agreement for cause if Sigma breaches a material term of this Agreement and fails to commence and continue action to cure the breach within seven (7) days of Sigma's receipt of Client's written notice of termination, which termination notice shall describe with particularity the breach all other material information relating thereto.

(b) Sigma may suspend the Services, in whole or in part, under any Work Authorization if payment on any invoice is not made in full within thirty (30) days when due or in the event of a Force Majeure condition, as prescribed in Section 15 below. Sigma will return to work within a reasonable time after payment of the outstanding invoice(s) giving rise to the suspension or resolution of the event or cause giving rise to the Force Majeure.

(c) Sigma may terminate this Agreement and any outstanding Work Authorization if (i) the Services under any Work Authorization are suspended for more than thirty (30) consecutive days, (ii) Sigma reasonably believes, in Sigma's sole decision, that Client is withholding information from Sigma, is not cooperating with Sigma or is hindering Sigma's performance of its obligations under this Agreement or is in violation of laws and is not willing to take appropriate or sufficient corrective action, (iii) if a payment on an invoice is not made in full within thirty (30) days when due or (iv) Client breaches a material term of this Agreement. Sigma shall give Client seven (7) days' written notice of Sigma's intent to terminate the Agreement and any outstanding Work Authorization. Client shall have an opportunity to fully cure the alleged condition, default or breach giving rise to the termination within said seven (7) day period.

**15. Force Majeure.**

Sigma shall not be responsible for any suspension, delay or failure to perform if such suspension, delay or failure is caused by an occurrence beyond Sigma's reasonable control, including, but not limited to, Site conditions, Hazardous Wastes, acts of God, acts or omissions of Client or anyone for whose acts or omissions Client may be responsible, Client's breach of this Agreement, government or other regulatory orders, changes in the Services, changes in applicable law, war, legal disputes, rebellion, sabotage or riots, theft or floods, weather, fires, explosions, or other catastrophes. Sigma shall be entitled to an extension of time to perform the Services in a duration at least equal to the length of any suspension or delay caused by a foregoing type of condition. Client shall pay Sigma all costs and damages attributable to any suspension or delay not caused by Sigma.

**16. Sigma As Independent Contractor.**

Sigma, in performing the Services, shall be deemed to be an independent contractor and not an agent or employee of Client.

**17. Assignment of Agreement.**

Client shall not assign this Agreement in whole or in part without the prior written consent of Sigma, which consent shall not be unreasonably withheld. Any assignment not made in accordance with this Agreement shall be void.

**18. Subcontracts.**

Sigma may subcontract any part of the Services without the prior written approval of Client, but such subcontracting shall not relieve Sigma of any of its obligations to Client under this Agreement.

**19. Survival of Obligations.**

Obligations of the parties under this Agreement shall survive termination or suspension of the Services or of this Agreement.

**20. Entire Agreement.**

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements relating thereto, written or oral, except to the extent they are expressly incorporated herein. Unless otherwise provided for herein, no amendments, changes, alterations or modifications of this Agreement shall be effective unless in writing signed by Client and Sigma. There are no third party rights or benefits under this Agreement, except as explicitly noted in this Agreement.

**21. Successors and Assigns.**

This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the parties.

**22. Notices.**

Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed duly given if delivered by facsimile, commercial delivery services, in person or deposited in the United States mail, first-class certified or registered mail, postage prepaid, return receipt requested.

**23. Governing Law.**

This Agreement and any disputes arising thereunder shall be governed by the laws of the State of Wisconsin without giving effect to provisions of law that would result in the application of the substantive law of any other state.

**24. Severability.**

The various terms, provisions and covenants herein contained shall be deemed to be separable and severable, and the invalidity or unenforceability of any of them shall in no manner affect or impair the validity or enforceability of the remainder hereof.

**25. Reports and Ownership of Documents.**

Upon payment in full to Sigma for all Services, Sigma shall furnish one (1) copy of each report required to be produced by Sigma to Client. Additional copies shall be furnished for the cost of copying. With the exception of such report(s) to Client, all other documents and information relating to the preparation of the report(s), including, but not limited to, notes, support data, text data, memoranda and other preparation materials are and remain the property of Sigma.

**26. Wisconsin Construction Lien Law.**

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SIGMA HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON CLIENT'S LAND MAY HAVE LIEN RIGHTS ON CLIENT'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO SIGMA, ARE THOSE WHO CONTRACT DIRECTLY WITH THE CLIENT OR THOSE WHO GIVE THE CLIENT NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. SIGMA AGREES TO COOPERATE WITH CLIENT AND THE CLIENT'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

**27. Counterparts.**

This Agreement may be signed in two or more counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

**28. Further Assurances.**

Sigma and Client each covenant and agree to sign, execute and deliver, or cause to be signed, executed and delivered, and to do or make, or cause to be done or made, upon written request of the other Party, all agreements, instruments, papers, deeds, acts or things, supplemental, confirmatory or otherwise, as may be reasonably required by either Party hereto for the purpose of or in connection with consummating the Services described herein.

**29. Dispute Resolution.**

(a) All claims, disputes, controversies or matters in question arising out of, or relating to this Agreement or any breach thereof, shall be, at Sigma's sole discretion, subject to binding arbitration. If arbitration is elected by Sigma, then such arbitration shall be held in accordance with, at Sigma's sole discretion, Wis. Stats. Chapter 788 before an arbitrator mutually agreeable to either parties or the Construction Industry Arbitration Rules of the American Arbitration Association then

in effect. The award rendered, if any, by the arbitrator(s) shall be final and binding on both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

(b) The forum and venue for any arbitration or litigation shall be Milwaukee County, Wisconsin. Sigma's preservation and/or perfection of its lien rights, including the commencement of a foreclosure action relating the same, shall not be deemed a waiver of Sigma's right to arbitration.

(c) In no event shall a demand for arbitration or commencement of litigation be made more than two (2) years from the date the party making demand knew or should have known of the dispute or six (6) years from the date of substantial completion of Services, whichever date shall occur earlier.

**30. Testimony.**

Sigma agrees that, at the request of Client, the persons performing the Services under this Agreement shall be made available as consultants or witnesses, at 2.0 times the Hourly Rate Schedule, in any litigation, hearing or proceeding to explain or defend, as appropriate, any aspect of methods used by Sigma, or results or conclusions developed in connection with Sigma's Services described in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of Sigma and on behalf of Client as of the date first above written.

Firm: Jefferson County

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

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

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

THE SIGMA GROUP, INC.

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

Name (please print): Kristin Kurzka, P.E., P.G.

Title (please print): \_\_\_\_\_

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

Project Reference No. 24899

**EXHIBIT A  
WORK AUTHORIZATION NO. 1**

Project Reference No.: 23579

This Work Authorization is entered into by and between The Sigma Group, Inc. ("Sigma") and Jefferson County ("Client"). This Work Authorization incorporates by reference the Agreement entered into by the Parties dated January 29, 2026 (the "Agreement"). The Agreement is hereby amended and supplemented as follows:

Site: Former Jefferson County DPW Site – City North Mixed-Use Development, Jefferson, Wisconsin

**General Description of Basic Services.**

Client hereby authorizes Sigma to perform and complete the following Service(s):

1. Those Services contained in Sigma's proposal dated January 29, 2026, which is attached hereto and incorporated herein by this reference #24899.

2.

**Compensation.**

1. Environmental Work Plan and Remediation and Redevelopment Planning \$7,500

2. Time and Materials

3. - Group Leader - \$220 / hr

4. - Senior Engineer/PM - \$165 / hr

5. - Project Engineer/PM - \$145 / hr

6. - Staff Engineer/PM - \$115 / hr

7.

8.

9.

10.

Total Not to Exceed \$7,500

**Other Terms.** [Insert any other terms specific to the work authorization, i.e., dates of performance.]

1. Time and Materials Not to Exceed \$7,500 without prior Client authorization

Firm: Jefferson County

Signature:

Name (please print):

Title (please print):

Date:

THE SIGMA GROUP, INC.

Signature:

Name (please print): Kristin Kurzka, P.E., P.G.

Title (please print): Vice President

Date:

**Jefferson County  
Contingency Fund  
For the Year Ended December 31, 2025**

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority
1-Jan-25	Tax Levy	500,000.00	0.00	300,000.00	
11-Mar-25	Budget carryover requests	0.00	532,250.00	0.00	County Board
5-Aug-25	Fair Park fire alarm system replacement	(44,850.00)			County Board
5-Aug-25	Windows Server 2025 upgrade	(11,892.00)			County Board
2-Sep-25	Signage for flood mitigation properties		(9,836.90)		Finance Committee
7-Oct-25	Match for HAZMAT grant - Emergency Management	(2,542.34)			County Board
7-Oct-25	Repair IAT Phase I bridge decking	(11,000.00)			County Board
7-Oct-25	Install epoxy flooring at LEC	(28,908.00)			County Board
2-Dec-25	Hazmat team agreement with Dodge County	(5,000.00)			Finance Committee
Tentative	Priority capital projects	(81,117.00)			
Tentative	Water main break	(115,000.00)			
<b>Total amount available</b>		<b>199,690.66</b>	<b>522,413.10</b>	<b>300,000.00</b>	
Net		199,690.66	522,413.10	300,000.00	

**Jefferson County  
Contingency Fund  
For the Year Ended December 31, 2026**

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority
1-Jan-26	Tax Levy	500,000.00	100,343.53	300,000.00	
3-Feb-26	AVI-SPC maintenance contract	(27,936.57)			County Board
<b>Total amount available</b>		<b>472,063.43</b>	<b>100,343.53</b>	<b>300,000.00</b>	
Net		472,063.43	100,343.53	300,000.00	