

1. Village Board Regular Meeting FINAL Agenda

Documents:

[09.28.2020 VB FINAL AGENDA.PDF](#)

1.1. Village Board Regular Meeting FINAL Agenda Packet

Documents:

[09.28.2020 VB FINAL AGENDA PACKET.PDF](#)

2. Meeting Process And Instructions

Documents:

[VILLAGE OF CROSS PLAINS MEETING INSTRUCTIONS AND TIPS FINAL 2.PDF](#)

## **Village of Cross Plains Board of Trustee Meeting**

### *Regular Meeting Notice and Agenda*

Rosemary Garfoot Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, September 28, 2020**

**6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:

**Zoom Virtual Meeting Link:**

<https://us02web.zoom.us/j/88215999241>

**Conference telephone line:**

+1 312 626 6799

**Meeting ID:** 882 1599 9241

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment – This is an opportunity for anyone to address the Village Board on any issue. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING ARE ENCOURAGED TO REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU MAY REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [BCHANG@CROSS-PLAINS.WI.US](mailto:BCHANG@CROSS-PLAINS.WI.US) AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING WILL BE OPENED 30 MINUTES BEFORE THE START TIME TO SOLICIT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

- V. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

1. Minutes of regular meeting held on August 24, 2020 and September 9, 2020.

FINAL MEETING AGENDA 09.25.2020

2. Total Disbursements from 08/14/2020 through 09/09/2020 in the amount of \$212,037.79 as follows:
  - 110 – General Fund: \$125,128.62
  - 120 – Capital Fund: \$1,973.48
  - 130 – Library Fund: \$5,487.92
  - 140 – Parks/Rec Fund: \$7,619.66
  - 150 – Debt Service Fund: \$0.00
  - 310 – TID Fund: \$0.00
  - 660 – Water Fund: \$34,530.01
  - 670 – Sewer Fund: \$37,298.10
3. Approval of Operator Licenses (Bartender’s License) for Kailey N. Niebuhr and Aisha R. Laufenberg.
4. Appointment of Mary Vassalotti to the Police Commission (Term Ending 05/2022)
5. Approval of Resolution No. 12-2020: Authorizing the Filing of an Application with the U.S. Department of Commerce, Economic Development Administration for Flood System Improvements (Funding Opportunity No. EDA-2019-DISASTER).

VI. Report of Village Officers

1. Village President
  - A. Update on School Resource Officer Meeting with the School District
  - B. Update on U.S. Census
2. Village Vice President
3. Other Trustee Reports
4. Village Administrator/Clerk
  - A. Absentee Voting Schedule, Deadlines, and Election Updates
  - B. Update on Trick-or-Treating
  - C. Update on Gateway to the Driftless Area Meeting
  - D. Update on the Niesen and Son’s Landscaping Lawsuit
5. Other Reports
  - A. Park and Recreation Updates – Mike Axon, Park and Recreation Director
  - B. Northwest Dane Senior Services Annual Report Presentation – Paulette Glunn, Executive Director

VII. General Business

1. Presentation and Report on the Well #3 Public Meeting held on August 18, 2020.
2. Discussion and Possible Action Regarding Traffic Safety at the Intersection of Lewis Street and Eulalia Street.

3. Discussion and Possible Actions Regarding the Extraterritorial Plat Review for Lands Owned by Gary Brunner.
  - A. Approval of the Access Agreement
  - B. Approval of the Certified Survey Map
4. Discussion and Possible Action Regarding an Ordinance to Amend the Official Floodplain Zoning Map.
5. Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.101(k) and (l) of the Village Code of Ordinances Regarding Easement Conditions and As Built Plans.
6. Discussion and Possible Action Regarding an Ordinance to Amend Sections 83.85(b) and (c), and Create Section 83.105(c) of the Village Code of Ordinances Regarding Easements and As Built Plans.
7. Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.161 of the Village Code of Ordinances Regarding Conditional Use Permit Procedures.
8. Discussion and Possible Action Regarding an Ordinance to Amend Section 83.29 of the Village Code of Ordinances Regarding Extraterritorial Plat Approval Jurisdiction.
9. Discussion and Possible Action Regarding an Ordinance to Create Section 33.30 of the Village Code of Ordinances Entitled Authorizing the Cross Plains - Berry Fire Department and Cross Plains Area Emergency Medical Service to Hold Volunteer Funds.
10. Discussion and Possible Action to Regarding Well #3 Test Well Proposals.
11. Discussion and Possible Action Regarding the 2020 Budget.
  - A. Proposed Base Budget
  - B. Mailing Funds – Postage Supplemental
  - C. Building Inspector Services Supplemental
  - D. Parks Maintenance Wage Correction Supplemental
  - E. Parks Maintenance Wage Equalization Supplemental
  - F. Recreation Coordinators Wage Correction Supplemental
  - G. Contracted Services for Rate Increase Fees Supplemental
  - H. Legal – Sign Code Revision Supplemental
  - I. Meter Reading Labor Supplemental
  - J. Road Maintenance Supplemental
  - K. Updating the Comprehensive Plan/ Map and Parks and Open Space Plan Supplemental
  - L. Full time Administrative Assistant Supplemental

VIII. Future Agenda Items

IX. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of the Wisconsin Statutes, "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," specifically regarding a claim from Charlene and Dan Meier.
  - A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.
  - B. Discussion and Possible Action Regarding the regarding a claim from Charlene and Dan Meier.
  
2. The Village Board will meet in Closed Session pursuant to 19.85(1)(e) of the Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," specifically regarding the negotiation strategy for the Fire District and Ambulance District Agreements.
  - A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.
  - B. Discussion and Possible Action Regarding the Strategy for Negotiating the Fire District and Ambulance District Agreements.

X. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. 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 governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us).

## **Village of Cross Plains Board of Trustee Meeting**

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(608) 798-3241

**Monday, September 28, 2020**

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- V. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

1. Minutes of regular meeting held on August 24, 2020 and September 9, 2020. **PDF 5-13**

2. Total Disbursements from 08/14/2020 through 09/09/2020 in the amount of \$212,037.79 as follows:

PDF 14-29

- 110 – General Fund: \$125,128.62
- 120 – Capital Fund: \$1,973.48
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- 150 – Debt Service Fund: \$0.00
- 310 – TID Fund: \$0.00
- 660 – Water Fund: \$34,530.01
- 670 – Sewer Fund: \$37,298.10

3. Approval of Operator Licenses (Bartender’s License) for Kailey N. Niebuhr and Aisha R. Laufenberg.

PDF 30-36

4. Appointment of Mary Vassalotti to the Police Commission (Term Ending 05/2022)

5. Approval of Resolution No. 12-2020: Authorizing the Filing of an Application with the U.S. Department of Commerce, Economic Development Administration for Flood System Improvements (Funding Opportunity No. EDA-2019-DISASTER).

PDF 37

VI. Report of Village Officers

1. Village President

- A. Update on School Resource Officer Meeting with the School District
- B. Update on U.S. Census

2. Village Vice President

3. Other Trustee Reports

4. Village Administrator/Clerk

- A. Absentee Voting Schedule, Deadlines, and Election Updates
- B. Update on Trick-or-Treating
- C. Update on Gateway to the Driftless Area Meeting
- D. Update on the Niesen and Son’s Landscaping Lawsuit

5. Other Reports

- A. Park and Recreation Updates – Mike Axon, Park and Recreation Director
- B. Northwest Dane Senior Services Annual Report Presentation – Paulette Glunn, Executive Director

PDF 38-60

VII. General Business

1. Presentation and Report on the Well #3 Public Meeting held on August 18, 2020. PDF 61-70

2. Discussion and Possible Action Regarding Traffic Safety at the Intersection of Lewis Street and Eulalia Street.

PDF 71

3. Discussion and Possible Actions Regarding the Extraterritorial Plat Review for Lands Owned by Gary Brunner. PDF 72-91
  - A. Approval of the Access Agreement
  - B. Approval of the Certified Survey Map
4. Discussion and Possible Action Regarding an Ordinance to Amend the Official Floodplain Zoning Map. PDF 92-97
5. Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.101(k) and (l) of the Village Code of Ordinances Regarding Easement Conditions and As Built Plans. PDF 98-100
6. Discussion and Possible Action Regarding an Ordinance to Amend Sections 83.85(b) and (c), and Create Section 83.105(c) of the Village Code of Ordinances Regarding Easements and As Built Plans. PDF 98, 101-102
7. Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.161 of the Village Code of Ordinances Regarding Conditional Use Permit Procedures. PDF 103-116
8. Discussion and Possible Action Regarding an Ordinance to Amend Section 83.29 of the Village Code of Ordinances Regarding Extraterritorial Plat Approval Jurisdiction. PDF 117-118
9. Discussion and Possible Action Regarding an Ordinance to Create Section 33.30 of the Village Code of Ordinances Entitled Authorizing the Cross Plains - Berry Fire Department and Cross Plains Area Emergency Medical Service to Hold Volunteer Funds. PDF 119-122
10. Discussion and Possible Action to Regarding Well #3 Test Well Proposals.
11. Discussion and Possible Action Regarding the 2020 Budget. PDF 123-129
  - A. Proposed Base Budget
  - B. Mailing Funds – Postage Supplemental
  - C. Building Inspector Services Supplemental
  - D. Parks Maintenance Wage Correction Supplemental
  - E. Parks Maintenance Wage Equalization Supplemental
  - F. Recreation Coordinators Wage Correction Supplemental
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# **Village of Cross Plains Board of Trustee Meeting**

## *Regular Meeting Notice and Agenda*

Rosemary Garfoot Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, August 24, 2020**  
**6:00 pm**

**I. Call to Order**

President Lengfeld called the Village Board meeting to order at 6:00 p.m.

**II. Roll Call**

Present: Trustees Bill Brosius, Lori Zander, Judy Ketelboeter, Michael Pomykalski, Kevin Thusius, Sarah Francois, and President Jay Lengfeld.

Also Present: Village Administrator/Clerk Bill Chang, Parks and Recreation Director Michael Axon, Chief of Police Tony Ruesga, Deborah Schultz, John Burandt and Steve Douglas.

Present by teleconference and/or web meeting: Finance Director Bobbi Zauner, Public Facilities Director Jerry Gray, Fire Chief Dale Lochner, Deborah Cutler, Kevin Murphy, Melissa Gavin, Amalia Hicks, Noah Dorn and Cameron Bjorklund.

**III. Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

**IV. Public Comment –**

**Deborah Schultz, 2400 Eulalia St.**, expressed concern over traffic safety at the intersection of Eulalia Street and Lewis Street. Ms. Schultz stated that this the second time that she has brought this issue up to the Village Board.

**V. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.**

1. Minutes of regular meeting held on July 27, 2020 and August 17, 2020.
2. Total Disbursements from 07/11/2020 through 08/13/2020 in the amount of \$305,224.87 as follows:
  - 110 – General Fund: \$61,876.81
  - 120 – Capital Fund: \$699.57
  - 130 – Library Fund: \$7,023.93
  - 140 – Parks/Rec Fund: \$15,452.36
  - 150 – Debt Service Fund: \$67,596.25
  - 310 – TID Fund: \$21,807.65
  - 660 – Water Fund: \$28,351.13
  - 670 – Sewer Fund: \$102,417.17
3. Approve Disallowance of Claim for Property Damage Reimbursement – Levigne.

4. **Approval of Sewer Rate Adjustment Request – 3034 Bollenbeck Street.**
5. **Approval of Operator Licenses (Bartender’s License) for Emily J. Hamstra and Michael P. Hamstra.**
6. **Approval of Resolution No. 11-2020 to Exempt the Village of Cross Plains from the Dane County Library Tax.**
7. **Resignation of Mitch Hogan from the Police Commission.**

A motion was made by Trustee Brosius, second by Trustee Francois, and unanimously carried by the Village Board, to approve the Consent Agenda as proposed.

**VI. Report of Village Officers**

**1. Village President**

- A. President Lengfeld provided an update on Well #3 public meeting on August 18<sup>th</sup> and thanked Town and Country Engineering and staff for organizing the event.
- B. President Lengfeld provided an update on a meeting with MG&E regarding street lights and that MG&E will be working with staff to test pilot a new type of LED streetlight in the Village.

**2. Village Vice President – No updates**

**3. Other Trustee Reports**

- A. Trustee Thusius provided an update regarding downtown parking, noting that the committee has done a great job in identifying several properties and reaching out to property owners to resolve this issue. More discussion on the particular properties will be held in closed session later in the agenda.

**4. Village Administrator/Clerk**

- A. Chang reported that Gateway to the Driftless (GTTD) is taking part in a feasibility study of a regional trail from Reedsburg to Middleton via Devil’s Lake. The second part of the feasibility study will conclude in the fall of 2020. As part of the research GTTD has scheduled a Zoom meeting with representatives from the Root River Trail System in southwestern Minnesota. GTTD will also meet with the regional planning commission to discuss the economy of the Black Earth Creek valley communities.
- B. Chang reported that Attorney Johnson is nearing a final draft agreement for the jurisdictional transfer for sections Brewery Rd and North Hill Point Road. Once completed, this will be sent to the Town of Berry for review.
- C. Chang reported that he had a discussion with representatives for the UW Health Clinic – Cross Plains regarding operation status. It was reported that no decision would be made

on operation until after the flu season. Reasons for keeping the clinic closed is related to staffing challenges and hospital support readiness for COVID-19.

**5. Other Reports**

- A. John Burandt presented on the Sustainability Committee's year in review.
- B. Police Chief Tony Ruesga provided an update on the Police Department and recent burglaries in the Village.

**VII. General Business**

**1. Discussion Regarding Village's COVID-19 Response.**

The Village Board confirmed that the Village philosophy for the COVID-19 response should be to continue to do business as best as possible within the guidelines provided from Madison Dane Public Health and the State of Wisconsin.

**2. Discussion and Possible Action Regarding the 2020 Census.**

There was a discussion regarding the current census response rate for the Village of approximately 81 percent and that the Village should make a final push to encourage residents in apartments to self-respond.

**3. Discussion Regarding the Cross Plains Area Chamber of Commerce.**

There was a discussion regarding the resignation of the Chamber's executive director and possibility of Village staff to assist until a succession plan is decided. Trustee Ketelboeter will provide a proposal at a future meeting.

**4. Discussion and Possible Action Regarding Rental of the Municipal Pool to the Madison Aquatic Club.**

A motion was made by Trustee Ketelboeter, second by Trustee Thusius, and unanimously carried by the Village Board, to approve the amended agreement with the Madison Aquatics Club to rental of the Municipal Pool.

**5. Discussion and Possible Action to Amend Section 21.14(d)(1) and 14.03 of the Municipal Code Pertaining to Enforcement and Penalties and Deposit Schedule.**

A motion was made by Trustee Brosius and second by Trustee Ketelboeter, to adopt Ordinance No. 09-2020: Amending Section 21.14(d)(1) and 14.03 of the Municipal Code Pertaining to Enforcement and Penalties and Deposit Schedule. A roll call vote requested. YES – Trustees Brosius, Ketelboeter, Thusius, Pomykalski, Zander, Francois, and President Lengfeld. No – None. Motion carries, 7-0.

**6. Discussion and Possible Action to Adopt an Ordinance Concerning EMS District and Fire Department Volunteer Funds.**

A motion was made by President Lengfeld and second by Trustee Brosius, and unanimously carried by the Village Board, to refer this ordinance to the September Village Board meeting.

**7. Discussion and Possible Action Regarding the 2020 Capital Improvement Projects:**

**A. Street Repaving**

A motion was made by Trustee Thusius, second by Trustee Zander, and unanimously carried by the Village Board, to award the 2020 Street Repaving bid to Tri-County Paving dated August 13, 2020, in an amount not to exceed \$73,572.00.

**B. Funding for Water System Infrastructure Assessment and Well #3 Test Well Drilling**

A motion was made by Trustee Ketelboeter, second by Trustee Brosius, and unanimously carried by the Village Board, to approve funding for the Water System Infrastructure Assessment and Well #3 Test Well Drill from Water Utility bond proceeds and Water Utility Fund Balance.

**8. Discussion and Possible Action Regarding the Proposed 2021-2025 Capital Improvement Plan.**

A motion was made by Trustee Thusius and second by Trustee Ketelboeter, to approve the 2021 Stormwater Mitigation Implementation Capital Project contingent on the Village receiving the proposed grant funding. A roll call vote was requested. YES – Trustees Zander, Pomykalski, Thusius, Ketelboeter and President Lengfeld. NO – Trustee Francois. Motion carries, 6-1.

A motion was made by Trustee Ketelboeter and second by Trustee Thusius, to fund \$216,750 of the 2021 Stormwater Mitigation Implementation Capital Project with Tax Increment Financing. A roll call vote was requested. YES – Trustees Ketelboeter, Thusius, Zander, Francois, and President Lengfeld. NO – Trustees Brosius and Pomykalski. Motion carries, 5-2.

A motion was made by Trustee Pomykalski and second by Trustee Thusius, to approve the 2021 GIS Mapping Update Capital Project as proposed. A roll call vote was requested. YES – Trustees Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – Trustees Zander and Francois. Motion carries, 5-2.

A motion was made by Trustee Brosius, second by President Lengfeld, and unanimously carried by the Village Board, to fund the 2021 GIS Mapping Update Capital Project from the Capital Improvement Fund Balance.

A motion was made by Trustee Francois and second by Trustee Pomykalski, to approve the 2021 Civic Systems Software and Services Capital Project. A roll call vote was requested. YES – Trustees Ketelboeter, Thusius, Pomykalski, Zander, Brosius, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Thusius and second by Trustee Pomykalski, to approve the 2021 Baer Park Improvements – East End Capital Project. A roll call vote was requested. YES – Trustee Zander, Pomykalski, Thusius, Ketelboeter, Brosius, Francois, and President Lengfeld. NO – None. Motion carries 7-0.

A motion was made by Trustee Brosius and second by Trustee Ketelboeter, to approve the 2021 Police Department Server Update Capital Project at a cost of \$10,400.00. A roll call vote was requested. YES – Trustees Pomykalski, Thusius, Ketelboeter, Brosius, Francois, Zander, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Pomykalski and second by Trustee Ketelboeter, to approve the 2021 Squad Replacement Capital Project with the gasoline engine option. A roll call vote was requested. YES – Trustees Zander, Pomykalski, Thusius, Ketelboeter, Francois, Brosius, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Francois and second by Trustee Zander, to approve the 2021 Pedestrian Crossing Rapid Response Flashing Beacon at Bourbon Street and Continental Lane. A roll call vote was requested. YES – Trustees Francois, Zander, Thusius, and Brosius. NO – Trustees Pomykalski, Ketelboeter, and President Lengfeld. Motion carries, 4-3.

A motion was made by Trustee Francois and second by Trustee Pomykalski, to approve the 2021 Replacement of the 2019 Skid Steer Capital Project. A roll call vote was requested. YES – Trustees Brosius, Ketelboeter, Thusius, Pomykalski, Zander, Francois, and President Lengfeld. Motion carries, 7-0.

A motion was made by Trustee Brosius and second by Trustee Zander, to approve the 2021 Annual Street Resurfacing Capital Project. A roll call vote was requested. YES – Trustees Pomykalski, Thusius, Ketelboeter, Brosius, Francois, Zander, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by President Lengfeld, second by Trustee Pomykalski, and unanimously carried by the Village Board, to allocated any excess 2021 General Transportation Aid (when compared to 2020 General Transportation Aid), to help fund the 2021 Annual Street Resurfacing Capital Project.

A motion was made by Trustee Ketelboeter and second by Trustee Brosius, to approve the 2021 Phosphorus Chemical Polishing Capital Project. A roll call was requested. YES – Trustees Thusius, Pomykalski, Zander, Francois, Brosius, Ketelboeter, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Francois and second by Trustee Zander, to approve the 2021 Sewer SCADA System Upgrade Capital Project. A roll call vote was requested. YES – Trustees Ketelboeter, Brosius, Francois, Zander, Pomykalski, Thusius, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Pomykalski and second by Trustee Francois, to approve the 2021 Inflow and Infiltration Study Capital Project. A roll call was requested. YES – Brosius, Francois, Zander, Pomykalski, Thusius, Ketelboeter, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Brosius and second by Trustee Zander, to approve the 2021 Well #3 Construction and SCADA Upgrade Capital Project. A roll call was requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carries, 7-0.

President Lengfeld reported that the Fire District did not approve the Rapid Response Vehicle Replacement for 2021. No action was taken by the Village Board on this item.

A motion was made by Trustee Thusius, second by Trustee Brosius, and unanimously carried by the Village Board, to approve the 2021-2024 Capital Improvement Plan as amended.

**9. Transmittal of the Preliminary 2021 Village of Cross Plains Budget.**

Chang distributed the Preliminary 2021 Budget which will be presented and discussed at the September Village Board meeting.

**VIII. Future Agenda Items**

- Traffic concerns at Eulalia and Lewis Streets
- Chamber of Commerce
- Fire Department and EMS Volunteer Funds Ordinance

**IX. Closed Session**

**1. The Village Board will meet in Closed Session pursuant to 19.85(1)(e) of the Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically regarding the purchasing of properties for flood mitigation.**

A motion was made by Trustee Zander and second by Trustee Ketelboeter, to convene into Closed Session pursuant to 19.85(1)(e) of the Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically regarding the purchasing of properties for flood mitigation. A roll call vote was requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carries, 7-0.

**A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.**

A motion was made by Trustee Brosius, second by Trustee Ketelboeter, and unanimously carried by the Village Board, to reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.

**B. Discussion and Possible Action Regarding the Purchase of Properties for Flood Mitigation.**

No action was taken.

**2. The Village Board will meet in Closed Session pursuant to 19.85(1)(e) of the Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically regarding the purchasing of properties for public parking and development.**

A motion was made by Trustee Ketelboeter and second by Trustee Thusius, to convene into Closed Session pursuant to 19.85(1)(e) of the Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” specifically regarding the purchasing of properties for public parking and development. A roll call vote was

requested. YES – Trustees Brosius, Ketelboeter, Thusius, Pomykalski, Zander, Francois, and President Lengfeld. NO – None. Motion carries, 7-0.

**A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.**

A motion was made by Trustee Brosius, second by Trustee Ketelboeter, and unanimously carried by the Village Board, to reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.

**B. Discussion and Possible Action Regarding the purchasing of Properties for Public Parking and Development.**

No action was taken.

**X. Adjournment**

A motion was made by Trustee Ketelboeter, second by Trustee Thusius, and unanimously carried by the Village Board, to adjourn. Meeting ended at 10:08 p.m.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,

---

Bill Chang  
Village Administrator/Clerk

# **Village of Cross Plains Board of Trustee Meeting**

## *Special Meeting Notice and Agenda*

Rosemary Garfoot Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Wednesday, September 9, 2020**

**6:00 pm**

**I. Call to Order**

President Lengfeld called the Village Board meeting to order at 6:00 p.m.

**II. Roll Call**

Present: Trustees Bill Brosius, Lori Zander, Judy Ketelboeter, Michael Pomykalski, Kevin Thusius, Sarah Francois, and President Jay Lengfeld.

Also Present: Village Administrator/Clerk Bill Chang

Present by teleconference and/or web meeting: Adam Ryan.

**III. Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

**IV. Public Comment –**

There were no public comments.

**V. Report of Village Officers**

**1. Village President –** No report

**2. Village Vice President**

- a. Trustee Ketelboeter reported that the Chamber of Commerce and Northwest Dane Senior Service's Annual Golf Outing will be September 18<sup>th</sup> at the Lake Wisconsin Country Club in Prairie Du Sac.

**3. Other Trustee Reports –** No report

**4. Village Administrator/Clerk -** No report

**5. Other Staff Reports –** No report

**VI. General Business**

**1. Discussion and Possible Action Regarding a Variance Request to Extend the 2020 Construction Schedule for the Scenic Valley Residential Subdivision.**

A motion was made by Trustee Ketelboeter and second by Trustee Brosius, to approve the variance request to extend the 2020 construction schedule for the Scenic Valley Residential Subdivision. A roll call vote was requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carries, 7-0.

**VII. Future Agenda Items**

1. Chamber of Commerce
2. Emergency Order No. 9 and School Closings

**VIII. Adjournment**

A motion was made by Trustee Brosius, second by Trustee Zander, and unanimously carried by the Village Board, to adjourn. Meeting ended at 6:11 p.m.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,

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Bill Chang  
Village Administrator/Clerk

Report Criteria:  
 Report type: GL detail  
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>49090</b>								
08/20	08/20/2020	Agrecol LLC	0040522-IN	140-55200-305-000	PRAIRIE SEED RESTORATION	800.00	800.00	49090
Total 49090:							800.00	
<b>49091</b>								
08/20	08/20/2020	AMAZON	60457 8781 010	130-55110-304-101	SUPPLIES BOOKS	53.88	53.88	49091
08/20	08/20/2020	AMAZON	60457 8781 010	130-55110-304-105	SUPPLIES GENERAL	559.34	559.34	49091
Total 49091:							613.22	
<b>49092</b>								
08/20	08/20/2020	Baer Insurance Services, LLC	3263	110-51540-209-000	WORKERS COMP - GF	5,552.30	5,552.30	49092
08/20	08/20/2020	Baer Insurance Services, LLC	3263	670-53610-209-000	WORKERS COMP - SEWER	1,708.40	1,708.40	49092
08/20	08/20/2020	Baer Insurance Services, LLC	3263	660-51400-924-000	WORKERS COMP - WATER	1,281.30	1,281.30	49092
08/20	08/20/2020	Baer Insurance Services, LLC	3263	670-53610-209-000	LIABILITY & AUTO INSURANCE	1,616.60	1,616.60	49092
08/20	08/20/2020	Baer Insurance Services, LLC	3263	660-51400-924-000	LIABILITY & AUTO INSURANCE	1,212.45	1,212.45	49092
08/20	08/20/2020	Baer Insurance Services, LLC	3263	110-51540-209-000	LIABILITY & AUTO INSURANCE	5,253.95	5,253.95	49092
Total 49092:							16,625.00	
<b>49093</b>								
08/20	08/20/2020	BAKER & TAYLOR INC.	2035393137	130-55110-304-104	SUPPLIES BOOKS	464.17	464.17	49093
08/20	08/20/2020	BAKER & TAYLOR INC.	2035412981	130-55110-304-104	SUPPLIES BOOKS	189.38	189.38	49093
Total 49093:							653.55	
<b>49094</b>								
08/20	08/20/2020	Bill Chang	8.20	110-51440-205-000	FOOD - ELECTION WORKERS	181.35	181.35	49094
Total 49094:							181.35	
<b>49095</b>								
08/20	08/20/2020	CDW Government, Inc.	ZQG0347	110-52100-302-000	WEBCAM	35.37	35.37	49095

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49095:							35.37	
<b>49096</b>								
08/20	08/20/2020	Charter Communications	0012105080720	110-52100-202-000	INTERNET PD	114.98	114.98	49096
Total 49096:							114.98	
<b>49097</b>								
08/20	08/20/2020	Cintas Corporation #446	14842154 - 8.20	110-53300-178-000	UNIFORM SERVICE	511.23	511.23	49097
08/20	08/20/2020	Cintas Corporation #446	14843099 - 8.20	110-52100-207-000	MAT SERVICE - POLICE	71.39	71.39	49097
08/20	08/20/2020	Cintas Corporation #446	14843099 - 8.20	110-51600-207-000	MAT SERVICE - VILLAGE HALL	121.47	121.47	49097
Total 49097:							704.09	
<b>49098</b>								
08/20	08/20/2020	CROSS PLAINS AREA EMERGENCY M	8.20	110-52300-207-000	ASSESSMENT	66,478.30	66,478.30	49098
Total 49098:							66,478.30	
<b>49099</b>								
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	140-55420-203-000	WATER/SEWER - POOL	1,079.33	1,079.33	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	130-51600-203-000	WATER/SEWER - LIBRARY	172.71	172.71	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	110-51600-203-000	WATER/SEWER - LIBRARY COMMUNITY ROOM	57.57	57.57	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	140-55200-203-000	WATER/SEWER - MARY'S PLACE	108.29	108.29	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	110-52100-203-000	WATER/SEWER - POLICE	22.73	22.73	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	670-51600-203-000	WATER/SEWER - SEWER PLANT	4,121.40	4,121.40	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	110-53300-203-000	WATER/SEWER - SHOP	418.00	418.00	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	110-51600-203-000	WATER/SEWER - VILLAGE OFFICE	45.33	45.33	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	110-51600-203-000	WATER/SEWER - WAREHOUSE	45.25	45.25	49099
08/20	08/20/2020	CROSS PLAINS WATER-SEWER UTILI	8.20	140-55200-203-000	WATER/SEWER - BAER PARK	108.29	108.29	49099
Total 49099:							6,178.90	
<b>49100</b>								
08/20	08/20/2020	DANE-IOWA WASTEWATER	2459	670-53630-207-000	BIOSOLIDS DISPOSAL	8,320.54	8,320.54	49100
08/20	08/20/2020	DANE-IOWA WASTEWATER	2460	670-57410-804-000	USGS CREEK TRESTING	533.00	533.00	49100

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49100:							8,853.54	
<b>49101</b>								
08/20	08/20/2020	DIGGERS HOTLINE, INC.	200 7 65701	670-53610-307-000	DIGGERS HOTLINE	252.80	252.80	49101
Total 49101:							252.80	
<b>49102</b>								
08/20	08/20/2020	ELECTION SYSTEMS & SOFTWARE, I	1150408	110-51440-207-000	EXPRESSVOTE MAINT & LICENSE FEES	27.08	27.08	49102
Total 49102:							27.08	
<b>49103</b>								
08/20	08/20/2020	Elisabeth Shea	8.20	140-46725-000-000	REFUND - COVID19	1,295.00	1,295.00	49103
Total 49103:							1,295.00	
<b>49104</b>								
08/20	08/20/2020	Emily Hamstra	8.20	140-46725-000-000	REFUND - COVID19	130.00	130.00	49104
Total 49104:							130.00	
<b>49105</b>								
08/20	08/20/2020	Eric Sutter	8.20	140-46725-000-000	COVID19 - REFUND	40.00	40.00	49105
Total 49105:							40.00	
<b>49106</b>								
08/20	08/20/2020	FASTENAL COMPANY	WIMID269569	110-53300-304-101	SUPPLIES	39.11	39.11	49106
08/20	08/20/2020	FASTENAL COMPANY	WIMID270517	120-57300-805-104	PARTS FOR RRFB	108.37	108.37	49106
Total 49106:							147.48	
<b>49107</b>								
08/20	08/20/2020	FIRST SUPPLY MADISON	12263546-00	660-53700-678-000	HYDRANT PARTS	21,812.14	21,812.14	49107
08/20	08/20/2020	FIRST SUPPLY MADISON	12288484-00	660-53700-677-000	HYDRANT REPAIR PARTS	51.97	51.97	49107
08/20	08/20/2020	FIRST SUPPLY MADISON	12318841-00	660-53700-675-000	WATER SERVICES	520.89	520.89	49107

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49107:							22,385.00	
<b>49108</b>								
08/20	08/20/2020	Jayme O'Connell	8.20	140-46725-000-000	REFUND - COVID19	81.25	81.25	49108
Total 49108:							81.25	
<b>49109</b>								
08/20	08/20/2020	JEFFERSON FIRE & SAFETY, INC.	IN120436	110-52100-305-000	REPAIR LIGHT BAR	396.48	396.48	49109
Total 49109:							396.48	
<b>49110</b>								
08/20	08/20/2020	KWIK TRIP INC.	3000665 - 8.20	110-52100-303-000	FUEL - POLICE	261.89	261.89	49110
08/20	08/20/2020	KWIK TRIP INC.	3000665 - 8.20	110-53300-303-000	FUEL - PUBLIC FACILITIES	613.48	613.48	49110
08/20	08/20/2020	KWIK TRIP INC.	3000665 - 8.20	670-53610-303-000	FUEL - SEWER	120.20	120.20	49110
08/20	08/20/2020	KWIK TRIP INC.	3000665 - 8.20	660-53700-673-000	FUEL - WATER	120.20	120.20	49110
Total 49110:							1,115.77	
<b>49111</b>								
08/20	08/20/2020	Lantech Services, LLC	0000812	110-52100-302-000	COMPUTER WORK	425.00	425.00	49111
Total 49111:							425.00	
<b>49112</b>								
08/20	08/20/2020	Lawns Unlimited LLC	15849	110-53300-207-000	MOWING SERVICES	6,556.00	6,556.00	49112
Total 49112:							6,556.00	
<b>49113</b>								
08/20	08/20/2020	MADISON GAS & ELECTRIC	10219731 - 8.20	140-55200-203-000	ELECTRIC - HICKORY HILL	26.74	26.74	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	28987345 - 8.20	660-53700-623-000	GAS - MILITARY RD GENERATOR	32.31	32.31	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	29689114 - 8.20	110-51600-203-000	ELECTRIC - SPRINGFIELD RD SIGN	28.14	28.14	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-51600-203-000	ELECTRIC - 998 MAIN ST SIREN	88.61	88.61	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	140-55200-203-000	ELECTRIC - PARKS	156.56	156.56	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-53420-207-000	ELECTRIC - STREET LIGHTS	5,584.68	5,584.68	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-51600-203-000	GAS & ELECTRIC - 1309 BOURBON RD	63.37	63.37	49113

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-52100-203-000	GAS & ELECTRIC - 2417 BREWERY RD - POLICE	179.69	179.69	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	130-51600-203-000	GAS & ELECTRIC - LIBRARY	1,335.71	1,335.71	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-51600-203-000	ELECTRIC - ENTRANCE SIGNS	119.47	119.47	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-51600-203-000	GAS & ELECTRIC - 2417 BREWERY RD - OFFICE	358.29	358.29	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	670-51600-203-000	GAS & ELECTRIC - SEWER DEPT	3,958.72	3,958.72	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	660-53700-623-000	GAS & ELECTRIC - WATER DEPT	2,712.81	2,712.81	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	140-55420-203-000	GAS & ELECTRIC - POOL	1,583.33	1,583.33	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-53300-203-000	GAS & ELECTRIC - 1225 BOURBON RD SHOP	423.79	423.79	49113
08/20	08/20/2020	MADISON GAS & ELECTRIC	40701468	110-51600-203-000	GAS & ELECTRIC - LIBRARY COMMUNITY ROOM	445.23	445.23	49113
Total 49113:							17,097.45	
<b>49114</b>								
08/20	08/20/2020	Maintenance Services of Madison, Inc.	10958	110-51600-207-000	CLEANING SERVICES	230.59	230.59	49114
08/20	08/20/2020	Maintenance Services of Madison, Inc.	10958 - 2	130-51600-207-000	SUPPORT SERVICES	649.12	649.12	49114
08/20	08/20/2020	Maintenance Services of Madison, Inc.	10958 - 2	130-51600-304-000	SUPPLIES	42.64	42.64	49114
Total 49114:							922.35	
<b>49115</b>								
08/20	08/20/2020	Meghan Brusa	8.20	140-46725-000-000	COVID19 - REFUND	65.00	65.00	49115
Total 49115:							65.00	
<b>49116</b>								
08/20	08/20/2020	Mid-American Research Chemical	0706934-IN	110-53300-304-101	SUPPLIES	140.00	140.00	49116
Total 49116:							140.00	
<b>49117</b>								
08/20	08/20/2020	Mounds Creek Farms LLC	8.20 - 1	110-53300-305-103	STORM SEWER REPAIR	320.00	320.00	49117
Total 49117:							320.00	
<b>49118</b>								
08/20	08/20/2020	Nelson Electric LLC	12052	140-55420-305-000	POOL ELECTRICAL	327.33	327.33	49118
Total 49118:							327.33	

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number	
49119	08/20	08/20/2020	Nicole Wipperfurth	8.20	140-46725-000-000	REFUND - COVID19	81.25	81.25	49119
Total 49119:							81.25		
49120	08/20	08/20/2020	Northwestern Stone LLC	39142	660-53700-675-000	SERVICE REPAIR	91.19	91.19	49120
Total 49120:							91.19		
49121	08/20	08/20/2020	Orion	8.20	130-55110-304-103	SUPPLIES PERIODICALS	35.00	35.00	49121
Total 49121:							35.00		
49122	08/20	08/20/2020	Ricoh Americas Corporation	5060175228	130-55110-304-105	SUPPLIES GENERAL	82.74	82.74	49122
Total 49122:							82.74		
49123	08/20	08/20/2020	Shannon Kostuck	8.20	140-46725-000-000	REFUND - COVID19	75.00	75.00	49123
Total 49123:							75.00		
49124	08/20	08/20/2020	State Bank of Cross Plains1	0432 - 8.20	110-51410-304-000	LIGHT METER	169.39	169.39	49124
08/20	08/20/2020	State Bank of Cross Plains1	0432 - 8.20	110-51100-302-000	ZOOM SUBSCRIPTION	37.98	37.98	49124	
08/20	08/20/2020	State Bank of Cross Plains1	0432 - 8.20	110-51440-304-000	HAND SANITIZER	149.75	149.75	49124	
08/20	08/20/2020	State Bank of Cross Plains1	0432 - 8.20	110-51100-304-000	BATTERIES	56.97	56.97	49124	
08/20	08/20/2020	State Bank of Cross Plains1	0432 - 8.20	110-51440-301-000	STANCHIONS	589.99	589.99	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-51510-304-000	WHITE BOARD/MARKERS	32.48	32.48	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-51410-302-000	CLOUD BACK UP	19.98	19.98	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	670-53610-302-000	MICROSOFT CHARGES	20.00	20.00	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-51100-302-000	MICROSOFT CHARGES	35.00	35.00	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-51410-302-000	MICROSOFT CHARGES	10.00	10.00	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-51600-302-000	MICROSOFT CHARGES	15.00	15.00	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	110-53300-302-000	MICROSOFT CHARGES	20.19	20.19	49124	
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	140-55300-302-000	MICROSOFT CHARGES	20.00	20.00	49124	

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	660-51400-921-000	MICROSOFT CHARGES	20.00	20.00	49124
08/20	08/20/2020	State Bank of Cross Plains1	2553 - 8.20	140-55300-306-101	PROGRAM SUPPLIES	113.16	113.16	49124
08/20	08/20/2020	State Bank of Cross Plains1	293 - 8.20	130-55110-304-105	SUPPLIES	12.99	12.99	49124
08/20	08/20/2020	State Bank of Cross Plains1	3230 - 8.20	140-55200-304-000	DOG BAGS	683.59	683.59	49124
08/20	08/20/2020	State Bank of Cross Plains1	3230 - 8.20	140-55300-304-000	RECREATION	770.53	770.53	49124
08/20	08/20/2020	State Bank of Cross Plains1	5912 - 8.20	110-53300-304-101	FACE MASKS, STNCILS AND FLAGS	342.89	342.89	49124
08/20	08/20/2020	State Bank of Cross Plains1	5912 - 8.20	110-53300-304-101	ADOBE ACCROBAT	26.36	26.36	49124
08/20	08/20/2020	State Bank of Cross Plains1	6224 - 8.20	110-52100-305-000	BATTERIES	87.99	87.99	49124
08/20	08/20/2020	State Bank of Cross Plains1	6224 - 8.20	110-52100-304-000	FACEMASKS	36.91	36.91	49124
08/20	08/20/2020	State Bank of Cross Plains1	6240 - 8.20	110-52100-303-000	GASOLINE	168.07	168.07	49124
08/20	08/20/2020	State Bank of Cross Plains1	6257 - 8.20	110-52100-303-000	GASOLINE	67.78	67.78	49124
08/20	08/20/2020	State Bank of Cross Plains1	7305 - 8.20	110-52100-303-000	GASOLINE	159.97	159.97	49124
Total 49124:							3,666.97	
<b>49125</b>								
08/20	08/20/2020	SUPERIOR CHEMICAL CORPORATION	274717	110-53300-304-101	SUPPLIES	120.33	120.33	49125
08/20	08/20/2020	SUPERIOR CHEMICAL CORPORATION	274718	110-53300-304-101	SUPPLIES	1,128.10	1,128.10	49125
Total 49125:							1,248.43	
<b>49126</b>								
08/20	08/20/2020	TAPCO	1675744	120-57300-805-101	STREET SIGNS	49.11	49.11	49126
08/20	08/20/2020	TAPCO	1675933	110-53300-304-101	ATV/UTV SIGNAGE	1,241.10	1,241.10	49126
Total 49126:							1,290.21	
<b>49127</b>								
08/20	08/20/2020	TDS TELECOM	0314 - 8.20	110-53300-202-000	608-798-0314	32.99	32.99	49127
08/20	08/20/2020	TDS TELECOM	1551 - 8.20	110-51200-202-000	TELEPHONE	32.99	32.99	49127
08/20	08/20/2020	TDS TELECOM	1830 - 8.20	670-51600-202-000	608-798-1830	209.66	209.66	49127
08/20	08/20/2020	TDS TELECOM	3241 - 8.20	110-51600-202-000	608-798-3241	266.18	266.18	49127
08/20	08/20/2020	TDS TELECOM	3881 - 8.20	110-51600-202-000	LIBRARY COURTESY PHONE	42.28	42.28	49127
08/20	08/20/2020	TDS TELECOM	3881 - 8.20	130-51600-202-000	608-798-3881	137.82	137.82	49127
08/20	08/20/2020	TDS TELECOM	3891 - 8.20	140-55420-203-000	608-798-3891	42.74	42.74	49127
08/20	08/20/2020	TDS TELECOM	4060 - 8.20	110-53300-203-000	608-798-4060	158.15	158.15	49127
08/20	08/20/2020	TDS TELECOM	4100 - 8.20	110-51200-202-000	TELEPHONE	29.83	29.83	49127
08/20	08/20/2020	TDS TELECOM	4100 - 8.20	110-52100-202-000	TELEPHONE	120.17	120.17	49127
08/20	08/20/2020	TDS TELECOM	4625 - 8.20	660-51400-923-000	608-798-4625	42.75	42.75	49127

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49127:							1,115.56	
<b>49128</b>								
08/20	08/20/2020	TERRYS PIGGLY WIGGLY	310 - 8.20	140-55420-304-000	POOL - BLEACH	32.27	32.27	49128
Total 49128:							32.27	
<b>49129</b>								
08/20	08/20/2020	VERMEER	40022016	110-53300-305-101	CHIPPER BLADES	385.84	385.84	49129
Total 49129:							385.84	
<b>49130</b>								
08/20	08/20/2020	Water Leak Locators, LLC	1048	660-53700-662-100	WATER SYSTEM LEAK DETECTION	681.00	681.00	49130
Total 49130:							681.00	
<b>49131</b>								
08/20	08/31/2020	DANE COUNTY TREASURER	AUGUST 2020	110-45110-000-000	Court Fines & Assessments	120.00	120.00	49131
Total 49131:							120.00	
<b>49132</b>								
08/20	08/31/2020	State of Wis.-Court Fines & Surcharges	AUGUST 2020	110-45110-000-000	Court Fines & Assessments	356.40	356.40	49132
Total 49132:							356.40	
<b>49133</b>								
08/20	08/31/2020	THE VON BRIESEN & ROPER, S. C.	NIESEN	110-51900-000-000	Settlement - Niesen matter	2,000.00	2,000.00	49133
Total 49133:							2,000.00	
<b>49144</b>								
09/20	09/02/2020	Associated Appraisal Consultants Inc.	150048	110-51530-207-000	ASSESSOR SERVICES	788.92	788.92	49144
Total 49144:							788.92	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number	
49145	09/20	09/02/2020	BAKER & TAYLOR INC.	2035432010	130-55110-304-104	SUPPLIES BOOKS	1,450.67	1,450.67	49145
Total 49145:							1,450.67		
<b>49146</b>	09/20	09/02/2020	Boardman & Clark LLP	224562	110-56400-207-101	LEGAL FEES - SCENIC VALLEY	1,020.00	1,020.00	49146
09/20	09/02/2020	Boardman & Clark LLP	224562	110-56400-207-101	LEGAL FEES - CREEKSIDE CROSSING	72.00	72.00	49146	
09/20	09/02/2020	Boardman & Clark LLP	224562	110-51200-208-000	LEGAL FEES - MUNICIPAL COURT	225.00	225.00	49146	
09/20	09/02/2020	Boardman & Clark LLP	224562	110-51410-208-000	LEGAL FEES - GENERAL	876.00	876.00	49146	
Total 49146:							2,193.00		
<b>49147</b>	09/20	09/02/2020	CDW Government, Inc.	ZTL0251	110-52100-302-000	WEB CAM	68.03	68.03	49147
Total 49147:							68.03		
<b>49148</b>	09/20	09/02/2020	Charter Communications	0001108082620	110-53300-203-000	INTERNET/TV - SHOP	205.95	205.95	49148
Total 49148:							205.95		
<b>49149</b>	09/20	09/02/2020	Complete Office of Wisconsin	739409	110-51410-304-000	11X17 PAPER	55.71	55.71	49149
Total 49149:							55.71		
<b>49150</b>	09/20	09/02/2020	CONNEY SAFETY PRODUCTS	05896568	110-13911-000-000	EARPLUGS -- RENEE	28.30	28.30	49150
Total 49150:							28.30		
<b>49151</b>	09/20	09/02/2020	Construction Fabrics & Materials Corp.	192687	120-57300-805-107	EROSION CONTROL MATERIAL FOR STORMWATER REP	1,816.00	1,816.00	49151
Total 49151:							1,816.00		

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>49152</b>								
09/20	09/02/2020	DANE COUNTY TREASURER 2	38488	110-52100-204-000	NETWORK ACCESS & LICENSING	1,022.92	1,022.92	49152
Total 49152:							<u>1,022.92</u>	
<b>49153</b>								
09/20	09/02/2020	Dane County Treasurer1	8.20	110-51410-306-000	DOG LICENSES	1,703.75	1,703.75	49153
Total 49153:							<u>1,703.75</u>	
<b>49154</b>								
09/20	09/02/2020	Debra Oakes	REFUND OVER	001-10005-000-000	Utility Refund	80.79	80.79	49154
Total 49154:							<u>80.79</u>	
<b>49155</b>								
09/20	09/02/2020	Dustin Acker	REFUND DUPL	001-10005-000-000	Utility Refund	103.96	103.96	49155
Total 49155:							<u>103.96</u>	
<b>49156</b>								
09/20	09/02/2020	Gustafson Gervasi Law Office LLC	82820	130-55110-306-000	PROGRAMS	100.00	100.00	49156
Total 49156:							<u>100.00</u>	
<b>49157</b>								
09/20	09/02/2020	KALSCHEUR IMPLEMENT CO.	RE01463	110-53300-305-103	BREAKER FOR PARK DEMO	85.00	85.00	49157
Total 49157:							<u>85.00</u>	
<b>49158</b>								
09/20	09/02/2020	Kris Loman	8.20	130-55110-304-105	SUPPLIES GENERAL	29.94	29.94	49158
Total 49158:							<u>29.94</u>	
<b>49159</b>								
09/20	09/02/2020	L.W. ALLEN, LLC	104226	670-53610-305-000	PUMP REPAIR, INVOICE #103697	9,467.34	9,467.34	49159

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49159:							9,467.34	
<b>49160</b>								
09/20	09/02/2020	Lincoln Contractors Supply	M97686	110-53300-301-000	CONCRETE BLADE	95.20	95.20	49160
09/20	09/02/2020	Lincoln Contractors Supply	M99050	660-53700-673-000	ASPHALT BLADE	319.00	319.00	49160
Total 49160:							414.20	
<b>49161</b>								
09/20	09/02/2020	MARKS CHEMICAL, LLC	13679	660-53700-642-200	WATER TREATMENT CHEMICALS	864.00	864.00	49161
Total 49161:							864.00	
<b>49162</b>								
09/20	09/02/2020	Mounds Creek Farms LLC	8.20	110-53300-207-000	DOROTHY STATZ PARK CLEANUP	1,100.00	1,100.00	49162
Total 49162:							1,100.00	
<b>49163</b>								
09/20	09/02/2020	Nate Glynn	8.20 - 2	130-55110-399-000	MISCELLANEOUS	80.00	80.00	49163
Total 49163:							80.00	
<b>49164</b>								
09/20	09/02/2020	Office Depot	114543353001	110-51510-304-000	BINDERS	95.09	95.09	49164
Total 49164:							95.09	
<b>49165</b>								
09/20	09/02/2020	Raphael Ripp	8.20	660-53700-662-200	RENTAL FOR TANK CLEANING	100.00	100.00	49165
Total 49165:							100.00	
<b>49166</b>								
09/20	09/02/2020	ReMarkem, LLC	8.20	110-53300-301-000	CURB PAINTING, INVOICE #4328	2,200.00	2,200.00	49166
Total 49166:							2,200.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>49167</b>								
09/20	09/02/2020	Ricoh Americas Corporation	33929765	110-51600-301-000	COPY MACHINE LEASE	211.96	211.96	49167
Total 49167:							211.96	
<b>49168</b>								
09/20	09/02/2020	Ricoh USA, Inc.	104025995	130-55110-301-000	EQUIPMENT	91.81	91.81	49168
Total 49168:							91.81	
<b>49169</b>								
09/20	09/02/2020	Shred-It	8129898414	110-51600-203-000	SHREDDING SERVICES	496.62	496.62	49169
Total 49169:							496.62	
<b>49170</b>								
09/20	09/02/2020	TEAM LABORATORY CHEMICAL LLC	INV0022472	670-53610-307-000	SUPER BUGS	1,225.00	1,225.00	49170
Total 49170:							1,225.00	
<b>49171</b>								
09/20	09/02/2020	TOWN & COUNTRY ENGINEERING, IN	21980	110-56400-207-101	SCHOEPP PROPERTY DEVELOPMENT	10,182.25	10,182.25	49171
09/20	09/02/2020	TOWN & COUNTRY ENGINEERING, IN	21981	110-56400-207-101	ZANDER/ST. FRANCIS DEVELOPMENT	181.25	181.25	49171
09/20	09/02/2020	TOWN & COUNTRY ENGINEERING, IN	21982	660-57000-207-000	2020 WATER SYSTEM STUDY	3,428.00	3,428.00	49171
Total 49171:							13,791.50	
<b>49172</b>								
09/20	09/02/2020	Travis Perreault	8.20	670-53610-301-000	REIMBURSEMENT FOR SAFETY BOOTS	75.00	75.00	49172
Total 49172:							75.00	
<b>49173</b>								
09/20	09/02/2020	Tri-County Paving	VCP3220	110-53300-305-103	DISPOSAL OF STUMPS	67.00	67.00	49173
Total 49173:							67.00	
<b>49174</b>								
09/20	09/02/2020	UNITED LABORATORIES	INV295711	670-53610-307-000	FOG AWAY PRETREAT FOR WW	5,484.69	5,484.69	49174

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 49174:							5,484.69	
<b>49175</b>								
09/20	09/02/2020	US CELLULAR	0989779280	110-52100-202-000	CELL PHONE	120.99	120.99	49175
Total 49175:							120.99	
<b>49176</b>								
09/20	09/02/2020	Vandewalle & Associates, Inc.	202008028	110-56400-207-101	CURRENT PLANNING - CREEKSIDE CROSSING	157.50	157.50	49176
09/20	09/02/2020	Vandewalle & Associates, Inc.	202008028	110-56400-207-101	CURRENT PLANNING - SCENIC VALLEY	175.00	175.00	49176
09/20	09/02/2020	Vandewalle & Associates, Inc.	202008028	660-57000-207-000	CURRENT PLANNING - WELL SITE	1,240.00	1,240.00	49176
09/20	09/02/2020	Vandewalle & Associates, Inc.	202008028	110-56400-207-101	CURRENT PLANNING	455.00	455.00	49176
Total 49176:							2,027.50	
<b>49177</b>								
09/20	09/02/2020	WISCONSIN PROFESSIONAL POLICE	8.20	110-21350-000-000	UNION DUES	168.00	168.00	49177
Total 49177:							168.00	
Grand Totals:							212,037.79	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005-000-000	184.75	.00	184.75
001-21211-000-000	.00	184.75-	184.75-
110-13911-000-000	28.30	.00	28.30
110-21211-000-000	.00	125,128.62-	125,128.62-
110-21350-000-000	168.00	.00	168.00
110-45110-000-000	476.40	.00	476.40
110-51100-302-000	72.98	.00	72.98
110-51100-304-000	56.97	.00	56.97
110-51200-202-000	62.82	.00	62.82
110-51200-208-000	225.00	.00	225.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
110-51410-208-000	876.00	.00	876.00
110-51410-302-000	29.98	.00	29.98
110-51410-304-000	225.10	.00	225.10
110-51410-306-000	1,703.75	.00	1,703.75
110-51440-205-000	181.35	.00	181.35
110-51440-207-000	27.08	.00	27.08
110-51440-301-000	589.99	.00	589.99
110-51440-304-000	149.75	.00	149.75
110-51510-304-000	127.57	.00	127.57
110-51530-207-000	788.92	.00	788.92
110-51540-209-000	10,806.25	.00	10,806.25
110-51600-202-000	308.46	.00	308.46
110-51600-203-000	1,747.88	.00	1,747.88
110-51600-207-000	352.06	.00	352.06
110-51600-301-000	211.96	.00	211.96
110-51600-302-000	15.00	.00	15.00
110-51900-000-000	2,000.00	.00	2,000.00
110-52100-202-000	356.14	.00	356.14
110-52100-203-000	202.42	.00	202.42
110-52100-204-000	1,022.92	.00	1,022.92
110-52100-207-000	71.39	.00	71.39
110-52100-302-000	528.40	.00	528.40
110-52100-303-000	657.71	.00	657.71
110-52100-304-000	36.91	.00	36.91
110-52100-305-000	484.47	.00	484.47
110-52300-207-000	66,478.30	.00	66,478.30
110-53300-178-000	511.23	.00	511.23
110-53300-202-000	32.99	.00	32.99
110-53300-203-000	1,205.89	.00	1,205.89
110-53300-207-000	7,656.00	.00	7,656.00
110-53300-301-000	2,295.20	.00	2,295.20
110-53300-302-000	20.19	.00	20.19
110-53300-303-000	613.48	.00	613.48
110-53300-304-101	3,037.89	.00	3,037.89
110-53300-305-101	385.84	.00	385.84
110-53300-305-103	472.00	.00	472.00
110-53420-207-000	5,584.68	.00	5,584.68
110-56400-207-101	12,243.00	.00	12,243.00
120-21211-000-000	.00	1,973.48-	1,973.48-
120-57300-805-101	49.11	.00	49.11

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
120-57300-805-104	108.37	.00	108.37
120-57300-805-107	1,816.00	.00	1,816.00
130-21211-000-000	.00	5,487.92-	5,487.92-
130-51600-202-000	137.82	.00	137.82
130-51600-203-000	1,508.42	.00	1,508.42
130-51600-207-000	649.12	.00	649.12
130-51600-304-000	42.64	.00	42.64
130-55110-301-000	91.81	.00	91.81
130-55110-304-101	53.88	.00	53.88
130-55110-304-103	35.00	.00	35.00
130-55110-304-104	2,104.22	.00	2,104.22
130-55110-304-105	685.01	.00	685.01
130-55110-306-000	100.00	.00	100.00
130-55110-399-000	80.00	.00	80.00
140-21211-000-000	.00	7,619.66-	7,619.66-
140-46725-000-000	1,767.50	.00	1,767.50
140-55200-203-000	399.88	.00	399.88
140-55200-304-000	683.59	.00	683.59
140-55200-305-000	800.00	.00	800.00
140-55300-302-000	20.00	.00	20.00
140-55300-304-000	770.53	.00	770.53
140-55300-306-101	113.16	.00	113.16
140-55420-203-000	2,705.40	.00	2,705.40
140-55420-304-000	32.27	.00	32.27
140-55420-305-000	327.33	.00	327.33
660-21211-000-000	.00	34,530.01-	34,530.01-
660-51400-921-000	20.00	.00	20.00
660-51400-923-000	42.75	.00	42.75
660-51400-924-000	2,493.75	.00	2,493.75
660-53700-623-000	2,745.12	.00	2,745.12
660-53700-642-200	864.00	.00	864.00
660-53700-662-100	681.00	.00	681.00
660-53700-662-200	100.00	.00	100.00
660-53700-673-000	439.20	.00	439.20
660-53700-675-000	612.08	.00	612.08
660-53700-677-000	51.97	.00	51.97
660-53700-678-000	21,812.14	.00	21,812.14
660-57000-207-000	4,668.00	.00	4,668.00
670-21211-000-000	.00	37,113.35-	37,113.35-
670-51600-202-000	209.66	.00	209.66

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
670-51600-203-000	8,080.12	.00	8,080.12
670-53610-209-000	3,325.00	.00	3,325.00
670-53610-301-000	75.00	.00	75.00
670-53610-302-000	20.00	.00	20.00
670-53610-303-000	120.20	.00	120.20
670-53610-305-000	9,467.34	.00	9,467.34
670-53610-307-000	6,962.49	.00	6,962.49
670-53630-207-000	8,320.54	.00	8,320.54
670-57410-804-000	533.00	.00	533.00
<b>Grand Totals:</b>	<u>212,037.79</u>	<u>212,037.79-</u>	<u>.00</u>

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

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

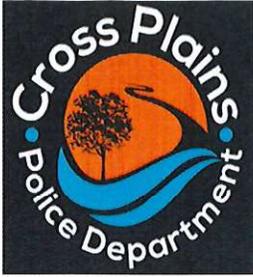
\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:  
Report type: GL detail  
Check.Type = {<->} "Adjustment"

M = Manual Check, V = Void Check



## Cross Plains Police Department

2417 Brewery Rd.

P.O. Box 97

Cross Plains, WI 53528

PH: (608) 798-4100 Fax: (608) 798-4001

Honor Excellence Adaptability Respect Teamwork

**Tony Ruesga Jr., Chief of Police**

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Date: 8/25/2020

To: Village Administrator Bill Chang

Re: Operator's License Application

On Tuesday, August 25, 2020, I received an Application for an Operator's License from Kailey Niebuhr. A review of Ms. Niebuhr's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Ms. Niebuhr has no arrests or convictions in contrast with Village ordinance 41.09(c). Ms. Niebuhr therefore meets the criteria set forth to receive an operator's license.

A handwritten signature in blue ink, appearing to read "Tony Ruesga Jr.", is written over a horizontal line.

Tony Ruesga Jr.  
Chief of Police

**Application for an "Operator's" License** Cross Plains WI 8/24, \_\_\_\_\_  
To Serve Fermented Malt Beverages and Intoxicating Liquors Date Year

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Cross Plains, County of Dane, Wisconsin for a License to serve, from the date hereof to June 30, 20\_\_\_\_, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolution, ordinances and regulation, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am \_\_\_\_\_ years of age. Date of Birth \_\_\_\_\_ Montag's & Lanes  
Name of Establishment

**Answer the following questions fully and completely:**

Name: Hailey N Niebuhr Is application new or a renewal? renewal  
First MI Last

Address of Applicant: 6083 Valley Brook Rd Wausaukee 53597 \_\_\_\_\_  
Street Address City ZIP Code Phone Number

If renewal (within the past 2 years held a Class "A", "Class A", "Class C", Class "B" or "Class B" license or permit or a manager's or operator's license).

Where was the privilege obtained? (Town) Cross Plains  
City Village

As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? yes

If so, where? online

Have you ever had a criminal conviction? If yes, what and where? NO

Have you been convicted of any license law or ordinance regulating Fermented malt beverages or intoxicating liquors? NO

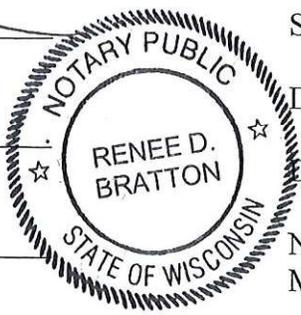
If so, name of court: \_\_\_\_\_

STATE OF WISCONSIN  
DANE COUNTY

Hailey Niebuhr, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

X Hailey Niebuhr  
Applicant sign here

X 8/24/2020  
Date of Application



Subscribed and sworn to before me this 24

Day of August, 2020

Dane County, Wis.

Date of Board Approval \_\_\_\_\_

Notary Public: Renee D. Bratton  
My Commission Expires: 4/25/21

**OPERATOR'S LICENSE \$45.00**

**WHEREAS**, the local governing body of the Village of Cross Plains, County of Dane, Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

**Kailey N. Niebuhr**

**AND WHEREAS**, the said applicant has paid to the treasurer the sum of \$45.00 as required by local ordinances and has complied with all the requirements necessary for obtaining a license,

**NOW THEREFORE**, An "Operator's License", pursuant to Sections 125.32 (2) and 125.68 (2) of the Wisconsin Statutes, and local ordinances, is hereby issued to the said applicant.

**For the period from July 1, 2020 to June 30, 2021.**

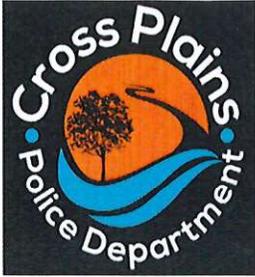
GIVEN UNDER MY HAND AND THE CORPORATE SEAL OF THE VILLAGE OF CROSS PLAINS, COUNTY OF DANE, STATE OF WISCONSIN, and THIS 28th DAY OF SEPTEMBER, 2020.



Corporate Seal

\_\_\_\_\_  
Bill Chang  
Village of Cross Plains

License must be FRAMED and POSTED in a conspicuous place in the room where Fermented Malt Beverages and/or Wine Coolers are drawn removed for service or sale.



## Cross Plains Police Department

2417 Brewery Rd.

P.O. Box 97

Cross Plains, WI 53528

PH: (608) 798-4100 Fax: (608) 798-4001

Honor Excellence Adaptability Respect Teamwork

**Tony Ruesga Jr., Chief of Police**

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Date: 8/27/2020

To: Village Administrator Bill Chang

Re: Operator's License Application

On Thursday, August 27, 2020, I received an Application for an Operator's License from Aisha Laufenberg. A review of Ms. Laufenberg's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Ms. Laufenberg's has no arrests or convictions in contrast with Village ordinance 41.09(c). Ms. Laufenberg therefore meets the criteria set forth to receive an operator's license.

A handwritten signature in blue ink, appearing to read "Tony Ruesga Jr.", is written over a horizontal line.

Tony Ruesga Jr.  
Chief of Police

# Application for an "Operator's" License

To Serve Fermented Malt Beverages and Intoxicating Liquors

WI \_\_\_\_\_, \_\_\_\_\_  
Date Year

I, the undersigned, do hereby respectfully make application to the local governing body of the Village of Cross Plains, County of Dane, Wisconsin for a License to serve, from the date hereof to June 30, 20\_\_\_\_, inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolution, ordinances and regulation, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am \_\_\_\_\_ years of age. Date of Birth: \_\_\_\_\_  
Name of Establishment montags

### Answer the following questions fully and completely:

Name: Aisha R Laufenberg Is application new or a renewal? New  
First MI Last

Address of Applicant: 7625 Lisa Ln Middleton 53562 \_\_\_\_\_  
Street Address City ZIP Code Phone Number

If renewal (within the past 2 years held a Class "A", "Class A", "Class C", Class "B" or "Class B" license or permit or a manager's or operator's license).

Where was the privilege obtained? (Town) \_\_\_\_\_  
City Village

As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes

If so, where? Online 360 training

Have you ever had a criminal conviction? If yes, what and where? NO

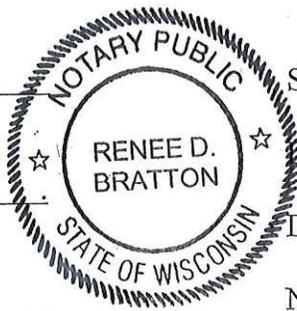
Have you been convicted of any license law or ordinance regulating Fermented malt beverages or intoxicating liquors? NO

If so, name of court: \_\_\_\_\_

STATE OF WISCONSIN  
DANE COUNTY

Aisha Laufenberg, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

X Aisha Laufenberg  
Applicant sign here  
X 8-27-2020  
Date of Application



Subscribed and sworn to before me this 27  
Day of August, 2020  
Dane County, Wis.

Date of Board Approval \_\_\_\_\_

Notary Public: Renee D. Bratton  
My Commission Expires: 4/25/21



**LEARN 2 SERVE™**

**CERTIFICATE OF COMPLETION**

This certifies that

**Aisha Laufenberg**

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
08/24/2020



Expiration Date  
08/24/2022



Certificate #  
WI-114111

Official Signature

This certificate is non-transfereable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | www.360training.com

**OPERATOR'S LICENSE \$45.00**

**WHEREAS**, the local governing body of the Village of Cross Plains, County of Dane, Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

**Aisha R. Laufenberg**

**AND WHEREAS**, the said applicant has paid to the treasurer the sum of \$45.00 as required by local ordinances and has complied with all the requirements necessary for obtaining a license,

**NOW THEREFORE**, An "Operator's License", pursuant to Sections 125.32 (2) and 125.68 (2) of the Wisconsin Statutes, and local ordinances, is hereby issued to the said applicant.

**For the period from July 1, 2020 to June 30, 2021.**

GIVEN UNDER MY HAND AND THE CORPORATE SEAL OF THE VILLAGE OF CROSS PLAINS, COUNTY OF DANE, STATE OF WISCONSIN, and THIS 28th DAY OF SEPTEMBER, 2020.



Corporate Seal

\_\_\_\_\_  
Bill Chang  
Village of Cross Plains

License must be FRAMED and POSTED in a conspicuous place in the room where Fermented Malt Beverages and/or Wine Coolers are drawn removed for service or sale.

**RESOLUTION 12-2020**

**RESOLUTION OF THE VILLAGE OF CROSS PLAINS VILLAGE BOARD OF TRUSTEES  
AUTHORIZING THE FILING OF  
AN APPLICATION WITH THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC  
DEVELOPMENT ADMINISTRATION FOR INTERNAL DRAINAGE SYSTEM  
IMPROVEMENTS (FUNDING OPPORTUNITY NO. EDA-2019-DISASTER)**

**WHEREAS**, the Village of Cross Plains, Dane County, Wisconsin (the "Municipality") most recently suffered a flood on August 21, 2018, after which a Presidential declaration of a major disaster was issued; and

**WHEREAS**, the Municipality has engaged in a flood study with the Jewell Associates Engineers to mitigate future floods within the Municipality; and

**WHEREAS**, the improvements to be made to the Municipality's flood control system would greatly protect life and property within the Municipality; and

**WHEREAS**, this project will have significant positive economic impacts for the Municipality and the region as it will help to mitigate the millions of dollars in loss in flood damage; and

**WHEREAS**, Municipality proposes to apply for funding in the amount of \$615,000.00 from the U.S. Department of Commerce, Economic Development Administration, for assistance in the cost of improving the storm water retention and drainage for a flood protection project in Municipality, and

**WHEREAS**, Municipality proposes to apply for funding in the amount of \$216,750 from the Wisconsin Economic Development Association, to meet a portion of the necessary matching funds for the funding from the U.S. Department of Commerce, Economic Development Administration, for assistance in the cost of improving the storm water retention and drainage for a flood protection project in Municipality, and

**WHEREAS**, Municipality proposes to locally fund the necessary matching funds of \$398,250 required to carry out the project.

**NOW, THEREFORE, BE IT RESOLVED** that an Application for USEDA Disaster Funding for the Village of Cross Plains Flood System Improvement Project, is hereby and in all respects authorized and approved.

**BE IT FURTHER RESOLVED** that the Village Administrator is authorized to serve as the Authorized Representative to sign and execute all grant documents reasonably required to apply for USEDA funding.

**BE IT FURTHER RESOLVED** that the Municipality will make matching funds available as stipulated in the Application, upon USEDA grant approval of the Village of Cross Plains Flood System Improvement Project.

**ADOPTED** at a regular meeting of the Village Board of Trustees of the Village of Cross Plains on September 28, 2020.

VILLAGE OF CROSS PLAINS

ATTEST:

\_\_\_\_\_  
Jay Lengfeld, President

\_\_\_\_\_  
Bill Chang, Village Administrator/Clerk



**Northwest Dane Senior  
Services, Inc**  
1837 Bourbon Road  
Cross Plains, WI 53528  
608-798-6937  
[www.nwdss.org](http://www.nwdss.org)



**January 2019  
purchased  
1841 and  
May 2019  
opened  
*Sunny  
Seconds***

# 2019 Annual Report

## 2019– 2020 Board of Directors

Ginny Dennis, President  
 Jack Dennis, Treasurer  
 Andrea Fullerton, Member  
 Paulette Glunn, Executive Director



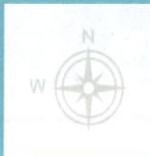
## NWDSS Employees

Pam Acker  
 Dorothy Achilli  
 Vicki Beres  
 Denise Caminiti  
 Lynn Davis  
 Paulette Glunn  
 Jodi Gruber  
 Barb Hellenbrand  
 Joyce Howery  
 Carissa Mellenthin



## NORTHWEST DANE SENIOR SERVICES, INC. STATEMENTS OF FINANCIAL POSITION December 31, 2019 and 2018

	2019	2018
<b>ASSETS</b>		
CURRENT ASSETS		
Cash	\$ 1,241	\$ 57,112
Accounts receivable	9,990	14,315
Prepaid expenses	3,721	3,099
Total current assets	14,952	74,526
PROPERTY AND EQUIPMENT, NET	555,666	300,044
<b>Total assets</b>	<b>\$ 570,618</b>	<b>\$ 374,570</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts payable	\$ 20,689	\$ 1,899
Accrued payroll	4,662	10,446
Accrued vacation	7,910	9,224
Meals payable	1,741	5,126
Current portion of notes payable	17,812	9,197
Total current liabilities	52,814	35,892
LONG-TERM LIABILITIES		
Notes payable less current portion, net	455,104	260,277
Total liabilities	507,918	296,169
NET ASSETS		
Without donor restrictions	62,700	58,801
With donor restrictions	-	19,600
Total net assets	62,700	78,401
<b>Total liabilities and net assets</b>	<b>\$ 570,618</b>	<b>\$ 374,570</b>





## Numbers of Significance

Adult Day Program  
53 clients & families served

Case Management  
1075 hours  
130 unduplicated clients

Nutrition  
(on-site & home delivered)  
8235 meals

Transportation  
2791 rides

Volunteers/RSVP  
69  
8916 hours of service

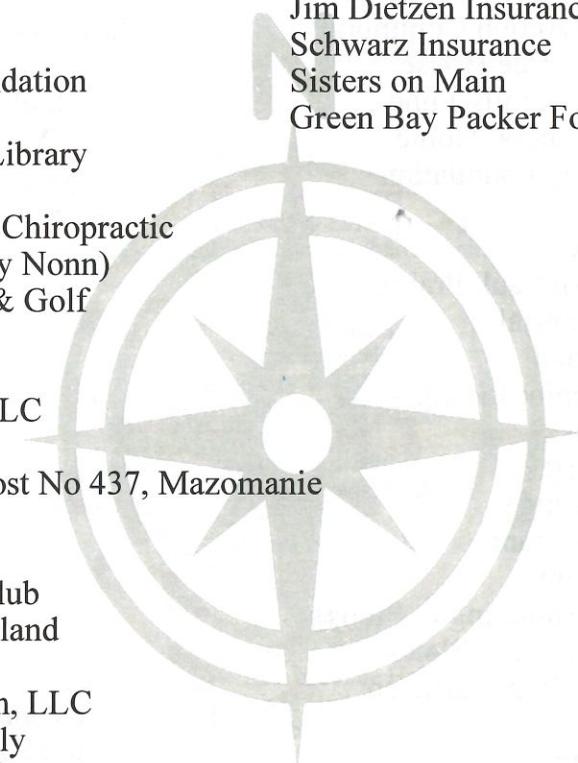
Sunny Seconds income  
\$3478



## Business & Organization Supporters

Cross Plains Community Chest  
 Don Miller Subaru  
 Madison Motorcycle Club  
 Meals on Wheels America  
 Subaru of America  
 Anonymous  
 Amazon Smile Foundation  
 Bee Hive  
 Black Earth Public Library  
 Comfort Keepers  
 Cross Plains Family Chiropractic  
 Culver's (Jim & Judy Nonn)  
 Deer Valley Lodge & Golf  
 Endres Insurance  
 Esser's Brewery  
 Friends For Folks, LLC  
 Girlies Manor  
 Greening-Buelow Post No 437, Mazomanie  
 Hill Top Restaurant  
 Main Street Lanes  
 Mazomanie Lions Club  
 Old Feed Mill/Sugarland  
 PT Firearms  
 Romine Construction, LLC  
 Terry's Piggly Wiggly  
 The Shoe Box/Rookies  
 United Methodist Women  
 Post #437 American Legion-Mazomanie  
 United Way of Dane County & Milwaukee  
 Black Earth, Cross Plains & Mazomanie Chambers

Barks on Bourbon  
 Macker Backer  
 QET Botanicals  
 Breunig, CPAs  
 Jim Dietzen Insurance  
 Schwarz Insurance  
 Sisters on Main  
 Green Bay Packer Foundation



## Business & Organization Supporters

All American Liquor  
 All State Esser Insurance  
 Bright Star  
 Century 21– Mike Roessler  
 Christians in Action Community  
 Crossroads Coffee House  
 Faber/Moore Family Fund  
 Gunderson Funeral Home  
 Hallick Family Foundation  
 Dew Signs  
 Kalscheur Dodge  
 Maplewood of Sauk Prairie  
 MBWD Memorial  
 Midwest Dental  
 Milestone Senior Living  
 Monona Bank  
 Nelson Electric  
 News Publishing  
 Paul Kusuda Grant  
 Plastic Ingenuity  
 Sauk Plains Plumbing & Pumps  
 State Bank of Cross Plains  
 St. John & St Paul Lutheran  
 Church  
 Saeman Lumber  
 The Peoples Community Bank  
 Town & Country Insurance  
 Village Family Dental  
 Wegner CPAs  
 Wick Buildings  
 Wild West Days

### Memorials in Memory of

Donna Blumer  
 Bee Bowar  
 John C Frame  
 Michael Grzeskowiak  
 Mary Parell  
 Joel Peterson  
 Vera Riley  
 Lynette Sazaman  
 Mary Anne Wilhelm

### Municipalities

Village of Black Earth  
 Village & Town of Cross Plains  
 Village & Town of Mazomanie  
 Town of Berry  
 Town of Roxbury  
 Town of Vermont

## Individual Donors

Bobbie Jo Aauner  
 Dottie Achilli  
 Clara Acker  
 Linda Acker  
 Nancy Acker  
 Pam Acker  
 Thomas & Joni Aeschbach  
 Judith Anderson  
 Kristin Antonie  
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 Vera Dallman  
 Vickie Danz

Dawn Danz Hale  
 Lynn Davis  
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 Jack & Ginny Dennis  
 Guil & Marta de Venecia  
 Mary Devitt  
 John Dickson  
 Nancy Diebold  
 Emogene Dodsworth  
 Stella Dresen  
 JoAnn Eckstein  
 Susan Eisele  
 Lyle “Doc” & Charlotte Esser  
 Katherine Esser  
 Rodney Esser  
 Harland & Sharon Evert  
 Judy Faust  
 Keith Faust  
 Lois Fitzsimmons  
 Carmen Fowell  
 Terry & Gail Galle  
 Nancy Geringer  
 Jane Ginther  
 Tom Glowacki  
 Neal & Paulette Glunn  
 Gerald Goth  
 Carol Grob  
 Jodi Gruber  
 Clara Haag  
 Janis Hacker  
 Mary B Hall & Stuart Rymh  
 John & Jamie Hallick  
 Wade Harker  
 Heather Diprima Hasman  
 Barb Hellenbrand  
 Anne Herger  
 Rosella Hering  
 Debra Hillebrand  
 Patty Hillebrand  
 Charity Hirsch  
 Ben & Lu Hodgson  
 Roberta Holsteins  
 Tim Hook  
 Roger Housner  
 Marcia Howard

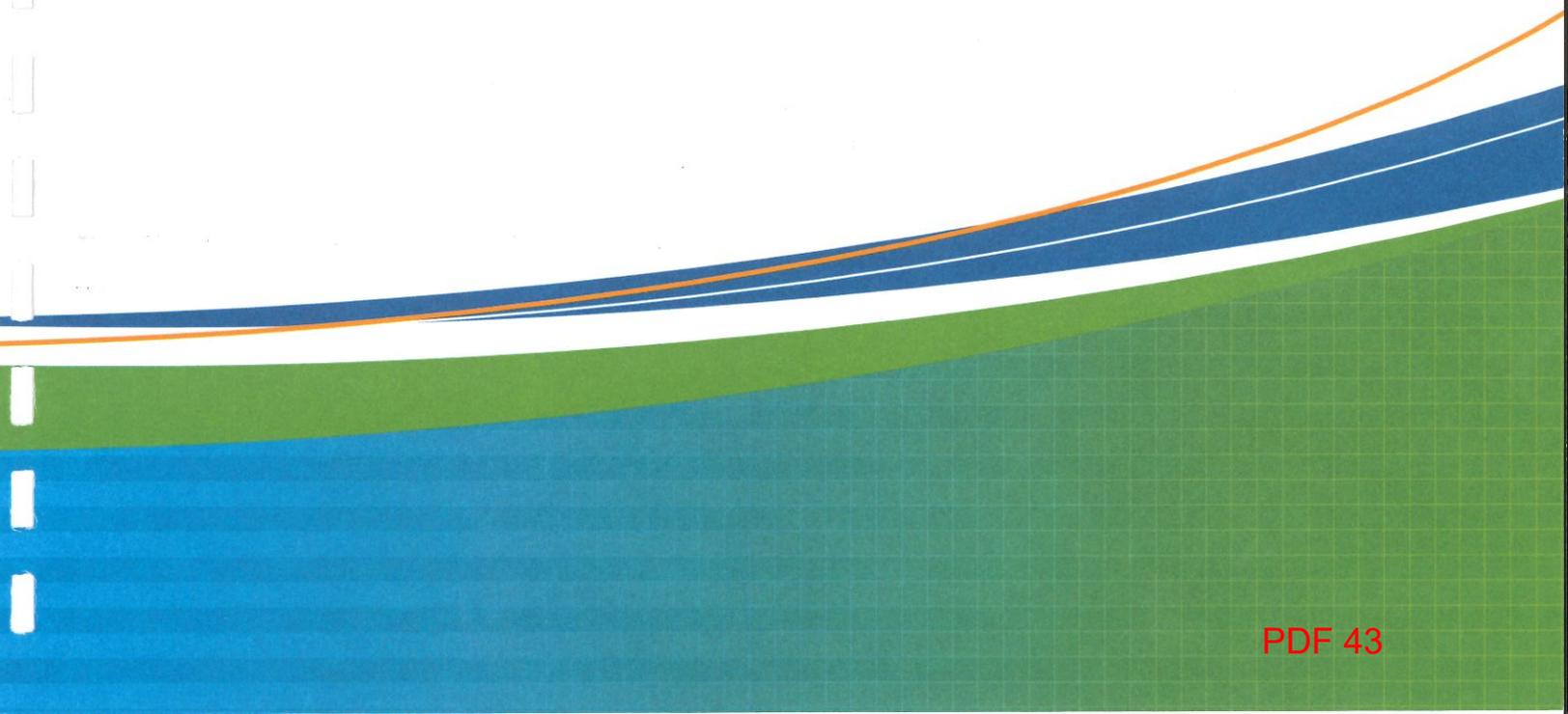


## Individual Donors

Rod & Jodi Howard  
Greg & Jane Hyer  
Marsha Jensen  
Mary Jones  
Pat & Jim Kallsen  
Paul Kalscheur  
Steven Kalscheur  
Judy Kelter-Ketelboeter  
Duane & Rita Ketelboeter  
Cathrine Klessig  
Irma & Joseph Kliebenstein  
Lisa Kostecki & Mark Luetschwager  
Terry & Kathleen Kurth  
Susan Levetzow  
Jaye Limbach  
Dale & Mitzi Lochner  
Darlene Lochner  
Donald Marty  
Ken & Geraldine Meicher  
Barbara Meier  
Bill & Rita Meier  
Dan & Char Meier  
Carissa Mellenthin  
Michael Mirkes  
Melody Moore  
Jon & Jane Moritz  
James & Diana Murphy  
Erica Napoli & Martin Drapkin  
Deanna O'Connell  
Gary & Gayla Olsen  
Rose Olson  
Barbara Page  
Leslie Paar  
Mary Ellen Parrell  
Ron & Pat Paska  
Loren Paulson  
Barb Pletzer  
Jeffrey Postle  
Kelly Powell  
Kathy & Tom Pulvermacker  
Karen Racek  
Janice Reindl  
Charlotte Riddle  
Alice Roessler  
Mary Roessler  
Mike Roessler  
Leonard Rong

Sharon Rowland  
Joan Runk  
Judith Rust  
Judy Saeman  
Robert Saeman  
Rita Schmudlach  
Linus & Donna Schoepp  
Janice Schroeder  
Robert Schroeder  
Paul Schuettler  
Lynn & Mark Shannon  
Bob Shields  
Linnea Smith  
Sandra Stanfield  
Diana Studnicka  
John & Sarah Sullivan  
Donna Sutcliffe  
Jacqui Swanson  
Mark & Janet Sylvester  
Polly Tubbs  
Robert Unger  
Christen & Karen Upper  
Paul & Mary Vassalotti  
Joan Vetter  
Robert Virnig  
Elaine Walstad  
Lynne & Peter Weil  
Gerald & Jacqueline Wendt  
Bob & Lorraine Westphal  
Mary Wethal  
James Wick  
Dr Stuart & Kathleen Wirth  
Dennis Wood  
Virginia Ziegler  
Larry & Pat Ziemer  
Carole Ziglin

**Thank you to all our donors!**  
If your name was inadvertently omitted  
from this list, please accept our sincere  
apologies.



**NORTHWEST DANE SENIOR SERVICES, INC.**

**FINANCIAL STATEMENTS**

**December 31, 2019 and 2018**

## CONTENTS

Independent Auditor's Report.....	1
Statements of Financial Position.....	3
Statements of Activities.....	4
Statements of Functional Expenses.....	5
Statements of Cash Flows.....	7
Notes to Financial Statements.....	8

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Northwest Dane Senior Services, Inc.  
Cross Plains, Wisconsin

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Northwest Dane Senior Services, Inc., which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northwest Dane Senior Services, Inc. as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Adoption of New Accounting Pronouncements**

As discussed in Note 1 to the financial statements, Northwest Dane Senior Services, Inc. adopted the Financial Accounting Standards Board's Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)* and ASU No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, as of and for the year ended December 31, 2019. The requirements of the ASU have been applied retrospectively to all periods presented. Our opinion is not modified with respect to this matter.

*Wegner CPAs, LLP*

Wegner CPAs, LLP  
Madison, Wisconsin  
July 6, 2020

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
CURRENT ASSETS		
Cash	\$ 1,241	\$ 57,112
Accounts receivable	9,990	14,315
Prepaid expenses	3,721	3,099
Total current assets	14,952	74,526
PROPERTY AND EQUIPMENT, NET	555,666	300,044
<b>Total assets</b>	<u>\$ 570,618</u>	<u>\$ 374,570</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts payable	\$ 20,689	\$ 1,899
Accrued payroll	4,662	10,446
Accrued vacation	7,910	9,224
Meals payable	1,741	5,126
Current portion of notes payable	17,812	9,197
Total current liabilities	52,814	35,892
LONG-TERM LIABILITIES		
Notes payable less current portion, net	455,104	260,277
Total liabilities	507,918	296,169
NET ASSETS		
Without donor restrictions	62,700	58,801
With donor restrictions	-	19,600
Total net assets	62,700	78,401
<b>Total liabilities and net assets</b>	<u>\$ 570,618</u>	<u>\$ 374,570</u>

See accompanying notes.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**STATEMENTS OF ACTIVITIES**  
Years Ended December 31, 2019 and 2018

	2019	2018
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>REVENUES</b>		
Dane County Human Services	\$ 84,682	\$ 80,418
Contributions	114,140	95,410
Municipality fees for services	52,035	51,935
Program fees	84,785	90,477
Other income	11,389	8,218
<b>Total revenues</b>	<b>347,031</b>	<b>326,458</b>
<b>EXPENSES</b>		
Personnel	207,522	187,945
Payroll taxes and benefits	36,753	32,964
Interest	23,251	13,300
Accounting	7,350	6,550
Professional fees	2,153	1,340
Insurance	8,673	9,149
Travel	3,052	4,897
Office and program supplies	21,761	15,607
Program food	44	159
Utilities and building maintenance	28,722	15,111
Telephone	2,381	4,071
Training and recognition	463	1,965
Depreciation	16,752	10,205
Bad debt	2,446	3,110
Miscellaneous	1,409	1,242
<b>Total expenses</b>	<b>362,732</b>	<b>307,615</b>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>		
Satisfaction of program restrictions	19,600	14,000
<b>Change in net assets without donor restrictions</b>	<b>3,899</b>	<b>32,843</b>
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS</b>		
Contributions	-	5,000
Satisfaction of program restrictions	(19,600)	(14,000)
<b>Change in net assets with donor restrictions</b>	<b>(19,600)</b>	<b>(9,000)</b>
<b>Change in net assets</b>	<b>(15,701)</b>	<b>23,843</b>
Net assets at beginning of year	78,401	54,558
<b>Net assets at end of year</b>	<b>\$ 62,700</b>	<b>\$ 78,401</b>

See accompanying notes.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended December 31, 2019

	Case Management	Nutrition	Supportive Home Chore	Adult Day Program	Activities	Total Program Services	Management and General	Development	Total Expenses
Personnel	\$ 45,663	\$ 25,564	\$ 5,698	\$ 85,205	\$ 17,269	\$ 179,399	\$ 23,904	\$ 4,219	\$ 207,522
Payroll taxes and benefits	12,142	4,574	1,074	5,752	5,843	29,385	6,263	1,105	36,753
Interest	6,622	6,622	-	4,602	802	18,648	4,603	-	23,251
Accounting	-	-	-	-	-	-	7,350	-	7,350
Professional fees	283	135	148	692	243	1,501	652	-	2,153
Insurance	867	715	867	2,063	715	5,227	3,446	-	8,673
Travel	1,239	46	46	780	275	2,386	666	-	3,052
Office and program supplies	1,345	2,306	111	514	2,259	6,535	1,447	13,779	21,761
Program food	-	-	-	44	-	44	-	-	44
Utilities and building maintenance	5,696	5,853	-	4,161	7,057	22,767	5,955	-	28,722
Telephone	524	293	65	978	198	2,058	323	-	2,381
Training and recognition	107	112	41	122	81	463	-	-	463
Depreciation	5,534	2,085	490	2,622	2,663	13,394	3,358	-	16,752
Bad debt	-	-	-	-	-	-	2,446	-	2,446
Miscellaneous	49	48	48	235	852	1,232	177	-	1,409
<b>Total expenses</b>	<b>\$ 80,071</b>	<b>\$ 48,353</b>	<b>\$ 8,588</b>	<b>\$ 107,770</b>	<b>\$ 38,257</b>	<b>\$ 283,039</b>	<b>\$ 60,590</b>	<b>\$ 19,103</b>	<b>\$ 362,732</b>

See accompanying notes.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended December 31, 2018

	Case Management	Nutrition	Supportive Home Chore	Adult Day Program	Activities	Total Program Services	Management and General	Development	Total Expenses
Personnel	\$ 48,191	\$ 27,360	\$ 5,917	\$ 63,814	\$ 13,330	\$ 158,612	\$ 24,933	\$ 4,400	\$ 187,945
Payroll taxes and benefits	7,026	3,600	1,150	7,162	7,612	26,550	5,453	961	32,964
Interest	3,656	4,546	-	2,660	-	10,862	2,438	-	13,300
Accounting	-	-	-	-	-	-	6,550	-	6,550
Professional fees	318	134	84	536	67	1,139	201	-	1,340
Insurance	748	608	748	1,821	608	4,533	4,616	-	9,149
Travel	1,411	92	53	2,708	316	4,580	317	-	4,897
Office and program supplies	1,222	3,520	116	1,321	1,901	8,080	1,041	6,486	15,607
Program food	-	159	-	-	-	159	-	-	159
Utilities and building maintenance	2,541	2,465	23	1,803	3,345	10,177	4,934	-	15,111
Telephone	1,398	707	177	177	530	2,989	1,082	-	4,071
Training and recognition	309	498	165	684	309	1,965	-	-	1,965
Depreciation	2,551	1,430	326	3,279	967	8,553	1,652	-	10,205
Bad debt	-	-	-	-	-	-	3,110	-	3,110
Miscellaneous	70	70	70	376	269	855	387	-	1,242
<b>Total expenses</b>	<b>\$ 69,441</b>	<b>\$ 45,189</b>	<b>\$ 8,829</b>	<b>\$ 86,341</b>	<b>\$ 29,254</b>	<b>\$ 239,054</b>	<b>\$ 56,714</b>	<b>\$ 11,847</b>	<b>\$ 307,615</b>

See accompanying notes.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**STATEMENTS OF CASH FLOWS**  
Years Ended December 31, 2019 and 2018

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (15,701)	\$ 23,843
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Depreciation	16,752	10,205
(Increase) decrease in assets		
Accounts receivable	4,325	(4,009)
Unconditional promises to give	-	14,000
Prepaid expenses	(622)	(2,134)
Increase (decrease) in liabilities		
Accounts payable	18,790	(1,095)
Accrued payroll	(5,784)	2,565
Accrued vacation	(1,314)	2,480
Meals payable	(3,385)	(1,996)
Net cash flows from operating activities	13,061	43,859
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property and equipment	(56,374)	(1,997)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payments on notes payable	(12,558)	(6,544)
Payments for debt issuance costs	-	(3,235)
Proceeds from notes payable	-	4,534
Net cash flows from financing activities	(12,558)	(5,245)
<b>Net change in cash</b>	(55,871)	36,617
Cash at beginning of year	57,112	20,495
<b>Cash at end of year</b>	\$ 1,241	\$ 57,112
<b>SUPPLEMENTAL INFORMATION</b>		
Cash paid for interest	\$ 22,604	\$ 12,707
Noncash investing and financing activities		
Property and equipment acquired through note payable	216,000	-

See accompanying notes.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2019 and 2018

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

Northwest Dane Senior Services, Inc. (NWDSS) provides outreach, supportive home care, nutrition services, referral services, and specialized programs and support activities to the elderly and disabled. Services are open to all residents of the townships of Mazomanie, Roxbury, Black Earth, Berry, Cross Plains, and Vermont and the villages of Black Earth, Mazomanie, and Cross Plains who are 60 years of age or older.

**Accounts Receivable**

Accounts receivable primarily represent amounts due from customers for program fees. Accounts receivable are stated at the amount management expects to be collected from outstanding balances. As of December 31, 2019 and 2018, management has determined, based on historical experience that all amounts are fully collectible and no allowance for doubtful accounts is necessary.

**Promises to Give**

Unconditional promises to give are recognized as revenues in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

**Property and Equipment**

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method. NWDSS capitalizes equipment over \$2,500.

**Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**Contributions**

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2019 and 2018

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NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Income Tax Status**

NWDSS is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, NWDSS qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

**Expense Allocation**

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include personnel, payroll taxes and benefits, interest, professional fees, insurance, travel, office and program supplies, utilities and building maintenance, telephone, depreciation, and miscellaneous, which are allocated on the basis of estimates of time and effort.

The following program services and supporting activities are included in the accompanying financial statements:

*Case management*—Provides older adults the support, services, opportunities, and resources they require to remain independent. Case management provides in-home safety assessments, advocacy, and health assistance and coordination.

*Nutrition*—Provides home delivered meals to homebound individuals age 60 or older. On-site lunches are provided weekly and on an as-needed basis. Nutritional education classes are regularly throughout the year.

*Supportive home chore*—Assists older adults with light indoor housekeeping, grocery shopping, and other day-to-day activities.

*Adult day program*—Offers life-enriching activities and nutritious meals daily for persons with Alzheimer's and other-related dementias on a part-time or full-time basis. Wellness activities are provided to encourage healthy activities including increased circulation, overall health, wellness, brain function, and emotional well-being.

*Activities*—Provides various activities regularly including BINGO, dominos, educational seminars, live music, shopping trips, dine outs, and day trips. Transportation services are provided daily for individuals age 60 or older to and from their own homes for meals, shopping, wellness, and activity programs.

*Management and general*—Management and general activities relate to the overall direction of NWDSS and include the functions necessary to ensure proper administrative functioning of the board of directors, manage the financial and budgetary responsibilities of NWDSS, and perform other administrative functions.

*Development*—Development relates to soliciting contributions from individuals, foundations, governments, and others, and other activities that involve inducing potential donors to contribute assets, services, or time.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2019 and 2018

---

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Revenue Recognition**

NWDSS's revenue consists of government grants, contributions, program fees, and other similar services.

NWDSS receives grants from government agencies and others that are conditioned upon NWDSS incurring qualifying expenses. Revenue from these grants is recognized when installments are received from these agencies. Grants are also generally restricted by the grantor for a specified purpose. Grants whose conditions and restrictions are met in the same reporting period that the revenue is recognized are reported as increases in net assets without donor restrictions.

Revenues from program fees and municipality fees for service are considered to be a single performance obligation that are satisfied at a point in time when the program services take place and attendance is registered. Revenues from program fees are paid in the weeks following attendance. Attendance that is registered for which payment that has not been received is recorded in accounts receivable.

**Adoption of New Accounting Guidance**

On May 28, 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*. The ASU and all subsequently issued clarifying ASUs supersedes the revenue recognition requirements and most industry-specific guidance in U.S. generally accepted accounting principles. The core principle of the new guidance is that an entity recognizes revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The new guidance also includes a cohesive set of disclosure requirements that will provide users of the financial statements with comprehensive information about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers.

NWDSS adopted the requirements of the new guidance as of January 1, 2019, using the modified retrospective method of transition. In applying the new guidance, NWDSS elected to use the practical expedient that allows the guidance to be applied only to contracts that were not complete as of January 1, 2019.

The majority of NWDSS's revenue is recognized at a point in time based on the transfer of control. Revenue recognized over time primarily consists of performance obligations that are satisfied within one year or less. In addition, the majority of NWDSS's contracts do not contain variable consideration and contract modifications are generally minimal.

The adoption of the new guidance did not have a significant impact on NWDSS's financial statements. The majority of NWDSS's revenue arrangements generally consist of a single performance obligation to transfer promised goods or services. Based on NWDSS's evaluation process and review of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new guidance.

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2019 and 2018

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Adoption of New Accounting Guidance (continued)**

Also, on June 21, 2018, the FASB issued ASU No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU provides a more robust framework for evaluating whether transactions such as grants and similar contracts with government agencies and others should be accounted for as exchange transactions (that is, revenue from contracts with customers) or contributions. The ASU also assists entities in determining whether a contribution is conditional. NWDSS adopted the requirements of the ASU as of January 1, 2019. The changes in the ASU have been applied on a modified prospective basis, that is, the changes have been applied to agreements that are either not completed as of January 1, 2019, or entered into after that date. As a result, most government grants accounted for as exchange transactions under previous guidance are now accounted for as conditional contributions.

**Date of Management’s Review**

Management has evaluated subsequent events through July 6, 2020, the date which the financial statements were available to be issued.

**NOTE 2—ECONOMIC DEPENDENCY**

NWDSS receives approximately 25% of its revenue from the Dane County Department of Human Services.

**NOTE 3—CASH**

Cash at December 31, 2019 and 2018 includes \$1,741 and \$2,118, respectively, for the Nutrition program that is required to be held in a separate account by the Dane County Department of Human Services.

**NOTE 4—PROPERTY AND EQUIPMENT**

Property and equipment consists of the following:

	2019	2018
Land	\$ 59,000	\$ 29,000
Building and improvements	529,690	287,316
Equipment	15,897	15,897
Less: accumulated depreciation	(48,921)	(32,169)
Property and equipment, net	\$ 555,666	\$ 300,044

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2019 and 2018

**NOTE 5—NOTES PAYABLE**

NWDSS's obligation under notes payable consists of the following:

	2019	2018
Mortgage payable to Monona Bank in monthly installments of \$1,804, including principal and interest of 4.650%, maturing January 31, 2023 when balloon payment is due. The loan is collateralized by real estate.	\$ 263,851	\$ 272,116
Mortgage payable to Monona Bank in monthly installments of \$1,514, including principal and interest of 5.650%, maturing January 31, 2024 when balloon payment is due. The loan is collateralized by real estate.	211,060	-
Notes payable	474,911	272,116
Less unamortized debt issuance costs	(1,995)	(2,642)
Notes payable less unamortized debt issuance costs	472,916	269,474
Less current portion	(17,812)	(9,197)
Notes payable less current portion	\$ 455,104	\$ 260,277

The future scheduled maturities of notes payable are as follows:

2020	\$ 17,812
2021	16,909
2022	17,784
2023	240,072
2024	182,334
Total future minimum principal payments	\$ 474,911

**NORTHWEST DANE SENIOR SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2019 and 2018

**NOTE 6—LIQUIDITY AND AVAILABILITY**

The following table reflects NWDSS's financial assets as of the dates of the statements of financial position reduced by amounts not available for general expenditures within one year because of donor-imposed restrictions:

	2019	2018
Cash	\$ 1,241	\$ 57,112
Accounts receivable	9,990	14,315
Financial assets, at year-end	11,231	71,427
Less those unavailable for general expenditures within one year, due to donor-imposed restrictions:		
Restricted by donor for building purchase	-	(19,600)
Financial assets available to meet cash needs for for general expenditures within one year	\$ 11,231	\$ 51,827

As part of NWDSS's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**NOTE 7—SUBSEQUENT EVENT**

NWDSS's operations may be affected by the recent and ongoing COVID-19 outbreak that was declared a pandemic by the World Health Organization in March 2020. The ultimate disruption and effect on NWDSS is uncertain; however, it may result in a material adverse impact on NWDSS's financial position, activities, and cash flows. Possible effects may include, but are not limited to, disruption to NWDSS's donors and revenues, absenteeism in the workforce, unavailability of supplies used in NWDSS's programs, and a decline in value of assets held by NWDSS.

**NOTE 8—CONTINGENCY PLANS**

As indicated in the accompanying financial statements, NWDSS showed an operating loss of \$15,701 for the year ended December 31, 2019 and current liabilities in excess of current assets of \$37,862 at December 31, 2019. Due to the COVID-19 outbreak in the United States that has caused a business disruption by the mandated limiting of program services and activities, NWDSS has evaluated its financial condition and implemented plans to reduce expenditures, apply for the Paycheck Protection Program and other grants, and look for ways to safely continue its program services.

While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of business closings. Therefore, NWDSS expects this matter to negatively impact its operating results. However, the related financial impact and duration cannot be reasonably estimated at this time.





## MEMORANDUM

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Date: Wednesday August 19th, 2020

To: Village of Cross Plains Board

From: Ben Heidemann, P.E. – Vice President, Town & Country Engineering  
Evan Chambers, P.E. – Project Engineer, Town & Country Engineering

Subject: Open House Summary – Well #3 at Hollfelder Park, August 18, 2020

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The Village of Cross Plains hosted an open house on Tuesday August 18<sup>th</sup>, from 6:00 pm to 8:00 pm, for public information regarding the construction of Well #3, located in Hollfelder Park at 1244 Gil's Way. The project need, scope and timeline was described as well as provided in handouts for participants. The handout provided at the Open House is included as an attachment to this memorandum. Renderings of the project were also included on the site, with copies also attached to this memorandum.

A number of reasons drive the need for construction of Well #3. At current Village pumping and water consumption rates, the need for a third well is necessary. This becomes exacerbated as the Village continues to grow with new residential and commercial properties developing and becoming occupied. The existing wells in the Village are both located north of Black Earth Creek, Well #1 on the northern end of East Street and Well #2 in Baer Park. Construction of Well #3 provides the Village with a reliable water supply south of the creek and increases the overall capacity of the water system to match the needs of Village users.

The proposed timeline for the project was covered and is anticipated to generally follow the schedule as follows:

- Drilling of test well – Late 2020
- Well and Well House Design – Spring/Summer 2021
- Submittal to Department of Natural Resources – June 2021
- Independent Bidding of Well and Well House – Fall 2021
- Well Construction – Late 2021
- Well House Construction – 2022

The proposed schedule allows time for evaluation of data from the DNR required test well to be incorporated into the project design such that the project can then be submitted for review for the Safe Drinking Water Fund Loan program for low interest financing.

At the open house, renderings and site plans were posted from various perspectives and the building corners were staked to show location and size. Participants were able to view the images and ask questions and voice concerns. A summary of the comments received is included below, with responses from Town & Country and Village Staff.

Comments from participants include:

- What is the reasoning for locating the well at the park?  
Hollfelder Park was designated for a future well since as early as 1994. Outlot 1 of the Cedar Hills development was noted for a well in Covenants and Restrictions on the Platt of Cedar Hill and each additional well siting study and planning document for the Village has further considered this site. In addition, the layout of the park has included provisions for this such as the access road alignment and concrete thickness.
- How much noise will be generated?  
Noise generation from the well and well house is minimal. There will be HVAC equipment which is comparable to a residential AC unit and an emergency generator that will exercise weekly during daytime hours (specific times can be programmed by the Village). When

operating in an emergency condition (power outage), the generator noise could occur at any point of the day to ensure water service is still provided.

- What is the reasoning for locating wells in residential areas, why not put it in commercial/industrial areas?  
The main reason for utilizing residential areas for well construction is to minimize risk of water supply contamination. Well Head Protection an important factor in reducing contamination risks. In general, commercial and industrial areas provide an increased opportunity for contamination of the water source. This is much less likely to occur in residential locations.
- Could the well be located near the road, and move the playground?  
The Village Staff (Jay & Jerry) response at the time of comment was receptive to this, and something that could certainly be explored. Follow-up concerns to this approach would be the public visibility of the playground, and safety concerns/considerations of placing a playground behind buildings and out of view from Gil's Way.
- How small can the well house be? Is the storage bay necessary?  
The current well house layout includes space for the well pump room, an electrical room, two chemical rooms to isolate incompatible chemicals, and a storage bay. Room sizes could potentially be downsized, but maintenance and code requirements would govern minimum sizes. This can be further evaluated by the Village Board and staff. The storage bay is intended to house equipment for both the Water Utility and the Parks Department.
- Could bathrooms or a pavilion be included so that it serves use for park users?  
Based on the location and proximity to the playground, additional uses of the structure were desired by some participants. A covered pavilion concept would allow for a shaded area and seating. Bathrooms could be accommodated if desired, but were not originally considered due to the additional maintenance requirements for Village staff.
- Is the Village sure that construction of a new well now is a good idea?  
In regards to the Village's current water needs, yes. The existing well capacities, when compared to Village water usage, do not provide sufficient redundancy to ensure a reliable water system. This will become increasingly problematic as new developments are constructed and occupied.
- Will this address any of the pressure concerns on the northeast side of town?  
Generally, supply and pressure are two different things. The studies that have been completed indicate there is certainly a pressure issue on the NE side of town. Well #3 will not address this. To address the pressure deficiency the Village will need to create a new pressure zone with a stand-alone storage facility (tank/tower). Well #3 is being proposed because the Village lacks adequate supply, which has been deemed more important given the very limited capacity of Well #1. The additional water system study will further consider the implications of creating a new pressure zone that will need to be addressed in future project.
- What will the water rate and cost impacts be?  
This has yet to be determined as cost allocations by future developments have yet to be addressed.
- Why does the well need to be so far forward in the green space?  
Moving further into the conservancy involves significantly more impact to the hillside. The current plan attempted to reduce difficult construction due to the steep hillside and minimizing impact to the adjacent trees. Exploration of minimizing reduction of green space compared to location of the well house into the woods and hillside could be considered.
- Could the well be located further into the hillside?  
Based on concerns related to the reduction in available green space with the current layout from the previous comment, this comment was supported by many of the open house participants and can be further explored if desired by the Village Board.
- Was the well considered to be installed in the new development on the other side of the hill?  
The Scenic Valley development was not included in a well siting analysis due to various

items including setback requirements associated with proximity to the quarry and distance from wetlands, as well as the lack of a looped water system. The Hollfelder Park location allows for water to flow north to County KP or south, then east, to the storage tank on the top of the hill.

- Could construction of the building be catered towards more of a residential home look? The architectural design of the well house continues to be an open discussion and will be evaluated further into design. In addition to consideration of a residential appearance, the construction budget includes funds for planting trees and shrubs to be used for privacy and covering such that exposure of the structure is reduced.

The Village's Open House event provided a constructive opportunity for residents to ask questions and voice concerns over the preliminary site layout and design. A number of these previously summarized could be further explored at the direction of the Village Board. These include:

- Exploration of various site layouts
  - Placement of Well #3 near Gil's Way and relocation of playground equipment
  - Placement of Well #3 further to the East to reduce impact to current greenspace
- Exploration of revised well house layouts
  - Including a pavilion area and/or bathrooms to the well house
  - Reducing overall footprint
  - Evaluating the need for a storage bay

# Village of Cross Plains

## Well #3 Public Information Meeting

Village of Cross Plains—2417 Brewery Road

### New Well Construction

The Village of Cross Plains has selected Hollfelder Park for the location of Well #3. The Village owned property is expected to yield high quality groundwater and produce ample quantity for continued Village growth and redundancy for the system. The location, south of Black Earth Creek, creates a more robust water system which is currently reliant on groundwater all to the north of Black Earth Creek. Previous studies have identified this site for a future well for over 20 years.



Hollfelder Park located at 1244 Gil's Way

Hollfelder Park also provides for a well location within close proximity to existing infrastructure, especially to connect to 8" water main on Gil's Way.

Other utilities including electrical, natural gas, and sanitary service is also located on Gil's Way.



**For additional information, please contact:**

**Bill Chang**  
608-798-3241

**Jerry Gray**  
608-235-1054

**Ben Heidemann**  
Town & Country Engineering  
608-273-3350

### Need for Well #3

The Village's Water Utility currently owns and operates two existing high capacity wells that provide safe drinking water to the Village. Well #1 was originally constructed in 1956 and is located at the north end of East Street. Due to geologic conditions, the well capacity is 250 gallons per minute (gpm). Well #2 was constructed in 1973 and is located immediately south of Baer Park. This well is capable of providing up to 640 gpm to the water system.

To provide a reliable public water system, the average daily demand should be met with the largest well out of service (maintenance, failure, etc.). Due to community growth beyond the capabilities of Well #1, an additional well is required to adequately serve the Village.



## Well #3 Information

The proposed location of Well #3 is southeast of the existing playground equipment and basketball court at Hollfelder Park.

The well house is anticipated to include five rooms for dedicated purposes. Two rooms will separately house chemical equipment for dosing fluoride and chlorine. An additional room will be dedicated for the well pump and piping, with an adjacent room for electrical equipment to power and control the well. The water utility will also have storage space included with the well house.

To ensure water supply during emergency scenarios, the well house will be backed up by a natural gas powered generator, located to the east of the well house.



## Construction Timeline

The Department of Natural Resources (DNR) has required a test well be constructed to ensure water quality and well capacity. Following the testing, design, DNR review, bidding and construction are proposed to occur in the following timeline.

Test Well	Late 2020
Design	Spring/Summer 2021
Submit to DNR	June 2021
Bidding	Fall 2021
Well Construction	Late 2021
Well House Construction	2022

**DRAFT**



# ***NEW WELL SITE*** **HOLLFELDER PARK**

*CROSS PLAINS, WISCONSIN*

**DRAFT**



# **NEW WELL SITE** **HOLLFELDER PARK**

*CROSS PLAINS, WISCONSIN*



# ***NEW WELL SITE*** ***HOLLFELDER PARK***

*CROSS PLAINS, WISCONSIN*





***NEW WELL SITE***  
***HOLLFELDER PARK***

*CROSS PLAINS, WISCONSIN*

GILS WAY





**NEW WELL SITE**  
**HOLLFELDER PARK**

*Cross Plains, Wisconsin*

TILDA TRAIL





**Staff/Department:** Cross Plains Police Department  
**Subject Matter:** Traffic Hazard  
**Meeting Date:** September 28, 2020  
**Referral History:** Public Safety Committee

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**Executive Summary:**

On Monday, August 24, 2020, during a Village Board Meeting, a citizen complained about the traffic hazard on Eulalia Street at Lewis Street. It was reported that drivers speed in the area and there have been near crashes. The issue was placed on the Public Safety Committee agenda and addressed on Tuesday, September 1, 2020. The issue was discussed, and several opinions were shared with regards to the area. Several residents that live in the area, including a police officer, reported that the problem was not speeding, but rather that the street was not wide enough and that congested parking was an issue. Public Facilities Director, Jerry Gray, agreed and added that it is difficult to plow snow during the winter because of the vehicles parked. The Public Safety Committee unanimously voted to have Director Gray paint the curb yellow on Eulalia Street to Lewis Street, especially on the curve, to prohibit parking.

**Project Background:**

According to residents and Director Gray this has been an issue for years.

**Code/Policy Review:**

[Section 51.08 \(b\)](#) of the Village Code of Ordinances regulates Designated Areas of Parking Restrictions.

**Fiscal Impact:**

Time needed to paint curbs and yellow paint.

**Recommendation:**

The Public Safety Committee recommends that the Village Board require the curbs to be painted yellow on Eulalia Street to Lewis Street, specifically on the curve, to prohibit parking and address the traffic hazard. The discretion of how much of Eulalia Street should be painted should rest on Director Gray.

**Appendices:**

None



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Extraterritorial Plat Review – Brunner/Hartung  
**Meeting Date:** September 28, 2020  
**Referral History:** PC – 08.31.20

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**Executive Summary:**

Gary Brunner is proposing a land division of his property at 4597 County Highway P, Cross Plains WI. He intends to sell Lots 3 and 4 to James Hartung and has asked for the Village's approval of extraterritorial review. The land division is currently under review at the Town of Cross Plains and in consideration for rezoning. Staff discussion with Hartung is that there is no intention to develop these lots. Hartung and Brunner have agreed to provide the Village with the necessary easements to access Village property.

**Project Background:**

As part of this process, the Village had approved a detachment of .4 acres of land owned by Brunner. The Town of Cross Plains has accepted attachment of the section to the township. Approval of the certified survey map and recording of such would allow Brunner and Hartung to complete their transaction.

The Village Parks and Recreation Department and Public Facilities currently accesses its conservation areas (east and south of the Glacial Valley Subdivision) through this property.

**Code/Policy Review:**

[Chapter 83](#) regulates the Village's Extraterritorial plat review.

**Fiscal Impact:**

N/A

**Recommendation:**

The Plan Commission recommends approval of the certified survey map, conditioned on the access easement agreement being approved by all parties.

**Appendices:**

Access Easement Agreement and Map, Letter of Intent, CSM, Zoning descriptions, , Zoning proposed map.

**DECLARATION OF EASEMENT**

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RE: Lots 1 - 4, Certified Survey Map No. \_\_\_\_\_, recorded in the Dane County Register of Deeds Office in Volume \_\_\_\_ of Certified Surveys, pages \_\_\_\_\_, as Document No. \_\_\_\_\_. Located in the Southwest ¼ of the Southeast ¼ of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin (hereinafter “the Property”).

Declaration made this \_\_\_\_ day of \_\_\_\_\_, 2020, by Gary Brunner and Kristine Brunner, husband and wife, as owner of the Property referenced above (hereinafter “Owner”).

**WHEREAS**, the Village of Cross Plains (“Cross Plains”) has requested from Owner a Permanent Limited Easement for ingress and egress in order to access and maintain property owned by Cross Plains identified as Outlot 1 of the Glacial Valley Plat, located in the Village of Cross Plains.

**NOW, THEREFORE**, it is hereby declared by Owner as follows:

1. Owner hereby grants and conveys to Cross Plains a Permanent Limited Easement for ingress and egress over the lands which are described on the attached Exhibit A as “Easement A” and “Easement B” (“the Easement Areas”).
2. To further the purpose of this Easement, Cross Plains is allowed to remove vegetation, mow grass, install landscaping and otherwise maintain the Easement Areas consistent with this purpose. All costs of maintaining the Easement Areas shall be borne by Cross Plains.
3. Owner acknowledges that one of the purposes of granting this easement is to provide the Village with access to and allow maintenance upon Outlot 1 of the Glacial Valley Plat. The terms and conditions of this Declaration of Easement

Name and Return Address: Paul A. Johnson Boardman & Clark LLP PO Box 256 Lodi, WI 53555
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<u>020/0707-033-8431-0</u> Parcel Identification Number
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shall not apply to Owner's Property that is not within the Exhibit A Easement Areas.

4. Except as provided herein, Owner reserves and retains the full right to use the Easement Areas; provided any such use shall not unreasonably interfere with or impede the rights of Cross Plains over the Easement Areas for the purposes set forth in this Declaration.
5. Owner shall not obstruct Cross Plains' free and unobstructed use of the Easement Areas in accordance with this Declaration. Any obstructions or impediments within the Easement Areas may be removed without notice by Cross Plains and the cost of removal shall be borne by the person causing or responsible for such obstruction
6. Cross Plains, at the sole expense of Cross Plains, shall be responsible for any damage caused by it, its guests, licensees or invitees, whether intentionally, through negligence or otherwise to the Easement Areas. Cross Plains shall be responsible, at the sole expense of Cross Plains, for promptly making any needed repairs, and restoring the Easement Areas to the condition it was in prior to such damage.
7. Except as limited by §893.80 of the Wisconsin Statutes, Cross Plains shall release, hold harmless, indemnify and defend the Owner and the Lessee of the Property for any loss, damage or injury to persons or property arising from the use of the Easement Area unless such loss, damage or injury is caused by the negligence of Owner or its Lessee.
8. All claims, disputes, and other matters or questions arising out of or related to this Declaration or breach thereof shall be decided in a court of competent jurisdiction located in Dane County, Wisconsin. In the event it is already determined that the terms or conditions of this Declaration governing the Easement Areas have been violated or breached, in addition to any other rights or remedies to which the non-defaulting party in litigation may be entitled, the defaulting party in litigation shall be obligated to pay all of the non-defaulting party's costs and expenses associated with enforcement of this Declaration whether incurred prior to or after the commencement of any lawsuit, including reasonable attorney fees.
9. The benefits and burdens of the Easements created herein shall run with the land and be binding upon Owner and Cross Plains and inure to the benefit of the parties hereto and their respective heirs, successors and assigns. At no time shall Cross Plains allow the Easement Areas to be dedicated to the public.



**ACCEPTANCE OF EASEMENT**

The Village of Cross Plains, a Wisconsin Municipal Corporation, does hereby accept the terms and conditions set forth in this Declaration of Easement and agrees to be bound by the terms and conditions set forth herein.

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

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

\_\_\_\_\_  
Jay Lengfeld, Village President

\_\_\_\_\_  
Bill Chang, Village Clerk

**AUTHENTICATION**

Signatures of Jay Lengfeld and Bill Chang,  
in their capacities indicated, authenticated  
on this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Paul A. Johnson, SBN: 1021492  
TITLE: MEMBER, STATE BAR OF WISCONSIN

***This instrument drafted by:***  
***Attorney Paul A. Johnson***  
***Boardman & Clark LLP***  
***Post Office Box 256***  
***Lodi, WI 53555***  
***608-592-3877 (p)***  
***608-592-5844 (f)***  
***[pjohnson@boardmanclark.com](mailto:pjohnson@boardmanclark.com)***

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# WILLIAMSON SURVEYING & ASSOCIATES, LLC

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NOA T. PRIEVE & CHRIS W. ADAMS  
PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

EXHIBIT MAP

## EASEMENT LINE TABLE:

E-#	BEARING	DIST.
E-1	N 69°35'40" W	47.91
E-2	S 21°21'04" W	110.85
E-3	S 44°17'04" W	120.23
E-4	S 76°53'53" W	32.81
E-5	S 49°12'21" W	126.54
E-6	S 78°15'05" W	47.63
E-7	N 62°14'33" W	140.37
E-8	N 39°15'23" W	82.14
E-9	N 32°27'53" W	95.33
E-10	N 29°30'02" W	33.15
E-11	N 09°52'40" W	16.54
E-12	N 02°41'03" E	21.84
E-13	N 45°32'10" E	53.50
E-14	N 59°30'33" E	169.35
E-15	N 54°47'59" E	143.72
E-16	N 61°09'30" E	81.81
E-17	N 38°37'42" E	80.87
E-18	N 32°38'36" E	272.81
E-19	N 19°07'49" E	185.33
E-20	NORTH	250.00
E-21	N 21°43'56" W	225.00
E-22	N 63°50'21" W	300.00
E-23	N 83°07'10" W	346.97
E-24	N 67°03'48" E	182.74

## CURVE TABLE:

CURVE TABLE					
CURVE	RADIUS	CHORD BEARING	CHORD	ARC	DELTA
C-1	1487.50	N 34°56'19" E	21.17	21.17	0°48'55"

DATE 9-9-2020  
JOB NO: 19W-425



# WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597

NOA T. PRIEVE and CHRIS W. ADAMS

PHONE: 1-608-255-5705 WEB: WILLIAMSONSURVEYING.COM

## Letter of Intent

Gary Brunner is selling most of his land to his neighbor James Hartung. Gary Brunner will be retaining the farm house and buildings which will be rezoned to RM-16. The rest of the land will be sold to James Hartung. The field on the east side of County Trunk Highway "P" will be rezoned to FP-1 and will remain in farmland. There are currently two RR-4 zoned parcels on the west side of County Trunk Highway "P" which abut up to the Village of Cross Plains and are included in the Village's Urban Services area. These two parcels will be combined into one Lot and will be rezoned to RR-8. There is also a small portion of lands that were located in the Village of Cross Plains which have now been detached back to the county which will be rezoned to RM-8 and RR-8. James at this time doesn't have any plans on developing this land. The remaining land on the west side of County Trunk Highway "P" will be rezoned to FP-1 and will remain in pasture land.

EXISTING ZONING DISTRICT(S)	PROPOSED ZONING DISTRICT(S)	ACRES
FP-35	FP-1	20.36
FP-35	FP-1	24.51
FP-35	RM-8	9.59
RR-4	RR-8	10.39
VILLAGE LANDS	RM-8	0.06
VILLAGE LANDS	RR-8	0.07

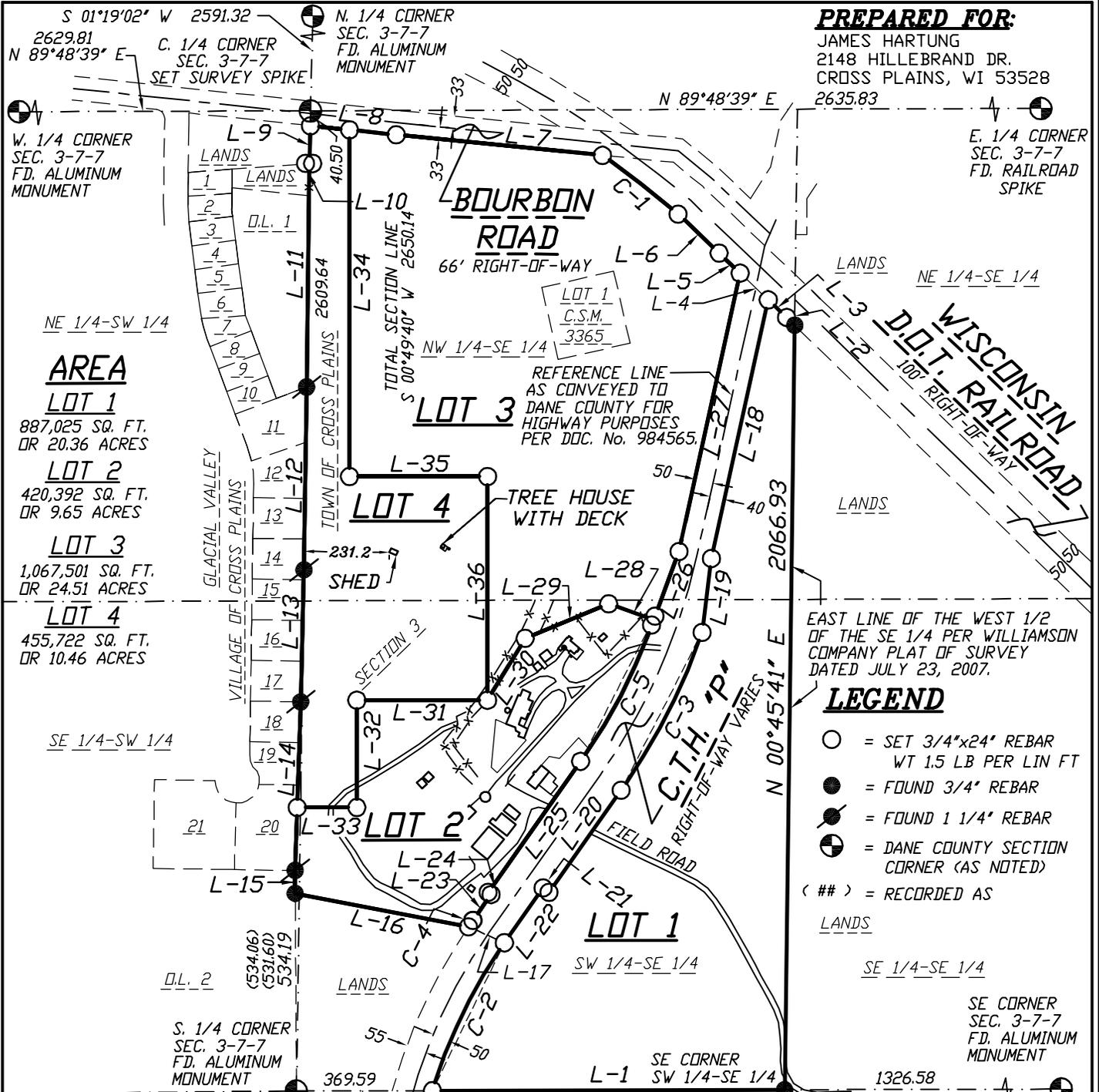


# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE 1/4 and SE 1/4 of the SW 1/4 and part of the NW 1/4 and SW 1/4 of the SE 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

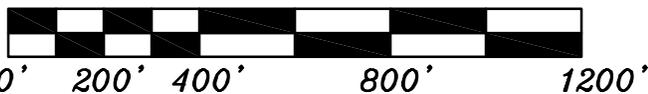


### NOTES:

1.) SEE SHEETS 2, 3 AND 4 FOR LOTS 1, 2, 3 AND 4 DETAILS.

2.) SEE SHEET 4 FOR ALL NOTES.

WCCS - DANE ZONE  
SCALE 1" = 400'



DOCUMENT NO. \_\_\_\_\_

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

Sheet 1 of 7

BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 3-7-7 LINE TO BEAR N 89°51'21" E

### SURVEYORS SEAL

19W-425

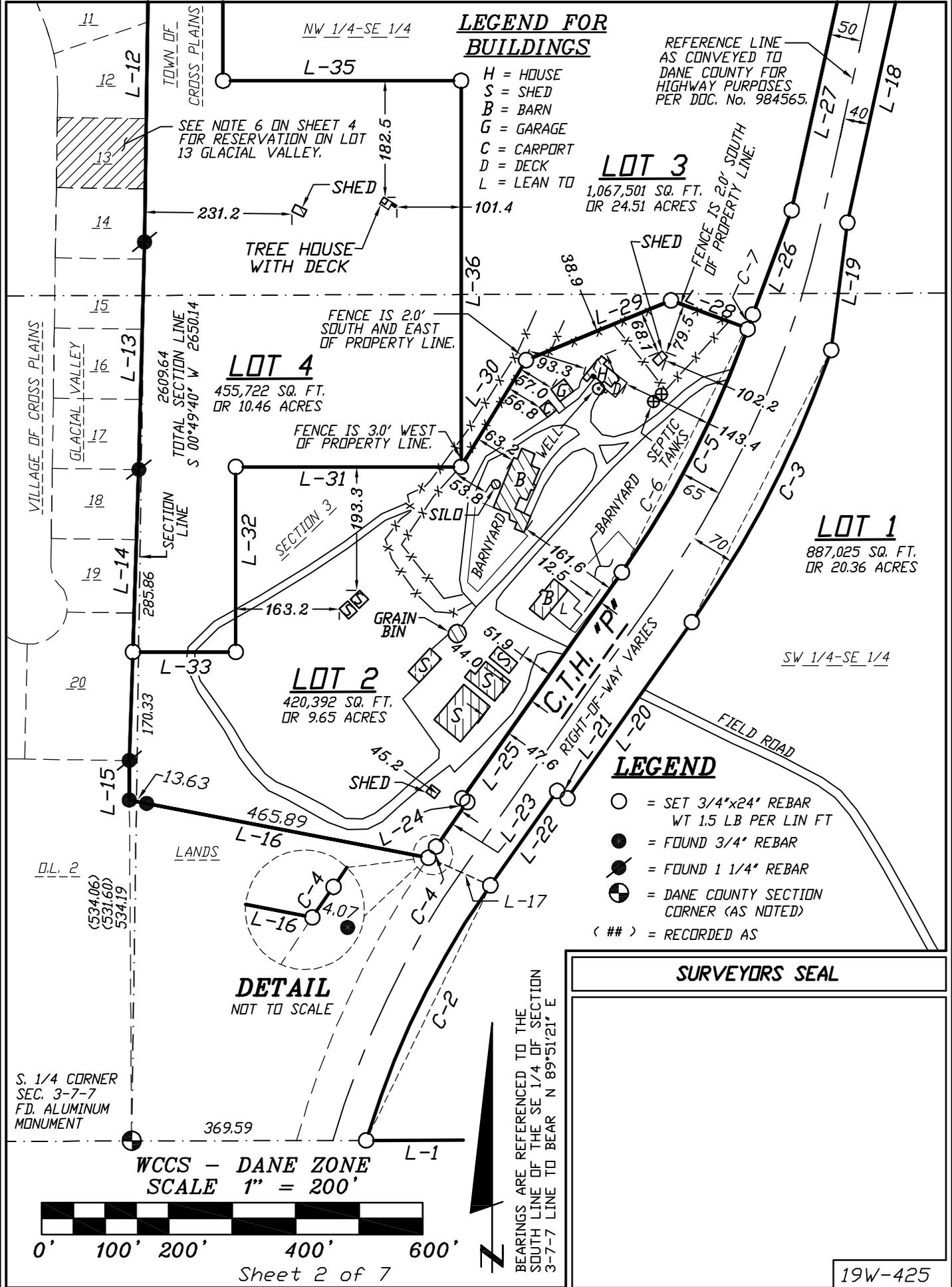


# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE 1/4 and SE 1/4 of the SW 1/4 and part of the NW 1/4 and SW 1/4 of the SE 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.



SURVEYORS SEAL

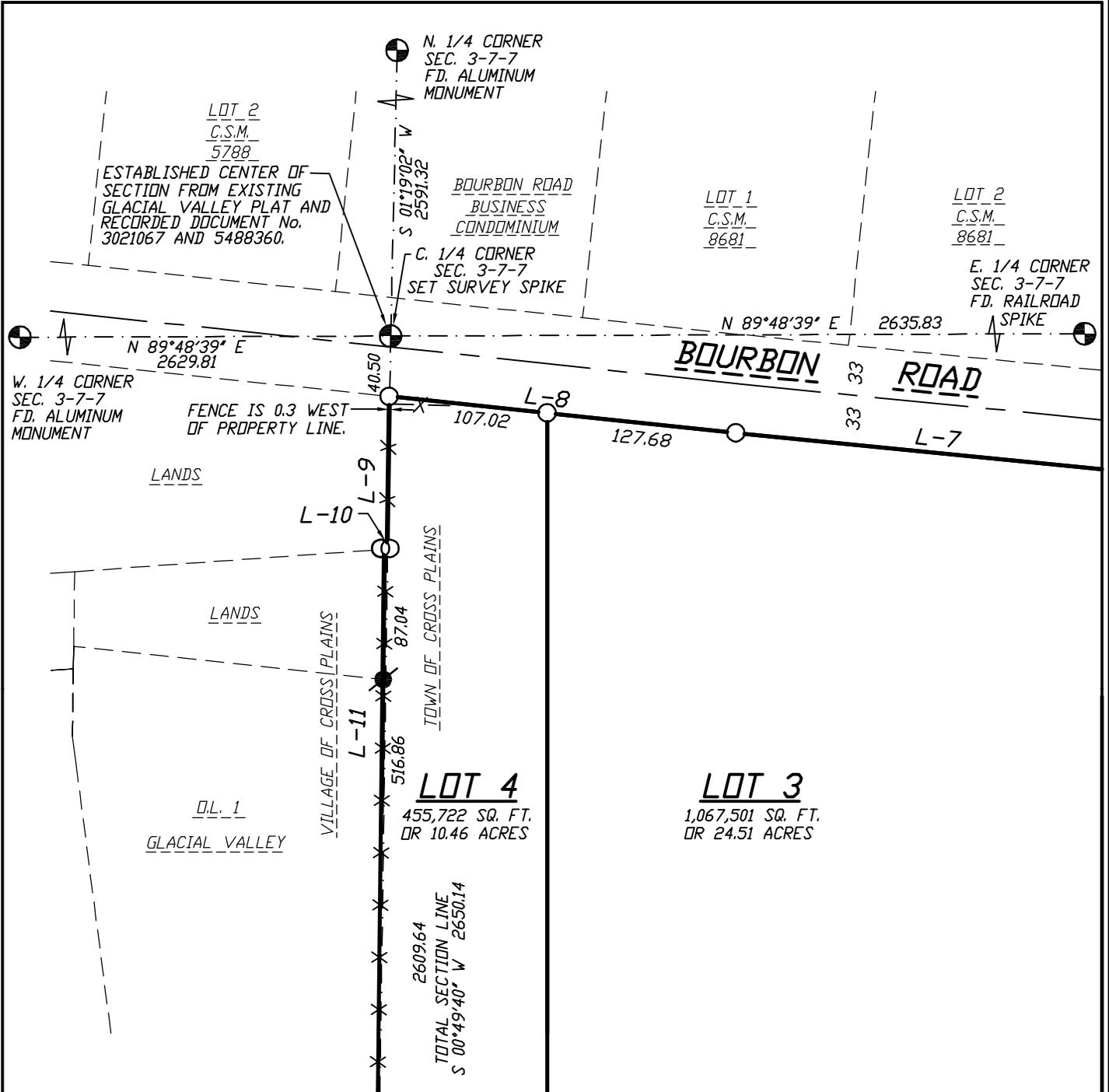


# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

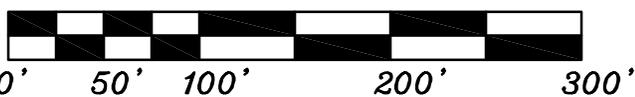
Located in the part of the NE 1/4 and SE 1/4 of the SW 1/4 and part of the NW 1/4 and SW 1/4 of the SE 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.



## LEGEND

- = SET 3/4"x24" REBAR WT 1.5 LB PER LIN FT
- = FOUND 3/4" REBAR
- ⊙ = FOUND 1 1/4" REBAR
- ⊕ = DANE COUNTY SECTION CORNER (AS NOTED)
- ( ## ) = RECORDED AS

WCCS - DANE ZONE  
SCALE 1" = 100'



Sheet 3 of 7



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 3-7-7 LINE TO BEAR N 89°51'21" E

SURVEYORS SEAL

19W-425

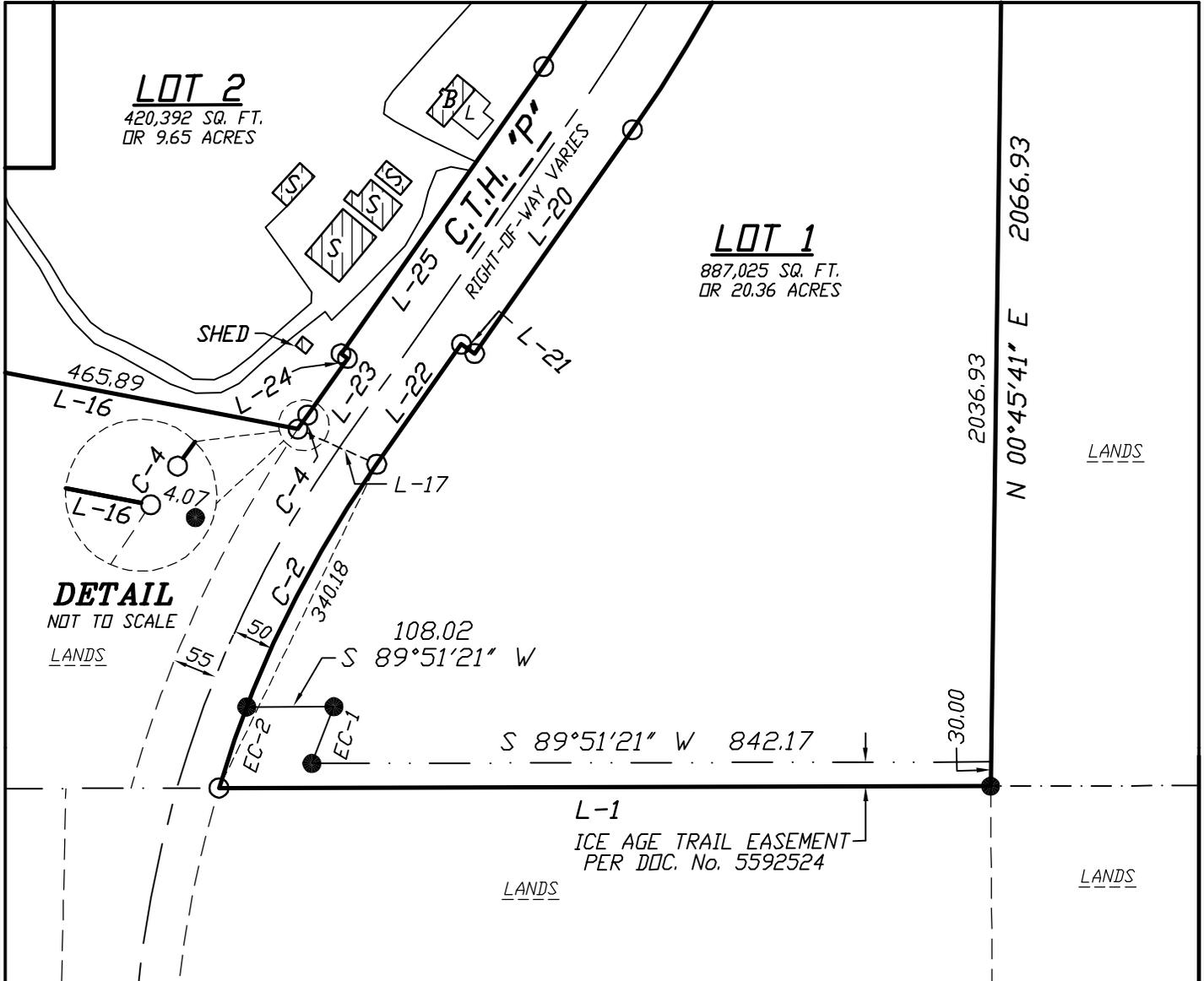


# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
 104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE 1/4 and SE 1/4 of the SW 1/4 and part of the NW 1/4 and SW 1/4 of the SE 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.



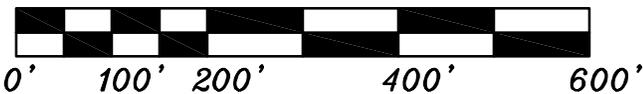
### EASEMENT CURVE TABLE

C-#	RADIUS	CHORD BEARING AND DIST.	ARC	DELTA
E-1	1282.50	N 21°17'24" E 75.20	75.21	03°21'36"
E-2	1382.50	S 19°01'05" W 105.87	105.89	04°23'19"

### LEGEND

- = SET 3/4"x24" REBAR  
WT 1.5 LB PER LIN FT
- = FOUND 3/4" REBAR
- = FOUND 1 1/4" REBAR
- ⊕ = DANE COUNTY SECTION CORNER (AS NOTED)
- ( ## ) = RECORDED AS

WCCS - DANE ZONE  
 SCALE 1" = 200'



Sheet 4 of 7



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 3-7-7 LINE TO BEAR N 89°51'21" E

### SURVEYORS SEAL

19W-425



# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE ¼ and SE ¼ of the SW ¼ and part of the NW ¼ and SW ¼ of the SE ¼ of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

CURVE TABLE

CURVE	RADIUS	CHORD BEARING	CHORD	ARC	DELTA	TANGENT BEARING
C-1	2815.29	N 52°18'41" W	259.82	259.91	5°17'23"	IN-N 49°40'00" W OUT-N 54°57'23" W
C-2	1382.50	S 26°05'06" W	444.99	446.94	18°31'21"	OUT-S 16°49'26" W
C-3	1707.10	S 27°16'16" W	479.68	481.27	16°09'11"	IN-S 19°11'40" W
C-4	1487.50	N 34°56'19" E	21.17	21.17	0°48'55"	IN-N 34°31'52" E
C-5	1572.10	N 27°16'16" E	441.75	443.21	16°09'11"	OUT-N 19°11'40" E
C-6	1572.10	N 27°28'45" E	430.44	431.79	15°44'13"	
C-7	1572.10	N 19°24'10" E	11.42	11.42	0°24'48"	

LINE TABLE

LINE	BEARING	DISTANCE
L-1	N 89°51'21" E	956.98
L-2	N 45°56'48" W	30.35
L-3	N 46°32'29" W	69.16
L-4	N 46°32'29" W	105.01
L-5	N 46°32'29" W	78.88
L-6	N 46°32'29" W	153.24
L-7	N 84°21'40" W	563.30
L-8	N 84°00'07" W	234.70
L-9	S 00°49'40" W	102.20
L-10	(S 86°02'47" W)	(1.91)
	S 85°50'00" W	1.93
L-11	(S 00°47'20" W)	(603.89)
	S 00°38'02" W	603.90
L-12	(S 00°58'10" W)	(494.40)
	S 00°48'54" W	494.54
L-13	(S 01°35'30" W)	(356.92)
	S 01°28'25" W	356.71
L-14	(S 02°02'00" W)	(456.22)
	S 01°53'50" W	456.19
L-15	(S 00°13'03" E)	(64.48)
	S 00°12'26" E	61.97
L-16	(S 79°00' E)	
	(S 79°10'10" E)	
	S 79°09'30" E	479.51
L-17	S 66°04'03" E	106.96
L-18	S 12°26'49" W	716.35
L-19	S 07°16'10" W	201.41
L-20	S 35°20'49" W	338.40
L-21	N 54°39'20" W	20.00
L-22	S 35°20'49" W	181.50
L-23	N 35°20'49" E	85.50
L-24	N 54°39'20" W	10.00
L-25	N 35°20'49" E	434.40
L-26	N 20°25'30" E	186.53
L-27	N 12°26'49" E	770.46
L-28	N 69°56'39" W	128.89
L-29	S 67°40'24" W	246.81
L-30	S 31°28'42" W	195.96
L-31	WEST	355.00
L-32	SOUTH	290.00
L-33	WEST	162.19
L-34	SOUTH	936.80
L-35	EAST	375.00
L-36	SOUTH	605.00

**NOTES:**

3.) THIS SURVEY WAS PREPARED WITH A 60 YEAR TITLE REPORT FROM LOCAL TITLE COMPANY LLC WITH AN EFFECTIVE DATE OF NOVEMBER 4TH, 2019, ORDER No. L011210LR.

4.) WETLANDS, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.

5.) FLOOD PLAIN, IF PRESENT, HAS NOT BEEN LOCATED OR SHOWN.

6.) LOT 13 OF GLACIAL VALLEY IS RESERVED FOR FUTURE ROAD RIGHT-OF-WAY IF LOT 4 OF THIS C.S.M. IS DEVELOPED.

SURVEYORS SEAL



# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE ¼ and SE ¼ of the SW ¼ and part of the NW ¼ and SW ¼ of the SE ¼ of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

## **SURVEYOR'S CERTIFICATE**

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of Dane County, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being part of the Northeast 1/4 and Southeast 1/4 of the Southwest 1/4 and part of the Northwest 1/4 and Southwest 1/4 of the Southeast 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 Certified Survey Map No. 3365, recorded in the Dane County Register of Deeds Office in Volume 13 of Certified Surveys, Page 152, as Document No. 1648533, being more particularly described as follows:

Commencing at the South 1/4 Corner of said Section 3; thence N 89°51'21" E along the South Line of the Southeast 1/4, 369.59 feet to the point of beginning.

Thence continue N 89°51'21" E along said South Line of the Southeast 1/4, 956.98 feet to the Southeast Corner of the Southwest 1/4 of the Southeast 1/4; thence N 00°45'41" E along the East Line of the Southwest 1/4 and Northwest 1/4 of the Southeast 1/4, 2,066.93 feet to the South Right-Of-Way of Wisconsin Department of Transportation Railroad; thence along the said South Right-Of-Way of Wisconsin Department of Transportation Railroad for the next 6 courses N 45°56'48" W, 30.35 feet; thence N 46°32'29" W, 69.16 feet to the East Right-Of-Way County Trunk Highway "P"; thence N 46°32'29" W, 105.01 feet to the West Right-Of-Way of said County Trunk Highway "P"; thence N 46°32'29" W, 78.88 feet; thence N 46°32'29" W, 153.24 feet; thence along an arc of a curve concaved southwesterly having a radius of 2,815.29 feet and a long chord bearing of N 52°18'41" W, 259.82 feet to the South Right-Of-Way of Bourbon Road; thence along said South Right-Of-Way of Bourbon Road for the next two courses N 84°21'40" W, 563.30 feet; thence N 84°00'07" W, 234.70 feet to a point on the West Line of the said Northwest 1/4 of the Southeast 1/4, thence S 00°49'40" W along the said West line of the Northwest 1/4 of the Southeast 1/4, 102.20 feet; thence S 85°50'00" W, 1.93 feet to a point that is the extension of the East Line of Outlot 1, Glacial Valley; thence along said extension of the East Line of Outlot 1, Glacial Valley and the East Line of said Glacial Valley for the next 5 course S 00°38'02" W, 603.90 feet; thence S 00°48'54" W, 494.54 feet; thence S 01°28'25" W, 356.71 feet; thence S 01°53'50" W, 456.19 feet; thence S 00°12'26" E, 61.97 feet; thence S 79°09'30" E, 479.51 feet to a point on the said West Right-Of-Way of County Trunk Highway "P"; thence S 66°04'03" E, 106.96 feet to the said East Right-Of-Way of County Trunk Highway "P"; thence along said East Right-Of-Way of County Trunk Highway "P" along an arc of a curve concaved southeasterly having a radius of 1,382.50 feet and a long chord bearing of S 26°05'06" W, 444.99 feet to the point of beginning.

EXCEPT

Lands conveyed to Dane County for Highway Purposes in Document No. 984565.

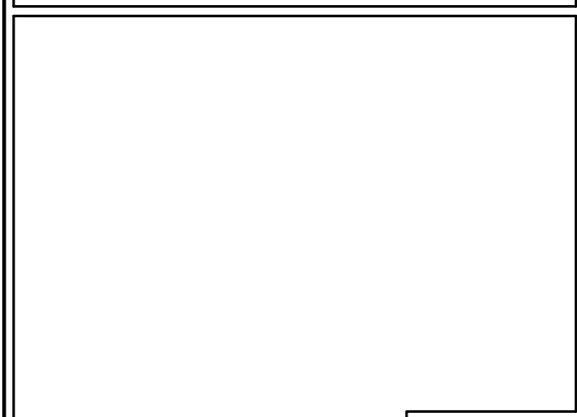
Total parcel = 2,830,640 sq. ft. or 64.98 acres

Williamson Surveying and Associates, LLC  
by Noa T. Prieve & Chris W. Adams

Date \_\_\_\_\_

\_\_\_\_\_  
Noa T. Prieve S-2499  
Professional Land Surveyor

**SURVEYORS SEAL**





# CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE & CHRIS W. ADAMS, PROFESSIONAL LAND SURVEYORS  
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the part of the NE ¼ and SE ¼ of the SW ¼ and part of the NW ¼ and SW ¼ of the SE ¼ of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

### **OWNERS' CERTIFICATE:**

As owner, We hereby certify that we caused the land described on this certified survey map to be surveyed, divided and mapped as represented on the certified survey map. We also certify that this certified survey map is required by sec. 75.17(1)(a), Dane County Code of Ordinances, to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

WITNESS the hand seal of said owners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF WISCONSIN) \_\_\_\_\_ Gary Brunner \_\_\_\_\_ Kristine Brunner  
DANE COUNTY)

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the above names Gary Brunner and Kristine Brunner to me known to be the people who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_ County, Wisconsin. \_\_\_\_\_

Notary Public

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

Print Name

### **TOWN BOARD RESOLUTION**

Resolved that this certified survey map is hereby acknowledged and approved by the Town of Cross Plains on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

### **VILLAGE OF CROSS PLAINS**

\_\_\_\_\_  
Nancy Meinholz  
Town Clerk

Resolved that this certified survey map in the Town of Cross Plains is hereby acknowledged and approved by the Village of Cross Plains on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Bill Chang  
Village Clerk

### **NOTE:**

REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

### **DANE COUNTY APPROVAL**

Approved for recording per Dane County Zoning and Land Regulation Committee action on \_\_\_\_\_

\_\_\_\_\_  
Daniel Everson  
Assistant Zoning Administrator

### **REGISTER OF DEEDS:**

Received for recording this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_ o'clock \_\_\_M. and recorded in Volume \_\_\_\_\_ of Dane County Certified Surveys on pages \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_  
Kristi Chlebowski  
Register of Deeds

DOCUMENT NO. \_\_\_\_\_

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

Sheet 7 of 7

### **SURVEYORS SEAL**

19W-425



# WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597

NOA T. PRIEVE and CHRIS W. ADAMS

PHONE: 1-608-255-5705 WEB: WILLIAMSONSURVEYING.COM

## FP-35 TO FP-1

A parcel of land located in part of the Southwest  $\frac{1}{4}$  and Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N 89°51'21" E along the South Line of the said Southeast  $\frac{1}{4}$ , 369.59 feet to the point of beginning.

Thence continue N 89°51'21" E along said South Line of the Southeast  $\frac{1}{4}$ , 956.98 feet; thence N 00°45'41" E, 2,066.93 feet to the South right-of-way of Wisconsin Department of Transportation Railroad; thence along said South right-of-way of Wisconsin Department of Transportation Railroad for the next two courses N 45°56'18" W, 30.35 feet; thence N 46°32'29" W, 69.16 feet to the East right-of-way of County Trunk Highway "P"; thence along said East right-of-way of County Trunk Highway "P" for the next 7 courses S 12°26'49" W, 716.35 feet; thence S 07°16'11" W, 201.41 feet; thence along an arc of a curve concaved northwesterly having a radius of 1,707.10 feet and a long chord bearing of S 27°16'16" W, 479.68 feet; thence S 35°20'49" W, 338.40 feet; thence N 54°39'20" W, 20.00 feet; thence S 35°20'49" W, 181.50 feet; thence along an arc of a curve concaved southeasterly having a radius 1,382.50 feet and a long chord bearing of S 26°05'06" W, 444.99 feet to the point of beginning. This parcel contains 887,025 sq. ft. or 20.36 acres thereof.

## VILLAGE LANDS TO RM-8

A parcel of land located in part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N 00°49'40" E along the East Line of the said Southwest  $\frac{1}{4}$ , 532.10 feet to the point of beginning.

Thence continue N 00°49'40" E along said East Line of the Southwest  $\frac{1}{4}$ , 234.36 feet; thence West, 9.12 feet to the West Line of Glacial Valley Subdivision; thence along said West Line of Glacial Valley Subdivision for the next two courses S 01°53'50" W, 170.33 feet; thence S 00°12'26" E, 61.97 feet; thence S 79°09'30" E, 11.36 feet to the point of beginning. This parcel contains 2,564 sq. ft. or 0.06 acres thereof.

## **FP-35 TO RM-8**

A parcel of land located in part of the Southwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N  $00^{\circ}49'40''$  E along the West Line of the said Southeast  $\frac{1}{4}$ , 532.10 feet to the point of beginning.

Thence S  $79^{\circ}09'30''$  E, 468.16 feet to the West right-of-way of County Trunk Highway "P"; thence along said West right-of-way of County Trunk Highway "P" for the next 5 courses along an arc of a curve concaved southeasterly having a radius of 1,487.50 feet; thence N  $34^{\circ}56'19''$  E, 21.17 feet; thence N  $35^{\circ}20'48''$  E, 85.50 feet; thence N  $54^{\circ}39'20''$  W, 10.00 feet; thence N  $35^{\circ}20'50''$  E, 434.40 feet; thence along an arc of a curve concaved northwesterly having a radius of 1,572.10 feet along a long chord bearing of N  $27^{\circ}28'45''$  E, 430.44 feet; thence N  $69^{\circ}56'39''$  W, 128.89 feet; thence S  $67^{\circ}40'24''$  W, 246.81 feet; thence S  $31^{\circ}28'42''$  W, 195.96 feet; thence West, 355.00 feet; thence South, 290.00 feet; thence West, 153.07 feet to a point on the said West Line of the Southeast  $\frac{1}{4}$ , thence S  $00^{\circ}49'40''$  W along the said West Line of the Southeast  $\frac{1}{4}$ , 234.36 feet to the point of beginning. This parcel contains 417,828 sq. ft. or 9.59 acres thereof.

## **RR-4 TO RR-8**

A parcel of land located in part of the Southwest  $\frac{1}{4}$  and Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N  $00^{\circ}49'40''$  E along the West Line of the said Southeast  $\frac{1}{4}$ , 766.46 feet to the point of beginning.

Thence continue N  $00^{\circ}49'40''$  E along said West Line of the said Southeast  $\frac{1}{4}$ , 1,843.18 feet to the South right-of-way of Bourbon Road; thence S  $84^{\circ}00'07''$  E along said South right-of-way of Bourbon Road, 107.03 feet; thence South, 936.80 feet; thence East, 375.00 feet; thence South, 605.00 feet; thence West, 355.00 feet; thence South, 290.00 feet; thence West, 153.07 feet to the point of beginning. This parcel contains 452,785 sq. ft. or 10.39 acres thereof.

## **VILLAGE LANDS TO RR-8**

A parcel of land located in part of the Southeast  $\frac{1}{4}$  and Northeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N  $00^{\circ}49'40''$  E along the East Line of the said Southwest  $\frac{1}{4}$ , 766.46 feet to the point of beginning.

Thence continue N  $00^{\circ}49'40''$  E along said East Line of the Southwest  $\frac{1}{4}$ , 1,740.98 feet; thence S  $85^{\circ}48'47''$  W, 1.93 feet to a point that is the extension of the East Line of Outlot 1, Glacial Valley Subdivision; thence along said extension of the East Line of Outlot 1, Glacial Valley Subdivision and the East Line of said Glacial Valley Subdivision for the next 4 course S  $00^{\circ}38'02''$  W, 603.90 feet; thence S  $00^{\circ}48'54''$  W, 494.54 feet; thence S  $01^{\circ}28'25''$  W, 356.71 feet; thence S  $01^{\circ}53'50''$  W, 285.86 feet; thence East, 9.12 feet to the point of beginning. This parcel contains 2,937 sq. ft. or 0.07 acres thereof.

## FP-35 TO FP-1

A parcel of land located in part of the Southwest  $\frac{1}{4}$  and Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South  $\frac{1}{4}$  Corner of said Section 3; thence N  $00^{\circ}49'40''$  E along the West Line of the said Southeast  $\frac{1}{4}$ , 2609.64 feet to the South right-of-way of Bourbon Road; thence S  $84^{\circ}00'07''$  E along the said South right-of-way of Bourbon Road, 107.02 feet; to the point of beginning.

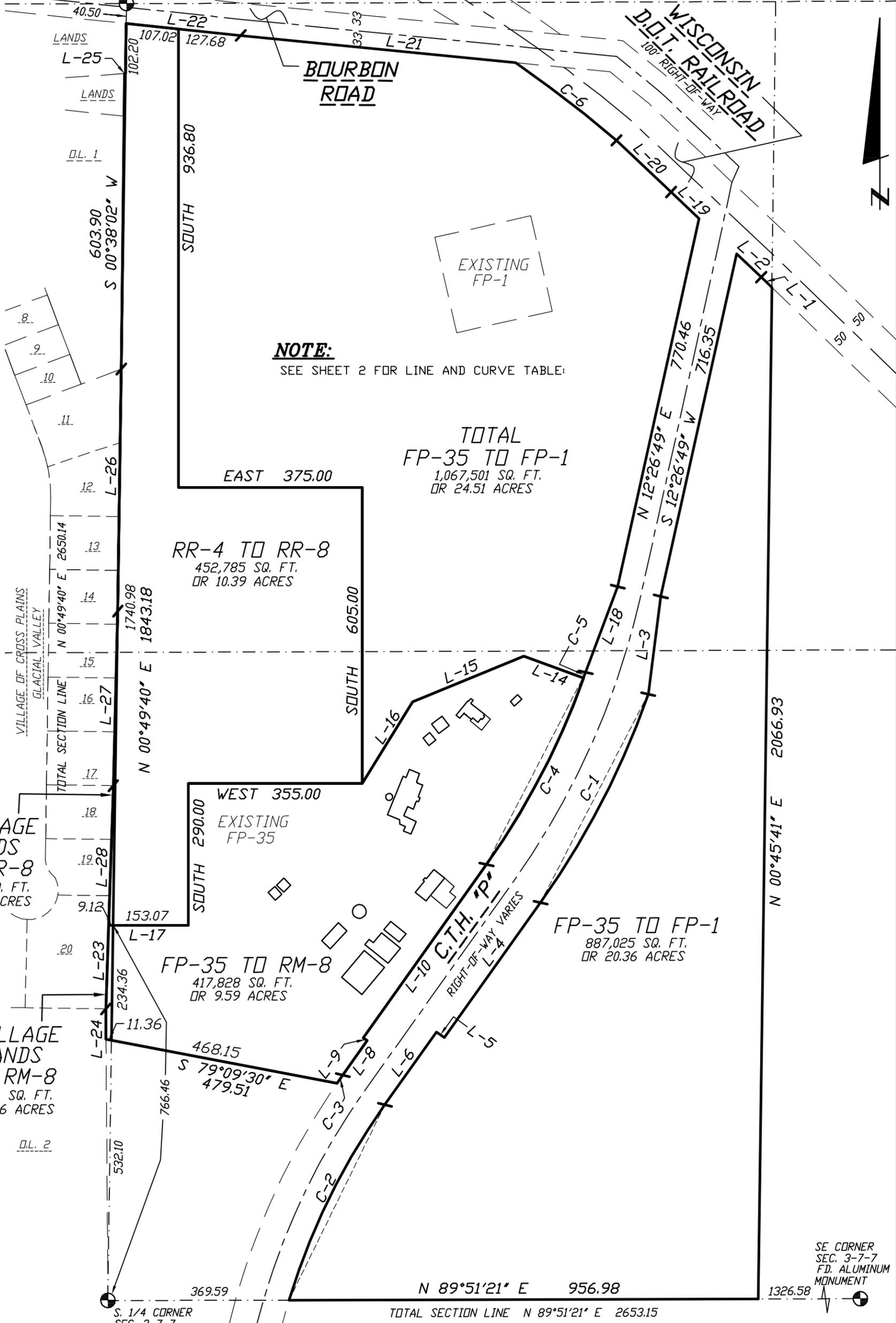
Thence South, 936.80 feet; thence East, 375.00 feet; thence South, 605.00 feet; thence N  $31^{\circ}28'42''$  E, 195.96 feet; thence N  $67^{\circ}40'24''$  E, 246.81 feet; thence S  $69^{\circ}56'39''$  E, 128.89 feet to the West right-of-way of County Trunk Highway "P"; thence along said West right-of-way of County Trunk Highway "P" for the next 3 courses along an arc of a curve concaved northwesterly having a radius of 1,572.10 feet and a long chord bearing of N  $19^{\circ}24'10''$  E, 11.42 feet; thence N  $20^{\circ}25'30''$  E, 186.53 feet; thence N  $12^{\circ}26'49''$  E, 770.46 feet to the South right-of-way of Wisconsin Department of Transportation Railroad; thence along said South right-of-way of Wisconsin Department of Transportation Railroad for the next 3 course N  $46^{\circ}32'28''$  W, 78.88 feet; thence N  $46^{\circ}32'29''$  W, 153.24 feet; thence along an arc of a curve concaved southwesterly having a radius of 2,815.29 feet and a long chord bearing of N  $52^{\circ}18'41''$  W, 259.82 feet to the South right-of-way of Bourbon Road; thence along said South right-of-way of Bourbon Road for the next 2 courses N  $84^{\circ}21'40''$  W, 563.30 feet; thence N  $84^{\circ}00'07''$  W, 127.68 feet to the point of beginning. This parcel contains 1,067,501 sq. ft. or 24.51 acres thereof.

REZONE MAP

C. 1/4 CORNER  
SEC. 3-7-7  
SET SURVEY SPIKE

**PREPARED FOR:**  
HARTUNG BROTHERS  
2148 HILLEBRAND DR.  
CROSS PLAINS, WI 53528

SCALE 1" = 200'



**NOTE:**  
SEE SHEET 2 FOR LINE AND CURVE TABLE:

TOTAL  
FP-35 TO FP-1  
1,067,501 SQ. FT.  
OR 24.51 ACRES

RR-4 TO RR-8  
452,785 SQ. FT.  
OR 10.39 ACRES

FP-35 TO FP-1  
887,025 SQ. FT.  
OR 20.36 ACRES

FP-35 TO RM-8  
417,828 SQ. FT.  
OR 9.59 ACRES

VILLAGE  
LANDS  
TO RR-8  
2,937 SQ. FT.  
OR 0.07 ACRES

VILLAGE  
LANDS  
TO RM-8  
2,564 SQ. FT.  
OR 0.06 ACRES

VILLAGE OF CROSS PLAINS  
GLACIAL VALLEY

TOTAL SECTION LINE N 00°49'40" E 2650.14

TOTAL SECTION LINE N 89°51'21" E 2653.15

N 00°45'41" E 2066.93

SE CORNER  
SEC. 3-7-7  
F.D. ALUMINUM  
MONUMENT

S. 1/4 CORNER  
SEC. 3-7-7  
F.D. ALUMINUM  
MONUMENT

Located in the part of the NE 1/4 and SE 1/4 of the SW 1/4 and part of the NW 1/4 and SW 1/4 of the SE 1/4 of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

DATE	MARCH 26, 2020
SCALE	1" = 200'
DRAWN BY	NEIL BORTZ
CHECK BY	N.T.P.
DRAWING NO.	19W-425
SHEET	1 OF 2



**WILLIAMSON SURVEYING & ASSOCIATES, LLC**

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NOA T. PRIEVE & CHRIS W. ADAMS

PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

REZONE MAP

**LINE TABLE:**

L-#	BEARINGS	DIST.
L-1	N 45°56'48" W	30.35
L-2	N 46°32'29" W	69.16
L-3	S 07°16'11" W	201.41
L-4	S 35°20'49" W	338.40
L-5	N 54°39'20" W	20.00
L-6	S 35°20'49" W	181.50
L-7	S 79°09'30" E	468.16
L-8	N 35°20'48" E	85.50
L-9	N 54°39'20" W	10.00
L-10	N 35°20'50" E	434.40
L-11	N 20°25'30" E	186.53
L-12	N 12°26'49" E	58.34
L-13	S 68°02'15" W	132.57
L-14	N 69°56'39" W	128.89
L-15	S 67°40'24" W	246.81
L-16	S 31°28'42" W	195.96
L-17	WEST	162.19
L-18	N 20°25'30" E	186.53
L-19	N 46°32'29" W	78.88
L-20	N 46°32'29" W	153.24
L-21	N 84°21'40" W	563.30
L-22	N 84°00'07" W	234.70
L-23	S 01°53'50" W	170.33
L-24	S 00°12'26" E	61.97
L-25	S 85°48'47" W	1.93
L-26	S 00°48'54" W	494.54
L-27	S 01°28'25" W	356.71
L-28	S 01°53'50" W	285.86

**CURVE TABLE:**

CURVE	RADIUS	CHORD BEARING	CHORD	ARC	DELTA
C-1	1707.10	S 27°16'16" W	479.68	481.27	16°09'11"
C-2	1382.50	S 26°05'06" W	444.99	446.94	18°31'21"
C-3	1487.50	N 34°56'19" E	21.17	21.17	0°48'55"
C-4	1572.10	N 27°28'45" E	430.44	431.79	15°44'13"
C-5	1572.10	N 19°24'10" E	11.42	11.42	0°24'48"
C-6	2815.29	N 52°18'41" W	259.82	259.91	5°17'23"

Located in the part of the NE ¼ and SE ¼ of the SW ¼ and part of the NW ¼ and SW ¼ of the SE ¼ of Section 3, T7N, R7E, Town of Cross Plains, Dane County, Wisconsin. Including all of Lot 1 C.S.M. No. 3365.

DATE	MARCH 4, 2020
SCALE:	1" = 200'
DRAWN BY	NEIL BORTZ
CHECK BY	N.T.P.
DRAWING NO.	19W-425
SHEET	2 OF 2



**WILLIAMSON SURVEYING & ASSOCIATES, LLC**

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.

NDA T. PRIEVE & CHRIS W. ADAMS

PROFESSIONAL LAND SURVEYORS

PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM



**Staff/Department:** Bill Chang, Administration Flood  
**Subject Matter:** Plain Map Amendment  
**Meeting Date:** September 28, 2020  
**Referral History:** PC – 8.31.20

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**Executive Summary:**

Staff is proposing an amendment to the Village's flood plain map in accordance with the Flood Plain Ordinance. The flood plain map needs to be updated in order for the Village so that development activities along this section of Brewery Creek may be governed to appropriate flood elevations and so that CARPC may administer their environmental regulations.

**Project Background:**

The Village is assisting Creek Crossing at St. Francis with flood map review and CARPC approval to bring a residential subdivision to the Village's northeast quadrant along Brewery Creek. The property was formerly zoned in the general flood plain. Per flood plain regulations, the developer has prepared hydraulic and hydrology data to WI DNR and FEMA in order to define the flood plain and flood way. That information has been incorporated into the flood map and supporting documents. Both FEMA and WIDNR have preliminarily approved the maps.

The Village and Dane County now need to approve local ordinances amending the flood maps to reflect the most current data. The revised flood plain map and current data will help Village staff determine developable areas, high water marks, and shoreland/wetland setbacks.

Staff published a Class 2 Public Hearing Notice in the Middleton-Cross Plains Times Tribune. A public hearing was held by the Plan Commission on August 31, 2020.

**Code/Policy Review:**

[Chapter 85](#) regulates the Village's Flood Plain Zoning.  
[Chapter 86](#) regulates the Village's Shoreland Zoning and is impacted by the flood plain map.

**Fiscal Impact:**

N/A

**Recommendation:**

The Plan Commission recommended approval of the ordinance amending the flood plain map at its meeting on 8.31.2020.

**Appendices:**

Ordinance amending the Flood Plain Map and Exhibits, Affidavit of Posting

**VILLAGE OF CROSS PLAINS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO CREATE SECTION 85.05(B)(5) OF THE VILLAGE OF CROSS PLAINS CODE OF ORDINANCES CONCERNING THE ADOPTION OF FLOODWAY MAPS**

The Board of Trustees of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. Section 85.05(b)(5) of the Village Code of Ordinances is hereby created to read as follows:
  - (5) The floodway map dated May 5, 2020, flood profiles, and floodway data table, labeled as Exhibits A, B and C and attached to this ordinance and incorporated herein by reference, relating to the floodplain analysis for Brewery Creek approved by the Wisconsin Department of Natural Resources on April 29, 2020.
2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
3. **Effective Date.** This Ordinance shall be adopted following a Class 2 publication notice and a public hearing. This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk

**CERTIFICATION**

I, Bill Chang, as Administrator/Clerk for the Village of Cross Plains, do hereby certify that the attached Ordinance is a true and correct copy of the Ordinance No. \_\_\_\_\_ adopted by the Board of Trustees of the Village of Cross Plains, Dane County, Wisconsin, at a meeting duly called on \_\_\_\_\_, 2020.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Bill Chang, Administrator/Clerk,  
Village of Cross Plains

**AUTHENTICATION**

Signature of Bill Chang, in the capacity indicated, authenticated on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Paul A. Johnson  
SBN: 1021492  
TITLE: MEMBER, STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_,  
authorized by Wis. Stat. §706.06)

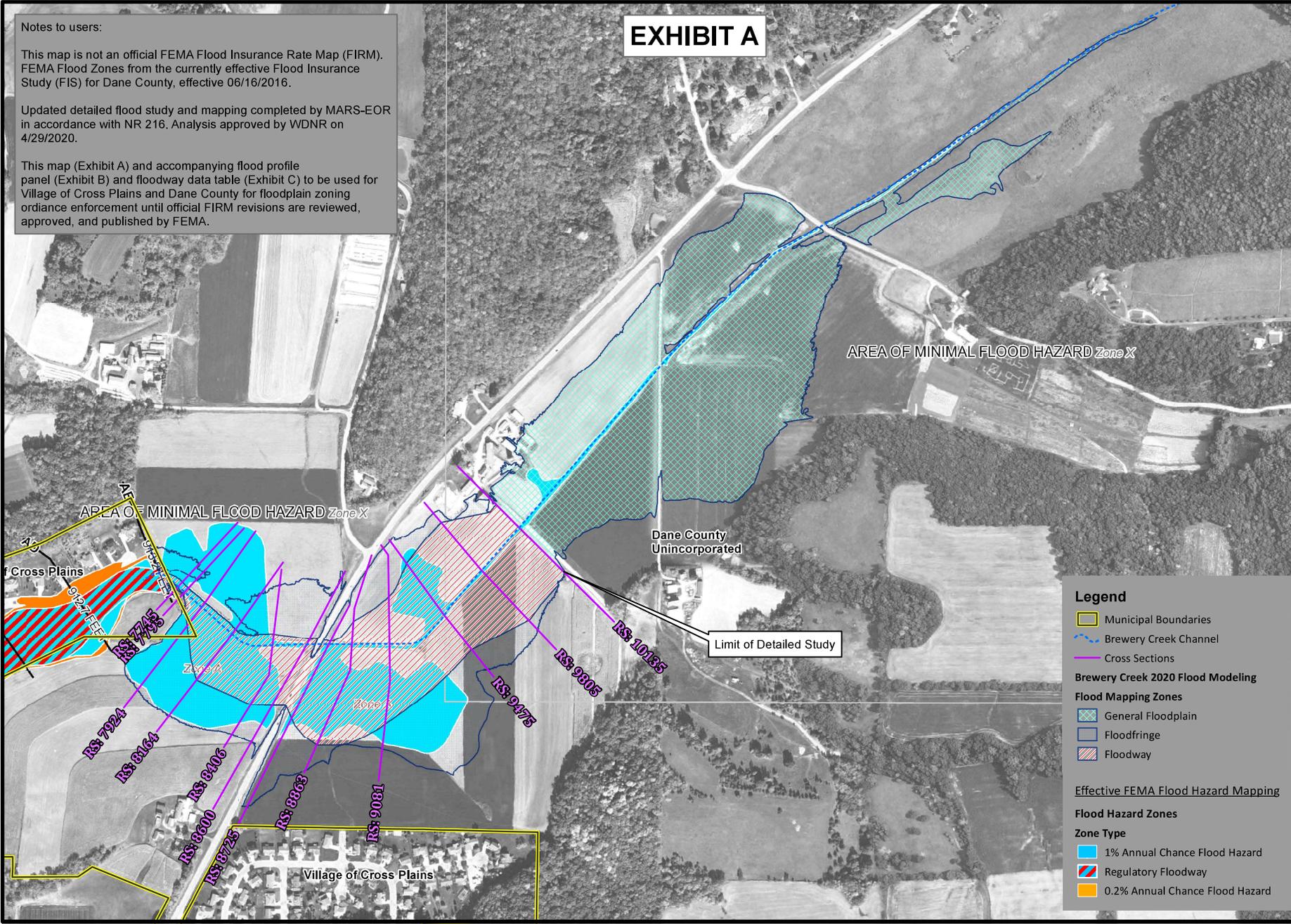
**Notes to users:**

This map is not an official FEMA Flood Insurance Rate Map (FIRM). FEMA Flood Zones from the currently effective Flood Insurance Study (FIS) for Dane County, effective 06/16/2016.

Updated detailed flood study and mapping completed by MARS-EOR in accordance with NR 216. Analysis approved by WDNR on 4/29/2020.

This map (Exhibit A) and accompanying flood profile panel (Exhibit B) and floodway data table (Exhibit C) to be used for Village of Cross Plains and Dane County for floodplain zoning ordinance enforcement until official FIRM revisions are reviewed, approved, and published by FEMA.

**EXHIBIT A**



Map produced on behalf of the Village of Cross Plains, WI and Dane County, WI by:  
**EMMONS & OLIVIER RESOURCES, INC**  
  
 DRAWN BY: RSS

**BREWERY CREEK FLOODPLAIN MAPPING**  
**2020 DETAILED FLOOD STUDY**  
 Floodplain Zoning Overlay  
 Village of Cross Plains, WI  
 Dane County WI

**Legend**

- Municipal Boundaries
- Brewery Creek Channel
- Cross Sections

**Brewery Creek 2020 Flood Modeling**

**Flood Mapping Zones**

- General Floodplain
- Floodfringe
- Floodway

**Effective FEMA Flood Hazard Mapping**

**Flood Hazard Zones**

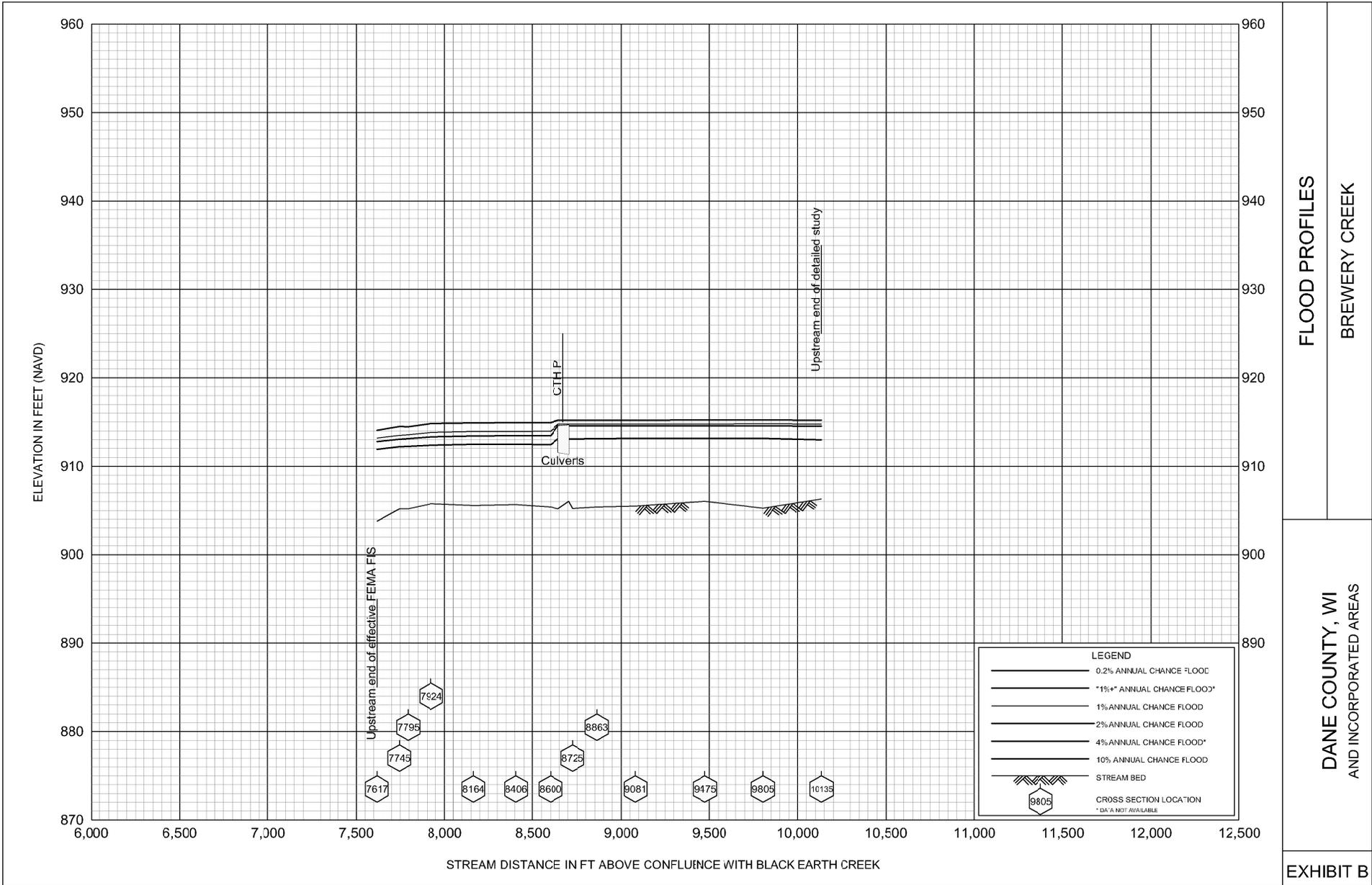
**Zone Type**

- 1% Annual Chance Flood Hazard
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard



SCALE  
 1 inch = 500 feet

SHEET NO. 1 of 1	DATE 05/05/2020
---------------------	--------------------



LOCATION		FLOODWAY			1% ANNUAL CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE <sup>1</sup>	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE
7745	7,745	63	328	4.0	913.5	913.5	913.5	0.0
7795	7,795	48	270	4.0	913.6	913.6	913.6	0.0
7924	7,924	184	1,987	2.0	913.8	913.8	913.8	0.0
8164	8,164	404	2,412	0.7	913.9	913.9	913.9	0.0
8406	8,406	438	2,596	0.6	913.9	913.9	913.9	0.0
8600	8,600	438	2,543	0.6	914.0	914.0	914.0	0.0
8725	8,725	493	4,135	0.4	914.8	914.8	914.8	0.0
8863	8,863	751	4,065	0.3	914.8	914.8	914.8	0.0
9081	9,081	736	3,211	0.3	914.8	914.8	914.8	0.0
9475	9,475	626	2,455	0.4	914.8	914.8	914.8	0.0
9805	9,805	760	2,653	0.4	914.8	914.8	914.8	0.0
10135	10,135	553	785	1.2	914.8	914.8	914.8	0.0

<sup>1</sup> Distances are measured in feet above confluence with Black Earth Creek

**EXHIBIT C**

**Dane County, Wisconsin  
AND INCORPORATED AREAS**

**FLOODWAY DATA**

**FLOODING SOURCE: Brewery Creek**



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Easement Conditions and As Built Plans Ordinance  
**Meeting Date:** Amendment September 28, 2020  
**Referral History:** PC - 08.31.20

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**Executive Summary:**

These next two ordinances amend/create sections to the Village's Zoning Ordinance and Subdivision Ordinance to meet current practices and standards. It solidifies the requirement for final grading criteria and ensuring accurate records.

Similar language has been proposed to be added in both of the Zoning Code and the Subdivision Code.

**Project Background:**

The Village has historically put similar language on the plats of subdivisions and has required it in developer agreements. Recent history has shown that this information gets lost between developers, builders, and buyers and have led to issues. Incorporating this information into ordinance provides the Village an additional opportunity to resolve issues related to easements and elevation. It also, provides full disclosure to all parties and is less apt to get buried in documents. Lastly, it allows enforcement by penalty.

Staff published a Class 2 Public Hearing Notice in the Middleton-Cross Plains Times Tribune. A public hearing was held by the Plan Commission on August 31, 2020. This is only required for a zoning code amendment. A public hearing is not required for an amendment to the Subdivision Ordinance.

**Code/Policy Review:**

[Chapter 83](#) of the Village Municipal Code Regulates Land Division and Subdivision.  
[Chapter 84](#) of the Village Municipal Code regulates Zoning.

**Fiscal Impact:**

None

**Recommendation:**

Plan Commission recommend approval of these ordinances to the Village Board.

**Appendices:**

- An Ordinance to Create Section 84.101(K) And (L) Of the Village Code of Ordinances
- An Ordinance to Amend Sections 83.85(B) And (C) And to Create Section 83.105(C) of the Village Code of Ordinances

## VILLAGE OF CROSS PLAINS

### ORDINANCE \_\_\_\_\_

#### AN ORDINANCE TO CREATE SECTION 84.101(k) and (l) OF THE VILLAGE CODE OF ORDINANCES

The Village Board of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. SECTION 84.101(k) **Easement Conditions**, is created to read as follows:

(k) **Easement Conditions.**

(1) **Utility Easements.** No utility pole, pedestal or cable shall be placed so as to disturb any survey monument or obstruct vision along any lot or street line. The unauthorized disturbance of a survey monument is a violation of Section 236.32 of the Wisconsin Statutes. Final grades established by the owner on any utility easement shall not be altered by more than 6 inches by the owner, its agents or by subsequent owners of lots upon which the easements are located, except with written consent of the utilities involved and the Village of Cross Plains.

(2) **Drainage Easements.** Final grades established by the owner on the drainage easements shall not be altered by more than 6 inches by the owner, its agents, or by subsequent owners of lots upon which the drainage easements are located, except with written consent of the Village of Cross Plains.

2. SECTION 84.101(l) **AS Built Plans**, is created to now read as follows:

(l) **As Built Plans.** Prior to final acceptance of a plat or certified survey map, and as part of a final approval of a site plan, the owner shall provide the Village with as-built plans. As-built plans shall be provided in both an electronic format and in hard copy. As-built plans in electronic format and readable by autoCAD must be provided showing all horizontal and vertical locations of public sanitary, water and stormwater utilities, i.e. manholes, hydrants, watermain bends and tees, valves, sanitary and water lateral curb boxes, inlets, and walls, etc. All vertical information shall be on NAVD88 datum. The profile drawings must also show the diameter, length and slope of all pipes. In addition, owner shall provide the Village with as-built plans showing the finished surface elevations at all lot corners, demonstrate a positive drainage between lot corners, and also showing the finished surface elevation of all stormwater management ponds, swales and infiltration areas for the subdivision. The horizontal location of all water and sewer services shall be located as follows:

- a. Sewer lateral shall be located by the distance to the sewer “wye” from the downstream manhole.

- b. The ends of stubbed sewer laterals for future connection shall be located and the elevations determined and shown.
- c. Water laterals shall be located by the distance from the nearest hydrant or valve on the main (whichever is closest) to the corporation stop.
- d. The distance to the curb stop from the main shall also be provided.

Any bends in the water main shall be indicated by the length from the nearest main-line valve. For mapping purposes, a single electronic point file of the entire subdivision describing the as-built surface features of the new sanitary sewer, water system and storm sewer system, i.e. manholes, hydrants, water main bends, lateral curb boxes, valves, inlets, endwalls, etc., on the Dane County Coordinate system must be provided. This point file must include; northing, easting, elevation (NAVD88), and a point description. The Village Engineer can obtain the electronic file for the surface features, at the owner’s cost, when requested by either the Village or the owner, provided that the owner locates these features in the field. The Village Engineer will update all applicable Village maps and computer water and stormwater models. The cost of updating of Village maps and computer water and stormwater models to incorporate this development shall be borne by the owner.

All sanitary sewer mains shall be televised in accordance with the Village’s standard specifications. A colored digital recording of the televising as well as a written report of the location of laterals and lengths of pipe shall be provided to the Village before final acceptance of the sewer.

- 3. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
- 4. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk

## VILLAGE OF CROSS PLAINS

### ORDINANCE \_\_\_\_\_

#### **AN ORDINANCE TO AMEND SECTIONS 83.85(b) and (c) AND TO CREATE SECTION 83.105(c) OF THE VILLAGE CODE OF ORDINANCES**

The Village Board of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. SECTION 83.85(b)(1) Easement Conditions is amended to add the following language at the end of that paragraph:

No utility pole, pedestal or cable shall be placed so as to disturb any survey monument or obstruct vision along any lot or street line. The unauthorized disturbance of a survey monument is a violation of Section 236.32 of the Wisconsin Statutes. Final grades established by the subdivider on any utility easement shall not be altered by more than 6 inches by the subdivider, its agents or by subsequent owners of lots upon which the easements are located, except with written consent of the utilities involved and the Village of Cross Plains.

2. SECTION 83.85(c) Drainage Easements, is amended to add the following language at the end of that paragraph:

Final grades established by the subdivider on the drainage easements shall not be altered by more than 6 inches by the subdivider, its agents, or by subsequent owners of lots upon which the drainage easements are located, except with written consent of the Village of Cross Plains.

3. SECTION 83.105(c) is created to now read as follows:

(c) Prior to final acceptance of a plat or certified survey map, the Subdivider shall provide the Village with as-built plans. As-built plans shall be provided in both an electronic format and in hard copy. As-built plans in electronic format and readable by autoCAD must be provided showing all horizontal and vertical locations of public sanitary, water and stormwater utilities, i.e. manholes, hydrants, watermain bends and tees, valves, sanitary and water lateral curb boxes, inlets, and walls, etc. All vertical information shall be on NAVD88 datum. The profile drawings must also show the diameter, length and slope of all pipes. In addition, Subdivider shall provide the Village with as-built plans showing the finished surface elevations at all lot corners, demonstrate a positive drainage between lot corners, and also showing the finished surface elevation of all stormwater management ponds, swales and infiltration areas for the

subdivision. The horizontal location of all water and sewer services shall be located as follows:

- a. Sewer lateral shall be located by the distance to the sewer “wye” from the downstream manhole.
- b. The ends of stubbed sewer laterals for future connection shall be located and the elevations determined and shown.
- c. Water laterals shall be located by the distance from the nearest hydrant or valve on the main (whichever is closest) to the corporation stop.
- d. The distance to the curb stop from the main shall also be provided.

Any bends in the water main shall be indicated by the length from the nearest main-line valve. For mapping purposes, a single electronic point file of the entire subdivision describing the as-built surface features of the new sanitary sewer, water system and storm sewer system, i.e. manholes, hydrants, water main bends, lateral curb boxes, valves, inlets, endwalls, etc., on the Dane County Coordinate system must be provided. This point file must include; northing, easting, elevation (NAVD88), and a point description. The Village Engineer can obtain the electronic file for the surface features, at the Subdivider’s cost, when requested by either the Village or the Subdivider, provided that the Subdivider locates these features in the field. The Village Engineer will update all applicable Village maps and computer water and stormwater models. The cost of updating of Village maps and computer water and stormwater models to incorporate this development shall be borne by the Subdivider.

All sanitary sewer mains shall be televised in accordance with the Village’s standard specifications. A colored digital recording of the televising as well as a written report of the location of laterals and lengths of pipe shall be provided to the Village before final acceptance of the sewer.

- 4. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
- 5. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Conditional Use Permit Procedures - Ordinance Amendment  
**Meeting Date:** September 28, 2020  
**Referral History:** PC – 08.31.20

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**Executive Summary:**

This ordinance amends/creates sections to the Village's Zoning Ordinance to adopt conditional use permitting procedures to be compliant with current state requirements due to Wisconsin Act 67.

**Project Background:**

The Village's Zoning Ordinance specifying the conditional use permitting process is no longer compliant with current law. Wisconsin Act 67 specifies the conditional use permit application hearing process and approval process. This revision brings the Village into compliance.

Staff published a Class 2 Public Hearing Notice in the Middleton-Cross Plains Times Tribune. A public hearing was held by the Plan Commission on August 31, 2020.

**Code/Policy Review:**

[Chapter 84](#) of the Village Municipal Code regulates Zoning.  
[2017 Act 67](#) Requires changes to municipal conditional use permit procedures.  
[LWM Opinion on CUP Changes](#)

**Fiscal Impact:**

N/A

**Recommendation:**

The Plan Commission recommend approval of this ordinance to the Village Board.

**Appendices:**

An Ordinance to Repeal and Recreate Section 84.161 of the Village Code of Ordinances Governing Conditional Use Permit Procedures.

# VILLAGE OF CROSS PLAINS

## ORDINANCE \_\_\_\_\_

### AN ORDINANCE TO REPEAL AND RECREATE SECTION 84.161 OF THE VILLAGE CODE OF ORDINANCES GOVERNING CONDITIONAL USE PERMIT PROCEDURES

The Village Board of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. SECTION 84.161 **Conditional Use Permit Procedures**, is repealed and recreated to now read as follows:

#### **Section 84.161: Conditional Use Permit Procedures**

- (a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
- (b) **Applicability.** There are certain uses, which because of their unique characteristics, may have a high potential to create undesirable impacts on nearby properties, public facilities, or the community as a whole. In these cases, specific standards, regulations, or conditions may be established.
- (c) **Initiation of Request.** Proceedings for approval of a conditional use may be initiated by an application of the owner(s) of the subject property or authorized agent of the owner(s) of the subject property.
- (d) **Application.** An application for a conditional use permit should contain the following (digital files should be submitted whenever possible, if applicable):
  - (1) A map of the subject property to scale depicting:
    - a. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
    - b. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
    - c. All lot dimensions of the subject property.
    - d. A graphic scale and a north arrow.
  - (2) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations, as well as the number of employees and the hours of operation.

- (3) A site plan of the subject property if proposed for development conforming to all requirements of Section 84.164. If the proposed conditional use is a group or large development (per Section 84.118), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required per Section 84.164.
  - (4) Written justification for the proposed conditional use demonstrating evidence that the application conforms to the findings described in Subsection (h), is consistent with the Comprehensive Plan, and meets any additional standards required in the applicable zoning district.
  - (5) Anticipated daily traffic, types and weights of vehicles, and any provisions, intersection or road improvements or other measures proposed to accommodate increased traffic.
    - a. A Traffic Impact Analysis (TIA) meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Zoning Administrator.
  - (6) Compliance with stormwater and erosion control standards.
  - (7) Anticipated noise, odors, dust, soot, runoff, pollution, exterior storage, vibration, glare, or lighting, and measures taken to mitigate impacts to neighboring properties. Refer to Article VII for all performance standards.
  - (8) A listing of hazardous, toxic, or explosive materials stored on site, and any spill containment, safety, or pollution prevention measures taken.
  - (9) Written description of how the proposed conditional use and all requirements established by the Village relating to the conditional use are or shall be satisfied.
- (e) **Review by Zoning Administrator.**
- (1) The Zoning Administrator shall determine whether the application is complete. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
  - (2) The Zoning Administrator may coordinate review with other Village Departments.
  - (3) The Zoning Administrator shall review the complete application and evaluate the proposed conditional use against the findings listed in Subsection (h), below.
  - (4) The Zoning Administrator shall prepare a written report addressing the items under Subsection (h), below, to be forwarded to the Plan Commission for the Commission's review. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.

- (f) **Public Hearing.** Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 84.158 to consider the request. A public hearing may be held more than 50 days from the filing of the complete application when requested by the applicant in writing.
- (1) Statements of personal preferences or speculation not based on substantial evidence must be disregarded by the Plan Commission. See Subsection (g)(2)b.
- a. “Substantial evidence” means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
- (2) **Standards for Testimony During a Public Hearing.** All Public Hearing standards and procedures shall be followed in accordance with Section 84.161(v). During the Plan Commission hearing, due process for all interested parties must be provided and all witnesses providing testimony during said hearing must first be formally sworn in by the Plan Commission Chair.
- (g) **Review and Action by the Plan Commission.**
- (1) The Plan Commission may request further information and/or additional reports from the Zoning Administrator, applicant, and/or from any other source.
- a. **Third Party Consultation.** If necessary expertise is not available from Village Staff, public academic institutions, or from appropriate regional, state, or federal agencies, the committee may consult with a third party to effectively evaluate a conditional use permit application. The zoning administrator, or his/her designee, will select the consultant. The application for the conditional use permit shall bear all reasonable costs and expenses associated with such consultation. Applicants retain the right to withdraw a pending conditional use permit application if they choose not to pay consultant fees.
- (2) **Final Action on Conditional Use Permits.**
- a. The Plan Commission shall hear all substantial evidence regarding the proposed Conditional Use Permit from staff, the applicant, and the public during the public hearing.
- b. Following the public hearing, staff shall compile all materials presented to be documented in a Report of Preliminary Recommended Findings. The report shall contain, at a minimum, all substantial evidence presented in the public hearing, the recommended findings, and the recommended

motion to either approve the use as originally proposed, approve the proposed conditional use with modifications and/or conditions, or deny approval of the proposed conditional use.

- c. In a subsequent meeting, the Plan Commission shall discuss The Report of Preliminary Recommended Findings and any conditions or changes with the applicant. At that time, the Plan Commission may take final action by resolution on the application to either approve the conditional use as originally proposed, approve the proposed conditional use with modifications and/or conditions, or deny approval of the proposed conditional use. See Section (g)(2)i. below.
- d. The Village's decision to approve or deny the permit must be supported by substantial evidence. Any condition imposed by the Village must be related to the purpose of the ordinance and be based on "substantial evidence" as defined in Wis. Stat. 62.23(7)(de)1.b.
- e. The conditions described under Subsection 1., above, must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal.
- f. The applicant must demonstrate whether the application and all requirements and conditions established by the Village relating to the conditional use are or will be satisfied, both of which must be supported by substantial evidence per Subsection (f)(1)a.
- g. All other participants in the review of the Conditional Use Permit, including but not limited to, the public, staff, Plan Commission, elected officials, and consultants, shall offer substantial evidence in their participation.
- h. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in this Title or those imposed by the Plan Commission, the Village shall grant the conditional use permit.
- i. Final action by the Plan Commission shall consist of all of the following:
  - 1. The formal finding of facts related to the findings listed in Subsection (h), below, approved by the Plan Commission concerning the request.
  - 2. Description(s) of the substantial evidence that supports the Plan Commission's overall decision to approve, approve with conditions, or deny the request.

3. Description(s) of the substantial evidence that supports all of the condition(s) imposed by the Village.
  4. The Village shall document these proceedings by any of the following means: written minutes, video or audio recordings, or written reports.
- (h) **Findings.** In reviewing and taking final action on a proposed conditional use permit, the Plan Commission shall consider whether the proposed conditional use:
- (1) Is in harmony with the Comprehensive Plan.
  - (2) Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
  - (3) Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
  - (4) The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public or private agencies serving the subject property.
  - (5) The potential public benefits outweigh any potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
- (i) **Conditions.** The Plan Commission shall impose, at a minimum, the following conditions on any conditional use permit:
- (1) Any conditions required for specific uses listed under Article III.
  - (2) The physical development and operation of the conditional use must conform, in all respects, to the approved site plan, operational plan and phasing plan.
  - (3) All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
  - (4) If the County Highway, Public Works Department or Village Engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
  - (5) The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will

- comply with any applicable workplace safety rules or standards for the site.
- (6) The owner must post, in a prominent public place and in a form approved by the zoning administrator, a placard with the approved Conditional Use Permit number, the nature of the operation, name and contact information for the operator, and contact information for the Village.
- a. The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
  - b. Failure to comply with any imposed conditions, or to pay reasonable Village costs of investigation or enforcement of sustained violations, may be grounds for revocation of the conditional use permit. The holder of a conditional use permit shall be given a reasonable opportunity to correct any violations prior to revocation.
- (7) **Other Conditions.** In addition to the conditions listed above, the Plan Commission may, at their discretion, impose any other conditions as necessary to meet the findings above:
- a. Expiration dates on conditional use permits, except for permits for communication towers under Section 84.62(a). Continuation or extension of an expired conditional use requires re-application and approval by the Plan Commission.
  - b. Limits on hours or days of operation, or number of events each year.
  - c. Limits on numbers of employees.
  - d. Limits on numbers of total people, vehicles or animals on the premises at any one time.
  - e. Limits on total quantity or volume of product on the premises at any one time.
  - f. Limits on square footage of buildings or outdoor areas devoted to the proposed use.
- (j) **Limited Effect of Approval.** A ruling by the Plan Commission finding a particular land use to be conditionally permitted in a specified zoning district shall be deemed to authorize only that particular use at that particular location for the period of time for which the ruling was issued. The ruling shall not be deemed to authorize any allegedly similar use for which a separate ruling has not been issued. A favorable ruling shall automatically expire and cease to be of any force or effect if the particular use for which it was issued shall, for any reason, be discontinued for a period of 365 consecutive days or more.
- (1) If the Plan Commission wishes to approve significant changes to the proposed conditional use, then the procedure set forth in Wis. Stats. 62.23(7)(d) shall be followed prior to Plan Commission action.

- (k) **Effects of Denial.** No application which has been denied (either wholly or in part) shall be resubmitted for a period of 365 days from the date of said order of denial, except on grounds of new evidence or material change of circumstances found valid by the Zoning Administrator.
- (l) **Appeals of a Plan Commission Decision shall be appealed to the Zoning Board of Appeals.**
- (1) **Initiation of Request for Appeal.** Proceedings for an appeal to the Zoning Board of Appeals of a Plan Commission denial of a conditional use permit, modification of a conditional use permit, or conditions added to a conditional use permit may be initiated by any person or by any officer, department, or board of the Village affected by said Plan Commission decision.
  - (2) **Enforcement Actions.** All enforcement actions related to the subject property shall be held in abeyance upon appeal action of the Zoning Board of Appeals.
  - (3) **Time Limit for Filing an Appeal.** Any appeal to the Zoning Board of Appeals under the provisions of this Section shall be made per the requirements of Subsection (d), below, within a period not exceeding 45 days from the date of issuance of Plan Commission's decision regarding the conditional use permit. Failure to initiate this appeal procedure within this 45-day period shall constitute a final and binding waiver of the right to appeal the Plan Commission's decision.
  - (4) **Application Requirements.** An application for an appeal of a Plan Commission decision shall contain the following (digital files should be submitted whenever possible):
    - a. A written statement from the applicant indicating the reasons why an appeal is justified, with specific reference to the findings of the Plan Commission. This statement shall be dated and signed by the applicant.
    - b. All information that was supplied in the complete application described in Subsection (d), above.
    - c. Application filed with the Village Clerk.
  - (5) **Review by the Zoning Administrator.**
    - a. The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Title. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.
    - b. The Zoning Administrator shall review the application and evaluate and comment on the written justification for the requested appeal to the Zoning Board of Appeals as submitted by the applicant. The Zoning Administrator shall also evaluate the application to determine whether the requested appeal is in harmony with the Comprehensive Plan.

- c. The Zoning Administrator shall forward a report to the Zoning Board of Appeals for review and action. If the Zoning Administrator determines that the proposal may be in conflict with the provisions this Title or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
- (6) **Review and Action by the Zoning Board of Appeals.**
- a. Within 60 days after the filing of the appeal, the Zoning Board of Appeals shall make its findings. Such findings shall be based on the findings of Subsection (8), above, and shall be based on substantial evidence. The Zoning Board of Appeals may request further information and/or additional reports from the Plan Commission, Zoning Administrator, the applicant, and/or any other entity as it sees fit.
  - b. If the Zoning Board of Appeals fails to make a determination within 60 days after the appeal, then the request for the appeal shall be considered denied.
- (7) **Effects of Denial.** No application for an appeal which has been denied (either wholly or in part) shall be resubmitted for a period of 365 days from the date of said order of denial, except on grounds of new evidence or material change of circumstances.
- (8) **Limited Effect on a Favorable Ruling on an Appeal.**
- a. No ruling by the Zoning Board of Appeals on an appeal finding a particular land use to be conditionally permitted in a specified zoning district shall be valid for a period of more than 365 days from the date of issuance of the ruling on the appeal, unless a building permit is issued and development commenced within that period, and is thereafter diligently pursued to completion, or a certificate of occupancy is obtained and a use commenced within that period.
  - b. A ruling by the Zoning Board of Appeals on an appeal finding a particular land use to be conditionally permitted in a specified zoning district shall be deemed to authorize only that particular use at that particular location for which the ruling was issued. The ruling shall not be deemed to authorize any allegedly similar use for which a separate ruling has not been issued. A favorable ruling shall automatically expire and cease to be of any force or effect if the particular use for which it was issued shall, for any reason, be discontinued for a period of 365 consecutive days or more. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this 365-day period of time.

- (m) **Revocation of an Approved Conditional Use.**
  - (1) Upon approval, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use requirements in the site plan required for initiation of development activity on the subject property per Section 84.164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Title.
  - (2) Any conditional use found not to be in compliance with the terms of this shall be considered in violation of this Title and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Plan Commission, following the procedures outlined in Subsections (d) through (i), above. The Village shall provide the property owner with appropriate served notice to consider revocation. Village staff shall provide written findings of fact in relation to the factors listed in Subsection (h).
- (n) **Time Limits on the Development of Conditional Use.**
  - (1) Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Plan Commission and shall be operational within 730 days of said approval. For the purposes of this Section, “operational” shall be defined as the granting of a certificate of occupancy for the conditional use.
  - (2) Failure to initiate development within this period shall automatically constitute a revocation of the conditional use.
  - (3) Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Zoning Administrator and shall be based upon a showing of acceptable justification, as determined by the Plan Commission. However, as a condition of approval, the 365-day and/or 730-day time limits may be extended for any specific period to accommodate phased or multi-stage development.
- (o) **Discontinuing an Approved Conditional Use.** Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.
- (p) **Change of Ownership.** All requirements and conditions of the approved conditional use shall be continued regardless of ownership of the subject property.
- (q) **Modification, Alteration, or Expansion.**

- (1) Modification, alteration, or expansion of any conditional use without approval per the process in this subsection shall be considered in violation of this Title and shall be grounds for revocation of said conditional use approval per Subsection (m), above.
- (r) **Recording of Conditional Use Requirements.** Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the Village. The Village shall record modifications, alterations and expansions as well as expired or revoked conditional use permits.
- (s) **Formerly Approved Conditional Uses.** A use now regulated as a conditional use which was approved as a legal land use, either permitted by right or as a conditional use, prior to the effective date of this Title, shall be considered as a legal, conforming land use so long as the previously approved conditions of use and previously approved site plan are followed. Any modification of the previously approved conditions of use or site plan shall require application and Village consideration under this Section.
- (t) **Limited Conditional Uses:** A limited conditional use is any development, activity or operation for which a conditional use permit has been approved that is limited to a specific operator or property owner, or to a specific date or event upon which the conditional use permit either expires or is required to be reviewed and reapproved. The Plan Commission may require any proposed conditional use request to be a limited conditional use. The Plan Commission shall specify which of the following characteristics, based on substantial evidence, are present that create the need for the limited conditional use:
  - (1) A particular aspect of the specific land use.
  - (2) A particular aspect of the proposed operation (including, but not limited to, operating hours).
  - (3) A particular aspect of the proposed location.
  - (4) A particular aspect of the proposed site design.
  - (5) A particular aspect of the adjacent property or of the surrounding environs.
  - (6) Any other reason(s) the Plan Commission deems specifically relevant and material.
- (u) **Successor Conditional Uses.**
  - (1) **Definition.** A successor conditional use is a land use which has been granted a conditional use permit by the Village, which is proposed to undergo one or more of the following changes:
    - a. Changing from the specific use originally permitted by the conditional use to another operation of the same use within 365 days of the ending of the original use. For example, changing from one restaurant to another is permitted. However,

changing from a restaurant to a tavern is not permitted even though both are considered Indoor Commercial Entertainment land uses under Section 84.58(d). Likewise, changing from a drive-through restaurant to a drive-through bank is not permitted, even though both are considered a Drive-Through under In-Vehicle Sales and Service in Section 84.58(i).

- b. A change in the ownership of the subject property
  - c. A change in the ownership of the business or other operator of the land use
  - d. Other changes explicitly identified in a previously issued conditional use permit that are identified as acceptable successor conditional uses
- (2) **Purpose.** The purpose of these provisions is to create a process that:
- a. Reduces the costs and time needed to approve a successor conditional use.
  - b. Verifies that the proposed change is a valid successor conditional use.
  - c. Creates a record that the proposed change is approved.
  - d. Provides the land use and Village with a list of all applicable requirements.
- (3) **Proposed Expansions Are Not Eligible.** Any physical enlargement of a previously approved conditional use in terms of buildings, structures, activity areas, and/or any expansion of the conditions of operation beyond the limits of site plans, floor plans and conditions of operation (i.e. peak traffic) approved through the conditional use process shall not be eligible for treatment as a successor conditional use and must seek an amendment to its conditional use permit through the conditional use process.
- (4) **Ineligible Land Uses.** The following land uses are not eligible for treatment as a successor conditional use, and shall require approval of a new limited conditional use permit which is specific to both the business owner and to the property owner:
- a. Intermediate Home Day Care (9-15 children) land uses in residential zoning districts.
  - b. Bed and Breakfast land uses in residential zoning districts.
- (v) **Conditional Use Permit Hearing Procedure.**
- (1) **Chairman.** The chair of the commission shall preside over the public hearing and may impose reasonable limitations on evidence or testimony, including but not limited to, reasonable time limits. The commission shall not be bound by strict rules of evidence. However, any evidence not deemed substantial evidence as defined in Subsection (f)(1)a., shall not be admissible. The Village may appoint a hearing officer to assist the chair or to rule on evidentiary matters.

(2) Any party participating during a public hearing must state the party's name and address.

(3) **Public Hearing Procedure:**

- a. The Plan Commission Chairman calls the meeting to order and takes roll call of Plan Commission members in attendance.
- b. Vote to Approve, Approve with Changes, or Deny the previous meeting's minutes.
- c. The Plan Commission Chairman opens the public hearing.
- d. Village staff presents the application and related documents into the record.
  1. Plan Commission members ask questions of staff.
- e. The applicant or representative provides a statement or presentation.
  1. Plan Commission members and attendees ask questions of the applicant.
- f. Attendees provide testimony, if desired.
  1. Plan Commission members and applicant ask questions of the attendees providing testimony.
- g. Applicant may offer a rebuttal to the attendee's testimony.
- h. After all testimony has been heard, the Plan Commission Chairman closes the public hearing.
- i. A Plan Commission member must motion to:
  1. Postpone the decision or recommendation to a future meeting for further review.
  2. Add, remove, or alter the Conditions.
  3. Approve the Conditional Use Permit subject to the Findings and Conditions.
- j. The Plan Commission Chairman calls a rollcall vote for the approval or denial of the Findings and Conditions.
- k. The Plan Commission Chairman calls a rollcall vote for the approval or denial of the Conditional Use Permit request.

2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Extraterritorial Jurisdiction Ordinance Amendment  
**Meeting Date:** September 28, 2020  
**Referral History:** PC – 08.31.20

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**Executive Summary:**

This ordinance amends sections to the Village's Subdivision Ordinance to include the use of an Official Map for Extraterritorial review. This amendment will also bring Chapter 83 into compliance with case law regarding a municipality's power for extraterritorial review (Town of Delavan v. City of Delavan).

**Project Background:**

The Plan Commission recently discussed completing an Official Map. Official mapping is a tool that many municipalities utilize to plan and reserve certain properties for future infrastructure improvements. This allows for the municipality to utilize its extraterritorial powers to ensure smart and responsible growth. It also allows for townships, property owners, and developers to anticipate any objections that the municipality will have.

In 2009, the Village of Cross Plains started the official mapping process. The process was not completed due to hardship concerning a Highway 14 bypass. This process is scheduled to be discussed and approved at future meetings in order to protect the Village's interests.

**Code/Policy Review:**

[Chapter 83](#) of the Village Municipal Code regulates Zoning and solar developments.

**Fiscal Impact:**

None

**Recommendation:**

The Plan Commission recommended approval of these ordinances to the Village Board.

**Appendices:**

An Ordinance to Repeal Section 83.29(B)(2) And (3) of the Village Code of Ordinances Concerning Extraterritorial Plat Approval Jurisdiction and to Recreate Section 83.29(B)(2).

**VILLAGE OF CROSS PLAINS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO REPEAL SECTION 83.29(b)(2) AND (3) OF THE VILLAGE CODE OF ORDINANCES CONCERNING EXTRATERRITORIAL PLAT APPROVAL JURISDICTION AND TO RECREATE SECTION 83.29(b)(2)**

The Village Board of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. Sections 83.29(b)(2) and (3) of the Village Code of Ordinances are hereby repealed in their entirety.
2. Section 83.29(2) is recreated to now read as follows:
  - (2) No such land division will be permitted unless such land division is consistent with the provisions of the Village of Cross Plains Official Map, as approved, and as amended from time to time.
3. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
4. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Ordinance Regarding Fire and EMS Volunteer Funds  
**Meeting Date:** September 28, 2020  
**Referral History:** Fire and EMS - 8.17.20, VB - 8.24.20

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**Executive Summary:**

This ordinance brings the Village into compliance with Wis. Stat. 66.0608 regarding Fire Department and EMS District Volunteer Funds.

**Project Background:**

It was brought to the Village's attention that the current practice of holding volunteer funds was not in line with the current law. State statute suggests that these funds are kept by the municipality. Historically, funds raised through this method has been kept by the Fire and EMS districts, respectively. State statute allows for the municipality to adopt an ordinance allowing for this. It has not been done until now.

**Code/Policy Review:**

[Wis. Stat. §66.0608](#) regulates Separate Accounts for Volunteer Funds.  
[Chapter 33](#) of the Village Municipal Code regulates Fire Prevention

**Fiscal Impact:**

N/A

**Recommendation:**

Staff recommends adoption of the Ordinance as presented.

**Appendices:**

Draft Ordinance to Create Section 33.30 Concerning EMS District and Fire Department Volunteer Funds.

**VILLAGE OF CROSS PLAINS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO CREATE SECTION 33.30 OF THE VILLAGE CODE OF ORDINANCES AUTHORIZING THE CROSS PLAINS – BERRY FIRE DEPARTMENT AND CROSS PLAINS AREA EMERGENCY MEDICAL SERVICE TO HOLD VOLUNTEER FUNDS**

The Village Board of the Village of Cross Plains, Dane County, Wisconsin does hereby ordain as follows:

1. Section 33.30 of the Village Code of Ordinances is hereby created to read as follows:

**SECTION 33.30 Volunteer Firefighter and Emergency Medical Technician Funds.**

- (1) **Purpose and Authority.** This section is enacted pursuant to the authority of Wis. Stats. § 66.0608 for the purpose of authorizing volunteer funds to be held and controlled by the employees and volunteers of the Cross Plains - Berry Fire Department and the Cross Plains Area Emergency Medical Service. This ordinance and its terms shall be interpreted in accordance with Wis. Stats. § 66.0608. Unless the context clearly indicates otherwise, all references to persons, offices, bodies or legal entities shall be presumed to relate to the Cross Plains – Berry Fire District and Cross Plains Area EMS District as established by intergovernmental agreement between the Town of Cross Plains, Village of Cross Plains, Town of Springfield and Town of Berry (hereafter “District Municipalities”).
- (2) **Authorization to Deposit Funds.** The Village Board of the Village of Cross Plains hereby authorizes the Fire Chief, on behalf of the volunteers Cross Plains Area Fire Department, and the EMS Chief on behalf of the Cross Plains Area Emergency Medical Service, to deposit volunteer funds in a separate account in the name of the respective department in any public depository designated by the District municipalities under Wis. Stats. § 34.05. Pursuant to Wis. Stats. § 66.0608(4), the volunteer funds shall be and remain the property of the District municipalities until such time as the funds are disbursed.
- (3) **Control of Funds.** The Cross Plains - Berry Fire Department, through the Fire Chief, and the Cross Plains Area Emergency Medical Service, through the EMS Chief, shall have exclusive control over the expenditure of the

volunteer funds. This authority is granted without limitation as to amount or type of funds but shall be subject to the limitations of subsection (4) below.

(4) **Limitations and Requirements.** The following limitations and requirements shall apply to the handling and disbursement of all volunteer funds:

(a) **Expenditures.** Expenditures withdrawn from the accounts may be made only upon majority vote of the volunteers present at a meeting noticed in accordance with Wis. Stats. § 19.84. Such withdrawals and expenditures may be made for any purpose that promotes the ability of the Fire Department or Emergency Medical Service, respectively, to provide services for which it is organized.

(b) **Accounting.** The Fire Chief or EMS Chief, as applicable shall annually provide the applicable District with a financial statement. The statement shall be provided within thirty (30) days after the end of the District's fiscal year. The statement shall include a detailed itemization of all receipts, expenditures, and the balance on hand at the end of the year. The statement shall further state the source of all funds and the identity of the payee and purpose for each disbursement. Funds raised under a general fundraising campaign or event may be identified as a lump sum with reference to the campaign or event. For donations provided on the condition that the donor not be publicly identified, or where the donor cannot be identified, the donor's name need not appear upon the financial statement.

(c) **Audit.** All accounts holding volunteer funds shall be included in any and all audits of the appropriate Fire or EMS District. In addition, the volunteers may appoint an internal audit committee from its membership after the close of each fiscal year to review all transactions to ensure compliance with this ordinance and any internal policies of the Fire Department, Fire District, EMS Department or EMS District. Any such audit committee shall issue a report of its findings to the membership of the Department and to the District.

2. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

**VILLAGE OF CROSS PLAINS**

By: \_\_\_\_\_  
Jay Lengfeld, President

By: \_\_\_\_\_  
Bill Chang, Administrator/Clerk



**Staff/Department:** Bobbi Zauner, Finance Director & Bill Chang, Administrator  
**Subject Matter:** 2021 Budget  
**Meeting Date:** September 28, 2020  
**Referral History:** VB – 08/24/2020

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**Executive Summary:**

Included in the packet is a summary of updates/changes that have been made to the initial draft that was distributed at the last board meeting. The levy impact of these changes is a decrease of \$18,450. Items that have not been finalized as of September 23<sup>rd</sup>, but may have a levy impact include:

- EMS support services
- General Transportation Aid revenue
- Exempt Computer Aid revenue
- Video Service Provider Aid revenue.

There could also be potential changes to funding for the Chamber of Commerce and the SRO officer. The Final Statement of Assessment, which affects the tax rate, will not be released until October.

**Project Background:**

The [2021 Draft Budget](#) was distributed to the Village Board on August 24, 2020 along with several [budget supplements](#) to be discussed and approved/denied. Public hearing is tentatively scheduled for the October Village Board meeting, with the final budget approval at the November meeting.

**Code/Policy Review:**

[Policy 2020-01](#) provides guidance on the budget process.

**Fiscal Impact:**

As of Sept 23<sup>rd</sup>, the budget draft shows a tax levy increase of approximately 0.13%.

If all of the budget supplements are approved, this would add approximately \$106,000 to the tax levy, which would put the tax levy increase at approximately 2.74% over last year.

**Recommendation:**

Discuss and take action on base budget and budget supplement requests.

**Appendices:**

Schedule of changes made to the 2021 budget since initial distribution on 8/24/2020 and updated summary pages.



## 2021 Budget Changes Since Distribution - Other Funds

Change Date	Change Number	Fund	Name	Type	Page	Dept	Account	Line Item	Old	New	Rev & (Exp)
09/28/2020	2	120	Capital	R	1	Intergovernmental Rev	State Highway Aid	120-43530	20,000	0	(20,000)
09/28/2020	4	120	Capital	E	6	Police Department	Equipment	120-57210-803	10,000	10,400	(400)
09/28/2020	5	120	Capital	E	8	Fire Department	Equipment	120-57220-803	137,500	0	137,500
09/28/2020	10	660	Water	E	1	General Administration	Health Insurance	660-51400-926	22,250	27,800	(5,550)
09/28/2020	10	670	Sewer	E	3	Personnel Services	Health Insurance	670-53610-171	35,500	38,300	(2,800)
											0
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## 2021 Budget Changes Since Distribution

**Changes made September 28, 2020:**

- 1 Reduced Municipal Funding to NWDSS, per 2021 agreement.
- 2 Moved \$20,000 of General Transportation Aid revenue back to General Fund instead of Capital Fund, per discussions at 8/24/20 board meeting.
- 3 Change funding of GIS project from tax levy to using fund balance, per discussions at 8/24/20 board meeting.
- 4 Increase Police Dept server update project by \$400, per updated quote.
- 5 Remove purchase of Rapid Response Vehicle, per discussions at 8/24/20 board meeting.
- 6 Increase Fire Department Support Services, per approved Fire District budget.
- 7 Increase DaneCom costs per notice from Dane County.
- 8 Increased due to new fee schedule from Dane County.
- 9 Increased State Shared Revenue, per DOR estimates.
- 10 Increased Health Insurance premium amounts per actual 2021 rates released in September 2020.

# 2021 Annual Budget Village of Cross Plains

## Fund Summaries

**110  
GENERAL FUND**

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>Difference</b>	<b>Percentage</b>
<b>Revenue</b>				
Property Tax Levy	\$ 1,668,950	\$ 1,701,550	\$ 32,600	1.95%
Other Revenue	\$ 1,079,350	\$ 1,081,150	\$ 1,800	0.17%
<b>Total Revenue</b>	<b>\$ 2,748,300</b>	<b>\$ 2,782,700</b>	<b>\$ 34,400</b>	<b>1.25%</b>
<b>Expense</b>				
Personnel Services	\$ 1,519,300	\$ 1,545,550	\$ 26,250	1.73%
Contractual Services	\$ 938,250	\$ 951,050	\$ 12,800	1.36%
Supplies and Expenses	\$ 260,750	\$ 256,100	\$ (4,650)	-1.78%
Other Expense	\$ 30,000	\$ 30,000	\$ -	0.00%
<b>Total Expense</b>	<b>\$ 2,748,300</b>	<b>\$ 2,782,700</b>	<b>\$ 34,400</b>	<b>1.25%</b>

**120  
CAPITAL FUND**

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>Difference</b>	<b>Percentage</b>
<b>Revenue</b>				
Property Tax Levy	\$ -	\$ -	\$ -	-----
Other Revenue	\$ 585,500	\$ 1,440,400	\$ 854,900	146.01%
<b>Total Revenue</b>	<b>\$ 585,500</b>	<b>\$ 1,440,400</b>	<b>\$ 854,900</b>	<b>146.01%</b>
<b>Expense</b>				
Other Expense	\$ 585,500	\$ 1,440,400	\$ 854,900	146.01%
<b>Total Expense</b>	<b>\$ 585,500</b>	<b>\$ 1,440,400</b>	<b>\$ 854,900</b>	<b>146.01%</b>

**130  
LIBRARY FUND**

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>Difference</b>	<b>Percentage</b>
<b>Revenue</b>				
Property Tax Levy	295,467	290,323	(5,144)	-1.74%
Other Revenue	113,348	124,950	11,602	10.24%
<b>Total Revenue</b>	<b>408,815</b>	<b>415,273</b>	<b>6,458</b>	<b>1.58%</b>
<b>Expense</b>				
Personnel Services	270,750	276,150	5,400	1.99%
Contractual Services	63,590	63,398	(192)	-0.30%
Supplies and Expenses	74,475	75,725	1,250	1.68%
Other Expense	0	0	0	0.00%
<b>Total Expense</b>	<b>408,815</b>	<b>415,273</b>	<b>6,458</b>	<b>1.58%</b>

# 2021 Annual Budget Village of Cross Plains

## Fund Summaries (continued)

150  
*DEBT SERVICE FUND*

	2020 Budget	2021 Budget	Difference	Percentage
Revenue				
Property Tax Levy	1,098,800	1,075,300	(23,500)	-2.14%
Other Revenue	64,300	64,000	(300)	-0.47%
<b>Total Revenue</b>	<b>1,163,100</b>	<b>1,139,300</b>	<b>(23,800)</b>	<b>-2.05%</b>
Expense				
Personnel Services	0	0	0	0.00%
Contractual Services	0	0	0	0.00%
Supplies and Expenses	0	0	0	0.00%
Debt Service	1,163,100	1,139,300	(23,800)	-2.05%
Other Expense	0	0	0	0.00%
<b>Total Expense</b>	<b>1,163,100</b>	<b>1,139,300</b>	<b>(23,800)</b>	<b>-2.05%</b>

110-150  
*ALL TAX FUNDS*

	2020 Budget	2021 Budget	Difference	Percentage
Revenue				
Property Tax Levy	3,063,217	3,067,173	3,956	0.13%
Other Revenue	1,842,498	2,710,500	868,002	47.11%
<b>Total Revenue</b>	<b>4,905,715</b>	<b>5,777,673</b>	<b>871,958</b>	<b>17.77%</b>
Expense				
Personnel Services	1,790,050	1,821,700	31,650	1.77%
Contractual Services	1,001,840	1,014,448	12,608	1.26%
Supplies and Expenses	335,225	331,825	(3,400)	-1.01%
Debt Service	1,163,100	1,139,300	(23,800)	-2.05%
Other Expense	615,500	1,470,400	854,900	138.90%
<b>Total Expense</b>	<b>4,905,715</b>	<b>5,777,673</b>	<b>871,958</b>	<b>17.77%</b>

## Property Tax Rate

	2020 Budget	2021 Budget	Difference	Percentage
Total Assessed Valuation *	\$ 400,628,900	\$ 400,628,900	\$ -	0.00%
TID Increment Assessed Valuation	\$ 32,528,446	\$ 29,487,932	\$ (3,040,514)	-9.35%
Assessed Valuation minus TID Increment	\$ 368,100,454	\$ 371,140,968	\$ 3,040,514	0.83%
<b>Municipal Property Tax Levy</b>	<b>\$ 3,063,217</b>	<b>\$ 3,067,173</b>	<b>\$ 3,956</b>	<b>0.13%</b>
<b>Municipal Tax Rate</b>	<b>\$ 8.32</b>	<b>\$ 8.26</b>	<b>\$ (0.06)</b>	<b>-0.69%</b>

*Est. Property Taxes for a home assessed at \$250,000*

	\$ 2,080	\$ 2,066	\$ (14.38)	-0.69%
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\* As of January 1 of the previous year.

# 2021 Annual Budget Village of Cross Plains

## Index Expenditures Summary

General Fund (110), Library Fund (130) and Debt Service (150)

<i>PERSONNEL SERVICES</i>		2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change vs. 2020
101	Department Head	305,527	302,450	309,400	306,700	1.41%
102	First Subordinate	166,537	172,750	172,750	174,900	1.24%
103	Full-Time Employees	555,731	559,300	581,150	618,750	10.63%
104, 105	Part-Time Employees	208,634	236,050	170,550	194,350	-17.67%
110	Bonus Pool	16,501	19,500	17,988	21,050	7.95%
171	Health Insurance	218,443	260,650	247,100	263,000	0.90%
172	Dental	11,910	12,250	11,600	12,100	-1.22%
173	Retirement	107,674	111,850	112,450	115,700	3.44%
174	Social Security	75,347	77,600	77,600	80,150	3.29%
175	Medicare	17,622	18,625	18,025	18,875	1.34%
176	Life Insurance	3,153	3,775	3,704	3,875	2.65%
177	Disability Insurance	-	-	-	-	-----
178	Uniform	9,021	14,000	13,250	11,000	-21.43%
179	Flexible Spending	1,102	1,250	1,250	1,250	0.00%
<b>Total PERSONNEL SERVICES</b>		<b>1,697,201</b>	<b>1,790,050</b>	<b>1,736,817</b>	<b>1,821,700</b>	<b>1.86%</b>

<i>CONTRACTUAL SERVICES</i>		2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change vs. 2020
201	Postage	4,707	4,175	12,275	4,075	-2.40%
202	Communication	23,369	24,925	24,800	25,050	0.50%
203	Utilities	66,444	71,000	69,500	69,800	-1.69%
204	Dues & Subscriptions	38,303	60,250	60,184	60,250	0.00%
205	Meetings	16,780	20,100	14,500	21,400	6.47%
206	Printing	12,876	9,200	8,700	8,700	-5.43%
207	Support Services	651,211	727,190	722,743	739,373	1.68%
208	Legal Fees	17,196	28,000	24,000	28,200	0.71%
209	Insurance	60,204	64,000	64,000	64,600	0.94%
<b>Total CONTRACTUAL SERVICE</b>		<b>891,089</b>	<b>1,008,840</b>	<b>1,000,702</b>	<b>1,021,448</b>	<b>1.25%</b>

<i>SUPPLIES AND EXPENSES</i>		2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change vs. 2020
301	Equipment	30,697	31,500	31,500	31,500	0.00%
302	Technology	30,151	27,700	29,000	25,200	-9.03%
303	Fuel	31,392	30,250	29,500	29,250	-3.31%
304	Supplies	84,035	108,925	104,925	108,925	0.00%
305	Maintenance	116,781	95,350	94,300	94,950	-0.42%
306	Programs	26,383	30,250	18,750	30,750	1.65%
307	Concessions	4,500	5,500	-	5,500	0.00%
399	Miscellaneous	5,445	5,750	5,750	5,750	0.00%
<b>Total SUPPLIES AND EXPENSES</b>		<b>329,384</b>	<b>335,225</b>	<b>313,725</b>	<b>331,825</b>	<b>-1.01%</b>

<i>DEBT SERVICE</i>		2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change vs. 2020
601	Principal	914,184	945,700	945,700	949,900	0.44%
602	Interest	192,477	210,400	210,400	182,400	-13.31%
<b>Total DEBT SERVICE Expense</b>		<b>1,106,661</b>	<b>1,156,100</b>	<b>1,156,100</b>	<b>1,132,300</b>	<b>-2.06%</b>

<i>OTHER</i>		2019 Actual	2020 Budget	2020 Projected	2021 Budget	% Change vs. 2020
51900	Contingency	12,481	20,000	20,000	20,000	0.00%
51910	Illegal Taxes, Refunds	-	-	-	-	-----
59200	Transfers to Other Funds	27,925	10,000	199,418	10,000	0.00%
<b>Total OTHER Expenses</b>		<b>40,406</b>	<b>30,000</b>	<b>219,418</b>	<b>30,000</b>	<b>0.00%</b>

**4,064,742      4,320,215      4,426,762      4,337,273      0.39%**

## 2021 Budget Levy and Rate Adjustments

<b>2020 Levy</b>	\$3,063,217	<b>2020 Rate</b>	\$ 8.32
<b>2021 Proposed Levy</b>	\$3,067,173	<b>2021 Proposed</b>	\$ 8.26
<b>Difference</b>	\$3,956		\$ (0.06)

**2020 Assessed Value (1/1/2020)**      \$371,140,968      (without TID)

Adjustment	New Levy	Change in Levy from 2020	New Rate	Change in Rate from 2020
\$100,000	\$3,167,173	3.39%	\$8.53	2.55%
\$90,000	\$3,157,173	3.07%	\$8.51	2.22%
\$80,000	\$3,147,173	2.74%	\$8.48	1.90%
\$70,000	\$3,137,173	2.41%	\$8.45	1.58%
\$60,000	\$3,127,173	2.09%	\$8.43	1.25%
\$50,000	\$3,117,173	1.76%	\$8.40	0.93%
\$40,000	\$3,107,173	1.43%	\$8.37	0.60%
\$30,000	\$3,097,173	1.11%	\$8.35	0.28%
\$20,000	\$3,087,173	0.78%	\$8.32	-0.04%
\$10,000	\$3,077,173	0.46%	\$8.29	-0.37%
<b>\$0</b>	<b>\$3,067,173</b>	<b>0.13%</b>	<b>\$8.26</b>	<b>-0.69%</b>
(\$5,000)	\$3,062,173	-0.03%	\$8.25	-0.85%
(\$10,000)	\$3,057,173	-0.20%	\$8.24	-1.01%
(\$15,000)	\$3,052,173	-0.36%	\$8.22	-1.18%
(\$20,000)	\$3,047,173	-0.52%	\$8.21	-1.34%
(\$25,000)	\$3,042,173	-0.69%	\$8.20	-1.50%
(\$30,000)	\$3,037,173	-0.85%	\$8.18	-1.66%
(\$35,000)	\$3,032,173	-1.01%	\$8.17	-1.82%
(\$40,000)	\$3,027,173	-1.18%	\$8.16	-1.99%
(\$45,000)	\$3,022,173	-1.34%	\$8.14	-2.15%
(\$50,000)	\$3,017,173	-1.50%	\$8.13	-2.31%

## Village of Cross Plains Meeting Instructions and Tips

### Participation in Village Meetings

The public may participate in Village meetings in various ways.

#### Attending in Person

The Village Board currently hosts its Village Board and Plan Commission meetings in the Community Room at the Rosemary Garfoot Public Library. Due to space constraints the room is limited to the Board/Commission and an additional five (5) people. These spaces are reserved first for people with disabilities that may need accommodations in order to participate or monitor the meeting. Other participants are strongly encouraged to attend virtually or by phone. Comments made virtually or by phone will carry the same weight as those made in person. The Village Board may, from time to time, allow for participants who would like to speak in person to rotate in and out of the room depending on the spacing availability at that time.

All other committee meetings are currently only being held virtually.

#### Attending Virtually

Participants may observe and participate in Village meetings remotely.

#### Direct link – Web meeting

Participants may click on the **ZOOM Virtual Meeting Link** (see image below) at the top the Village Board Agenda or in the email sent by the Village Administrator. The meeting link on the agenda will take you to the Zoom website or it will open the Zoom Application. Participants may choose to download the Zoom Application or access Zoom through the web browser. Alternatively, participants may also type in the link into the URL address bar to bring the participant to the meeting. All participants should check their computer's capacity prior to the meeting.

**NOTE THAT THE MEETING ID LINK WILL CHANGE FOR EACH TYPE OF MEETING. THEREFORE, THE MEETING LINK MAY CHANGE. PARTICIPANTS SHOULD MAKE SURE THAT THE THEY ARE USING THE LINK ON CURRENT AGENDA TO ACCESS THE CORRECT MEETING.**

**Village of Cross Plains Board of Trustee Meeting**

*Regular Meeting Notice and Agenda*

Rosemary ~~Garfoot~~ Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Tuesday, May 26, 2020  
6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows: •



**Zoom Virtual Meeting Link:**  
<https://us02web.zoom.us/j/81392456725>

**Conference telephone line:**  
+1 312 626 6799

**Meeting ID: 813 9245 6725**

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## Telephone

The public may also join by teleconference. To do so, participants should dial the **Conference Telephone Line** provided. Participants will then need to enter the specific **Meeting ID Number** (see image below). Follow the prompts to be let in the room. If you need accommodations for toll free access, please contact the Village Hall prior to the meeting.

**Village of Cross Plains Board of Trustee Meeting**  
*Regular Meeting Notice and Agenda*

Rosemary ~~Garfoot~~ Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

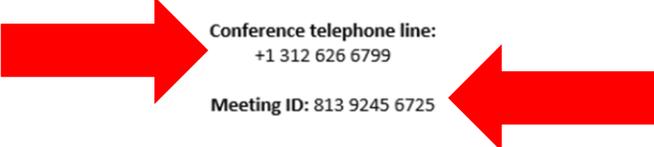
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Zoom Virtual Meeting Link:  
<https://us02web.zoom.us/j/81392456725>

Conference telephone line:  
+1 312 626 6799

Meeting ID: 813 9245 6725



## Public Participation Process

Generally, the agenda will have a public comment section (see below). Due to the logistical challenges for commenting during a virtual public meeting, the following process will be adopted to ensure that the public can participate in the meeting and that the governing body can run an effective and efficient meeting.



II. **Public Comment** – This is an opportunity for anyone to address the Village Board on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING MUST REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU ARE ENCOURAGED REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [BCHANG@CROSS-PLAINS.WI.US](mailto:BCHANG@CROSS-PLAINS.WI.US) AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL BE OPENED 30 MINUTES BEFORE THE MEETING TO COLLECT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

## Registration of Comments

The public comment section has been revised to allow public comment in any topic **ON OR NOT ON THE AGENDA**. Those wishing to speak must register before the meeting to do so. Participants can register to speak by notifying the Village Administrator ahead of the meeting. Please see the following methods:

### Written Comments

At any time, anyone who is interested in submitting a written comment may do so by emailing the Village Administrator at [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us) or in writing to Village Board, P.O. Box 97, Cross Plains, WI 53528. The written comment will be read to the Village Board at the corresponding meeting.

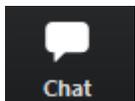
### Public Comments

Anyone wishing to make a public comment at a particular meeting must register to do so prior to the start time of the meeting. Those wishing to speak are encouraged register their comment by sending an email to [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us) ahead of the meeting. Registration by phone may also be done during business hours prior to the meeting.

In addition, the meeting room will be opened 30 minutes before the meeting to collect registrations only. To register a public comment during this time, the participant will need to raise their hand virtually to be unmuted (see instructions below). Telephone participants will then be unmuted one at a time during this period to ensure that no one is missed. Those participating by phone will need to identify themselves and the issue for which they would like to speak on.

All lines will be muted at the start of the meeting. During the Public Comment Section, each registered participant will be called upon, unmuted, and shall have 3 minutes to speak. Once the Public Comment section of the meeting has concluded, all participants will be muted for the remainder of the meeting so that the governing body may continue with its meeting. The governing body may call on a presenter or participant for clarification at any time during the meeting.

### “Chat” function



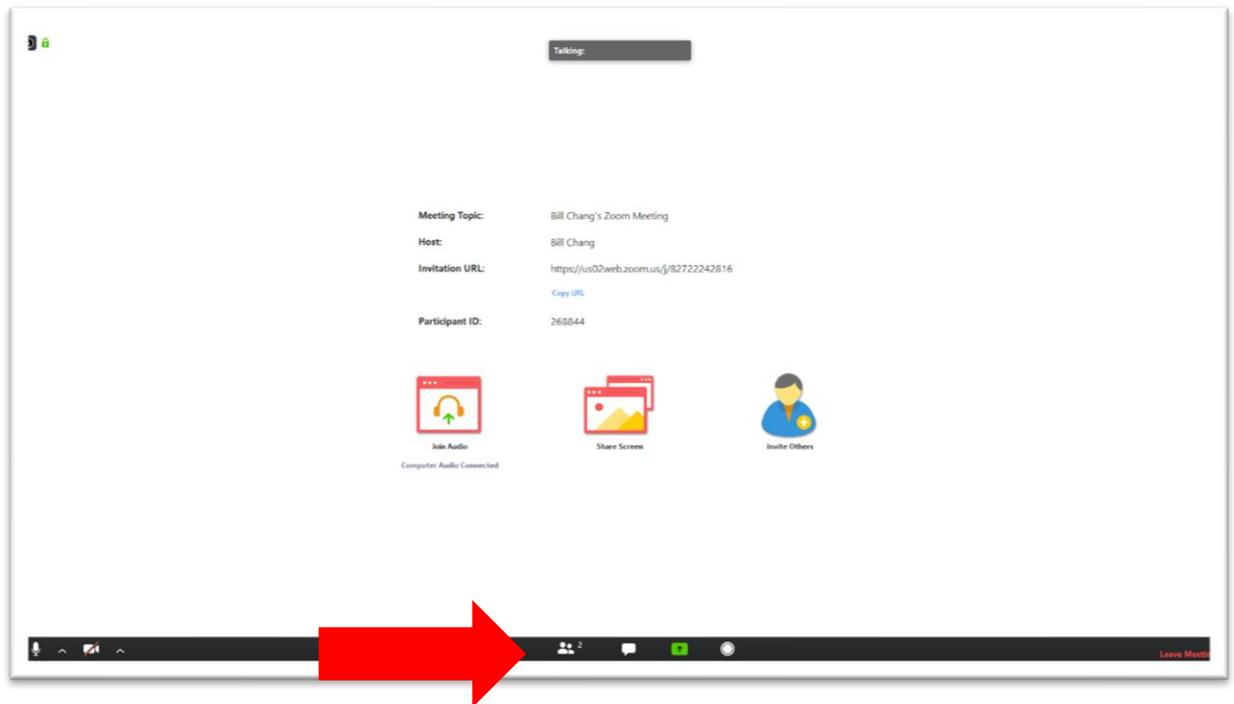
The “Chat” function will be monitored for technical and logistical issues. Discussion on the “Chat” function is public record. Comments made to the board through the “Chat” function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

## ZOOM Tips

### Raising your hand

Zoom provides an option for participants to raise their hand to be called upon. To do so, please follow the instructions below.

1. Click on the “Participants”  icon at the bottom of the screen.



2. Click on "Raise Hand".

Participants (2)

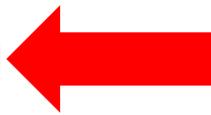
BC	Bill Chang (Me)	 
BW	Becky Ward (Host)	 

3.

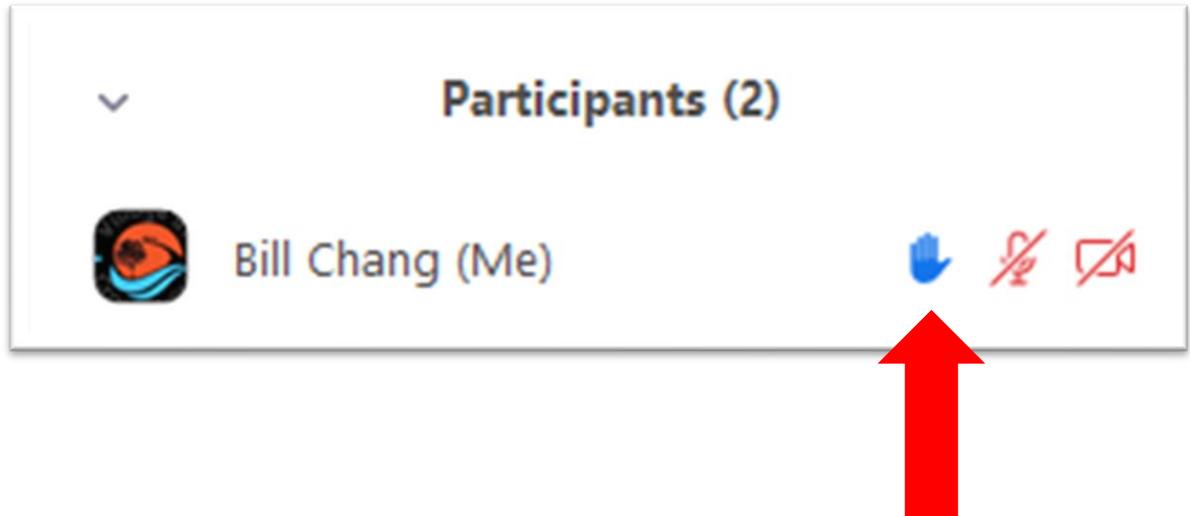
Invite

Mute Me

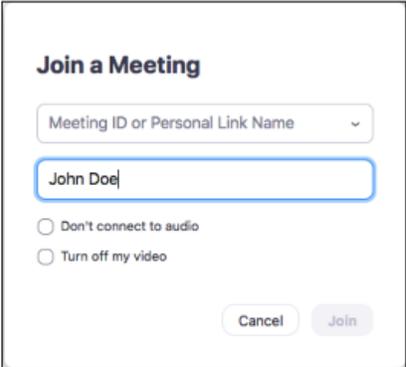
Raise Hand



4. Confirm that your hand is raised.



# How to Participate in a Zoom Meeting

<p><u>Using computer:</u> <a href="https://zoom.us">https://zoom.us</a> Depending on your browser, you may have to download the zoom application, once complete, it will open on your screen.</p> <p><u>Using Smartphone or Tablet:</u> Download  app</p>	<p><u>Open Zoom Application</u> Open the zoom application on your electronic device.</p> <p>If you wish to speak during the meeting you will need to have a microphone otherwise you will need to call in with a phone.</p>
	<p><u>Join a Meeting via Electronic Device</u> <b>Using computer:</b> <a href="https://zoom.us/join">https://zoom.us/join</a> <b>Using Smartphone or Tablet:</b> Open app, Click <b>Join meeting</b></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID (nine digits)</li> <li>• Enter Meeting Password (six digits)</li> <li>• Click <b>Join</b></li> <li>• Enter your name (not phone number)</li> </ul> <p><i>If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you've joined the meeting).</i></p>
	<p><u>Join a Meeting via Telephone</u></p> <ul style="list-style-type: none"> <li>• Call <b>1-312-626-6799</b> (long distance charges may apply)</li> <li>• Enter Meeting ID (nine digits)</li> <li>• Enter Meeting Password (six digits)</li> </ul>
	<p><u>Waiting Room</u> After you have joined the meeting you are in the waiting room, waiting for the host to join and to provide you access. After being granted entry, make sure you <b>click the green "Join with Computer Audio"</b> to join the meeting with audio automatically (you can mute this once you're on the meeting).</p>

## Zoom Menu Bar

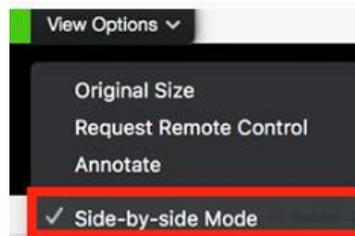


- Mute/Unmute your audio
- Start/stop your video
- Invite others to join the meeting
- Participants- View list of participants, raise hand to speak or change your name.
- Share your screen (with meeting host permission)
- Chat with all/other participants
- Public meetings will be recorded and saved.
- Leave or end the meeting

## Side by Side Mode

Allows you to view participants to the right of the shared screen (rather than above host's shared screen)

You can modify your view by choosing Gallery (everybody) or Speaker View at the top of the participant video panel (drag the gray vertical separator to enlarge or reduce the size of this panel)



Committee members are expected to participate in discussion freely.

**Motions:** When making or seconding a motion, Committee members are asked to state their name first so everybody will know who is speaking.

**Votes:** Unless votes are clearly unanimous, staff will take a roll call vote.