



AGENDA  
Village of Chenequa  
Monday, May 12, 2025  
31275 W County Road K, Chenequa, WI 53029

*This is official notice that the regular monthly meeting of the Village Board of Trustees for the Village of Chenequa will be held immediately following the Plan Commission meeting, on Monday, May 12, 2025, in the Village Board Room and via Zoom Communications. The following matters will be discussed, with possible actions:*

Call to Order  
Pledge of Allegiance

1. Public comment period: *Public comments on any subject without any action, except possible referral to a governmental body or staff member.*
2. Approval of minutes from the Village Board meeting on April 14, 2025.
3. Approval of Invoices.
4. Review and consider action on a proposed exterior modification at 32377 W Oakland Road submitted by Judy Hansen. (Tax Key No. 404-993)
5. Review and consider action on proposed exterior modifications to a previously approved addition/remodel at 5777 N State Road 83 submitted by John and JoJo Neumann. (Tax Key No. 399-994)
6. Review and consider action on a proposed accessory structure and grading plan at 6078 N Oakland Hills Road submitted by Toby and Deanne Keidl (Tax Key No. 402-991)
7. Review and consider action on Memorandum of Understanding for Countywide Damage Assessment Services.
8. Report on Lake Country Fire and Rescue Policy Forum.
9. Review and consider action on proposed public safety radio purchase in an amount not to exceed \$180,000.
10. Review and consider action on proposed amendment to Fireworks Ordinance, 2025-05-12-01, An Ordinance Amending section 8.27, (5) Penalties.
11. Review and consider action on proposed amendment to Solicitors Ordinance, 2025-05-12-02, An Ordinance Amending section 2.2 (8), Bond Required.
12. Report by Lake Management Committee.
13. Review and consider action on wake boat survey request.
14. Report – Forester.

15. Report – Captain.
16. Report – Village Administrator.
17. Report – Village President.
18. Report – Village Attorney.
19. Report – Clerk – Treasurer.
20. Agenda items to be considered for future meetings.
21. Adjournment.

Respectfully submitted by:  
Deanna Braunschweig  
Village Clerk – Treasurer

**To participate via Zoom:**

<https://us02web.zoom.us/j/88404688536?pwd=nUOFBUjyWnpOO3csYbUz4O5hYgIbRI.1>

**Meeting ID is 884 0468 8536 and the Passcode is 937169**

Or Dial: 305 224 1968 US

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Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Administrator with as much advance notice as possible. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any other governmental body except by the governing body noticed above.

NOTICE OF POSTING TO VILLAGE HALL BULLETIN & WEBSITE

Village Clerk posted this agenda on Wednesday, May 7, 2025 by 4:30 PM

VILLAGE BOARD MINUTES  
VILLAGE OF CHENEQUA

VILLAGE OF CHENEQUA - VILLAGE BOARD MINUTES  
OF MONDAY, April 14, 2025  
Unofficial until approved by the Village Board.  
Approved as written ( ) or with corrections ( ) on \_\_\_\_\_.

A meeting of the Village Board of Trustees was held on Monday, April 14, 2025, at 6:59 p.m. utilizing Zoom Communications and in person.

Ms. Villavicencio / Village President – present  
Ms. Manegold / Trustee – present  
Mr. Pranke / Trustee – present on-line  
Ms. Gehl Neumann / Trustee – present  
Mr. Grunke / Trustee – present  
Ms. von Hagke / Trustee – present  
Mr. Kubick / Trustee – present on-line  
Mr. Gartner/ Village Attorney Representative – present  
Mr. Lincoln / Zoning Administrator-Forester - present  
Mr. Neumer / Administrator-Police Chief – absent  
Mr. Carney / Police Captain – present  
Ms. Braunschweig / Village Clerk – present

**Call to Order**

**Pledge of Allegiance**

**Public in Attendance**

Janet Ellis, Bob Jurman, George Rolfs, Jamie Mallinger, Jason Luther, Sue Touchett, Carrie Gindt, Deborah McNear, Wendy Davis, Tim Fredman, Julie Petri

Paul Villavicencio, Fred Wilson, Elliot Flaws, Honorable Tim Kay, Alan Enters, John Fritzke, Joe Pendergast, Samantha Carlson, Steve Graser-Vector, Keith Barnes

**Public Comment**

President Villavicencio read a prepared statement allowing for public comments of two minutes or less.

Honorable Tim Kay came to the podium and reviewed the Lake Country Municipal Court financials and organizational set up. Honorable Kay spoke highly of Lake Country Municipal Court staff and Chenequa Police Officers.

Deborah McNear commented on NR115 and restriction of run off. She spoke in favor tree replacement. She commented on control of development by control of impervious surface.

**Approval of minutes from the Village Board meeting on March 10, 2025.**

**Motion (Manegold/Grunke) to approve the minutes from the Village Board meeting of March 10, 2025, as presented. *Motion carried.***

Presentation of 2024 Financial Statements by Carrie Gindt of Reilly, Penner & Benton LLP. Carrie Gindt commented that the audit is an unmodified opinion and the Village wide statement was reviewed.

**Review and consider Acknowledging Receipt and Approving the Audit Conducted by Reilly, Penner & Benton LLP; Resolution 2025-04-14-01.**

**Motion (Grunke/Pranke) to approve Audit Conducted by Reilly, Penner & Benton LLP; Resolution 2025-04-14-01. Motion carried.**

**Approval of Invoices.**

**Motion (Grunke/Kubick) to approve the invoices, as presented. Motion carried.**

**Review preliminary site plan at 31795 W Muscovy Road. (Tax Key CHQV0398999001)**

The Plan Commission reviewed the preliminary site plan at 31795 W Muscovy Road. (Tax Key CHQV0398999001). No action was taken at the Plan Commission.

Discussion ensued of the accessory structure committee reconvening to review the accessory structure ordinance.

Discussion ensued of the pool house. There is a laundry room. The lot will be divided and the shed and pumphouse will be removed. The corrected survey is 7.29 acres. The pool house will have the grill by the pool. There are no sleeping areas at the pool house and the kitchen has a refrigerator and microwave.

The boathouse has a launch and hang out space. Discussion ensued that the boathouse has a grandfathered kitchen.

Discussion ensued of the pumphouse removal. There are some sprinkler controls in the pumphouse. It will be removed.

There is not action for the preliminary site plan. Discussion ensued of a possible bond to allow simultaneous building. Discussion ensued of the traffic and dust on Muscovy and parking for contractors.

**Review and consider action on a proposed primary dwelling and landscape plan at 5961 N Cedarhurst Lane, Natalie Rix and John Fritzke. (Tax Key CHQV0399996)**

The Plan Commission reviewed and recommended the proposed primary dwelling and landscape plan at 5961 N Cedarhurst Lane, Natalie Rix and John Fritzke subject to the screening of the retaining walls of the circle driveway and elimination of gas lights. Property owner Fritzke commented that the gas lights could be eliminated.

Discussion ensued of the gas lights would need shields. Discussion ensued of the drive and the turning radius of a fire truck. Samantha of Landworks commented on the maneuvers and turning radius of fire trucks and large trucks.

**Motion (Grunke/Kubick) to approve proposed primary dwelling and landscape plan at 5961 N Cedarhurst Lane, Natalie Rix and John Fritzke. (Tax Key CHQV0399996) subject to the screening of the retaining walls of the circle driveway and elimination of gas lights. Motion carried. Trustee Manegold recused herself.**

**Review and consider action on an updated landscape plan at 31986 W Treasure Island Drive, Pine Cove Hollow. (Tax Key CHQV0416994001)**

The Plan Commission reviewed and recommended updated landscape plan at 31986 W Treasure Island Drive, Pine Cove Hollow. (Tax Key CHQV0416994001). Discussion ensued of the location of the generators on the Treasure Island side.

**Motion (Grunke/Manegold) to approve the updated landscape plan at 31986 W Treasure Island Drive, Pine Cove Hollow. (Tax Key CHQV0416994001).** *Motion carried.*

**Review and consider action on received bids for slate roof repair, and rubber shingle, and EPDM Roof Replacement.**

Director Lincoln reviewed the roofing needs. The public bid process was utilized. He announced the bids. Two bids were received. The slate was found to be in good condition and there were repairs made in the early 2000s. Both contractors are local, and have five-star reviews. Lincoln recommended the Village Board award the bids to Dave North Roofing and Duranso Roofing, Inc.

Motion (Grunke/Gehl Neumann) to approve the bids in an amount not to exceed \$151,512.33 combined; \$85,411.78 for the for slate roof repair with Dave North Roofing, and \$62,853.20 rubber shingle, and EPDM Roof Replacement and \$3,247.35 for gutter and downspout replacement. *Motion carried.*

Approval of Arbor Day Proclamation – April 25, 2025.

**Motion (von Hagke/Manegold) to approve Arbor Day Proclamation – April 25, 2025.** *Motion carried.*

Approval of a Resolution Recognizing International Migratory Bird Day, Saturday, May 10, 2025.

**Motion (Gehl Neumann/von Hagke) to approve Resolution Recognizing International Migratory Bird Day, Saturday, May 10, 2025.** *Motion carried.*

Consider appointments to the Board of Appeals, Board of Review, Lake Country Fire & Rescue Board, Lake Country Fire & Rescue Commission, and all other appointed positions.

President Villavicencio announced there are no changes to the appointments.

**Motion (Grunke/von Hagke ) to approve the appointments.** *Motion carried.*

Report – Forester. USDA will be on Pine Lake for goose egg oiling.

Report – Captain. The renovation project will start next week.

Report – Village Administrator. No Report.

Report – Village Clerk Treasurer. There were 344 voters that cast a ballot on election day; 75% voter turn out. Thank you to the candidates, voters, and election officials. Thank you to the election official team. Also thank you to DPW for setting up and Police Department.

Report – Village President. No Report.

Report – Village Attorney. No Report.

Agenda items to be considered for future meetings.

Discussion ensued of an impervious surface ordinance. Discussion ensued of the pier ordinance status. The ordinance is with the DNR review. Lincoln followed up with the DNR. The ordinance is with the DNR under review.

Adjournment.

**Motion (Kubick/von Hagke) to adjourn at 8:16 p.m.** *Motion carried.*

Respectfully submitted by:

Approved and Ordered Posted by:

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Deanna Braunschweig  
Village Clerk - Treasurer

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Jo Ann F. Villavicencio  
Village President



## STAFF REVIEW

**Date:** May 5<sup>th</sup>, 2025

**Meeting Date & Time:** Monday, May 12<sup>th</sup> at 6:00 P.M.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Site Plan Review

**Architect:** Johnson Deign

**Owner:** Judy Hansen

**Location:** 32377 W Oakland Road

**Project Description:** Proposed Exterior Modification to Existing Dwelling

**Zoning District:** Residence District - Lot Abutting a Lake

Dear Plan Commission and Village Board,

The applicant Judy Hansen is proposing to make several minor modifications to her existing dwelling on Pine Lake, as detailed in the plans labeled A200 and A201. These plans highlight new window/door systems on the lakeside elevation. Additionally, along the east elevation the applicant proposes to replace an existing window with three larger double hung windows. On the same elevation, the plans also propose to remove an existing 23"x48" window.

These modifications do not alter the footprint or overall size of the house.

Thank you for your attention to this matter.

Regards,

Cody Lincoln, Zoning Administrator

Dan Neumer, Administrator

Deanna Braunschweig, Clerk

Paul Launer, Lake Country Inspections

Judy Hansen, Owner







## STAFF REVIEW

**Date:** May 6, 2025

**Meeting Date & Time:** Monday, May 12<sup>th</sup> at 6:00 P.M.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Site Plan Review

**Architect:** Heidi Paul

**Owner:** John and JoJo Neumann

**Location:** 5777 N State Road 83

**Project Description:** Proposed modification to previously approved plans

**Zoning District:** Residence District - Lot Abutting a Lake

Dear Plan Commission and Village Board,

In September of 2023, John and JoJo Neumann received approval from the Village board for an addition/remodel project at 5777 N State Road 83. Since these plans were originally approved, the builder has made some minor modifications. Accordingly, these changes will need to be approved.

The changes proposed are minor, however will affect the exterior appearance of the home. The plan set provided shows elevations of both "Approved by Chenequa" and "Proposed Elevations". The respective changes are circled or highlighted in red. All proposed changes involve replacing previously approved stone with either wood siding or metal siding. These changes shown do not result in an increased footprint, living area or structure height. Photo samples of the proposed new materials have been included in the packet.

Regards,

Cody Lincoln, Zoning Administrator

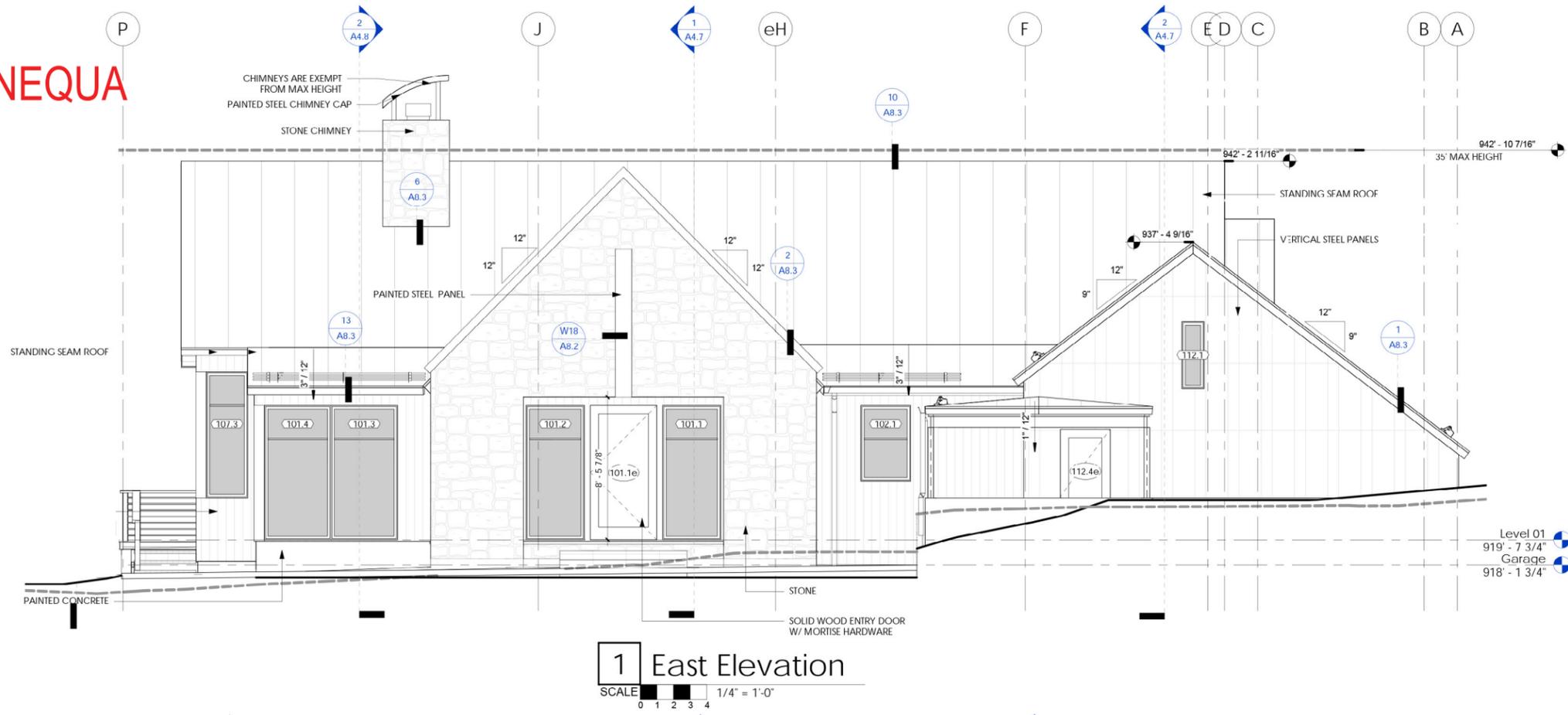
Dan Neumer, Administrator

Deanna Braunschweig, Clerk

Paul Launer, Lake Country Inspections

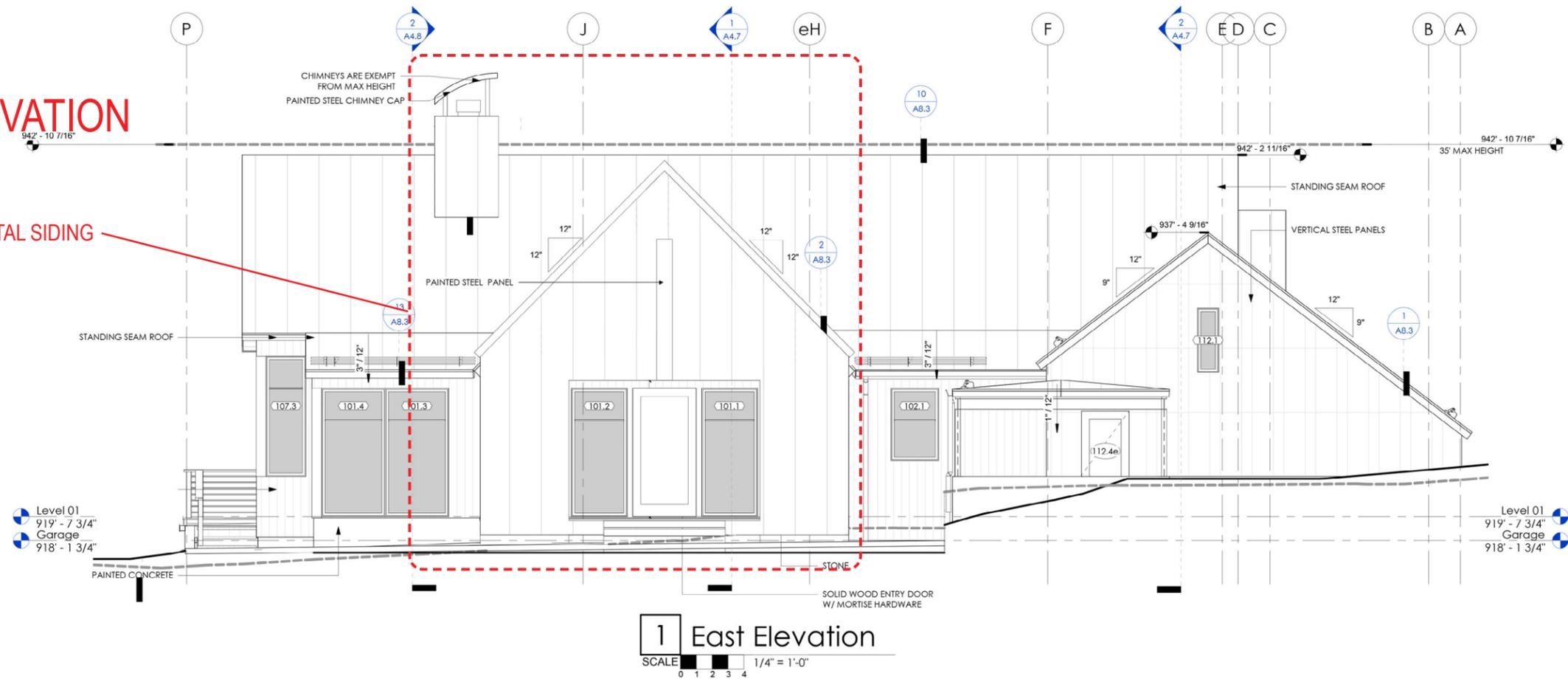
John and JoJo Neumann, Owner

APPROVED BY CHENEQUA

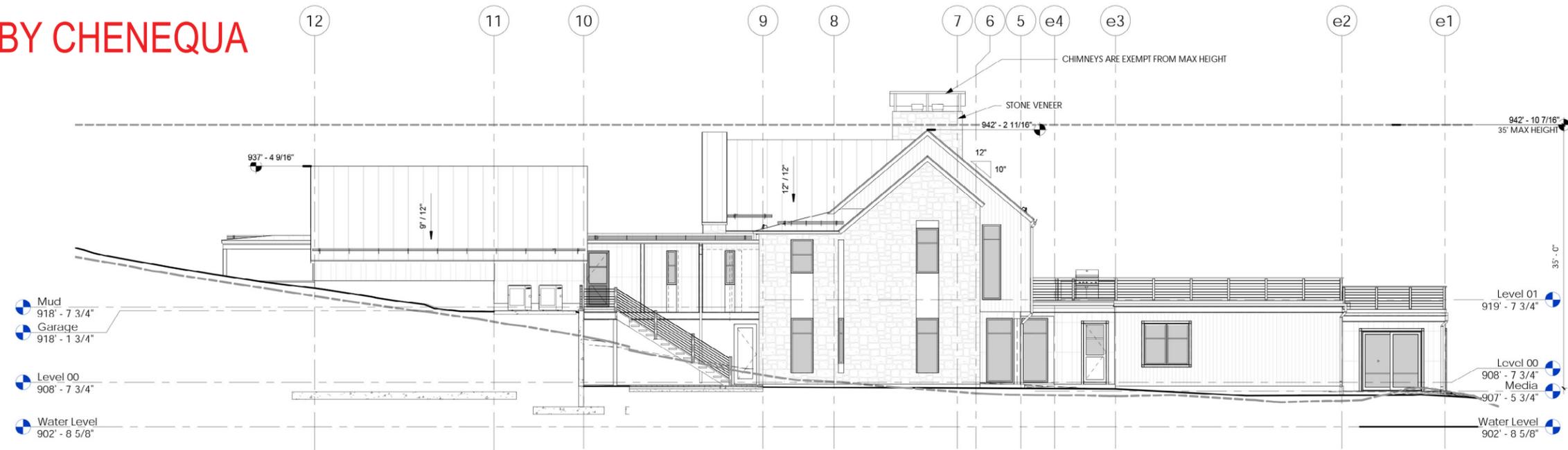


PROPOSED ELEVATION

METAL SIDING



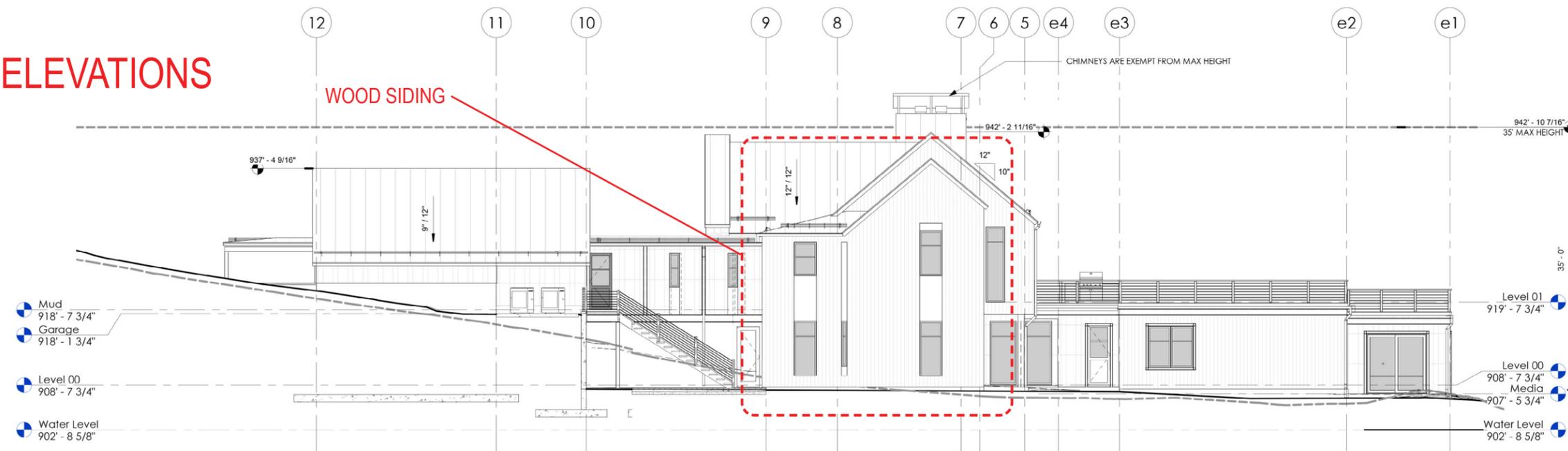
APPROVED BY CHENEQUA



2 North Elevation - Overall

SCALE 0 1 2 4 8 1/8" = 1'-0"

PROPOSED ELEVATIONS

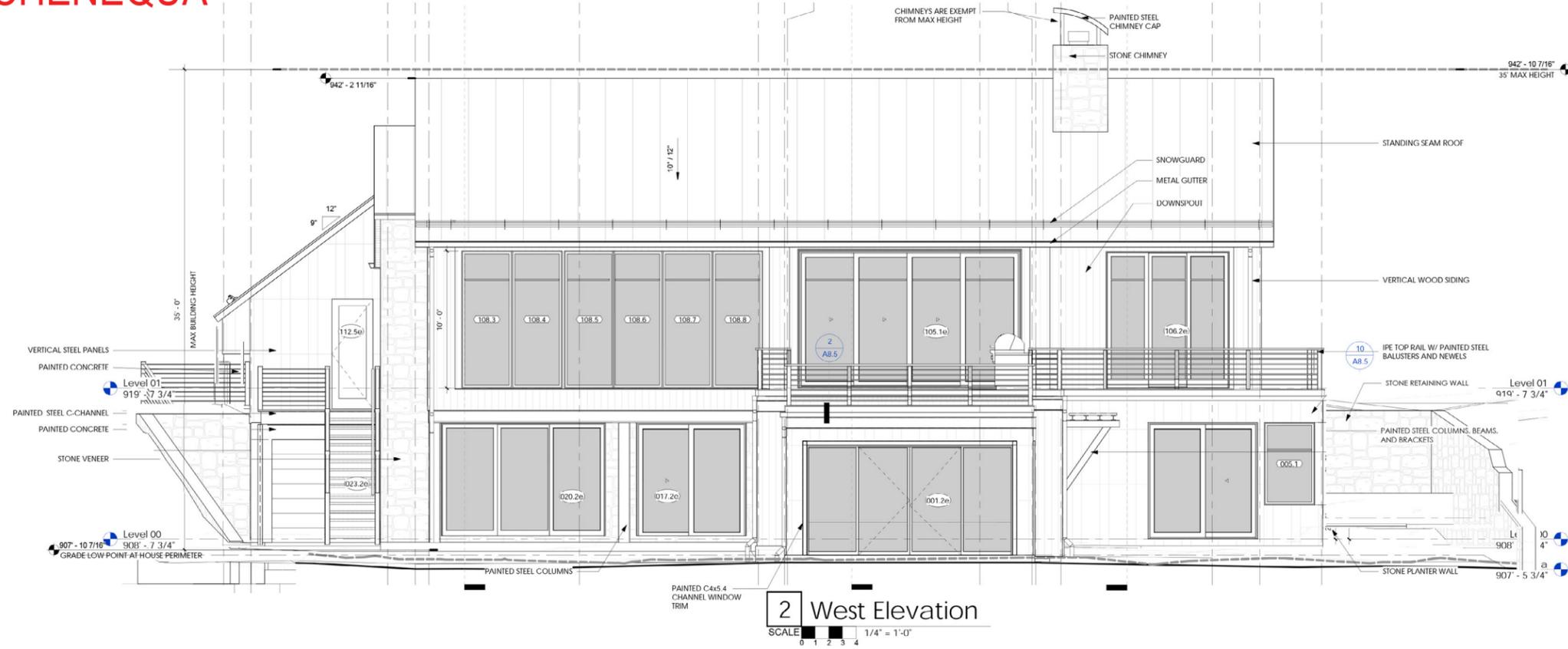


2 North Elevation - Overall

SCALE 0 1 2 4 8 1/8" = 1'-0"

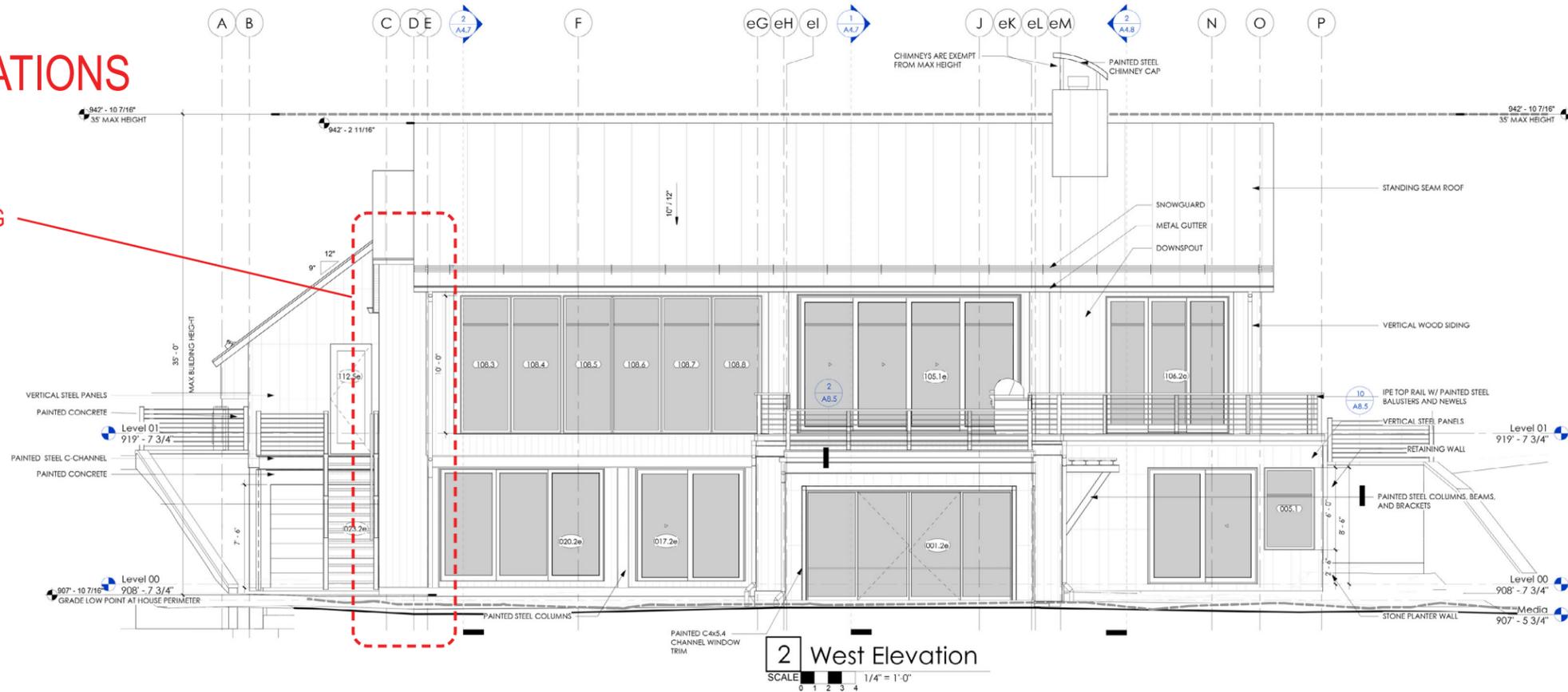


APPROVED BY CHENEQUA



PROPOSED ELEVATIONS

WOOD SIDING





VERTICLE STEEL SIDING  
 DARK BRONZE PATINA  
 VERTICAL STRAIGHT COURSE -  
 6" X 3' PANELS



BARNWOOD, WEATHER AGED  
 ROUGH SAWN  
 VERTICAL SIDING - 3" BOARDS  
 WEATHERPROOF RED STAIN  
 MILLED BUTT JOINTS WITH 1/4"  
 DARK STAINED REVEAL  
 REFERENCE RENDERINGS FOR  
 COLOR LOCATION



BARNWOOD, WEATHER AGED  
 ROUGH SAWN  
 VERTICAL SIDING - 3" BOARDS  
 WEATHERPROOF GRAY STAIN  
 MILLED BUTT JOINTS WITH 1/4"  
 DARK STAINED REVEAL  
 REFERENCE RENDERINGS FOR  
 COLOR LOCATION



## STAFF REVIEW

**Date:** May 5<sup>th</sup>, 2025

**Meeting Date & Time:** Monday, May 12<sup>th</sup> at 6:00 p.m.

**To:** Plan Commission, Village of Chenequa

**From:** Planning Department

**Subject:** Site Plan Review

**Builder:** Pinno Buildings

**Owner:** Tobias and Deanne Keidl

**Location:** 6078 N Oakland Hills Road

**Project Description:** New Accessory Structure

**Zoning District:** Residence District

<b>ACCESSORY STRUCTURE:</b>	<b>REQUIRED RES. DISTRICT</b>		<b>PROPOSED PROJECT</b>	
<b>LOT AREA:</b>	5	acres	8.22	Acres
<b>LOT WIDTH: AVERAGE</b>	200	L.F. min.	570	L.F.
<b>YARD SETBACKS: Side (North)</b>	15.5	ft. min.	500+	ft.
<b>Rear (East)</b>	25	ft. min.	206.9	ft.
<b>Side (South)</b>	25	ft. min.	108.1	ft.
<b>Road (West)</b>	25	ft. min.	350+	ft.
<b>BUILDING HEIGHT:</b>	35	ft. max	31	ft.

### Proposed Accessory Structure

1. The applicant proposes to construct a single-story accessory structure.
2. The dimensions of this proposed accessory structure are 40'x 72'
3. The total square footage of this structure is 2,880
4. The building plans accommodate for a future bathroom and mechanical room.
5. This structure is proposed to be sheathed with a "surrey beige" steel siding with a "territone brown" steel roof.

- a. The primary dwelling on the property has a stucco finish. While the exterior color of the proposed accessory structure is similar, the materials are different.
6. There are currently no known accessory structures on the property
7. 6.5(c) specifies that “The maximum footprint of all accessory buildings erected, modified or moved on any lot shall not exceed two percent of the total lot area.
  - a. The maximum allowable footprint of all accessory buildings on this property is 7,161 square feet.
8. There is no cooking or sleeping quarters proposed for this structure
9. The proposed detached accessory structure is over one hundred (100) feet to any existing single-family structure on an adjoining lot which complies with section Sec. 6.5(c)(i).
10. Two exterior light options have been submitted
  - a. Wall Lanterns (5)
    - i. The proposed wall lanterns have a fully shielded light source that complies with 5.24.
    - ii. The light bulb selected must have a color temperature between 2200K and 3,000K as required in 5.24(5)
  - b. Soffit Lighting (2)
    - i. The proposed soffit lighting is fully recessed and is proposed to be placed under the covered entryway.
    - ii. These fixtures are proposed to be 600 lumens each with a color temperature of 3,000 K.

### **Proposed Grading**

1. The site for the proposed accessory structure is currently on a hill. To accommodate for the accessory structure there will be grading required to create a suitable building site.
2. As shown on the landscape grading plan, as much as 7’ of fill will be added to accommodate for the grade change.
3. There is a wetland in close proximity to this project area. A wetland delineation was completed and has been included on the survey. Grading limits as proposed do not infringe on the wetland.

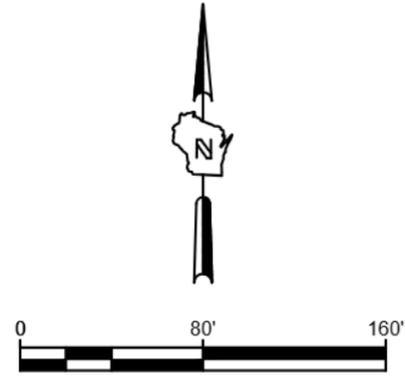
c: Dan Neumer, Administrator  
Deanna Braunschweig, Clerk  
Paul Launer, Lake Country Inspections  
Tobias and Deanne Keidl, Owner  
Cody Lincoln, Zoning Administrator

# Plat of Survey

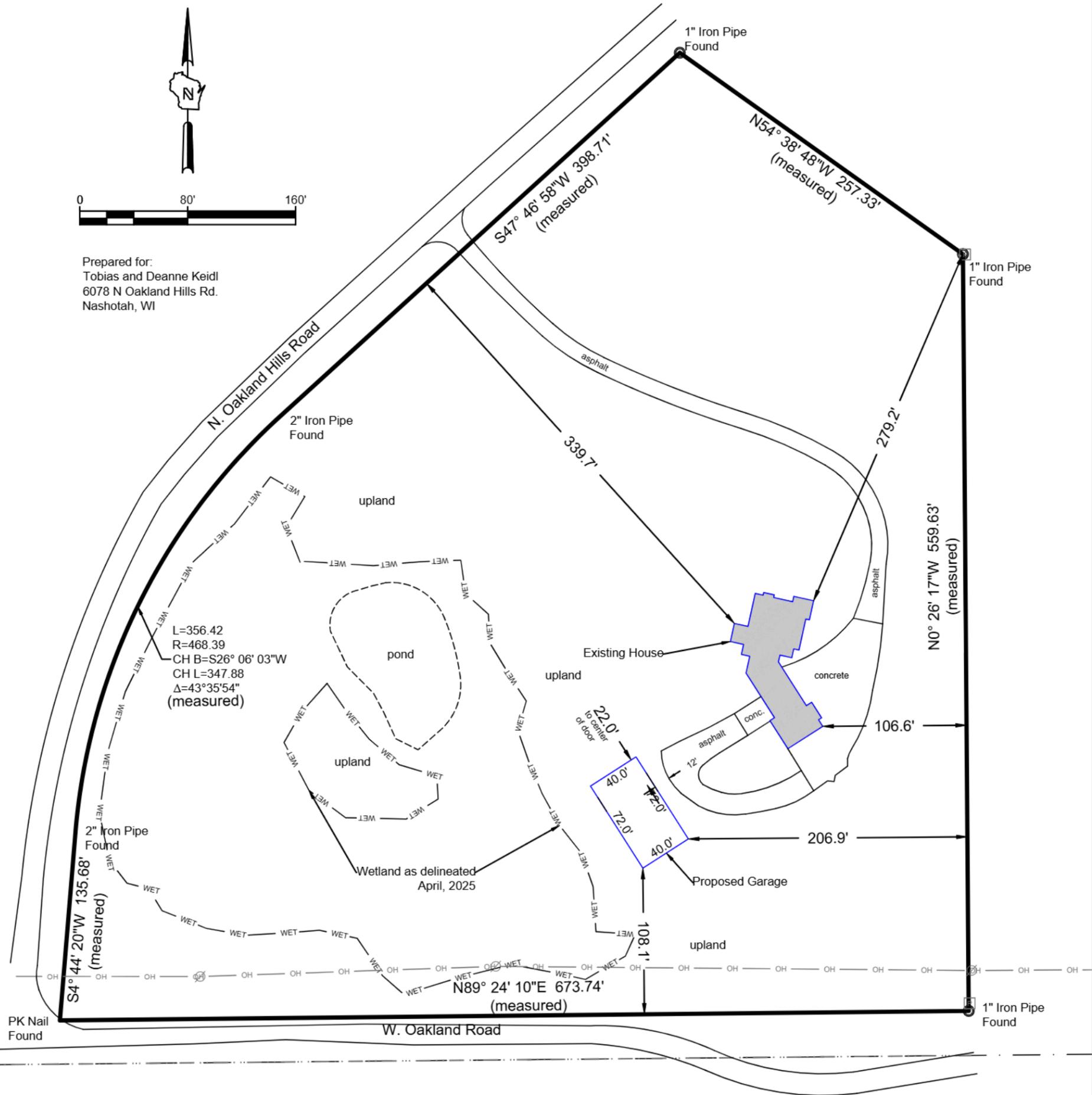
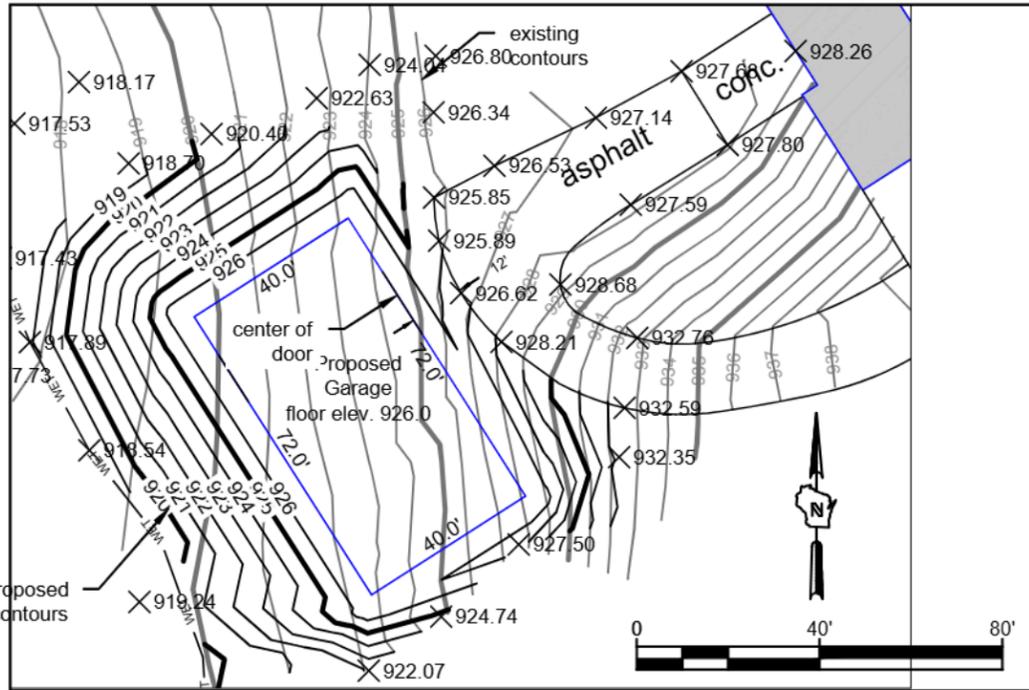
Legal Description per Deed Doc. No. 3082310

All that part of the Northwest  $\frac{1}{4}$  of Section 29, in Township 8 North, Range 18 East, in the Village of Chenequa, Waukesha County, Wisconsin, bounded and described as follows: Commencing at the West  $\frac{1}{4}$  corner of said Section 29; thence South  $89^{\circ}43'04''$  East along the West  $\frac{1}{4}$  line of said Section, said line also being the centerline of Oakland Avenue, 1,487.17 feet; thence North  $00^{\circ}16'56''$  East 33.00 feet to the point of beginning of lands herein described; thence continuing North  $00^{\circ}16'56''$  East, 592.87 feet; thence North  $53^{\circ}40'39''$  West, 257.08 feet to a point on the Easterly line of a 60 foot road; thence South  $48^{\circ}36'56''$  West along said Easterly road line, 398.58 feet to a point of curve; thence along the arc of said curve, 358.07 feet; the radius of which is 473.44 feet, the center lying in a Southeasterly direction; the chord of which bears South  $26^{\circ}56'56''$  West, 349.59 feet; thence South  $5^{\circ}16'56''$  West, 134.25 feet; thence South  $89^{\circ}43'04''$  East, 674.22 feet to the point of beginning.

Containing 358,515.8 square feet (8.23039 acres)



Prepared for:  
Tobias and Deanne Keidl  
6078 N Oakland Hills Rd.  
Nashotah, WI



I, Kevin A. Slotke, Professional Land Surveyor, certify that I have surveyed the above described property, to the best of my knowledge and ability, and that the map shown hereon is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures thereon, boundary fences, apparent easements, roadways and encroachments, if any.



Kevin A. Slotke, P.L.S. 2503 April 11, 2025

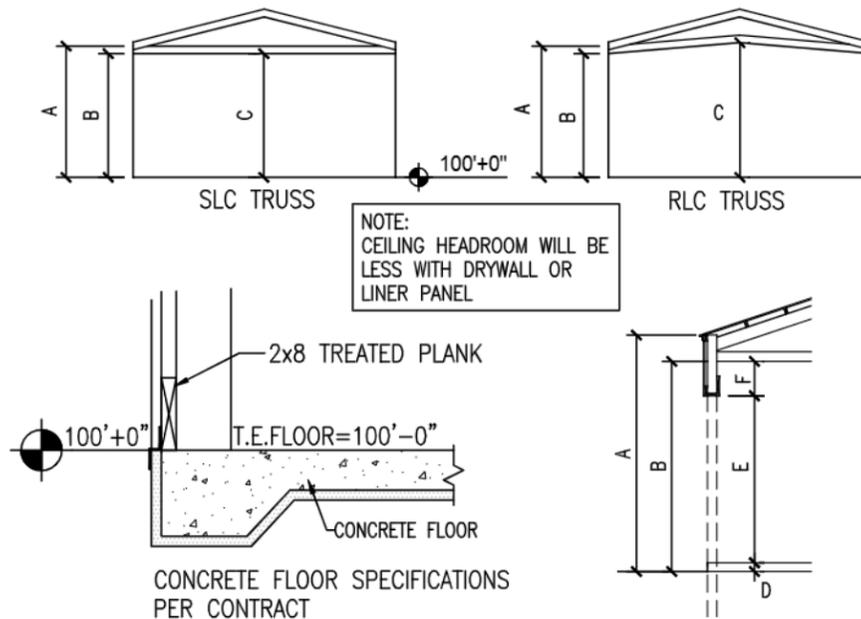
# PRELIMINARY DRAWING

## PROJECT:

**SHOP**  
 40' x 72' x 14' clear  
 For: Tobias Keidl  
 Wisconsin

Salesman: Mark Plecha

## SITE LOCATION:



A = EAVE HEIGHT	_____
B = TRUSS CLEARANCE AT HEEL	14'-1"
C = TRUSS CLEARANCE AT CENTER OF BUILDING	14'-1"
CLEARANCE MAY BE REDUCED BY FINISHED FLOOR HEIGHT	
D = OVERHEAD FRAME OUT BOTTOM ELEVATION	100'-0"
E = OVERHEAD FRAME OUT HEIGHT	12'-0"
F = ACTUAL HEADROOM AVAILABLE	24"±

HEADROOM REQUIRED TO TURN THE DOOR MUST BE LESS THAN THE ACTUAL HEADROOM AVAILABLE

### NOTES:

- INDICATE ANY POWER LINES WITHIN 10' OF BUILDING SITE.
- ARE THERE ANY BUILDINGS WITHIN 10' OF BUILDING SITE?  
 YES \_\_\_\_\_ NO    
 IF SO, THEN SEND PICTURE OF BUILDING OR LIST THE CONDITION OF BUILDING \_\_\_\_\_
- INDICATE ANY UNDERGROUND UTILITIES, i.e. SEWER; WATER; ELECTRIC; ETC.  
 NONE LIST \_\_\_\_\_
- ACTUAL WIDTH OF SLIDE DOOR CLEARANCE WILL BE 6" LESS THAN NOMINAL DOOR SIZE, AND 12" LESS IF DOOR IS OFF THE CORNER.  
 EXAMPLE: IF NOMINAL SLIDE DOOR IS 10'-0" WIDE, THE ACTUAL CLEARANCE IS 9'-6" ON STANDARD DOOR, OR 9'-0" IF DOOR IS OFF THE CORNER.

### CLASSIFICATION OF BUILDING:

SHOP BUILDING  COMMERCIAL \_\_\_\_\_ EQUINE \_\_\_\_\_  
 AG & PERSONAL STORAGE \_\_\_\_\_ LEAN \_\_\_\_\_ OTHER \_\_\_\_\_

CUSTOMER NAME Tobias Keidl  
 EXACT PLAN AND DOOR LOCATION APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
 CUSTOMER SIGNATURE

### BUILDING COLORS:

SIDE	Surrey Beige	BOTTOM TRIM	Terratone
GABLE	Surrey Beige	CORNER TRIM	Terratone
ACCENTS	N/A	ROOF STEEL	Terratone
WALK DOOR	White	RIDGE CAP	Terratone
WINDOWS	White	GABLE TRIM	Terratone
DOOR/WINDOW TRIM	Terratone	FASCIA TRIM	Terratone
OVERHEAD DOOR	White	EAVE TRIM	Terratone
OVHD. DOOR TRIM	Terratone	SOFFIT	Terratone
SLIDE DOOR	N/A	SOFFIT F&J TRIM	Terratone
SLIDE DOOR TRIM	N/A	CUPOLA SIDE	N/A
WAINSCOT	N/A	CUPOLA ROOF	N/A
WAINSCOT TRIM	N/A	WEATHERVANE	PINNO
WNSCT. CORNER TRIM	N/A	EAVE TROUGHS	N/A
EAVELITE	N/A	DOWNSPOUTS	N/A

CONTRACT SPECIFICATIONS  
 TAKE PRECEDENCE  
 OVER BUILDING PLANS

ROOF & SIDE STEEL ARE McELROY  
 -MAX RIB ULTRA- .149 ga. w/  
 KYNAR 500 PAINT SYSTEM  
 AND SCREW FASTENERS

COLUMNS ARE TITAN TIMBER  
 GLUE LAMINATED COLUMNS  
 LOWER - #1 SYP .60 CCA  
 UPPER - 2x6 SPF MSR1650  
 -OR- 2x8 SPF MSR 1950

DRAWN BY:  
 AS

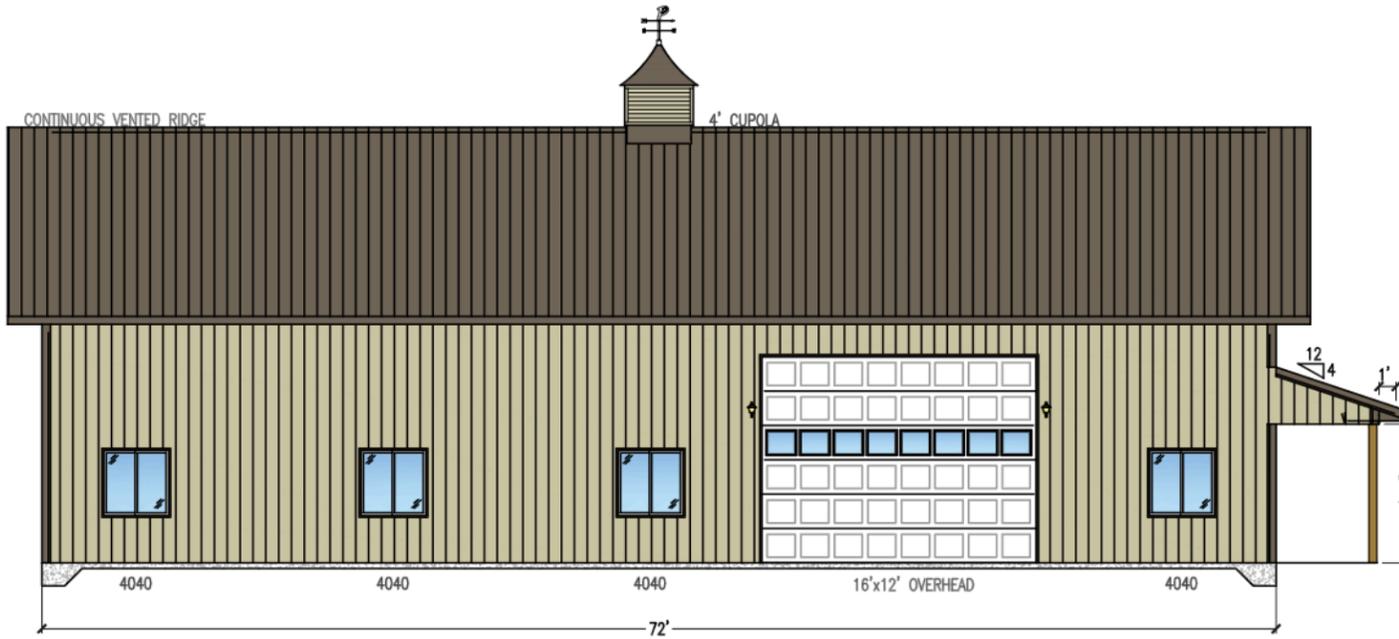
DATE:  
 02-03-25

REVISIONS  
 04-10-25

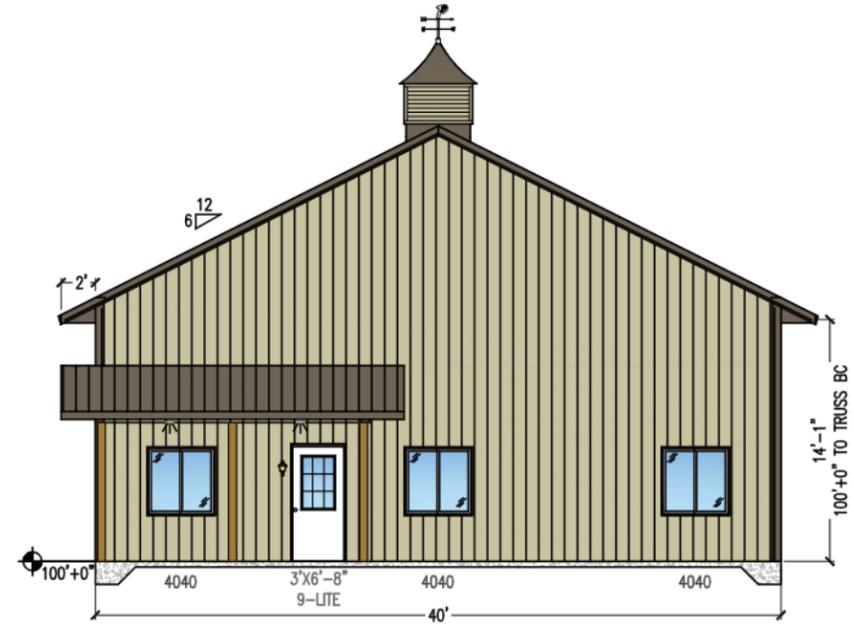
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SHEET NO.  
 COVER

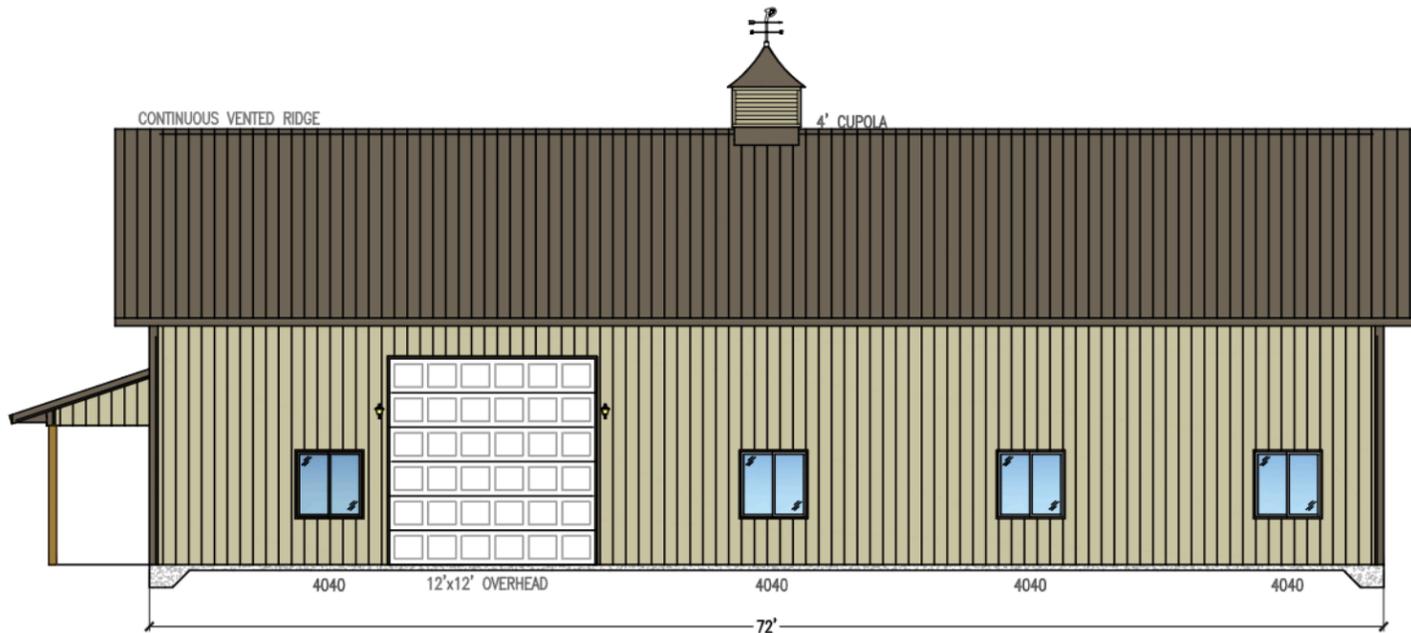
# PRELIMINARY DRAWING



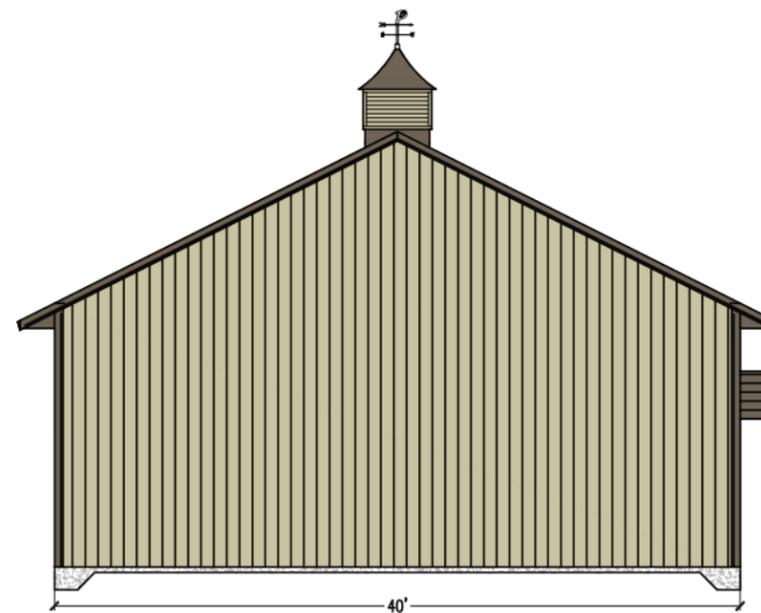
1 FRONT ELEVATION  
3/32" = 1'-0"



2 RIGHT ELEVATION  
3/32" = 1'-0"



3 BACK ELEVATION  
3/32" = 1'-0"



4 LEFT ELEVATION  
3/32" = 1'-0"

CONTRACT SPECIFICATIONS  
TAKE PRECEDENCE  
OVER BUILDING PLANS

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N5877 PALMER ROAD  
ROSENDALE, WI. 54974

PHONE (920)922-7010  
FAX (920)922-9093  
www.pinno.com

Tobias Keidl  
40'x72'x14' clear  
ELEVATIONS

DRAWING NO.

DRAWN BY:  
AS

SCALE:  
AS SHOWN

DATE:  
02-03-25

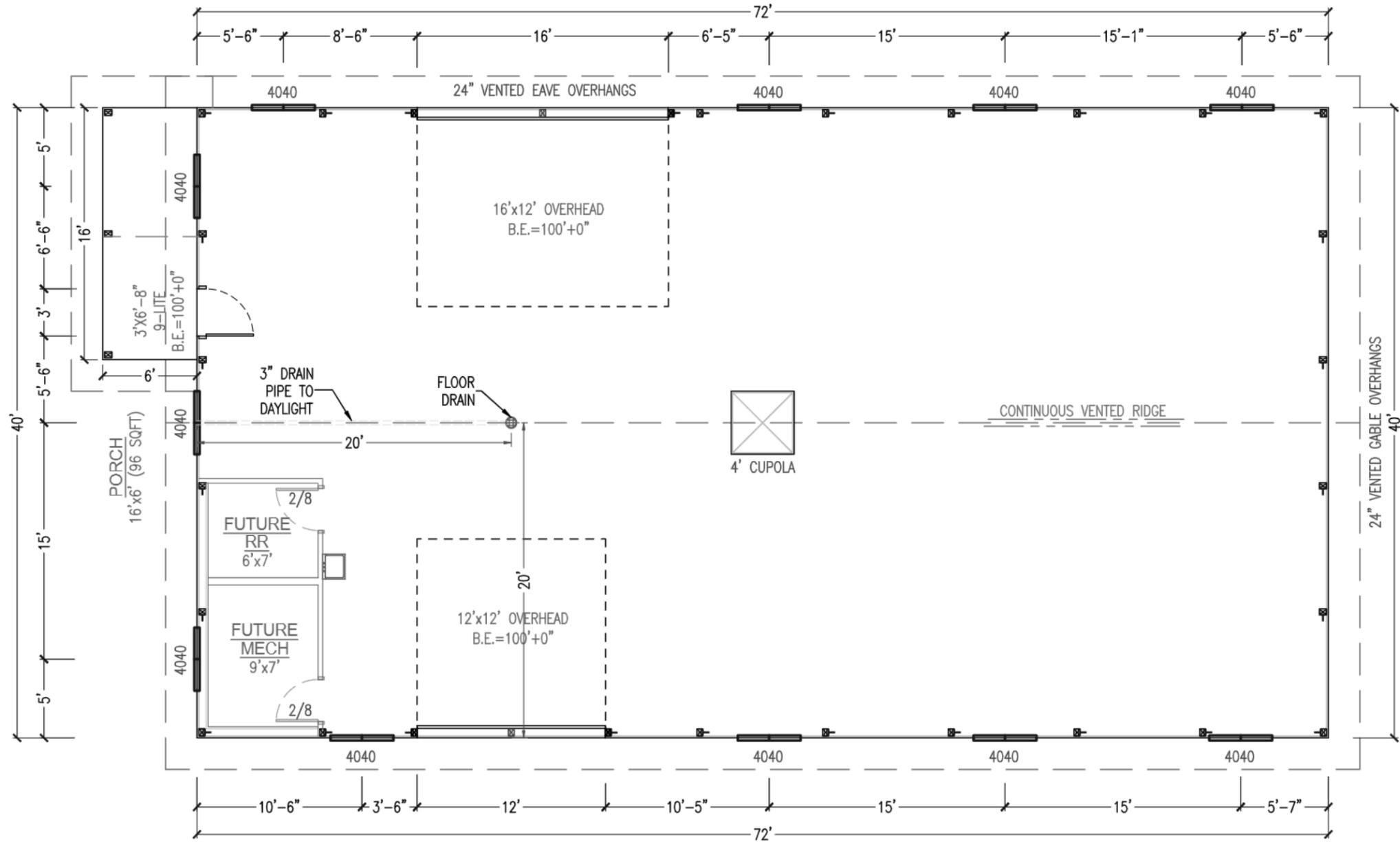
REVISIONS  
04-10-25

SHEET ID.

SHEET NO.  
2 OF 3

JOB NO.

# PRELIMINARY DRAWING



**1** FLOOR PLAN  
1/8" = 1'-0"

**SHOP**  
40'x72'x14' CLEAR  
2,880 SQ. FT.  
-BUILD ON SLAB  
w/ WET SET BRACKETS  
-BRACKETS BY PINNO  
-CAN LIGHTS UNDER  
EAVES & PORCH  
-T.E. FLOOR=100'+0"

CONTRACT SPECIFICATIONS  
TAKE PRECEDENCE  
OVER BUILDING PLANS

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N5877 PALMER ROAD  
ROSENDALE, WI. 54974

PHONE (920)922-7010  
FAX (920)922-9093  
www.rabinno.com

Tobias Keidl  
40'x72'x14' clear

FLOOR PLAN

JOB NO.

DRAWING NO.

DRAWN BY:  
AS

SCALE:  
AS SHOWN

DATE:  
02-03-25

REVISIONS  
04-10-25

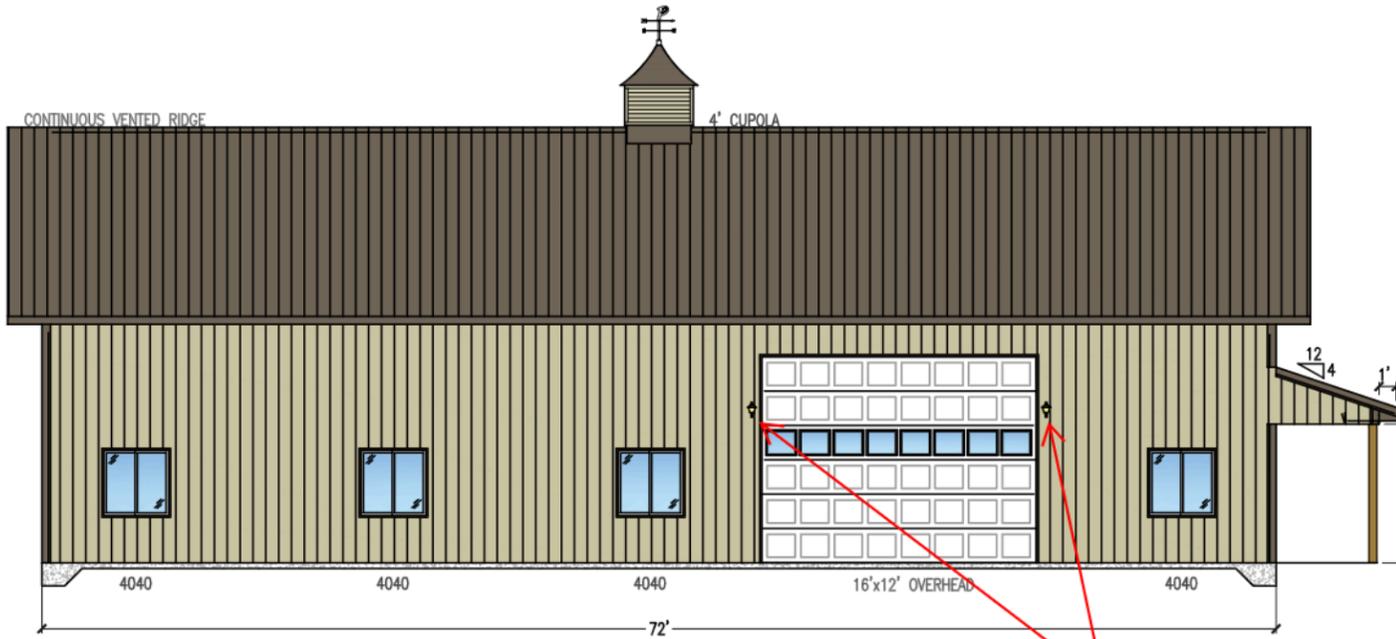
SHEET ID.

SHEET NO.  
3 OF 3

Keidl  
Terratone  
Roof

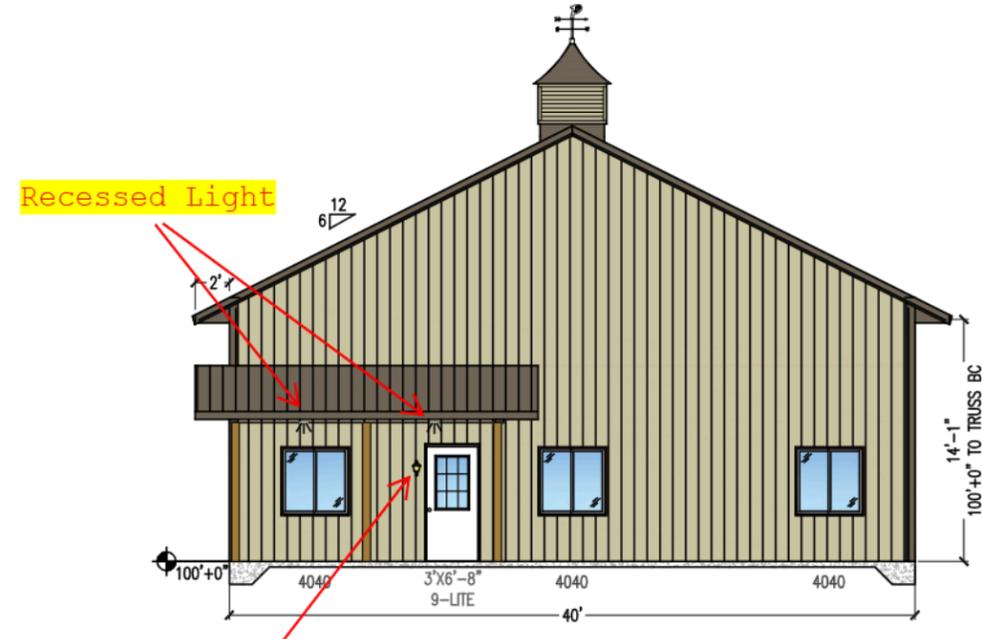
Keidl  
Surrey Beige  
Siding

# PRELIMINARY DRAWING



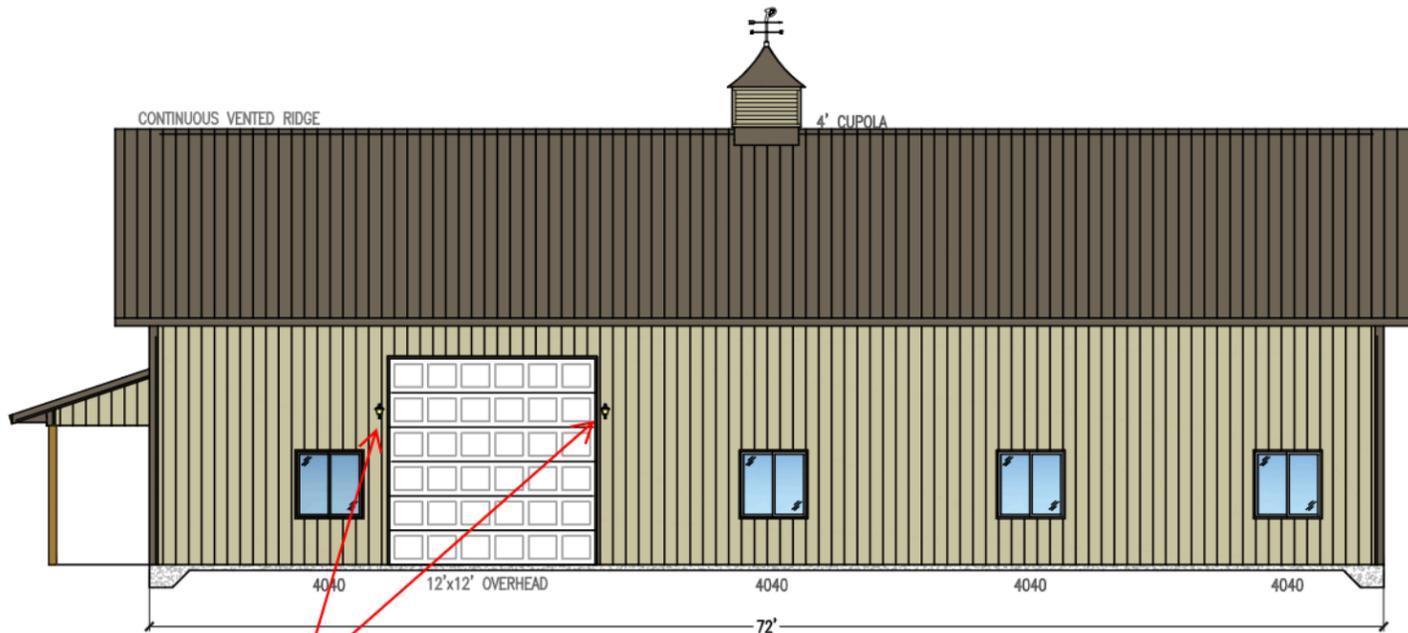
1 FRONT ELEVATION  
3/32" = 1'-0"

Wall Lantern



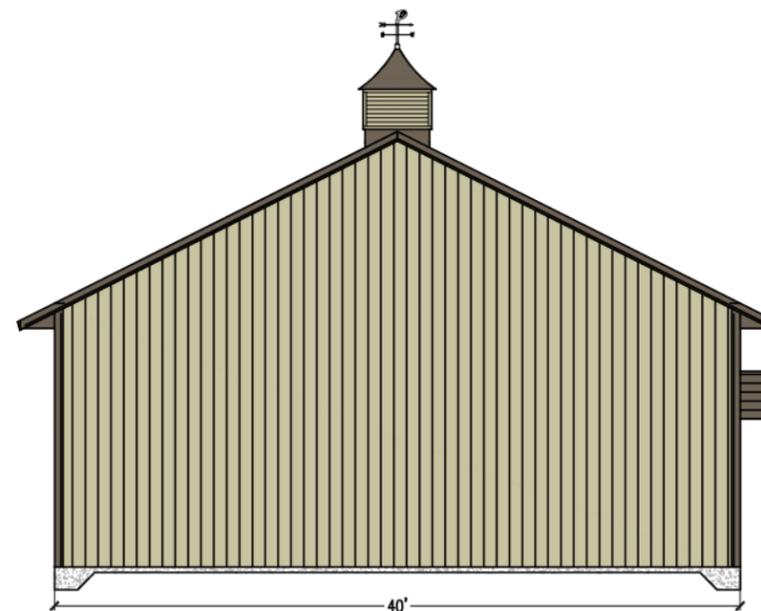
2 RIGHT ELEVATION  
3/32" = 1'-0"

Wall Lantern



3 BACK ELEVATION  
3/32" = 1'-0"

Wall Lantern



4 LEFT ELEVATION  
3/32" = 1'-0"

CONTRACT SPECIFICATIONS  
TAKE PRECEDENCE  
OVER BUILDING PLANS

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N5877 PALMER ROAD  
ROSENDALE, WI. 54974

PHONE (920)922-7010  
FAX (920)922-9093  
www.pinno.com

Tobias Keidl  
40'x72'x14' clear  
ELEVATIONS

DRAWING NO.

DRAWN BY:  
AS

SCALE:  
AS SHOWN

DATE:  
02-03-25

REVISIONS  
04-10-25

SHEET ID.

SHEET NO.  
2 OF 3

JOB NO.



BRADFORD\_COLLECTION

# Bradford Night Sky Small Wall Lantern

946411BK-GL

Black (BK).

Dimensions: 6"W x 17.25"H x 8"E

Transitional meets modern with the Bradford Low Light Small Wall Lantern. The bold lines and an oversized ring in a Black finish adds classic curb appeal to your home. **This fixture is designed for minimal light emissions** and is part of our Rain or Shine Collection and backed by our five-year warranty.

Available Finishes:

- Black** (BK).
- Black (BK).
- Oiled Bronze (OZ).
- Oiled Bronze (OZ).

WHERE TO BUY

+ WISH LIST



5-YEAR WARRANTY WET RATED

Lamping: 1 - 7 Watt GU10 Twist Lock

Glass Description: Clear Glass

Certification: UL listed. Rated for Wet locations.

SHARE



## TECHNICAL SPECS

Item Number: 946411BK-GL

Collection: Bradford

Item Description: 1 Light Outdoor Wall Lantern

Brand: Capital Lighting

Finish Description: Black

Available Finishes: BK, BK, OZ, OZ

Glass Description: Clear Glass

Number of Bulbs: 1

Max Watts Per Bulb: 7

Socket Base: GU10 Twist Lock

Recommended Bulb: GU10

Light Source: LED – lamp not included

Voltage: 120

Location Rating: Wet

## MORE DETAILS

UPC: 841740166072.000000000000000000

Dimensions: 6"W x 17.25"H x 8"E

Height: 17.25"

Width: 6"

Extension: 8.00"

Backplate Dimensions: 4.80"W x 6.30"H x 0.80"E

Junction: Ctr/Top of Fixture: 4.80"; Ctr/Btm: 12.50"

Weight: 4.50 lbs.

Glass Dimensions: 10.00"H x 4.75"W

Mounting Plate Shape: Rectangle

Fixture Orientation: Socket Down

Material: Metal & Glass

Category: Outdoor Wall Lantern

Country of Origin: Vietnam

## FEATURES

- DIMENSIONS: Overall: 6"W x 17.25"H x 7.5"E; Backplate: 4.75"W x 6.25"H x 0.75"E
- DETAILS: The tapered top and oversized ring paired with Clear Glass panels create a transitional and modern look
- **The Night Sky friendly fixture is designed for minimal light emission**
- Bottom is open for easy access to bulb.
- FINISH: Part of the Rain or Shine series, the Black finish is a neutral, dark tone with a slightly coarse texture.
- BULBS: Designed to be dimmable and LED/CFL/Incandescent bulb compatible, this fixture uses 1 - 7 Watt (max) GU10 Twist Lock base bulbs (not included)
- It's shown here with a GU10 lamp.
- FEATURES: Rated for Wet locations; includes a 5-Year Manufacturer Warranty Against Rust and Fading.
- Outdoor Wall Lantern.

**Fixture Shape:** Square / Rectangle

---

# 946411BK-GL

## BRADFORD 1 LIGHT OUTDOOR WALL LANTERN

Black

UPC: 841740166072

Available Finishes: BK (Black), OZ (Oiled Bronze)



### DIMENSIONS

Fixture Dimensions: 6"W x 17.25"H x 8"E  
Fixture Weight: 4.5 lbs.  
Backplate: 4.80"W x 6.30"H x 0.80"E  
Junction: Ctr/Top: 4.80"; Ctr/Btm: 12.5"

### LAMPING INFORMATION

Lamping: 1 - 7 Watt GU10 Twist Lock  
No. of Sockets: 1  
Max. Wattage Per Bulb: 7  
Socket Base: Twist Lock  
Bulb Included: No  
Recommended Bulb: GU10  
Voltage: 120V  
UL Rating: UL listed. Rated for Wet locations.

### GLASS DESCRIPTION

Clear Glass  
Glass Dimensions: 10.25"H x 4.75"W  
Glass Part #: GL946411

### SHIPPING INFORMATION

Carton Dimensions:  
8.75"W x 20.75"H x 10.25"L  
Carton Weight: 6 lbs.  
Shipping Method: Standard Ground

Designed in Atlanta. Manufactured in Vietnam.

---

**JOB/LOCATION:** KEIDL

**QUANTITY:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



5359 Rafe Banks Drive, Flowery Branch, GA, 30542  
TF: 800.323.3257 | P: 770.965.7238 | F: 770.965.7254 | W: [capitallightingfixture.com](http://capitallightingfixture.com)

---

Last updated: 01/09/2025

Project Name: **KEIDL** Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

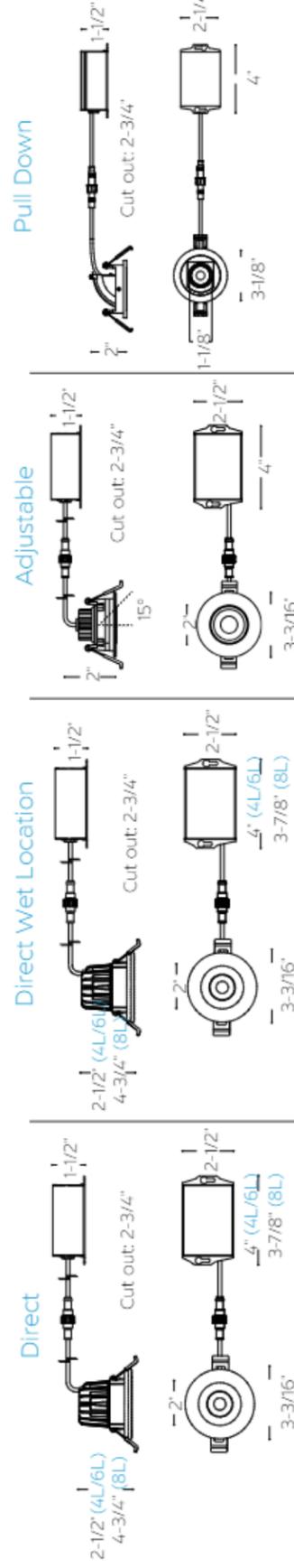
### INTENDED USE

This recessed and rounded LED light offers clear, bright and efficient lighting from low to medium ceilings. The airtight-rated product, built for retail, commercial and quality residential applications with an extruded, diecast aluminum body, is available in either black or white.



### FEATURES

- Construction:** Die-cast extruded aluminum body
- Housing:** No housing required, IC airtight-rated
- CRI:** 90+
- Voltage:** 120V
- Direct Beam Spread:** 36° spot
- Wet Location Beam Spread:** 44° narrow flood
- Adjustable Beam Spread:** 40° narrow flood
- Pull Down Optics:** Field changeable, 33° spot (installed) and 48° narrow flood included
- Life:** 60,000 hours L70
- Pull Down Life:** 33,000 hours L70
- Dimming:** Dims down to 10% with ELV or TRIAC drivers
- Operating Temp:** 0°C to 40°C ambient temperature
- Warranty:** 5 years carefree for parts & components (labor not included)
- Listings:** cETLus, FCC, California Title 24 JA8-2019, Energy Star, cETLus Listed for Wet Locations (Applies to DIR-WL)



### ORDERING INFORMATION Example:

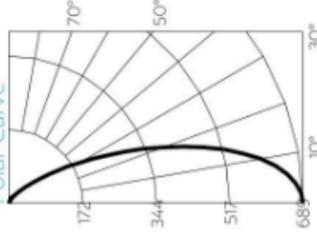
Model	Type	Wattage   Lumens	Color Temp	Finish	Driver	Options
<b>14144-R</b>	DIR	4L	27K	BK	(Blank)	NC
	Direct	6 Watts   400 lum	2700K	Black	ELV	New Construction Frame-In Plate
	<b>DIR-WL</b>	<b>6L</b>	<b>30K</b>	<b>WH</b>	<b>TRI</b>	<b>QC4</b>
	<b>Direct (Wet Location)</b>	<b>8 Watts   600 lum</b>	<b>3000K</b>	White	TRIAC	4 Foot Quick Connect Extension Cable
	<b>ADJ<sup>1</sup></b>	10 Watts   850 lum				<b>QC10</b>
	<b>PD</b>	<b>5L</b>				10 Foot Quick Connect Extension Cable
	<b>Pull Down</b>	6 Watts   500 lum				

<sup>1</sup> Only available with 4L or 6L options

### Test Information

Part Number: **14144-R-  
DIR-6L-30K** Beam Spread: 40°  
Flood  
Lumens: 505lm  
Wattage: 8.1W  
Efficacy: 62lpw  
CCT / CRI: 3000K / 90 CRI  
Spacing Criteria (0°-180): 0.7  
Spacing Criteria (90°-270): 0.7

### Polar Curve



### Illuminance at a Distance

Distance from Luminaire	FC at Nadir	Beam Diameter
2'	172fc	1'-7"
4'	43.1fc	3'-2"
6'	19.1fc	4'-10"
8'	10.8fc	6'-5"
10'	6.9fc	8'

### Zonal Lumen Summary

Zone	Lumens	% Luminaire
0-30	328	65
0-40	410	81.2
0-60	479	95
0-90	504	99.9
90-180	0	0.1
0-180	505	100

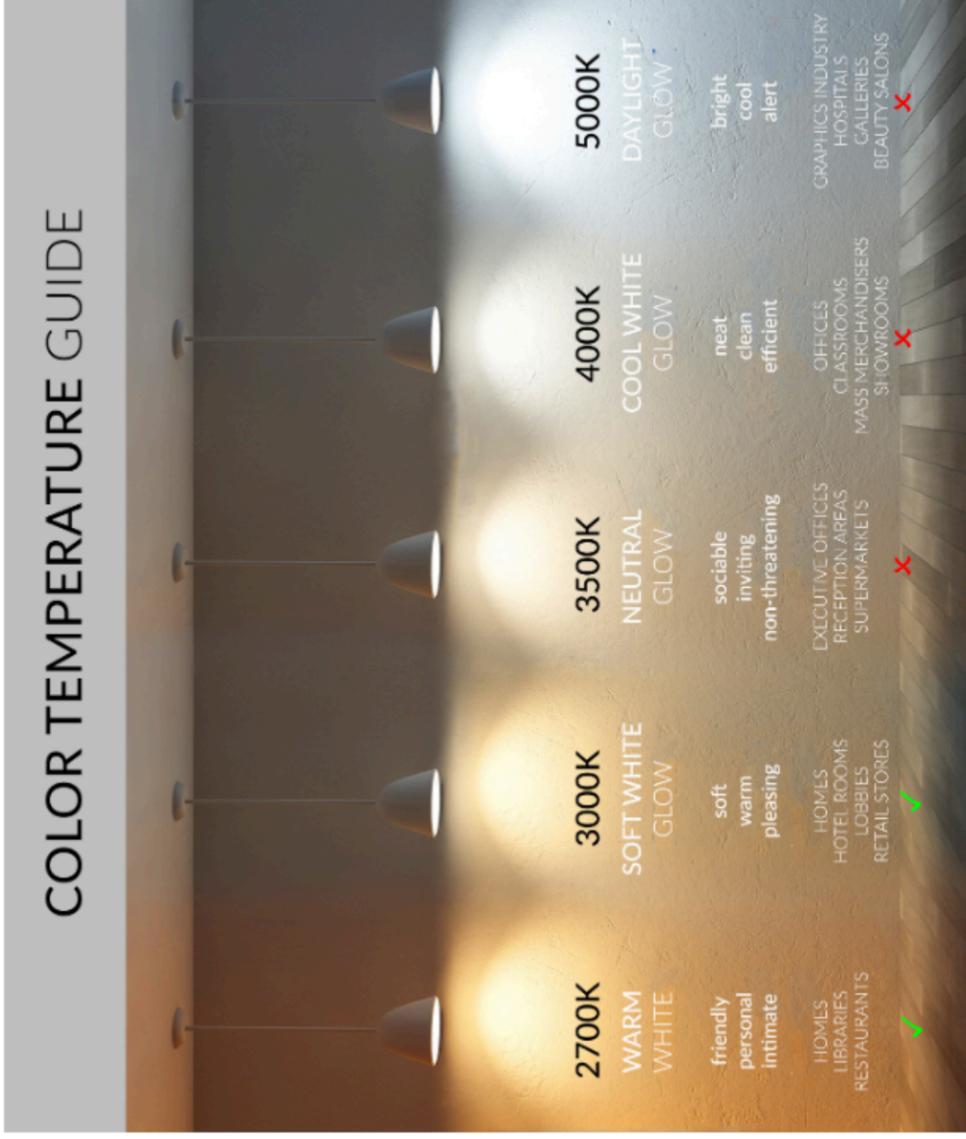
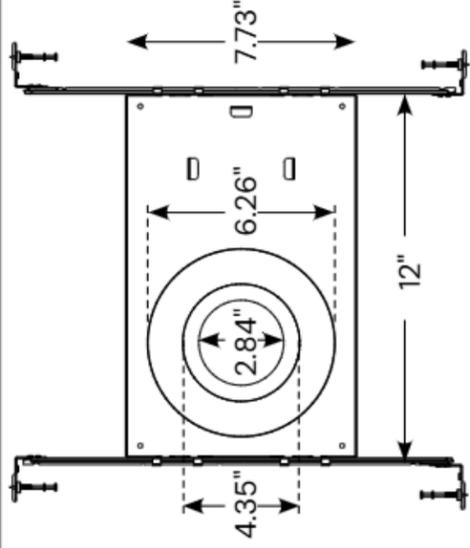
### Candela Table

Vertical Angles	Candela
0	689
5	666
15	501
25	280
35	129
45	57

NEW CONSTRUCTION PLATE DIMENSIONS

Brand	Series: Model #
Lutron	Diva: DELV-300P
	Diva: DVCL-153P
	Maestro: MACL-153M
	Skylark: S-600P
	Skylark: SELV-300P
Leviton	Skylark Contour: CTCL-153P
	Sureslide Decora: 6674

NEW CONSTRUCTION PLATE DIMENSIONS



# MEMORANDUM OF UNDERSTANDING

For

## Countywide Damage Assessment Services

**THIS MEMORANDUM OF UNDERSTANDING** (“Agreement”) is hereby made and entered into the date set forth next to the signature of the respective parties, by and between Waukesha County (“the County”) and each of the units of local government subscribed hereto, hereinafter referred to singularly as a “Participating Jurisdiction” and collectively as “Participating Jurisdictions”, that have executed this Agreement and adopted same in manner as provided by law and hereafter listed at the end of this Agreement.

### RECITALS

**WHEREAS**, it is desirable to coordinate Countywide damage assessment services across municipal boundaries within Waukesha County in an effort to obtain accurate, quick, and efficient accounting of damages resulting from a disaster; and

**WHEREAS**, disasters often cross municipal boundaries and Waukesha County Emergency Management must collect data from all impacted municipalities; and

**WHEREAS**, in accordance with Wisconsin Statute § 323.15(1)(a)-(b), the county head of emergency management shall coordinate and assist in developing city, village, and town emergency management plans within the county, integrate those emergency management plans with the county’s emergency management plan, direct and coordinate emergency management activities throughout the county during a state of emergency, and advise the Department of Military Affairs of all emergency management planning in the county and submit required reports to the adjutant general, as per his or her request; and

**WHEREAS**, in accordance with Wisconsin Statute § 323.15(1)(c)(1)-(4), the city, village, and town head of emergency management shall direct participation in emergency management programs ordered by the adjutant general or the county head of emergency management, advise the county head of emergency management on local emergency management programs, and submit to the county head of emergency management any reports required, as per his or her request; and

**WHEREAS**, each Participating Jurisdiction is obligated to coordinate with the County’s Emergency Management Office if damages and citizens’ needs meet thresholds for a Presidential Disaster Declaration for federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5208; and

**WHEREAS**, damage assessments must be completed before disaster assistance is provided by the Small Business Administration (SBA) and the Federal Emergency Management Agency (FEMA); and

**WHEREAS**, a Participating Jurisdiction may lack available staff to complete damage assessments and have a condensed timeline to complete damage assessment submissions to Wisconsin Emergency Management; and

**WHEREAS**, affected jurisdictions would greatly benefit from assistance of neighboring jurisdictions in the assessment process and such cooperation would, therefore, benefit the County as a whole when seeking federal assistance; and

**WHEREAS**, it is therefore desirable that the County and Participating Jurisdictions enter into this Agreement to outline their understanding of the processes and resources that will be used to cooperatively complete damage assessments when assistance is requested by a Participating Jurisdiction.

**NOW, THEREFORE**, in consideration of the foregoing recitals, the County and Participating Jurisdictions **HEREBY AGREE AS FOLLOWS:**

## **SECTION ONE**

### **Purpose**

Performing a Damage Assessment is a crucial step in the aftermath of various events such as, but not limited to, emergencies, natural disasters and man-made catastrophes. A Damage Assessment plays a pivotal role in understanding the extent of the impact on affected areas and populations. Timely and accurate Damage Assessments provide essential information for effective emergency response, resource allocation, and long-term recovery planning. The prompt completion of Damage Assessments is vital, as it directly influences the speed and efficiency of emergency response efforts. Swift assessments enable authorities to prioritize immediate needs, deploy resources efficiently, and minimize further damage. This Agreement provides coordination of effort for the effective and efficient collection of Damage Assessment information within Waukesha County.

## SECTION TWO

### Definitions

The following terms used in this Agreement are defined as follows:

- A. “Comprehensive Emergency Management Plan or CEMP”: A structured and systematic document that outlines strategies and procedures for preparing for, responding to, recovering from, and mitigating the impacts of various emergencies and disasters. The primary goal of a CEMP is to enhance the ability of organizations, communities, and governments to effectively manage and coordinate resources in order to protect lives, property, and the environment during emergencies.
- B. “County Damage Assessment Coordinator”: A designated representative of Waukesha County responsible for the overall coordination and collaboration of Damage Assessment services with the deployed damage assessment teams, Municipal Damage Assessment Coordinator, and other Participating Jurisdictions.
- C. “Damage Assessment”: The process for determining the nature and extent of the loss, suffering, and/or harm to the community resulting from a natural, accidental or human-caused disaster. A Damage Assessment provides situational awareness and critical information on the type, scope and severity of the event.
- D. “Damage Assessment Team”: A group of trained professionals tasked with evaluating the extent of destruction and losses caused by an emergency or disaster. Their primary objective is to systematically survey affected areas, collect data on damages to infrastructure, and provide accurate information to inform decision-making in the response and recovery phases of emergency management.
- E. “Emergency”: An occurrence or condition which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Requesting Jurisdiction, so that it determines the necessity and advisability of requesting aid.
- F. “Emergency Support Function”: Specialized functional areas established to organize and coordinate the response and recovery efforts during Emergencies or Natural Disasters.
- G. “FEMA”: The Federal Emergency Management Agency within the U.S. Department of Homeland Security.

- H. “Municipal Damage Assessment Coordinator”: A designated representative of Participating Jurisdictions responsible for the coordination and collaboration of Damage Assessment services with the deployed Damage Assessment Teams and County Damage Assessment Coordinator.
- I. “Natural Disaster”: An event that has resulted in severe property damage, including but not limited to a tornado, storm, flood, earthquake, snowstorm, or fire.
- J. “Participating Jurisdiction”: A city, village, town, or lake district within Waukesha County that has been authorized by its governing body to enter into and execute this Agreement pursuant to Wis. Stat. § 66.0301 for the purpose of cooperating in the completion of Damage Assessments throughout Waukesha County in the event of an Emergency.
- K. “Personnel”: Persons employed full-time, part-time, or contracted by the Participating Jurisdictions.
- L. “Requesting Jurisdiction”: A Participating Jurisdiction which requests aid in the event of an Emergency.
- M. “Small Business Administration”: The Small Business Administration (SBA) provides home and business disaster loans to communities affected by disasters.
- N. “Training”: The regular scheduled practice of conducting and collecting Damage Assessments during non-emergency drills to implement the necessary joint operations of the Damage Assessment Team.

### **SECTION THREE**

#### **Waukesha County Obligations**

Waukesha County, through the Waukesha County Office of Emergency Management, shall:

1. In accordance with Wisconsin Statute § 323.15, serve as the convener and coordinator of Participating Jurisdictions to oversee the Damage Assessment process to provide Damage Assessment information to the State of Wisconsin Department of Military Affairs and Federal Government as requested. The County Damage Assessment Coordinator, in conjunction with the Waukesha County Office of Emergency Management, will determine the need for the Damage Assessment Team to be deployed to Requesting Jurisdiction(s) based on the initial damage information submitted by the Requesting Jurisdiction(s).
2. Support response and recovery efforts by working with the State of Wisconsin and Federal Emergency Management Agency (FEMA) to provide preliminary Damage Assessment information

and statistics through the County's Emergency Operations Center or Emergency Management Office.

3. Designate a representative and backup representative to act as the "County Damage Assessment Coordinator".
4. Provide, at a minimum, one representative other than the "County Damage Assessment Coordinator" to participate in the Countywide Damage Assessment Team.
  - a. Participation in the Countywide Damage Assessment Team entails participating in reoccurring trainings relating to Damage Assessment, participating in county or municipal lead exercises as necessary, and deploying to Requesting Jurisdictions within Waukesha County to perform Damage Assessments.
5. Provide damage assessment software, training, and documents to Participating Jurisdictions necessary to collect Damage Assessment information in accordance with State and Federal guidelines.
6. Collect data from Damage Assessments, share information with Requesting Jurisdictions and submit Damage Assessments to the State of Wisconsin, Department of Military Affairs and the Federal Emergency Management Agency as needed. All information collected from a Damage Assessment will be provided to the Requesting Jurisdiction.

## **SECTION FOUR**

### **Participating Jurisdiction Obligations**

Each Participating Jurisdiction shall:

1. Designate a representative and backup representative from the Participating Jurisdiction to act as the "Municipal Damage Assessment Coordinator".
2. Provide at a minimum one representative, other than the Municipal Damage Assessment Coordinator, to participate in the Countywide Damage Assessment Team.
  - a. Participation in the Countywide Damage Assessment Team entails participating in reoccurring trainings relating to Damage Assessment, participating in county or municipal led exercises as necessary, and deploying to Requesting Jurisdictions within Waukesha County to perform damage assessments.
3. Upon receiving a request for assistance, assess its ability to provide assistance under this Agreement and provide assistance to the extent that it has the capacity and resources to do so

keeping in mind the availability of staffing and the needs of that Participating Jurisdiction. A Participating Jurisdiction will have no responsibility to respond if it determines it is unable to do so and may withdraw its assistance when its own staffing and the needs of that Participating Jurisdiction so require. Participating Jurisdictions commit to offering their available resources to assist Requesting Jurisdictions, subject to resource and staff availability, affected by a localized disaster within the geographic area(s) of the Requesting Jurisdiction within the County.

4. Use their best efforts to ensure Damage Assessment information is collected accurately and in an efficient manner within the confines of the geographical boundaries of the Requesting Jurisdiction(s).
5. Work cooperatively with each other and a Requesting Jurisdiction to collect, validate, and produce preliminary Damage Assessment information as the resources of responding jurisdictions permit.
6. Submit to Waukesha County Emergency Management all relevant Damage Assessment information, including but not limited to, windshield Damage Assessments, initial Damage Assessments, and preliminary Damage Assessments.

## **SECTION FIVE**

### **Scope of Agreement**

Nothing in this Agreement is intended to forfeit any right or responsibility of the County or Participating Jurisdiction under federal, state or local laws. Nor does this Agreement supersede existing mutual aid agreements, except to the extent they might expressly relate to the subject matter hereof. This Agreement is intended to cover only the parties' interactions and cooperation in completing Damage Assessments following an Emergency or Natural Disaster. Participating Jurisdictions hereby authorize and direct their respective personnel and Municipal Damage Assessment Coordinator or his/her designee to the extent reasonable and practicable to take necessary and proper action to render and/or request assistance from the other Participating Jurisdictions in accordance with the policies and procedures established and maintained in accordance with Waukesha County's Emergency Support Function (ESF) #21: Damage Assessment, as per the County's Comprehensive Emergency Management Plan (CEMP)..

## **SECTION SIX**

### **Control Over Personnel and Equipment**

Personnel dispatched to aid a Requesting Jurisdiction pursuant to this Agreement shall remain employees of their respective Participating Jurisdiction. Personnel shall report for direction and assignment at a location determined by the County Damage Assessment Coordinator, Requesting Jurisdiction's Municipal Damage Assessment Coordinator, or their designees. The Participating Jurisdiction shall at all times have the right to make final decisions about its ability to provide resources under this Agreement and once initially dispatched to determine its continuing ability to provide such resources and where necessary to withdraw any and all aid upon the order of its Chief Elected Official or his/her designee; provided, however, that a Participating Jurisdiction withdrawing such aid shall notify the County Damage Assessment Coordinator, Municipal Damage Assessment Coordinator, or his/her designee of the Requesting Jurisdiction of the withdrawal of such aid and the extent of such withdrawal.

Notwithstanding Section Seven and except to the extent subject to an indemnification obligation under Section Nine below, each Participating Jurisdiction shall be solely responsible for the benefits, wages, disability payments, pensions and worker's compensation claims and any other compensation accrued or incurred by each of its own employees while participating in the provision of services under this Agreement and for any damage to the Participating Jurisdiction's vehicles and equipment while participating in the provision of services under this Agreement.

## **SECTION SEVEN**

### **Compensation**

Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Requesting Jurisdiction. Notwithstanding the foregoing, and in recognition that provision of assistance to a Requesting Jurisdiction requires the County and Participating Jurisdictions to incur costs, nothing in this provision or elsewhere in this Agreement shall preclude the recovery of expenses incurred from third parties, responsible parties or from any state or federal agency under applicable state and federal laws or assistance programs for services rendered or equipment used in the performance of this Agreement.

## **SECTION EIGHT**

### **Insurance**

Participating Jurisdictions shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, worker's compensation,

with minimal limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability per occurrence, and \$2,000,000 in the aggregate. Professional liability coverage shall be required with similar limits. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligations of this Section may be satisfied by a party's membership in a self-insurance pool, a self-insurance plan or arrangement with an insurance provider approved by the state of jurisdiction. A certificate of insurance and policy endorsement evidencing the required insurance shall be furnished to the County upon execution of this Agreement and upon request at any time during the life of the Agreement.

## **SECTION NINE**

### **Waiver of Claims/Indemnification**

Each party hereto agrees to waive all claims against all other parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Agreement (a "Claim") except to the extent such Claim is the result of a malicious act by a party or its personnel or an act done by them with an intentional disregard of the safety, health, life or property of another. Each Requesting Jurisdiction agrees to indemnify, defend and hold all other parties to this Agreement harmless for all claims, demands, liability, losses, including attorney fees and costs, and damages arising or incurred that are made or asserted by a third party that may arise from the party providing services under this Agreement at the request of the Requesting Jurisdiction, except to the extent the result of a malicious act by a that party or its personnel or an act done by them with an intentional disregard for the safety, health, life or property of another.

Notwithstanding the foregoing, nothing contained within this Agreement is intended to be a waiver or estoppel of Waukesha County, Participating Jurisdiction or its respective insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin Law, including those set forth within Wisconsin Statutes 893.80, 895.52, and 345.05.

## **SECTION TEN**

### **Non-Liability for Failure to Render Aid**

The rendering of assistance under the terms of this Agreement shall not be mandatory and the Participating Jurisdiction may refuse if local conditions of the Participating Jurisdiction prohibit response. It is the responsibility of the Participating Jurisdiction to immediately notify the County Damage Assessment Coordinator of the Participating Jurisdiction's inability to respond. Failure to immediately

notify the County Damage Assessment Coordinator of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

## SECTION ELEVEN

### Effective Date, Term, Termination

This Agreement shall become legally binding upon approval by the involved parties in accordance with applicable law and the execution thereof. The duration of this Agreement shall be a one-year period from the date of execution by the County; and shall automatically renew on a year-to-year basis unless terminated in accordance with this Section. Any of the parties may terminate their participation in this Agreement by providing written notice of said intent to terminate participation in the Agreement to all other parties to the Agreement not less than ninety (90) days in advance of the proposed termination date. The Agreement shall remain in full force and effect among the County and remaining Participating Jurisdictions until the County or all Participating Jurisdictions have terminated their participation in the Agreement.

## SECTION TWELVE

### Miscellaneous Provisions

1. **No Legal Entity, Partnership, Joint Venture.** No new legal entity is created by this Agreement. This Agreement shall not in any way be deemed to create a partnership or joint venture among the parties.
2. **Amendments.** All changes to this Agreement shall be mutually agreed upon among the parties and shall be in writing and designated as written amendments to this Agreement.
3. **Binding Agreement.** This Agreement is binding upon the parties hereto and their respective successors and assigns. This Agreement may not be assigned by a Participating Jurisdiction without prior written consent of the parties hereto.
4. **Severability.** If any clause, provision, or section of this Agreement shall be declared invalid by any Court of competent jurisdiction, the invalidity of such clause, provision, or section shall not affect any of the remaining provisions of this Agreement.
5. **Notices.** Notices regarding termination of this Agreement or participation therein shall be sent by the party via email and deemed served upon a "Read Receipt" received or in writing and deemed served upon depositing same with the United States postal Services as "Certified Mail, Return Receipt Requested" to the Waukesha County Office of Emergency Management and all Participating Jurisdictions.
6. **Governing Law.** This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Wisconsin.

7. **Execution in Counterparts.** This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.
8. **Captions.** Captions used in this Agreement are used for convenience only and shall not be used in interpreting or construing this Agreement.
9. **Survival.** Any payment or indemnification obligation incurred under this Agreement shall survive the termination of this Agreement.
10. **Non-Discrimination.** In the performance of the services under this Agreement each party agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.
11. **Compliance With Other Laws.** The parties agree to comply with all applicable Federal, State and local laws, codes and regulation in the performance of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated.

WAUKESHA COUNTY

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**Gail Goodchild**  
**Director of Emergency Preparedness**

[Participating Jurisdiction Signature Pages Follow]

**PARTICIPATING JURISDICTION:**

\_\_\_\_\_  
Municipality/District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Elected Official (Executive, President, Mayor, or Chairperson)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Municipal Clerk (if applicable)

## COUNTYWIDE DAMAGE ASSESSMENT TEAM STANDARD OPERATING PROCEDURES (SOP), WAUKESHA COUNTY

### PURPOSE

This plan will provide the guidance and procedures for the collection of damage assessment information for all Participating Jurisdictions within Waukesha County immediately following an incident and throughout the response and recovery phases. Damage assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors.

### SCOPE OF SERVICES

The scope of this plan is to address the procedures for the effective collection of damage assessment information to complete required documentation for the request of Individual Assistance during a presidential declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Additionally, the information collected will assist local and county decision-makers in the activation of shelters, points of distribution, family assistance centers, and other related response activities. Countywide Damage Assessment Team activities will include collecting damage assessment information solely focusing on Individual Assistance eligible facilities and structures including privately owned homes and business facilities.

Damage assessment activities relating to Public Assistance, including the assessments of but not limited to roads, bridges, government buildings, publicly owned utilities, and parks will be handled by the local unit of government having jurisdiction.

### OVERVIEW

Waukesha County is susceptible to a variety of natural disasters and human-caused emergencies. Depending on their severity, these events can inflict significant damage on infrastructure and essential services, quickly overwhelming the capacity of individual municipalities or the county as a whole to assess the situation and respond effectively to the needs of affected residents.

Emergency responders, whose primary focus is on saving lives and protecting property, are often challenged to gather and communicate accurate information about the extent of the damage. Without reliable data on the nature and scope of the disaster, Emergency Operations Centers face difficulties in coordinating response efforts and initiating the recovery process.

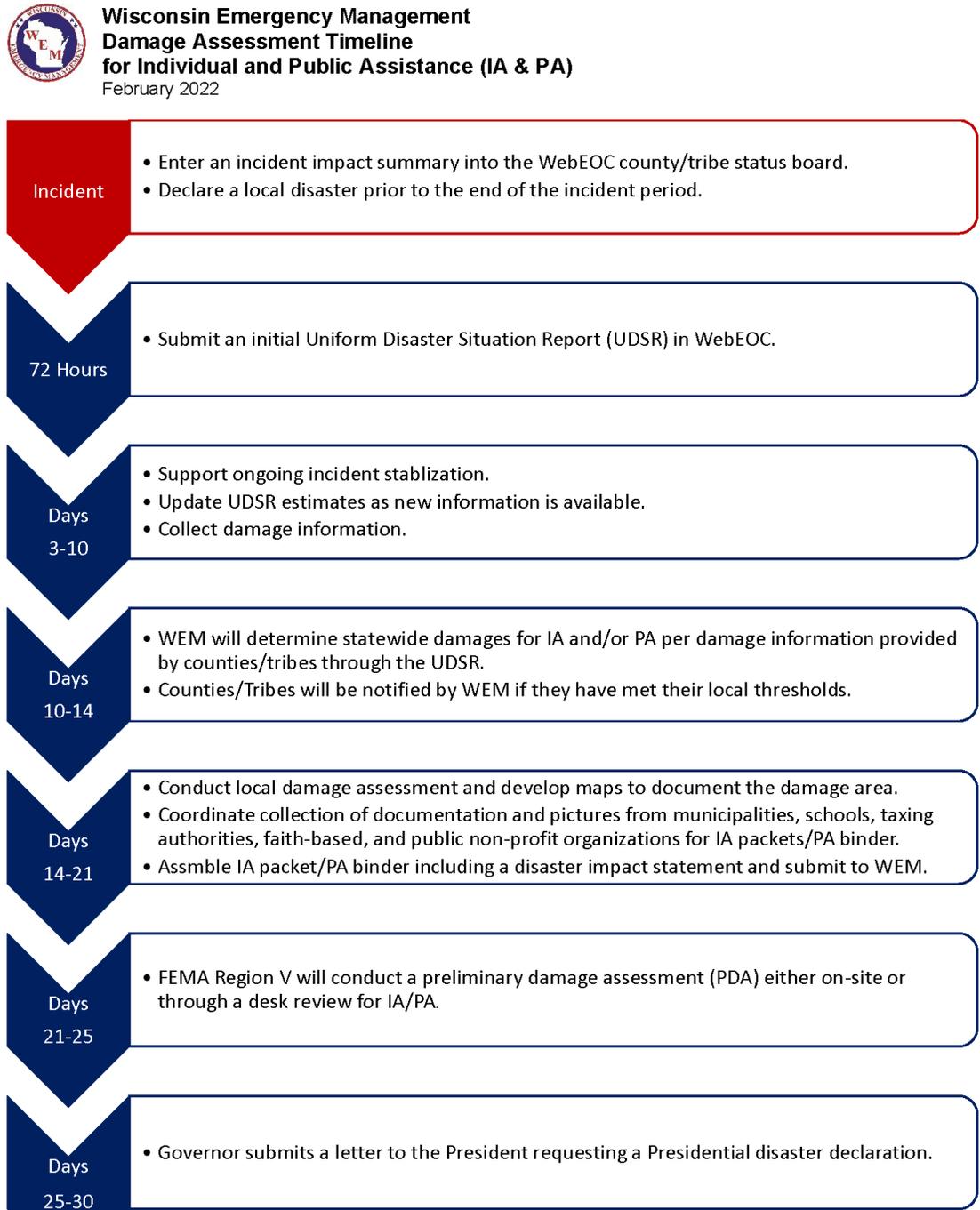
Given that disasters frequently transcend municipal and county boundaries, it is common for municipalities to seek assistance from the Waukesha County Office of Emergency Management when damage and citizen needs reach thresholds past the municipality's capabilities. To streamline the process of damage assessment across political jurisdictions, a mutual aid agreement has been established between Waukesha County and participating municipalities. This agreement aims to facilitate the accurate and timely collection of damage information following natural disasters or emergencies.

## Damage Assessment Overview

After a natural disaster or emergency causing damage to private property and public infrastructure meeting thresholds for state and federal assistance, Waukesha County Emergency Management has between 14 and 21 days to compile and submit complete and accurate information to Wisconsin Emergency Management (WEM). This information is necessary for the Governor to prepare and submit a letter to the President requesting a Presidential disaster declaration. The timeline shown in Figure 1 outlines the key steps in this process.

- During and following a disaster, county and local response agencies will, on an ongoing basis, report on the extent of their involvement, damage estimates, and gather information regarding the disaster's impact on the public and private sectors.
- The Waukesha County Emergency Management Coordinator will notify Wisconsin Emergency Management (WEM), through the Region Director, when such a disaster occurs.
- When there is the potential need for state and/or federal assistance to supplement county and local efforts or when requested by the WEM Region Director, the county is expected to inform the WEM Region Director of an incident's impact on the community via WebEOC as soon as practical. The Waukesha County Emergency Management Coordinator must submit a Uniform Disaster Situation Report (UDSR) form to the UDSR board in WebEOC, within 72 hours of the end of a disaster incident period. At a minimum, the UDSR should include the following:
  - Time, date, location, and type of disaster.
  - Time and date of the UDSR submission, as well as name of person submitting the report.
  - Number of people injured or deceased.
  - Number of persons homeless and number evacuated and in shelters.
  - Damage estimates for the public and private sectors.
  - An estimate of the amount of damage covered by insurance.
- To obtain the information required on the UDSR, Waukesha County Emergency Management will coordinate with the affected municipalities to compile applicable information into an overall report for submission within 72 hours to WEM.
- As the disaster progresses and emergency response efforts are curtailed, the county will continue to assess the impact of the disaster through information received from response agencies and from the affected municipalities.
- Waukesha County Emergency Management will be responsible for transmitting updated information to WEM to revise the original UDSR submission.
- Waukesha County Emergency Management, on behalf of the County Executive, will consult with the WEM Region Director on the need for state and/or federal assistance. A decision will be made jointly by WEM and the county as to whether or not and what types of federal assistance will be requested.
- When a decision is made to request Presidential Disaster Assistance, the county is required to participate in the Preliminary Damage Assessment (PDA) process. The PDA is the first step in requesting such assistance. The process and its purpose are described in FEMA's "Damage Assessment Operations Manual." Waukesha County Emergency Management is responsible for assigning a knowledgeable county/local representative to each of the PDA teams.

Figure 1: Wisconsin Emergency Management Damage Assessment Timeline for Individual and Public Assistance (IA & PA)



**\*Fluid Timelines\***

Timelines are fluid and can be shorter, but NEVER longer.  
If IA and PA should happen at the same time, your focus should be on IA.

## CONCEPT OF OPERATIONS

This section provides an overview of countywide damage assessment team activities, to support municipal and county-wide coordination during an emergency response. Waukesha County Emergency Management will act as the coordinating entity for the Countywide Damage Assessment Team. The team members are trained on a routine basis and are prepared for activation 24-hours a day, 7 days a week after a disaster occurrence.

### ACTIVATION

Aftereffects of disasters can easily surpass municipal and county capabilities in responding to the incident and collecting accurate and timely necessary information, the countywide damage assessment team will be available to provide assistance upon request of the impacted jurisdiction(s). Due to their role in coordinating the county-wide team, requests will be made directly to the Waukesha County Office of Emergency Management. The request process will follow standard procedures in requesting assistance from the Waukesha County Office of Emergency Management.

Upon the notification of the request for assistance, the Waukesha County Office of Emergency Management will coordinate with the Municipal Damage Assessment Coordinator(s) or his/her designee in gathering information regarding the initial damage assessment information within their municipality(s). Once the decision is made to deploy resources to the requesting jurisdiction(s), the County Damage Assessment Coordinator will provide notification to team members through Konexus's AlertSense to gauge team members availabilities. The County Damage Assessment Coordinator, in conjunction with the Waukesha County Office of Emergency Management and the requesting jurisdiction(s) will determine the appropriate response based on the scope of the incident and the availability of resources.

### DEPLOYMENT

When deployed, team members will report to a staging location determined in collaboration by the County Damage Assessment Coordinator and the Municipal Damage Assessment Coordinator(s) or his/her designee. Reporting team members will be briefed on the extent of the initial damage information, provided a safety briefing, and given their assignments and damage assessment zones by the County Damage Assessment Coordinator or the Municipal Damage Assessment Coordinator or his/her designee. Deployments of the Countywide Damage Assessment Team will involve teams of 3-4 members, depending on the size of the incident and availability of members, with one member designated as the Team Lead.

Upon arrival at their assigned damage assessment zones, the Team Lead will inform the Municipal Damage Assessment Coordinator(s) or his/her designee of their arrival. Within their designated damage assessment zones, teams will collect damage information in accessible areas to determine level of damage according to the FEMA thresholds for damage (Inaccessible, Affected, Minor, Major, Destroyed).

While conducting damage assessments, the Team Lead will provide updates to the Municipal Damage Assessment Coordinator(s) or his/her designee on the progress of damage assessments conducted within their assigned damage assessment zones. This information will be utilized to account for all resources in the field, as well as, provide situational awareness on the progress of the overall damage assessment functions within the municipality(s).

Upon completion of their duties or as directed by the Municipal Damage Assessment Coordinator(s) or his/her designee, deployed damage assessment team members will coordinate demobilization with the Municipal and County Damage Assessment Coordinators.

#### DATA COLLECTION

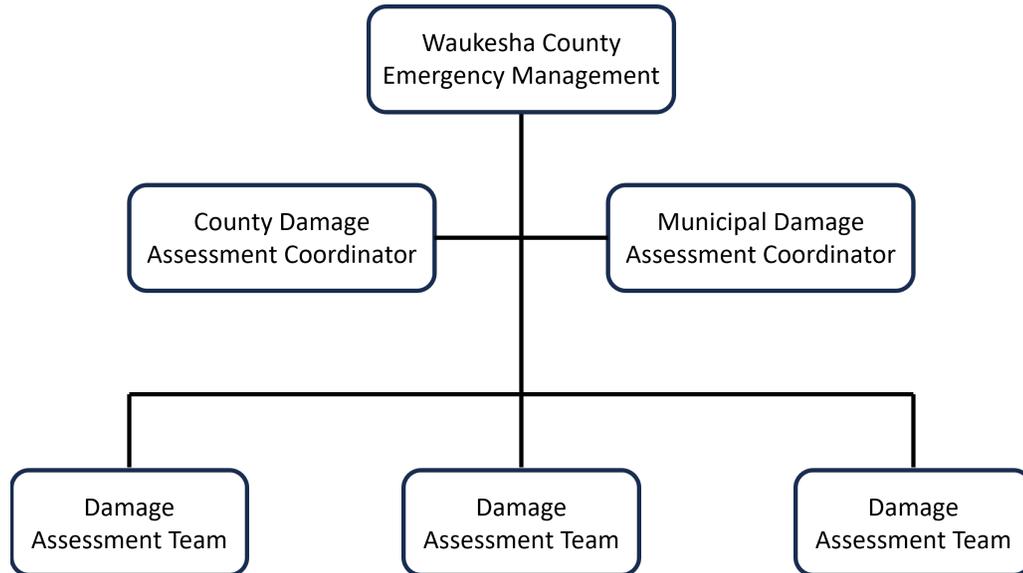
All damage assessment information will be submitted to the Waukesha County Office of Emergency Management through the submission of Waukesha County Emergency Management's Survey123 application. Requesting Jurisdictions with existing damage assessment programs or procedures may choose to have deployed team members utilize these programs or procedures. If a jurisdiction opts to use its own programs or procedures, it must ensure that all collected damage assessment information is shared with the County Damage Assessment Coordinator and Waukesha County Emergency Management. Due to Waukesha County Emergency Management's role in obtaining and submitting damage assessment information to WEM, all information collected will be regarded as the intellectual property of Waukesha County. Damage assessment information collected pertaining to the respective municipalities, will be provided to the Municipal Damage Assessment Coordinator(s) through the use of dashboards displaying the collected damage information. Damage assessment data collected pertaining to specific Participating and Requesting Jurisdictions will be shared at the request of impacted municipality.

#### POST INCIDENT

Following an incident and at the determination of the Municipal and County Damage Assessment Coordinators, damage assessment team members will participate in a team debriefing conducted by Waukesha County Emergency Management. This debrief will assist in providing feedback on the damage assessment program and provide recommendations for improvement.

If seeking reimbursement funds through Wisconsin Disaster Fund or public assistance under the Stafford Act, Municipal Damage Assessment Coordinators will cooperate with Waukesha County Emergency Management in complying with grant requirements.

TEAM STRUCTURE



- 3-4 Members per deployed damage assessment team, consisting of:
  - (1) Team Leader
  - (1-2) Survey Taker(s)
    - Police
    - Fire
    - Emergency Managers
    - Tax Assessors
    - Building Inspectors/Code Enforcement
    - Information Technology (IT) staff
    - Geographic Information System (GIS) Specialists
    - Public Works (DPW) staff
    - Parks and Recreation/Parks and Land Use Staff
- (1) Crisis Support Staff
  - Health and Human Services Personnel
  - Chaplains
  - Mental Health Professionals

- Team members will be provided with the following items needed to complete their assigned tasks, issued by the County and/or Municipal Damage Assessment Coordinator(s):
  - Maps of the affected area(s).
  - Recovery flyers to distribute to residents/businesses.
  - Safety pamphlets for residents/businesses.
  - Phone numbers (EOC, animal control, utilities, supporting agencies, etc.).
- Team members are encouraged to have the following supplies available to them from their employer for deployments as needed:

### Electronics

- Phone/radio
- Weather radio
- GPS unit
- Laptop or tablet
- Camera
- Calculator
- Flashlight or headlamp
- Spare batteries for all electronic devices
- Phone chargers and power inverters

### Tools and Miscellaneous

- Tape measure or ruler
- Small shovel (folding)
- Multitool or folding knife
- Watch
- Cash
- Plastic bag for personal garbage
- Backpack
- Clipboard
- Road flares
- Caution/Do Not Enter tape.
- Binoculars
- Duct tape
- Not pads, pens, and pencils.
- Flagging tape
- Spray paint

### Personal Safety

- Hand Sanitizer
- Work gloves
- Insect repellent
- Bandana
- Sunscreen
- Sunglasses
- Hard Hat
- Eye Protection
- Hearing Protection
- Hat
- Rain gear or Poncho (large enough to fit over clothing)
- Clothing appropriate for the environment (e.g., heavy-duty pants, insulated layers, etc.)
- Dust masks
- Boots (steel-toed)
- First aid kit
- Medications
- Whistle
- Safety vest
- Water Bottles/Water
- Snacks

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## ROLES & RESPONSIBILITIES

### Waukesha County Emergency Management

The Waukesha County Office of Emergency Management will coordinate the Countywide Damage Assessment Team. Waukesha County Emergency Management will ensure that each municipality in Waukesha County is provided the opportunity to be represented in the countywide damage assessment team and that county/local agencies/departments are aware of their responsibilities following an incident requiring damage assessment information to be collected.

**During an incident,** Waukesha County Office of Emergency Management will:

- Determine if the team should be activated; consult with the County Executive and activate the team, as appropriate.
- Submit an initial Uniform Disaster Situation Report (UDSR) to Wisconsin Emergency Management in WebEOC within 72-hours of the end of a disaster incident period.
- Receive and compile information from the team members and submit updated reports, as necessary, to WEM.
- Provide damage assessment information to the County Executive and other decision makers on an ongoing basis. Obtain specific or additional damage assessment information at their request.
- Maintain records of all damage reports and disaster-related expenditures.
- Coordinate with all affected municipalities and government agencies to ensure there is an understanding of the need to maintain separate and accurate records of disaster-related expenditures.
- If required, appoint and brief county representatives on Preliminary Damage Assessment (PDA) teams.
- If required, coordinate with WEM and the Federal Emergency Management Agency (FEMA) in conducting the PDA. If requested, locate facility to be used as headquarters for PDA teams and coordinators.
- Upon request, provide appropriate information and documentation to WEM in support of requests for federal disaster assistance, e.g., Small Business Administration (SBA) Disaster Loan Program, Farm Services Agency (FSA) Emergency Loan Program, and Presidential Emergency or Major Disaster Declarations.

**Following an incident,** Waukesha County Office of Emergency Management will:

- Submit a complete and final UDSR to WEM, serving as both a damage assessment report and a record-keeping document which describes the full extent of the disaster's impact on the public and private sectors summarizing the involvement of local/county, private, and NGOs in the response effort and disaster related expenditures to date. Waukesha County Emergency Management will submit this report to WEM, with a copy to the Region Director, within two to three weeks of the disaster occurrence.
- As required, assist in the administration and implementation of Presidential Emergency and Major Disaster Declarations. Act as Designated Agent or Single Point of Contact for all public assistance project applications in the county.
- In a Presidential Disaster Declaration, work with the State Hazard Mitigation Officer (SHMO) in identifying and recommending hazard mitigation projects. Assist in the development of the federally required 180-day hazard mitigation plan. If projects are funded, coordinate with SHMO to ensure they are completed as approved by FEMA.
- Debrief damage assessment team and critique damage assessment operations. Make appropriate

changes in Damage Assessment Annex to improve future operations.

### **County Damage Assessment Coordinator**

The County Damage Assessment Coordinator is responsible for identifying and training countywide damage assessment team members in addition to maintaining the active roster of all damage assessment team members' names and contact information. The County Damage Assessment Coordinator will coordinate countywide assessment activities while team members are deployed. The County Damage Assessment Coordinator reviews the procedures, requirements, and timeframe for reporting damage assessments with team members along with submitting county and municipal damage assessment information to the Waukesha County Office of Emergency Management, applicable Emergency Operation Center(s), or Municipal Damage Assessment Coordinators.

Training for damage assessment team members will involve:

- The purpose of the damage assessment team, the damage assessment function, and conditions in which the team would be activated and how it would operate.
- Their role as team members, including how they will be informed of the team's activation, what information would be expected of them, and the process and timeframe of submitting that information.
- The state's requirements with regards to submitting the UDSR and participating in the Preliminary Damage Assessment (PDA) process.
- Just-In-Time Training prior to team members deployment to conduct damage assessment surveys.

### **Municipal Damage Assessment Coordinator**

The Municipal Damage Assessment Coordinator is responsible for managing the damage assessment function within their specific municipality. The Municipal Damage Assessment Coordinator is responsible for reporting their collected damage assessment data to the County Damage Assessment Coordinator. In coordination with the County Damage Assessment Coordinator, the Municipal Damage Assessment Coordinator shall provide oversight of deployed damage assessment team members to their jurisdiction and provide briefings and necessary information for the adequate collection of damage assessment information.

The Municipal Damage Assessment Coordinator shall:

- Determine, prior to a disaster occurrence, how they will obtain the damage assessment information they are responsible for submitting to Waukesha County Emergency Management.
- Coordinate the performance of damage assessments within their municipality and submit assessment information to Waukesha County Emergency Management through the County Damage Assessment Coordinator within the required timeframe(s).
- Coordinate for the safety and physical security of deployed damage assessment team members.
- Submit updated information, or other requested information to Waukesha County Emergency Management to be used as documentation in support of request for federal disaster assistance.
- Maintain records of all submitted information.
- As appropriate (e.g., if representing a local unit of government or emergency response agency), maintain separate and accurate records of disaster-related expenditures.
- If requested by Waukesha County Emergency Management, participate, as instructed, in the Preliminary Damage Assessment (PDA) process as a county/local representative.

- Assist in providing Just-In-Time Training prior to team members deployment to conduct damage assessment surveys.
- To maintain membership, Municipal Damage Assessment Coordinators are required to complete the following training within their first year of joining the team, submitting certificates of completion to the County Damage Assessment Coordinator.
  - IS-559: Local Damage Assessment
    - [Training](#)
  - IS-403: Introduction to Individual Assistance (IA)
    - [Training](#)
  - W-121: What the Damage?
    - [Wisconsin Emergency Management](#)
- Attend at least (1) damage assessment training per calendar year (provided by Waukesha County Emergency Management).

### Participating Jurisdictions

Local government units, including but not limited to county, cities, villages, towns, and lake districts within Waukesha County, are considered Participating Jurisdictions in the Memorandum of Understanding (MOU) for Countywide Damage Assessment Services upon signing the agreement. Participating Jurisdictions are responsible for providing adequate resources and personnel to participate in the countywide damage assessment team.

Participating Jurisdictions will identify, at a minimum (1) personnel for the positions of Municipal Damage Assessment Coordinator and Damage Assessment Team Member. Participating Jurisdictions are encouraged to identify personnel who can effectively perform these functions, selecting from the following roles:

- Municipal Damage Assessment Coordinator
  - Tax Assessors
  - Building and Code Enforcement
  - Planning and Zoning Officials
  - (Civil, Structural, Environmental) Engineers
- Damage Assessment Team Member
  - Police
  - Fire
  - Emergency Managers
  - Tax Assessors
  - Building Inspectors/Code Enforcement
  - Information Technology (IT) staff
  - Geographic Information System (GIS) Specialists
  - Public Works (DPW) staff
  - Parks and Recreation/Parks and Land Use Staff
  - Health and Human Services Personnel
  - Chaplains
  - Mental Health Professionals

Participating Jurisdictions are responsible for and have agreed to:

- Working in cooperation with all other participating and requesting jurisdictions to collect, validate, and produce damage assessment information.

### Requesting Jurisdictions

Participating Jurisdictions within Waukesha County, requesting the assistance of the countywide damage assessment team, are considered Requesting Jurisdictions in the Memorandum of Understanding (MOU) for Countywide Damage Assessment Services regardless of signing the agreement.

Requesting Jurisdictions are responsible for:

- Determine, prior to a disaster occurrence, how they will obtain the damage assessment information they are responsible for submitting to Waukesha County Emergency Management.
- Coordinate the performance of damage assessments within their municipality and submit assessment information to Waukesha County Emergency Management through the County Damage Assessment Coordinator within the required timeframe(s).
- Coordinate for the safety and physical security of deployed damage assessment team members.
- Submit updated information, or other requested information to Waukesha County Emergency Management to be used as documentation in support of request for federal disaster assistance.
- Maintain records of all submitted information.
- As appropriate (e.g., if representing a local unit of government or emergency response agency), maintain separate and accurate records of disaster-related expenditures.
- If requested by Waukesha County Emergency Management, participate, as instructed, in the Preliminary Damage Assessment (PDA) process as a county/local representative.
- Engage and coordinate with Participating Jurisdictions seeking reimbursement for services rendered, ensuring that the invoicing procedures are mutually agreed upon by both parties.

### Team Members

Countywide Damage Assessment Team members make up the cooperative team consisting of municipal and county designated personnel from Participating Jurisdictions. Team members are responsible for the collection of damage assessment information within their assigned damage assessment zones as designated by the requesting Municipal Damage Assessment Coordinator. Members are responsible for providing updated contact information to the County Damage Assessment Coordinator and responding to notifications of activations and informing the County Damage Assessment Coordinator of their availabilities. Upon activation, team members are required to report to the designated location for check-in to receive a briefing and Just-In-Time Training conducted by the County Damage Assessment Coordinator, Municipal Damage Assessment Coordinator, or their designee. To maintain membership, Team Members are required to:

- Complete the following FEMA Independent Study (IS) training within their first year of joining the team, submitting certificates of completion to the County Damage Assessment Coordinator.
  - IS-559: Local Damage Assessment
    - [Training](#)
  - IS-403: Introduction to Individual Assistance (IA)
    - [Training](#)
  - W-121: What the Damage? (Not required within the first year, but recommended.)
    - [Wisconsin Emergency Management](#)

- Attend at least (1) damage assessment training per calendar year (provided by Waukesha County Emergency Management).

### **Team Lead**

Team Leads, are designated Team Members responsible for the coordination of on-scene activities with the County Damage Assessment Coordinator, Municipal Damage Assessment Coordinator, or their designee. Team Leads are responsible for assigning areas of responsibilities and overseeing the team's activities. Team Leads will ensure that Team Members adhere to safety instructions received by the Municipal Damage Assessment Coordinator and will verify data collected by Team Members for accuracy and completeness before submission. The Team Lead will provide updated information on a pre-determined basis on the damage assessment efforts and as requested, provide updated information.

### **Survey Taker**

Survey Takers are responsible for accurately recording and documenting detailed damage information, including locations, photos, estimated damage costs, and impact extent. They will utilize the Survey123 Damage Assessment tool, or any alternate tool provided. Survey Takers must ensure that photos effectively capture scale, context, and specific details (e.g., building identifiers or structural components) to support assessments. Survey Takers will guarantee that data recording maintains high standards of accuracy and integrity to ensure assessment reliability. Adhere to all safety instructions received by the Municipal Damage Assessment Coordinator, and they should not enter homes unless absolutely necessary and with the approval of the County Damage Assessment Coordinator, Municipal Damage Assessment Coordinator, or their designee.

### **Crisis Support Staff**

Crisis Support Staff focus on providing vital emotional and informational support to individuals and families affected by disasters, facilitating access to resources. This role requires offering compassionate listening and assessing residents' immediate emotional needs. Crisis Support Staff will provide information regarding services such as shelter, food, and medical assistance, and guiding residents through the process of securing support. Acting as a liaison, the Crisis Support Staff ensures transparent communication between the damage assessment team and the community, aiding residents in understanding assessment processes and managing expectations. Crisis Support Staff will assist Survey Takers in gathering accurate information on the impact to residents, capturing concerns and service needs for further action.

**Village of Chenequa**  
**ORDINANCE NO. 2025-05-12-01**

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**AN ORDINANCE AMENDING SECTION 8.27 OF THE CHENEQUA VILLAGE CODE  
REGULATING FIREWORKS**

**WHEREAS**, the Village is empowered, pursuant to Chapter 167 of the Wisconsin Statutes, to regulate the sale, possession and use of fireworks; and

**WHEREAS**, the Village Board desires to amend 8.27 Fireworks Regulation, (5) Penalties, to allow for the issuance of subsequent citations.

**NOW, THEREFORE, BE IT ORDAINED**, that Section 8.27 of the Village Code is hereby amended as follows:

**8.27 Fireworks Regulations.**

(5) PENALTIES.

Any person who shall violate any provision of this Section shall, upon conviction, pay a forfeiture of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), together with the costs of the action, and upon default of payment thereof, shall be imprisoned in the county jail for a period not to exceed ninety (90) days or until such forfeiture and costs are paid. ~~Each day during which a violation of this Section is permitted to exist shall be deemed to be a separate violation.~~ Multiple violations of this section may result in the issuance of subsequent citations.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**VILLAGE OF CHENEQUA**

By: \_\_\_\_\_  
Jo Ann Villavicencio  
Village President

**ATTEST:**

\_\_\_\_\_  
Deanna Braunschweig  
Village Clerk – Treasurer

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

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

**Village of Chenequa**  
**ORDINANCE NO. 2025-05-12-02**

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**AN ORDINANCE AMENDING SECTION 2.2, OF THE CHENEQUA VILLAGE CODE  
REGULATING SOLICITORS, BOND REQUIRED**

**WHEREAS**, section 2.2 of the Village Code governs Solicitors in the Village; and

**WHEREAS**, the Village Board desires to amend 2.2 Solicitors, by adding section 8, Bond Required.

**NOW, THEREFORE, BE IT ORDAINED**, that the Village Board of the Village of Chenequa, Waukesha County, does ordain and adopt an addition to Section 2.2 Solicitors, subsection 8, Bond Required, of the Village Code as follows:

**2.2           Solicitors.**

(8)       Bond Required.

If the Village Clerk determines from investigation of the application that the interests of the Village or the inhabitants of the Village require protection against possible misconduct of the license, the Village Clerk may require the applicant to file a bond in the sum of \$500.00 with surety acceptable to the clerk, conditioned upon the fact that they will fully comply with the ordinances of the Village and the laws of the state relating to peddlers, canvassers, solicitors, transient merchants or seasonal merchants, and guaranteeing to any citizen of the Village doing business with them, that the property purchased will be delivered according to the representations of the applicant, provided that action to recover on the bond shall be commenced within six months after expiration of the license.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**VILLAGE OF CHENEQUA**

By: \_\_\_\_\_  
Jo Ann Villavicencio  
Village President

**ATTEST:**

\_\_\_\_\_  
Deanna Braunschweig  
Village Clerk – Treasurer

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

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