

## Jennifer Broberg

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**From:** Tracy Johnson <johnsoninspection@gmail.com>  
**Sent:** Tuesday, April 7, 2026 2:46 PM  
**To:** Greg Hyer; Jennifer Broberg  
**Subject:** Delegated Municipality form and ordinance  
**Attachments:** Town of Cross Plains Model Ordinance adoption.pdf; Town of Cross Plains Delegated Application.pdf; PastedGraphic-1.tiff

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** 2026 April board meeting item

Good afternoon to you both,  
attached is a model ordinance that the state requires the township adopt to have delegated authority over commercial buildings and inspections. Also, attached is the application to the state of Wisconsin for that delegation. I would need the application signed by either one of you and the model ordinance signed by either one of you and sent back to me. I will take care of sending it to the state and getting it recorded. I have applied for the electrical inspection agency on behalf of the Township and paid that fee, that is a requirement that they have in order to be an electrical inspection authority over commercial buildings as well.

Any questions feel free to reach out to me. This is a standard procedure that municipalities have to do in order to have commercial building authority. The municipalities that Fred and I take care of all have the certified municipality status, again I'm very sorry for the confusion I was under the understanding that this had been done quite some time ago but moving forward we will get it taken care of. It's pretty simple. It's just a process.

Tracy

*Please Note:  
All Inspections must be called in at:  
608-459-8800  
Schedule through  
jportal.com*

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