

TOWN OF BROOKFIELD  
TOWN BOARD MINUTES  
SEPTEMBER 19, 2023

**The regular meeting of the Town Board, Sanitary District No. 4, and Utility District No. 1 was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.**

1) CALL TO ORDER.

Chairman Keith Henderson called the meeting to order at 7:05 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, John Schatzman, and Ryan Stanelle; Assistant Fire Chief Tony D'Amico, Town Attorney Michael Van Kleunen and Administrator/Interim Clerk Tom Hagie.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Schatzman to approve.  
Seconded by Supervisor Stanelle.  
*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes of September 5, 2023 Town Board meeting as presented.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

5) CITIZEN COMMENTS.

None.

6) OLD BUSINESS.

a. Discussion and possible action regarding an appeal of denial by Jack Cleland for a Beverage Operator (Bartender) License.

Motion by Supervisor Stanelle to table.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

b. Discussion and possible action regarding creating Section 12.08 of the Municipal Code to allow the operation of Food Trucks.

Motion by Supervisor Schatzman to take no action.  
Seconded by Supervisor Charlier.  
*Motion Passed Unanimously*

7) NEW BUSINESS.

a. Discussion and possible action regarding a Resolution updating the Master Fee Schedule.

Motion by Supervisor Charlier to pass the resolution as presented.  
Seconded by Supervisor Kohlmann.  
*Motion Passed Unanimously.*

b. Discussion and possible action regarding the 2024 Budget.

Motion by Supervisor Kohlmann to authorize Administrator Hagie to publish the 2024 Budget.  
Seconded by Supervisor Charlier.  
*Motion Passed Unanimously.*

8) APPROVAL OF VOUCHERS AND CHECKS.

Motion by Supervisor Kohlmann to approve vouchers dated 9/6/2023-9/19/2023 in the amount of \$230,339.28.

Seconded by Supervisor Schatzman.

*Motion Passed Unanimously.*

9) COMMUNICATION AND ANNOUNCEMENTS.

Supervisor Kohlmann noted the Town Truck Day is Saturday. Chairman Henderson noted the last Town Food Truck night at the Corners is on Wednesday.

10) ADJOURN.

Motion by Supervisor Kohlmann to adjourn at 8:04 p.m.

Seconded by Supervisor Charlier.

*Motion Passed Unanimously.*

Respectfully submitted,

Tom Hagie

Town Administrator/Interim Clerk

DRAFT

TOWN OF BROOKFIELD  
BOARD OF REVIEW MINUTES  
SEPTEMBER 19, 2023

**The Board of Review was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.**

1) CALL TO ORDER.

Chairman Keith Henderson Supervisor called the meeting to order at 7:00 p.m. with the following people present: Supervisors John Charlier, Steve Kohlmann, John Schatzman, and Ryan Stanelle; Town Attorney Michael Van Kleunen and Administrator/Interim Clerk Tom Hagie. Member Robert Wiseman was absent and excused.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA.

Motion by Supervisor Schatzman to approve.  
Seconded by Supervisor Stanelle.  
*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

Motion by Supervisor Stanelle to approve the minutes if the 8/7/2023 Board of Review meeting with corrections.  
Seconded by Supervisor Schatzman.  
*Motion Passed 4-0 with Chairman Henderson voting present.*

5) ASSESSOR'S REPORT ON THE VALUES AND TRENDS IN THE TOWN OF BROOKFIELD.

None.

6) EXAMINATION, CORRECTION OF ERRORS AND CERTIFICATION OF CORRECTIONS IF WARRANTED AND ACCEPTANCE OF THE 2023 ASSESSMENT ROLL FOLLOWING A DETERMINATION THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL PRESENTED.

None.

7) REVIEW OBJECTIONS FOR ACCEPTABILITY AND SCHEDULE, DENY OR WAIVE HEARINGS FOR WRITTEN OBJECTIONS RECEIVED. CONSIDER ASSESSOR'S REQUEST FOR SUBPOENA(S) AS NEEDED.

None.

8) ADJOURN TO ADDITIONAL HEARING DATE(S), IF NECESSARY OR IF NONE, ADJOURN.

Motion at 7:04 p.m. by Supervisor Stanelle to adjourn to October 3, 2023 at 7:00 p.m.  
Seconded by Supervisor Charlier.  
*Motion Passed Unanimously.*

Respectfully submitted,  
Tom Hagie  
Town Administrator/Interim Clerk

**Ord. No.:** \_\_\_\_\_

**ORDINANCE REPEALING AND RECREATING SECTION 17.02(14)(g)11. OF THE  
MUNICIPAL CODE OF THE TOWN OF BROOKFIELD**

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**NOW THEREFORE**, the Town Board of the Town of Brookfield, Wisconsin does ordain  
as follows:

SECTION 1: Section 17.02(14)(g)11. of the Town Code is hereby repealed and recreated  
to read as follows:

11. Fences. Fences may be permitted as an accessory use in any district upon issuance of a permit and compliance with the requirements in this section. All fences shall be constructed in such a manner that the "finished" side faces the neighboring property and the fence posts are on the side of the fence facing the subject property.

a. In residential districts, fences shall comply with the following requirements:

i. Open fences are permitted up to the lot line in the side and rear yards but shall not extend into the street yard or exceed a height of four feet. Unless approved by a conditional use permit, chain link and barbed wire fences are prohibited. Such prohibition includes chain link and barbed wire fences surrounding tennis courts, basketball courts, and other similar recreational areas.

ii. Solid fences are permitted up to the lot line in the side and rear yard but shall not extend into the street yard or exceed a height of six feet. A survey is required for all proposed solid fences located within five feet of the property line. Any solid fence located closer than three feet from the property line shall receive a Conditional Use Permit along with a survey and a signed agreement from all neighbors in which the fence abuts. Solid fences may be placed in the street yard of double frontage or corner lots if the fence is setback at least five feet from the street right-of-way, the side facing the street is attractively landscaped, and the zoning administrator determines that the fence's location and appearance is consistent with the surrounding neighborhood continuity standard.

iii. Prior to permit approval, any person proposing a fence that will be located within five feet of a lot line shall submit a plat of survey depicting the location of the proposed fence and stake the corners of the property.

[Amended at time of adoption of Code (see Ch. 25, General Provisions, Art. II)]

b. In any district, ornamental fences are permitted up to the lot line in the side, rear, and street yard but shall not extend into the street right-of-way or exceed a height of three feet. Ornamental fences shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.

c. In any district except residential districts, chain link, barbed wire, or other security fencing is permitted up to the lot line in the side, rear, and street yard but shall not extend into the street right-of-way or exceed a height of ten feet. Any portion of such fencing located in the street yard shall be an open fence as defined in § 17.01(9)(b) of this chapter. Barbed wire fences may include up to four strands of barbed wire on the top of the fence, provided that the barbed wire is at least eight feet above grade with the vertical supports for the barbed wire slanting inward away from the neighboring property line. Fences authorized by this section shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.

d. Reserved.

e. Except as otherwise permitted in this section, barbed wire, razor wire, corrugated metal, chicken wire, T-posts and U-posts, and electric fences are prohibited.

f. Exemptions from permit and permit standards. The following fences are exempt from the requirements of this section:

i. Temporary fencing used for the protection of excavation, construction sites, and individuals plants.

ii. Decorative fencing, fences encompassing a garden, pet kennels, and other similar fences provided that they are not located in the front yard, setback at least five feet from all property lines, and do not exceed a height of six feet.

iii. Invisible fences intended for pets.

g. All fences and posts shall be maintained in a structurally sound and attractive manner.

h. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required to remove the fence or have the utility equipment moved at the owner's expense.

i. Fence permits may be approved administratively by the zoning administrator. Any proposed fence that does not comply with this section shall be considered a conditional use under § 17.02(14) of this chapter.

**SECTION 2:** All other provisions of the Town Code shall remain in full force and effect.

**SECTION 3:** All ordinances or parts of this ordinance conflicting or contravening the provisions of this Ordinance are hereby repealed.

**SECTION 4:** This Ordinance shall take effect upon passage and posting or publication as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Brookfield, Waukesha County, Wisconsin this \_\_\_\_\_, day of \_\_\_\_\_, 2023.

BY: \_\_\_\_\_  
KEITH HENDERSON, Chairman

BY: \_\_\_\_\_  
STEVE KOHLMANN, Supervisor

BY: \_\_\_\_\_  
JOHN CHARLIER, Supervisor

BY: \_\_\_\_\_  
JOHN R. SCHATZMAN, Supervisor

BY: \_\_\_\_\_  
RYAN STANELLE, Supervisor

ATTEST: \_\_\_\_\_  
TOM HAGIE, Administrator and  
Interim Clerk

Fences. Fences are a permitted accessory use in any district upon issuance of a permit and compliance with the requirements in this section. All fences shall be constructed in such a manner that the "finished" side faces the neighboring property and the fence posts are on the side of the fence facing the subject property. ~~and may be erected without a permit, provided that fences shall comply with the following requirements:~~

a. ~~Residential fences shall be constructed in such a manner that the "finished" side shall face the neighboring property. Fence posts shall be on the side of the fence facing the subject property. In residential districts, fences shall comply with the following requirements:-~~

i. ~~Open residential fences are permitted up to the lot line in the side and rear yards but shall not extend into the street yard of residential districts, but shall not exceed a height of four feet. Unless approved by a conditional use permit, chain link and barbed wire fences are prohibited. Such prohibition includes chain link and barbed wire fences surrounding tennis courts, basketball courts, and other similar recreational areas, and shall not extend into the street yard.~~

ii.

~~Solid residential fences, as defined in § 17.01(9)(b) of this chapter, are permitted up to the lot line in the side and rear yard but shall not extend into the street yard or exceed a height of six feet. A survey is required for all proposed solid fences located within five feet of the property line. Any solid fence located closer than three feet from the property line shall receive a Conditional Use Permit along with a survey and a signed agreement from all neighbors in which the fence abuts. Solid fences may be placed in the street yard of double frontage or corner lots if the fence is setback at least five feet from the street right-of-way, the side facing the street is attractively landscaped, and the zoning administrator determines that the fence's location and appearance is consistent with the surrounding neighborhood continuity standard. shall meet the offset requirements of the district. Fences shall not exceed six feet in height and shall be placed in the rear yard only.~~

iii. ~~Prior to permit approval, any person proposing a fence that will be located within five feet of a lot line shall submit a plat of survey depicting the location of the proposed fence and stake the corners of the property.~~

b. ~~In any district, ornamental fences, as defined in § 17.01(9)(b) of this chapter, are permitted up to the lot line in the side, rear, and in the street yard in any district, but shall not extend into the street right-of-way and shall not exceed a fence height of three feet. Ornamental fences shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.~~

c. ~~In any district except residential districts, chain link, barbed wire, or other security fences or screening fences are permitted up to the lot property lines in the side, rear, and street yard but shall not extend into the street right-of-way all districts except residential districts, but shall not exceed a height of 10 feet in total height and shall be "open fences" as defined in §~~

~~17.01(9)(b) of this chapter when located in the street yard. Any portion of such fencing located in the street yard shall be an open fence as defined in § 17.01(9)(b) of this chapter. Barbed wire~~Security fences may include up to four strands of barbed wire on the top of the fence, provided that the barbed wire is at least eight feet above grade with the vertical supports for the barbed wire slanting inward away from the neighboring property line. ~~Security and screening fences authorized by this section~~ shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter. ~~Security fences shall be constructed in such a manner that the "finished" side shall face the neighboring property. Fence posts shall be on the side of the fence facing the permit applicant's property.~~

d. ~~Reserved Solid, privacy fences, as described in § 17.01(9)(b) of this chapter, not exceeding six feet in height, may be placed in a street yard of double frontage or corner lots subject to approval by the Building Inspector or Architectural Review Committee. Approval shall be based upon a neighborhood continuity standard. Such fencing may be placed at a minimum five-foot setback to a street right-of-way, providing the side facing the street is attractively landscaped.~~

e. ~~Except as otherwise permitted in this section, b~~Barbed wire, razor wire, corrugated metal, chicken wire, T-posts and U-posts, fences and electric fences are prohibited ~~in the Town of Brookfield.~~

f. Exemptions from permit and permit standards. The following fences are exempt from the requirements of this section:

i. Temporary fencing used for the protection of excavation, construction sites and individuals plants.

ii. Decorative fencing, fences encompassing a garden, pet kennels and other similar fences provided that they are not located in the front yard, setback a minimum of five feet from all property lines, and do not exceed a height of six feet.

iii. Invisible fences intended for pets.

g. All fences or posts shall be maintained in a structurally sound and attractive manner.

h. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required to remove the fence or have the utility equipment moved at the owner's expense.

~~if. Fence permits may be approved administratively by the zoning administrator. Any proposed fence that does~~which would not conform with ~~this section~~above provisions shall be considered a conditional use under as described in § 17.02(14) of this chapter.

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Building a Better World  
for All of Us®

## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: September 19, 2023  
PC MEETING DATE: September 26, 2023

RE: **Adult Day Services of SE WI – Conditional Use Permit  
20875 Crossroads Circle, BKFT1129999004**

**Applicant:** Aaron Tesch (Adult Day Services of Southeast Wisconsin)

**Application Type:** Conditional Use Permit

### **Request**

Conditional Use Permit request to allow an adult day care center in the B-2 Limited General Business District, located at 20875 Crossroads Circle.

### **Summary of Request**

The applicant is interested in leasing a portion of the building to be used as an adult day program. Adult Day Services of Southeast Wisconsin (ADSSW) is an organization that provides a wide variety of activities and hands on experiences, essential for developing independent living skills and improving the quality of life for adults with developmental disabilities, physical impairments, mental illness or traumatic brain injuries. ADSSW participants typically have not been successful in traditional work or day settings due to their unique challenges. Activities and community outings are planned and implemented based on each individual's needs, interests and goals. Staff focus on person centered planning necessary to ensure positive, memorable experiences and enhance participant's self-esteem. Program hours are from 8am-2pm but are adjusted to meet the transportation needs of everyone. At least one staff member over the age of 18 years old shall be on the premises at all times when participants are present. The full narrative can be accessed in the packet.

The property is located in the B-2 Limited General Business District, which is generally intended for businesses offering a wider range of retail products and services than provided in neighborhood business districts. Adult day care facilities are considered to be a commercial daycare center land use, which is permitted as a conditional use. This will be the only adult daycare facility located on the property, which is one of the requirements listed for a commercial daycare center land use.

### **Recommendation**

Recommend approval of the conditional use permit with any conditions the Plan Commission deems appropriate.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax



## **Riverview Adult Day Program**

### **Address:**

20875 Crossroads Cir.  
Waukesha, WI 53186

### **Hours of Operation:**

Monday through Friday 8:00am-2:00pm

### **MISSION STATEMENT**

Provide opportunities, choice, and enhanced community involvement. While promoting self-advocacy and independent thought.

### **OUR VISION**

Our vision is to provide services that support adults with cognitive or physical disabilities to live more independent and active lives in their community.

### **OUR VALUES**

- Personal choice and Individuality
- Independence
- Community Inclusion and involvement
- Health and wellness
- Safety

### **INCLUSION STATEMENT**

ADSSW does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, vendors.

## **I. PROGRAM**

### **IA. PROGRAM DESCRIPTION**

- 1) ADSSW encompasses a wide variety of activities and hands on experiences, essential for developing independent living skills and improving the quality of life for adults with developmental disabilities, physical impairments, mental illness or traumatic brain injuries. ADSSW participants typically have not been successful in traditional work or day settings due to their unique challenges. Activities and community outings are planned and implemented based on each individual's needs, interests and goals. Staff focus on person centered planning necessary to ensure positive, memorable experiences and enhance participant's self-esteem.
- 2) "In house" activities are structured to improve the participant's daily living skills such as; hygiene activities, toileting, feeding and general independence in self-care activities. Participants are given the opportunity to engage in activities of their choosing based on their interests and skill level. Activities include, but are not limited to; arts and crafts, music activities, exercise, promoting positive social interaction and enhancing educational skills through reading, writing or other methods.
- 3) Participants are encouraged to attend community-based outings on a daily basis. ADSSW's day program reinforces appropriate and respectful public conduct by continually involving individuals in a wide range of activities. Community integration activities include shopping experiences, trips to the library, local parks, cultural, musical, and sporting events. Points of interest include the art museum, the zoo, humane society, trips to the movies, and the Mitchell Park Domes. Participants also have the ability to increase their vocational skills through various types of volunteer work such as volunteering at one of partner sites and/or cleaning up local parks. Day Program participants tour local factories and various job sites to gain an understanding of industry and agriculture. This wide variety of educational and recreational experiences increases community awareness and encourages participants to expand their knowledge and horizons in new ways.
- 4) Program participants with special needs will be provided the assistance necessary to allow them to be as independent as possible yet allow them the benefit of full participation in community and program activities.
- 5) The Day Program daily rate is determined by the referring Care Management Organization based upon the participant's level of care and services deemed necessary. If a participant needs change, or new services are added, ADSSW staff will collaborate with case managers and guardians to examine the cost of providing additional services and formulate a new daily rate based upon those needs.
- 6) Should a participant experience a major change in general functioning or medical condition during the day program, staff will immediately notify the guardian/emergency contact and home manager via telephone. Upon notifying the guardian, staff will also inform the program director.

- 7) All incidents that occur on site or during day programming hours that affect the health, safety or welfare of a participant will be documented by completing an incident form. Along with the completion of incident reports, all telephone correspondence will be documented, and case noted, this information will be kept on record in the participant files.
- 8) ADSSW day program staff will be trained in implementing standard precautions measures to prevent transmission of infection from contact with blood or other body fluids or materials having blood or other body fluids on them. Employee training on this topic will be completed by reading through the “Standard Precautions training module” obtained from the Red Cross. Upon successful completion of this training course, employees are expected to adhere to the guidelines of CDCP, OSHA, and HFS codes to prevent the transmission of communicable disease in occupational settings.
- 9) Should a participant arrive at the day program site with a communicable illness or develops one while on site, staff will follow the CDCP, OSHA, and HFS standard precaution guidelines to prevent transmission of infectious diseases and exposure to others.
- 10) If an emergency medical situation presents itself, staff is to call 911 and follow any directions given by the dispatcher. Staff will immediately notify the participants’ guardian/emergency contact, program director and case manager of the situation. Incident reports must be completed by staff and placed in the participant’s file. This policy will be communicated to the participant and guardian at the time of admission. Emergency contact lists are posted around the facility at telephones.
- 11) Staff members or any visitor that exhibits symptoms of illness, communicable disease transmittable by normal contact, or behavior which gives reasonable concern for the safety of participants will be asked to leave the premises until they are cleared by a medical professional to return to work or has gained control and is no longer a threat to the safety of on-site participants.
- 12) Staff will follow up with all unexplained participant absences by calling the participant’s residence inquiring about the participant’s condition. Guardians and care managers will be notified promptly of any unexplained absence from the program.
- 13) Participants and their guardians will be required to review and sign all admission paperwork prior to enrollment in the program. These will be kept in the participant’s file and copies will be provided to the participant and guardian.
- 14) The day program site is a non-smoking facility. Any person who wishes to smoke, must do so a minimum of twenty feet from the entrance/exit of the day program facility. Company vehicles used to transport participants are also non-smoking.
- 15) Any voluntary or involuntary discharge of a participant from the ADSSW Day Program must be submitted in writing to the participants Case Manager and Guardian. All voluntary and involuntary discharge notices must be made 30 days in advance of the

discharge date.

- 16) All complaints made by participants, guardians, family members, caregivers or other interested persons about the services provided by the day program will be investigated by the Program Director following ADSSW's Grievance Procedure. Upon completion of the investigation the Program Director will notify the appropriate local, county and/or state agency of the findings.

#### **I.B. PARTICIPANT ENROLLMENT PROCEDURES:**

- 1) ADSSW does not enforce a trial period for participants when assessing and determining our ability to serve the individual, and the individual's desire to participate in the program. All factors regarding program enrollment are collaborative decisions agreed upon by the program director, case manager, guardian, and participant.
- 2) The Day Program will have the following documentation on file upon each participant enrollment. The participant's file will contain a face sheet with the following elements.
  - a. Participant's full name, address, telephone number, date of birth, and living arrangement.
  - b. Current photo of participant.
  - c. Guardian's name, address, and telephone and name and telephone of AFH manager or caregiver.
  - d. Name, address, and telephone of at least one family member or person designated as an emergency contact.
  - e. Name, address, and telephone number of primary care physician.
  - f. Current medication list.
  - g. Name and address of referring or coordinating agency and case manager, if applicable.
  - h. Name and contact of transportation provider.
- 3) Each participant file will contain an Admission Agreement to be signed by the participant, and guardian stating the description of services, the cost of services. In addition, a signed copy of the Participant Rights will also be kept on file.
- 4) Ninety days prior to enrollment or within 30 days after enrollment a Physical Examination Form must be signed by a licensed physician, physician's assistant, or registered nurse.
  - a. An indication that the participant has been screened for any that is detrimental to other participant, including tuberculosis.
  - b. A current list of disease, chronic conditions, and drug, food, or other allergies.

- c. A statement of any restrictions in the participant's ability to participate in program activities.
  - d. The names of all prescribed medications including dosage.
- 5) All records of current participants will be kept on site. Upon discharge, the records will be retained for at least three years in a secure, dry space.

#### **I.C. ASSESSMENT AND SERVICE PLAN DEVELOPMENT:**

- 1) Prior to enrollment, ADSSW's Program Director will meet with all participant referrals to assess their needs and determine compatibility in the day program. The Program Director will consider recommendations from the guardian, and case manager when determining if the scope of the program is appropriate to meet the participant's needs.
- 2) If it is determined that the program can meet the needs and interests of the participant, a service plan will then be completed within 30 days of admission. The participant's Individual Service Plan will contain the following information:
  - a. A written assessment highlighting the participant's functional abilities and disabilities, strengths and weaknesses, personal habits, preferences, and interest, likes and dislikes, and medical condition.
  - b. A written statement of the services and activities the program will provide to meet these needs is included in the Participants Individual Service Plan.
  - c. The participants travel arrangements will be stated in Individual Service Plan.
- 3) Individual Service Plans will be reviewed and updated every six months, or as the participant's functioning, health condition, or preferences change.
- 4) Case notes are completed on an as needed basis noting any incident or unusual behaviors. Case notes are shared with guardians and case managers regularly.
- 5) Day Program staff will maintain ongoing communication with participant's caregivers/guardians pertaining to the participant's progress and overall well-being. All concerns or changes in medical status will immediately be addressed and documented by ADSSW staff.

#### **I.D. PROGRAM SERVICES:**

- 1) Program hours are from 8am-2pm but are adjusted to meet the transportation needs of everyone.
- 2) Staff will offer at least one community outing (weather/driving conditions permitting) and one "in house" activity daily. Staff will encourage participants to attend all community-based outings, however if a participant chooses not to attend; they will remain at the facility and participate in structured groups. All activities are planned to consider the individual differences of participants, their health, functioning, lifestyle,

ethnicity, religious affiliation, values, experiences, needs, interest, abilities and skills.

- 3) ADSSW does not offer nutritional services.
- 4) ADSSW has a general staff to participant ratio of 1:8. Staff are able to provide assistance with activities of daily living such as grooming, toileting and eating. All participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times.
- 5) All activities are planned and implemented considering adequate time for exercise and rest.
- 6) Services and activities provided by the program will consider participants individual service plans.
- 7) Participants may actively take part in planning recreation and leisure time activities of their choosing.
- 8) Group activities and outings are planned that will encourage creativity, social interaction, and physical exercise.
- 9) A variety of indoor and outdoor activities will be made available to participants daily.

**I.E. MEAL REQUIREMENTS:**

- 1) If participants wish they may, bring a snack to be eaten mid- morning. Participants will eat lunch daily around 11:30am, this may be earlier or later depending on the daily activity and lunch may be eaten off premises if on a community outing. All participants are required to bring in a “bag lunch.” The program will have on hand extra food should a participant forget his or her lunch. An on- site refrigerator is provided for storage and a microwave will be available to heat up food if necessary.

**I.F. ADMINISTRATION OF MEDICATIONS:**

- 1) ADSSW has Policies and Procedures in place for Medication Management along with the Authorization to Dispense Medication.
- 2) If participants require any medications to be administered during their time at the day program, medications must be sent in bubble pack form, clearly labeled with medication name, date, dosage, and directions for dispensing. Medications must be reviewed and updated annually by the prescribing practitioner.
- 3) Participants who do not self-administer their own medications will be given medications by staff members who have successfully completed 8 hours of medication management training. In addition, the following conditions must be met for participants whose medications are administered by staff members.
  - a. A written order from the prescribing practitioner must be in the record.
  - b. A listing of current medications with the dosage, frequency, and route of

administration must be in the record.

- c. Over the counter and prescription medications shall remain in the original labeled containers and be stored in a locked safe place.
- d. Non-licensed staff must consult with the prescribing practitioner or pharmacist about each medication to be administered.
- e. Written information describing side effects and adverse reactions of each medication must be kept in the participant's record.
- f. The administration of medications must be documented in ink in the participant's permanent record (this documentation includes the name of the medication, dosage, method of administration, date and time administered, and name of the staff member who administered the medication).

### **I.G. TRANSPORTATION:**

- 1) All staff that provides transportation to participants must provide ADSSW with a copy of a valid driver's license, vehicles and drivers are covered under the Business Auto Policy through Selective Insurance. This coverage includes liability, auto/medical, uninsured motorist, under-insured motorist, comprehensive and collision.
- 2) All company vehicles are inspected weekly to ensure parts are working properly and are up to safety standards. All vehicles will have functioning headlights, taillights, directional signals, windshield wipers, brakes, heater and seat belts.

## **II. PERSONNEL**

### **II.A. STAFF REPORTS:**

- 1) Staff are to complete an application for employment stating the employee's name, address, date of birth, education, previous work experience, and the name, address and telephone of person(s) to be notified in an emergency; documentation of training, certifications and licenses will also be retained for the employees' file.
- 2) All employees must be eligible for employment upon completion of a Background Character Verification form authorizing a background check to be performed.
- 3) Any person with experience working as a nurse assistant, home health aide or hospice aide shall not have any substantiated findings or be listed on the caregiver misconduct registry. Upon checking the department's list, if a finding of caregiver misconduct is discovered, ADSSW will be unable to offer employment in any capacity.
- 4) Employees who are offered a job must undergo, and successfully pass a physical health exam and communicable disease screening by a physician designated by ADSSW, prior to their start date.

### **II.B PROGRAM DIRECTOR:**

- 1) Vicki Durecki is a Licensed and Certified Occupational Therapy Assistant with over 25

years of experience working with individuals with developmental disabilities and mental health diagnoses. She graduated from MATC in 1995 and is a licensed Occupational Therapy Assistant in the state of Wisconsin and is certified through NBCOT. Vicki worked for Phoenix Care Systems/Bell Therapy for 24 years in a variety of positions. She managed a large group of clients with major mental health, behavioral, and developmental concerns for 20 years. Among her many duties, Vicki conducted therapeutic group activities, developed treatment plans, organized staffing's with case managers and guardians, and communicated with other professionals as needed. Vicki was also the interim program manager for Day One for more than a year. She managed the daily operations while supervising the employees and clientele. Her experience also included being a Residential Program Manager for two years. She oversaw eight group homes with supervisors, staff, and residents. She ensured the homes followed all state regulations and requirements. Vicki mentored and provided training to staff to improve their documentation and goal writing skills. She provided solutions to crises and maintained quality assurance at the homes and prepared for state inspections and CARF surveys.

### **II.C. STAFFING PATTERNS:**

- 1) At least one staff member over the age of 18 years old shall be on the premises at all times participants are present. Staff can provide limited assistance with activities of daily living such as grooming, toileting and eating. Participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times. All staff members are required to fill out daily attendance sheets for all participants.

### **II.D. STAFF TRAINING:**

- 1) All employees must complete ADSSW's new hire orientation. This orientation is designed to familiarize employees with company policies and procedures, participant rights, responding to medical and safety emergencies, and training in standard precautions.
- 2) Within the first 90 days of employment, day program staff is required to read through each participant binder. Staff will become knowledgeable about the needs and abilities of participants, the physical and psychological aspects of each participant's disability and any techniques required to provide personal care to participants.
- 3) Completion of trainings and classes offered by outside agencies enable staff to gain the interpersonal communication skills needed to relate to participants including understanding independent living philosophy, respecting participant rights, needs and uniqueness, respecting age, cultural and ethnic differences, and confidentiality.
- 4) In addition to the initial training classes, staff is required to complete 10 hours of continuing education annually. These hours of training may include in-service classes, outside workshops, lectures, or training provided through audio or other video materials.
- 5) Any employee who has received the required training prior to employment must provide

ADSSW with copies of these training certificates. ADSSW staff will keep a written record of employee training and certifications will remain on record in the employee file.

### **III. ENVIRONMENT**

#### **III.A. SANITATION:**

- 1) ADSSW will not be preparing meals for participants. All participants are required to bring in a bag lunch daily and may bring in a snack if desired.
- 2) A refrigerator will be available to store perishable food items and the day program will provide disposable plates, napkins, cups and utensils for participant use.

#### **III.B. SAFETY:**

- 1) The Day Program will have a working telephone that is accessible during all hours of operation. The telephone will be in the administrative office area.
- 2) Stairs and walkways inside and out will be maintained in a safe condition.
- 3) Any animals kept in the day programming area will be tolerant of people on the premises and will be free of rabies.
- 4) A safe supply of drinking water will always be available to participants.
- 5) Fire Drills and Disaster Drills will be completed monthly.
- 6) In the event of a fire, the building is equipped with a sprinkler system. Fire extinguishers and any smoke detectors will also be tested and maintained monthly.

#### **III.C. FIRE PROTECTION:**

- 1) Upon the completion of local fire and safety inspections, ADSSW will maintain these written reports and keep them on file.
- 2) The day program area will be equipped with three 2A, 10 B-C fire extinguishers per 1,500 sq. feet. Fire extinguishers will be always operable, inspected once a year by a qualified person, and shall bear a label indicating its condition and date of the last inspection. In addition, to a yearly inspection fire extinguishers will be checked monthly for proper pressure by Cintas employees.
- 3) Staff members will become knowledgeable in using the fire extinguisher after completing an in-house training led by a qualified Milwaukee Firefighter or by attending the Fire Safety Training Course offered by HFS83 Certified Waukesha County Technical College CBRF training unit or attending Options for Community Growths Fire Safety course.

- 4) The building in which the day program is housed is equipped with an internal sprinkler system, hard wired smoke detectors, pull stations and monitoring by Milwaukee alarm company.

### **III.D. BUILDING AND FURNISHINGS:**

- 1) The space at 20875 Crossroads Cir., Waukesha, WI 53186 shall be inspected and approved to conduct business by Town of Brookfield Occupancy Inspector as well as the Fire Department. The occupancy permit for the facility is posted in ADSSW's administrative offices located on the premises.
- 2) The day program area is an open concept designed to allow participants to move about freely and engage in activities of their choosing.
- 3) The day programming area is approximately 7,300 square feet.
- 4) The day program is furnished with tables and chairs to be utilized during "in-house" activities and leisure time.
- 5) The heating system within the day programming area will be maintained at not less than 70 degrees F.

## **IV. ADDITIONAL STANDARDS FOR ADULT DAY CARE PROGRAMS LOCATED IN A MULTI-USE FACILITY**

### **IV.A. ADULT DAY CARE PROGRAM, IN A MULTI-USE FACILITY WHICH IS NOT IN OR CONNECTED TO A NURSING HOME:**

- 1) The program is in a building with other tenants and neighbors. The day program area that ADSSW operates is not connected with any other services in the building.

### **IV.B. ADULT DAY CARE PROGRAM IN OR CONNECTED TO A NURSING HOME:**

- 1) This section does not apply to ADSSW, LLC as we are not connected to a nursing home.

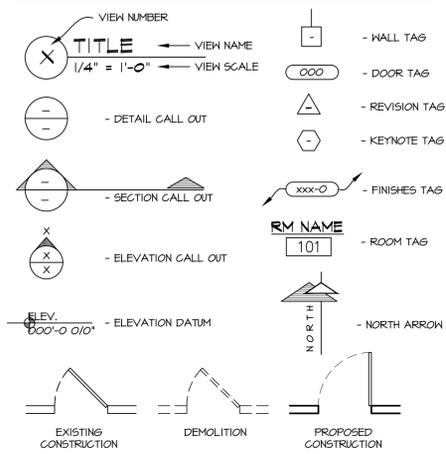
## **V. PROGRAM EVALUATION**

- 1) ADSSW will annually send out Satisfaction Evaluations to be completed by Participants and their Guardians. These evaluations will be useful in highlighting areas of service that need improvement and areas in which we are excelling. Our aim is to evaluate the program, continually looking for ways to strengthen and enhance the services we provide for our participants.

**ABBREVIATIONS**

AFF Above Finished Floor	FC Fire Code	NIC Not In Contract	T Tread
ALUM Aluminum	FD Floor Drain	NO Number	T & G Tongue & Groove
ARCH Architect	FG Fiberglass	NONCOM Noncombustible	TEMP Temporary
BLDG Building	FIN Finished	NTS Not to Scale	THK Thick
BLKS Blocking	FLR Floor	O/ On, Over	TOF Top of Footing
BRG Bearing	FT Foot or Feet	OC On Center	TRTD Treated
CLG Ceiling	FTG Footing	OPNG Opening	TV Television
CONC Concrete	GYP Gypsum	OH Opposite	TYP Typical
CONSTR Construction	HT Height	OPNG Opening	UL DES Underswriters
CONT Continuous	HC Handicap	PROP Property	Laboratory
CONTR Contractor	HDR Header	PLY Plywood	Designation
CTR Center	HR Hour	PROPR Property	
DP Deep	HVAC Heating, Ventilating & Air Conditioning	PT Point	UNO Unless Noted
DBL Double	INCL Including	PMT Pavement	VEN Vapor Barrier
DET Detail	INSUL Insulation	PSF Pounds per Square Foot	VCT Vinyl Composite Tile
DIA Diameter	INT Interior	PSL Parallell Structure Lumber	VEN Veneer
DIM Dimension	JST Joist	FLF Per linear foot	
DN Down	KD Kiln Dried	R Riser	H Hide
DR Door	LAV Lavatory	RAD Radius	HV Hoth
DS Downspout	LT Light	REF Refrigerator	HW Hood
DWG Drawing	LVL Laminated Veneer Lumber	REIN Reinforcing	WIN Window
EA Each	MAX Maximum	REGD Required	W/O Without
ELEC Electrical	MC Moisture Content	REV Revision	WHP Weatherproof
ELEV Elevation	MECH Mechanical	RM Room	WLF Welded Wire Fabric
EP Electrical Panel	MET Metal	RO Rough Opening	
EXT Exterior	MFR Manufacturer	SECT Section	W And
	MIN Minimum	SHT Sheet	AL Al
	MISC Miscellaneous	SHTG Sheeting	CL Center Line
		SIM Similar	DIA Diameter
		SPEC Specified	
		STD Standard	
		STOR Storage	
		SYP Southern Yellow Pine	

**SYMBOL LEGEND**



**BUILDING DATA :**

USE AND OCCUPANCY CLASSIFICATION; (Chapter-3)	NON-SEPARATED MIXED USE: "1-4" IS GOVERNING CODE
ALLOWABLE AREA AND HEIGHT;	"B" ADJACENT BUSINESS TENANT SPACES
ACTUAL AREA;	"B" (II-B) FOUR STORIES - 92,000 sq. ft.
SPRINKLERS;	"1-4" (II-B) THREE STORIES - 52,000 sq. ft.
CONSTRUCTION TYPE; (Table-G01)	COMPLETE PER NFPA-13
FIRE RATINGS (per table G01 & G02)	
STRUCTURAL FRAME;	0 - HR. RATING
BEARING WALLS EXTERIOR;	0 - HR. RATING
BEARING WALLS INTERIOR;	0 - HR. RATING
NON-BEARING WALLS EXTERIOR;	0 - HR. RATING
NON-BEARING WALLS INTERIOR;	0 - HR. RATING
FLOOR CONSTRUCTION;	0 - HR. RATING
ROOF CONSTRUCTION;	0 - HR. RATING
COMMON PATH OF TRAVEL; (per 1006.2.1)	75 feet
EXIT TRAVEL DISTANCE; (table 1017.2)	200 feet
TOTAL FIRST FLOOR OCCUPANCY LOADING (per TABLE 1004.1.1)	74 TOTAL OCCUPANTS IN FIRST FLOOR (II-4 BUSINESS AREAS = 1 PER 100 S.F. (7,334 S.F. / 100 = 74)
PLUMBING FIXTURE REQUIREMENTS; (per TABLE 2902.1)	
WATER CLOSETS "1-4" ADULT DAY ARE	
MALE (1 PER 15)	(37 / 15) = 2.47 REQUIRED 3 PROPOSED
FEMALE (1 PER 15)	(37 / 15) = 2.47 REQUIRED 3 PROPOSED
LAVATORIES (1 PER 15)	(74 / 15) = 4.93 REQUIRED 6 PROPOSED

**PLAN NOTES:**

- ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTORS MUST REVIEW ALL DETAILS OF THEIR TRADES AND BE RESPONSIBLE FOR THE SAME.
- DO NOT SCALE DIMENSIONS FROM DRAWINGS. CONSULT THE ARCHITECT WITH ANY QUESTIONS.
- ALL INTERIOR WALLS ARE DIMENSIONED FINISH TO FINISH UNLESS NOTED OTHERWISE. (SEE WINDOW TYPES FOR ACTUAL DIMENSIONS)
- PLACEMENT OF BUILDING COMPONENTS, MECHANICAL EQUIP. APPLIANCES AND ELECTRICAL COMPONENTS IS SUBJECT TO FIELD ADJUSTMENT. ACTUAL CONSTRUCTION MAY NOT CONFORM EXACTLY TO THE LOCATIONS INDICATED ON THESE DRAWINGS

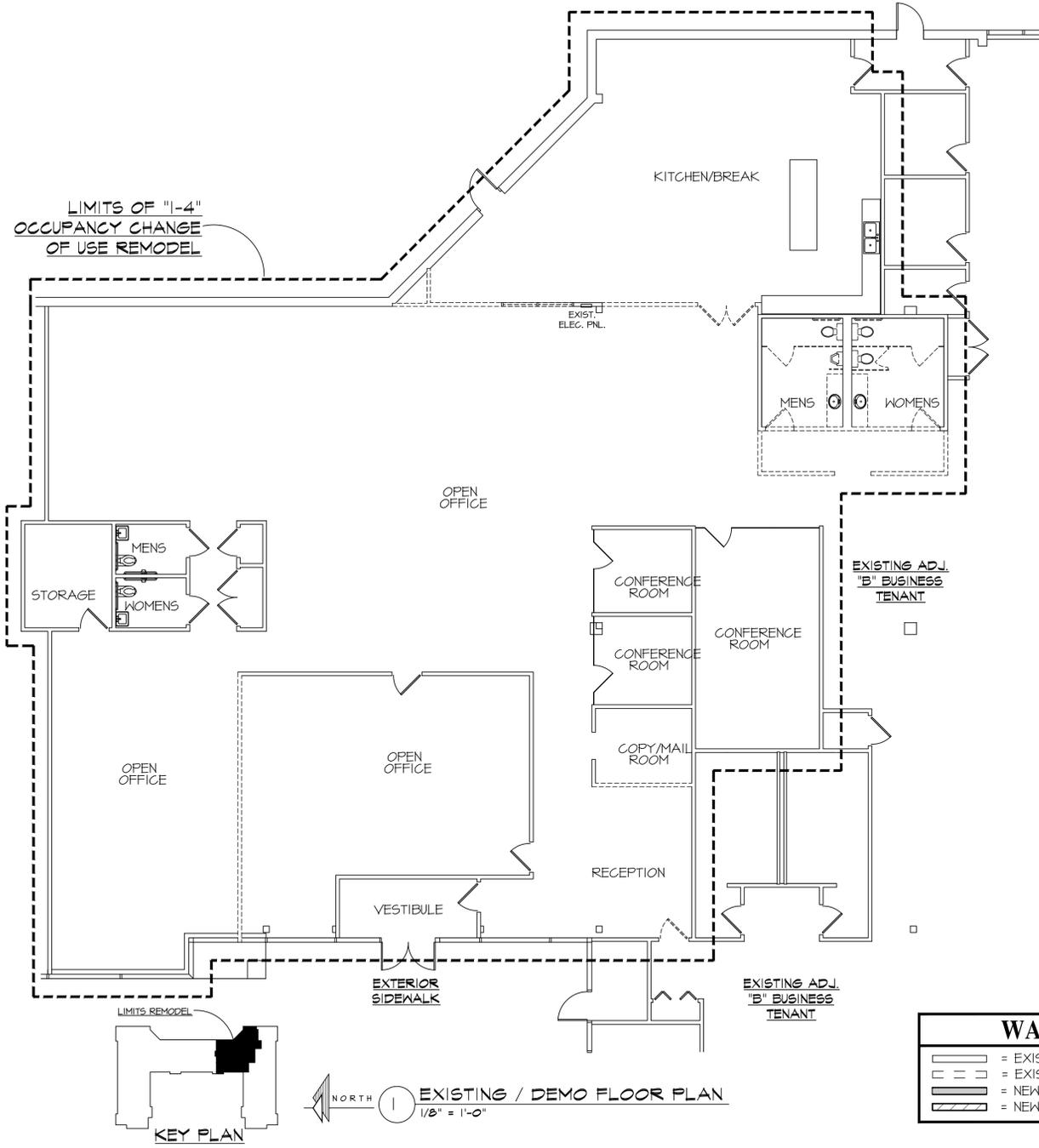
**GENERAL NOTES:**

- THE DESIGNER MAINTAINS NO RESPONSIBILITY FOR THE GENERAL CONTRACTOR, SUBCONTRACTORS, OR THOSE WORKING IN SUCH CAPACITIES, FOR THE METHODS USED, OR LACK THEREOF, IN THE EXECUTION OF THE WORK AND SAFETY PROCEDURES AND PRECAUTIONS TAKEN AT THE PROJECT SITE.
- CONTRACTORS SHALL ASSUME FULL RESPONSIBILITY - UNRELIABLE BY REVIEW OF SHOP DRAWINGS NOR BY SUPERVISION OR PERIODIC OBSERVATION OF CONSTRUCTION FOR COMPLIANCE WITH THE CONTRACT DOCUMENTS - FOR DIMENSIONS TO BE CONFIRMED AND CORRELATED ON THE JOB SITE AND BETWEEN INDIVIDUAL DRAWINGS OR SETS OF DRAWINGS, FOR FABRICATION PROCESSES AND CONSTRUCTION TECHNIQUES (INCLUDING EXCAVATION, SHORING AND SCAFFOLDING, BRACING, ERECTION, FORM WORK, ETC.) FOR COORDINATION OF THE VARIOUS TRADES, FOR SAFE CONDITIONS ON THE JOB SITE, AND FOR THE PROTECTION OF THE PEOPLE AND PROPERTY AT THE JOB SITE.
- THE INFORMATION CONTAINED ON THE DRAWINGS IS IN ITSELF INCOMPLETE, AND VOID UNLESS USED IN CONJUNCTION WITH ALL THE SPECIFICATIONS, TRADE PRACTICES, OR APPLICABLE STANDARDS, CODES, ETC., INCORPORATED THEREIN BY REFERENCE, OF WHICH THE CONTRACTOR CERTIFIES KNOWLEDGE BY SIGNING THE CONTRACT.
- UNLESS NOTED OTHERWISE, ALL DETAILS, SECTIONS, AND NOTES ON THE DRAWINGS ARE INTENDED TO BE TYPICAL FOR SIMILAR SITUATIONS ELSEWHERE.
- UNLESS OTHERWISE SHOWN OR NOTED, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION AND THE PLACEMENT OF ANY INSERTS, HANGARS, PIPE SLEEVES, HOLES OR ANCHOR BOLTS THAT ARE REQUIRED BY THE MECHANICAL OR ELECTRICAL EQUIPMENT.
- THE CONTRACTOR SHALL COMPLY WITH THE LATEST OCCUPATIONAL SAFETY HEALTH ACT REQUIREMENTS.
- ALL STATE OF WISCONSIN LOCAL AND O.S.H.A. SAFETY CODES SHALL BE A PART OF THESE PLANS, AND IT SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO SEE THAT ALL PARTIES THAT WORK AT OR VISIT THE JOB SITE COMPLY WITH SAME.



**REVISIONS:**

8/15/23:	PRELIM #1



**SHEET INDEX**

A-1	EXISTING / DEMO FLOOR PLAN, BUILDING DATA, & GENERAL NOTES
A-2	PROPOSED FLOOR PLAN & DETAILS

**NOT FOR CONSTRUCTION**

**ADULT DAY SERVICES REMODEL**

20875 CROSSROAD CTR. SUITE #1  
BROOKFIELD, WI

SHEET TITLE:  
**PLANS, SPECIFICATIONS & DETAILS**

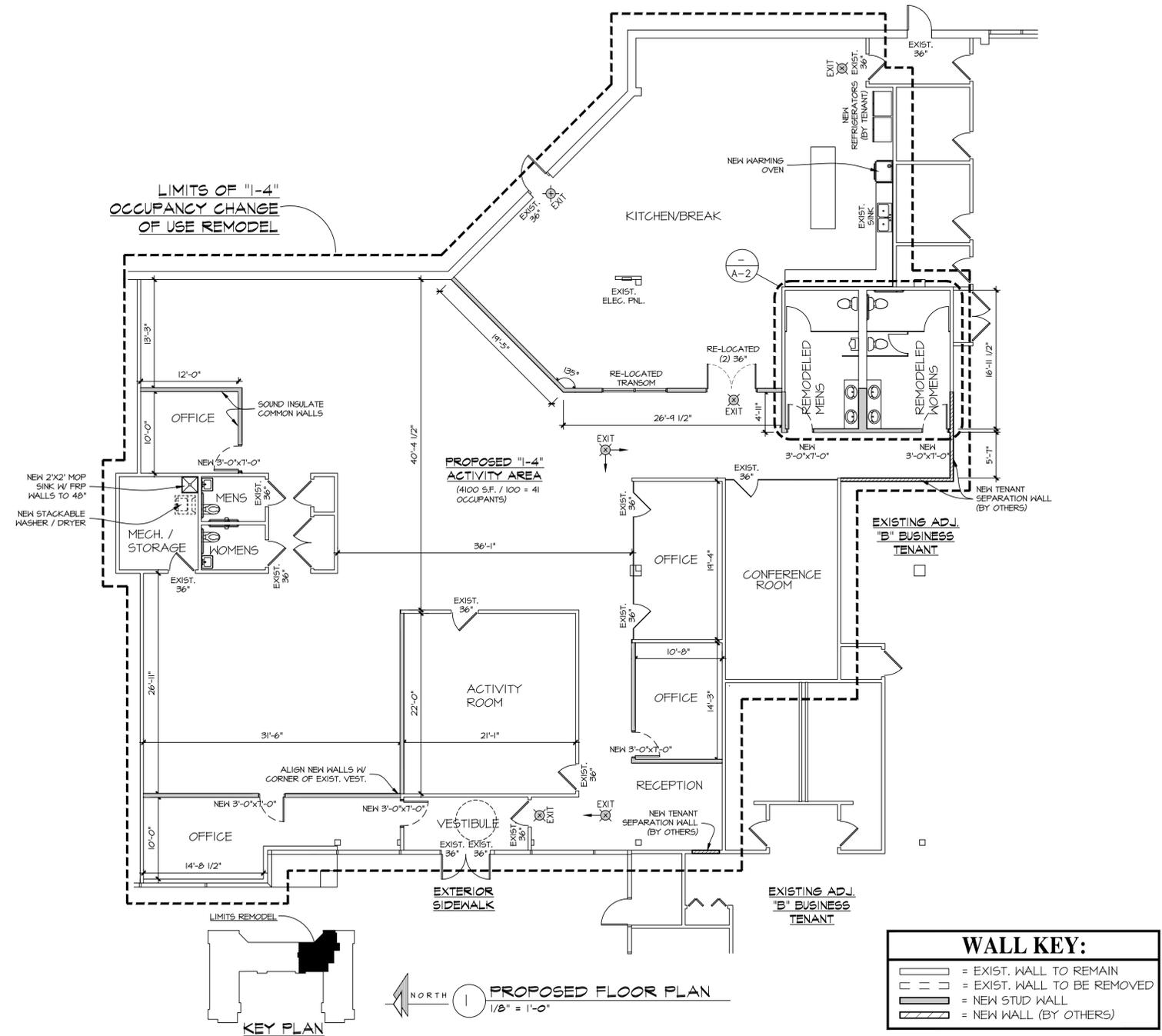
**A-1**

DATE: AUG. 15, 2023

PROJECT NUMBER: 23-339

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REVISIONS:  
8/15/23: PRELIM #1



# ADULT DAY SERVICES REMODEL

20875 CROSSROAD CTR. SUITE #1  
BROOKFIELD, WI

SHEET TITLE:  
**PROPOSED FLOOR PLAN & DETAILS**

## A-2

DATE: AUG. 15, 2023

PROJECT NUMBER: 23-339