1. Village Board Special Meeting Agenda And Packet

   Documents:

   07.14.2020 VB AGENDA.PDF
   07.14.2020 VB FINAL AGENDA PACKET.PDF

2. Meeting Process And Instructions

   Documents:

   VILLAGE OF CROSS PLAINS MEETING INSTRUCTIONS AND TIPS FINAL 2.PDF

FINAL MEETING AGENDA 07.10.2020

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

Tuesday, July 14, 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/86332173503

Conference telephone line:
+1 312 626 6799

Meeting ID: 863 3217 3503

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 **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 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 AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL ALSO 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.

V. Report of Village Officers

1. Village President

2. Village Vice President

3. Other Trustee Reports

4. Village Administrator/Clerk

5. Other Staff Reports

VI. General Business

1. Discussion and Possible Action Regarding the General Development Plan for 1821 Main Street – Montag's Pub and Grill.

2. Discussion and Possible Action Regarding the Specific Implementation Plan for 1821 Main Street – Montag's Pub and Grill.

3. Discussion and Possible Action Regarding the Approval of "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverages Licenses for 1821 Main Street – Montag's Pub and Grill.

4. Discussion and Possible Action on Work Place Policies
   A. Hygiene and Employee Illness Policy
   B. Cleaning Policy
   C. Protective Measures Policy

VII. Future Agenda Items

VIII. 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.

FINAL MEETING AGENDA 07.10.2020

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1. Discussion and Possible Action Regarding the General Development Plan for 1821 Main Street – Montag's Pub and Grill. PDF 3-11

2. Discussion and Possible Action Regarding the Specific Implementation Plan for 1821 Main Street – Montag's Pub and Grill.

3. Discussion and Possible Action Regarding the Approval of "Class B" Intoxicating Liquor and Class "B" Fermented Malt Beverages Licenses for 1821 Main Street – Montag's Pub and Grill. PDF 12-17

4. Discussion and Possible Action on Work Place Policies PDF 18-27
   A. Hygiene and Employee Illness Policy
   B. Cleaning Policy
   C. Protective Measures Policy

VII. Future Agenda Items

VIII. Adjournment

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Agenda Memorandum

Staff/Department: **Bill Chang, Zoning**
Subject Matter: **Amendment GDP & SIP for 1821 Main Street**
Meeting Date: **July 14, 2020**
Referral History: **PC/VB – 5.25.2019; 06.01.2020; 07.06.2020**

Executive Summary:

David Montag has purchased Hooty's Bar and Grill at 1821 Main Street. The GDP requires an amendment from the previous owner to the current owner. Mr. Montag also intends to amend the current GDP and SIP to incorporate some of the changes and recommendations from previous meetings. After the Plan Commission decision, the Montag's have requested the following two changes:

1) Allow for outdoor acoustic events to go to 10:00pm and to be allowed on holidays.
2) Change indoor amplified sound restriction from midnight to 2:00am.

In addition to the amendments, Mr. Montag is asking for a temporary use of the south volleyball court for the Spike Rhett event to be held at the end of July. He then intends to remove the court entirely.

Project Background:

In March of 2019, the Village Plan Commission and Village Board approved a zoning map amendment to rezone this property from Main Street Mixed Use to Planned Development. The general development plan and specific implementation plan were approved (see minutes). Thereafter, the development of the property was constructed. A SIP document was never recorded, nor was a post inspection conducted to certify compliance to the plan. The non-compliant property has operated since.

There had been several complaints from the adjoining properties about lighting, netting, balls in yard, damage to fencing, and water/sand runoff.

The Plan Commission discussed this issue at its meeting on June 1st and expressed concern regarding the plan not being followed. In effort to mediate the issues with the adjoining neighbors, Mr. Kuester offered to take down the south volleyball court, grow a buffer yard between the volleyball courts and the west fence, and bring the property into compliance before re-installing the south volleyball court for use.

Since then, the property is set to change ownership. The establishment will close for remodeling and training and is set to reopen on July 23rd. The conditions for an amended GDP and SIP were discussed and a public hearing held at the July 6th Plan Commission Meeting.

Code/Policy Review:

Section 84.167 of the Village Municipal Code provides the approval process for amending a GDP and SIP

This section of the zoning code allows for developments to have certain flexibilities. It also allows for staff, the Plan Commission, and the Village Board to add certain restrictions unique to the property.

Fiscal Impact:

None to the Village, a planned development amendment fee is $500

Agenda Memorandum

Recommendation:

The Plan Commission recommended the following amendments.
Amendments to the prior GDP:

1) Change in ownership to Montag's Pub and Grill.
2) Allow for ten (10) outdoor acoustic music events a year. (the Montag's are asking that end time for music be 10:00 pm)
3) Allow for volleyball and bean bag toss games from 11:00am-Dusk (not to exceed 9:30 pm) Saturday and Sunday.
4) No indoor amplified sound after midnight. (The Montag's are asking that end time be extended to 2:00pm)

Amendments to the prior SIP:

1) Removal of south volleyball court.
2) Install vegetation between the south frontage fence and the west privacy fence.
3) Construct the continuation of the north solid wood six (6) foot fence to the existing parking lot.
4) Addition of composite deck acoustic event stage up to fifteen (15) feet by fifteen (15) feet.

Appendices:

Revised proposal and site map. PC&VB minutes from 2019

Montag's Pub and Grill
David Montag Jr
1821 Main St
Cross Plains, WI, 53528

Village of Cross Plains- Village Board
2417 Brewery Road
Cross Plains, WI, 53528

To whom it may concern:

As the owner of 1821 Main Street, Montag's Pub and Grill. I am submitting this general development plan and specific implementation plan amendment for the purpose of allowing outdoor recreation and acoustic sound within my property boundaries.

Intended development project:

(1) Intended development
Location: 1821 Main Street, Cross Plains, WI, 53528
Zoning: Planned development
Parking: 16 additional parking stalls
Site Amenities: one outdoor sand volleyball court, fencing and a deck

(2) The existing property includes 2 stories: 1st floor bar/restaurant and 2nd floor single family apartment. The surrounding neighborhood includes a mix of business, restaurants, retail, single family, and multifamily housing. The upgrades to the exterior of the building will complement the current site and allow personal safety for both users and outside traffic.

(3) Amend the General Development plan for to the current owner. The site will be under the ownership of Montag's Pub and Grill, David Montag, who is a retired U.S. Army veteran will years of experience in project management. My wife and I want to be a huge part of the community, offering fundraisers and events for an array of organizations here in Cross Plains.

(4) The following is a description of the proposed outdoor use:
One 25'X 55' sand volleyball court
Outdoor deck for acoustic sound and music
Roughly 115' X 70' asphalt parking lot to add 16 parking stalls, open for public use
300 linear feet decorative fencing to line parking lot between parking lot and 1814 Park street

(5) The following briefly describes the proposed hours of operation
Volleyball and bean bag toss
11:00 am- Dusk (Not to exceed 9:30 PM) Sunday- Saturday
Outdoor Acoustic Music
12:00 pm- 9:00 10:00pm Friday- Sunday ~~(No music Monday- Thursday~~and Holidays~~)~~ limited to 10 events per year

(6) We are requesting a rezone to accommodate the requirement within the current zoning code.

(7) We are not requesting any modifications to the setbacks within the current requirements for fencing and or netting

(8) Currently, we are not proposing any lighting changes to the outdoor space.

(9) Interior Amplified sound to ~~midnight~~ 2:00am.

In summary, we feel that the proposed zoning change and use would be a wonderful and welcoming addition throughout community.

Sincerely
David Montag
Montag's Pub and Grill

GENERAL INFORMATION

VOLLEYBALL COURTS
USAGE: Leagues and Events
HOURS PER WEEK: Approx. 30 to 40
QUIET TIME: By or Before 10:00pm Sharp

STAGE AREA
USAGE: Events, Music, Local Bands
HOURS PER WEEK: Approx. 15 to 20
AMPLIFIED SOUND: Yes
QUIET TIME: By or Before 10:00pm Sharp

1 Site Plan - Schematic

Plan Commission and Village Board

Joint Meeting Minutes

Village of Cross Plains
2417 Brewery Road, PO Box 97
Cross Plains, WI 53528
(608) 798-3241

Monday, March 25, 2019
6:30 pm

I. Call to Order, Roll Call – Plan Commission

President Andreoni called the meeting to order at 6:30 pm.

Present: Commisioners Randy Case, Bud Busch, Todd DuQuette, Kevin Thusius, Cliff Zander, Eric Padrutt and President Andreoni.

Also present: Mike Slavney (Village Planner), Jerry Gray (Public Facilities Director), Thomas Kuester (Hooties Bar and Grill), Doug Brunner, Kathy Acker, Pam Born, Anne Koeppe, Ron Klaas.

II. Roll Call– Village Board

Present: Trustee Kevin Thusius, Michael Pomykalski, Lee Sorenson, Jeanne Statz, Bud Busch and President Andreoni.

Not Present: Trustee Sarah Francois

III. Public Comment –

a. Kathy Acker, 2915 Brewery Road regarding the recent flooding/sewer backup in her basement.
b. Pam Born, 2612 Thinnes Street, asking if the Village has a disaster plan in place and if not, she'd like to be a part of this. She feels there's been a disconnect with Village residents on this issue. She'd also like to see something change with the "right turn no stop" at Thinnes/Brewery. There's a lot more traffic and plans to be more with the new subdivision plans.
c. Anne Koeppe, 2825 Brewer Road, she's lived in the Village for 45 years and has never seen flooding like we experienced last year. She's concerned with the new development being added (Sundance) and what impact that's going to have with flooding in the Village.

IV. General Business – Joint Meeting

1. **Consideration of a request from Hooties Bar and Grill, for a Zoning Map Amendment and General Development Plan (GDP) for 1821 Main Street, from Main Street Mixed Use (MSMU) to Planned Development (PD) in order to redevelop their property.**

   a. **Public Hearing – A motion was made by Commissioner DuQuette, seconded by Commissioner Case and unanimously carried to enter into a public hearing at 6:33 pm.**
      i. Mary Jo Diebold, owner of 1814 Park Street is in favor of the plan providing the property is surveyed, a privacy fence is added between the new parking lot and her home so lights/sound don't make there way into her home late at night, and there's a stormwater management plan that doesn't impact her property.
      ii. Kimberly Maas, owner of 1809 Main Street questions the noise that will come from this addition and the effect that will have on her business. What about the trees on my property hanging over the fence? What about the stage? Didn't think music was going to be allowed.
      iii. Doug Brunner, owner 6004 Laufenberg Blvd, thinks this is a wonderful project and addition to the Village of Cross Plains. Host the Spike-Rhetts fundraiser and feel this is a great way to bring people into our community.

   A motion was made by Commissioner Thusius and seconded by Commissioner Zander, and unanimously carried by the Plan Commission to close the Public Hearing at 7:06 pm.

   b. **Plan Commission discussion and action to the Village Board, a request from Hooties Bar and Grill for a Zoning Map Amendment and General Development Plan (GDP) for 1821 Main Street, Main Street Mixed Use (MSMU) to Planned Development (PD) in order to redevelop their property. –** Following discussion, a motion was made by Commissioner DuQuette, seconded by Commissioner Thusius, for the Plan Commission to recommend approval to the Village Board regarding the request from Hooties Bar and Grill for a Zoning Map Amendment and General Development Plan for 1821 Main Street, from Main Street Mixed Use to Planned Development allowing requirements and flexibilities to consider by the Village Board:
      i. Outdoor Activities, Volleyball and games.
      ii. Outdoor eating and drinking.
      iii. Outdoor Amplified Sound – *Not approved*
      iv. The property is surveyed prior to any disturbance of land.
      v. Paved area setback for parking lot extension less than 5 feet from right-of-way along Mill Street.
      vi. Allow a 0' setback for the fence along the paved area (Parking Lot)

vii. A stormwater management plan is in place and reviewed by Village Staff.
viii. This zoning request approved as listed for the current owner only.

Roll Call Vote: (Yes) Commissioner(s) Padrutt, Thusius, Case, DuQuette, Zander, Busch, and President Andreoni. (No)- None

c. Village Board discussion and action regarding a request from Hooties Bar and Grill for a Zoning Map Amendment and General Development Plan (GDP) for 1821 Main Street, Main Street Mixed Use (MSMU) to Planned Development (PD) in order to redevelop their property. – A motion was made by Trustee Sorenson, seconded by Trustee Thusius to approve the Plan Commission recommendation for 1821 Main Street, from Main Street Mixed Use to Planned Development with the following flexibilities:

i. Outdoor Activities, Volleyball and games.
ii. Outdoor eating and drinking.
iii. Outdoor Amplified Sound – Not approved
iv. The property is surveyed prior to any disturbance of land.
v. Paved area setback for parking lot extension less than 5 feet from right-of-way along Mill Street.
vi. Allow a 0' setback for the fence along the paved area (Parking Lot)
vii. A stormwater management plan is in place and reviewed by Village Staff.
viii. This zoning request approved as listed for the current owner only.

Roll Call Vote: (Yes) Trustee(s) Sorenson, Statz, Pomykalski, Thusius, Busch and President Andreoni. (No) - None

d. Plan Commission discussion and action to the Village Board, regarding a request from Hooties Bar and Grill for a Specific Implementation Plan (SIP) for 1821 Main Street, in order to redevelop their property. – A motion was made by Commissioner Thusius, seconded by Commissioner Padrutt, and unanimously approved to recommend to the Village Board a Specific Implementation Plan as presented with the following flexibilities: Motion Approved.

i. Chain link fence along the east side of volleyball courts acceptable.
ii. 6' high fence be allowed along new parking lot
iii. A survey be required for the property
iv. The Village Engineer will approve the new and current parking lot stormwater management plan.
v. A photometric plan and lighting be approved by staff and added to the new and current parking lot.
vi. Netting be completely independent of the fence and all of the way to the ground.

e. **Village Board discussion and action regarding a request from Hooties Bar and Grill for a Specific Implementation Plan (SIP) for 1821 Main Street, in order to redevelop their property.** – A motion was made by Trustee Statz, seconded by Trustee Busch to accept the recommendation from the Plan Commission with the following flexibilities: **-** Motion Carried.
   i. Chain link fence along the east side of volleyball courts acceptable.
   ii. 6' high fence be allowed along new parking lot
   iii. A survey be required for the property
   iv. The Village Engineer will approve the new and current parking lot stormwater management plan.
   v. A photometric plan and lighting be approved by staff and added to the new and current parking lot.
   vi. Netting be completely independent of the fence and all of the way to the ground.

2. Presentation by Creekside Crossing at St. Francis, regarding their concept plan for development. Ron Klaas presented the Plan Commission and Village Board on the proposed concept plan for Creekside Crossing at St. Francis, also known as the Zander Farm.

V. Adjournment

A motion was made by Commissioner DuQuette, seconded by Commissioner Zander and unanimously approved to adjourn at 7:57 pm.

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

Date: Monday, June 29, 2020

To: Village Administrator Bill Chang

Ref: Alcohol Beverage License Approval

On Monday, June 29, 2020, I received an Application for an Alcohol Beverage License from the following:

Montag's Pub & Grill 1821 Main St.

A review of all listed Presidents, Vice Presidents, Members, Agents, Managers, Directors, Secretaries, and Treasurers arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review showed no conflicts with current Village Ordinance.

I therefore recommend the Alcohol Beverage Licenses be approved based the criteria set forth under Village Ordinance 41.09 (c).

Tony Ruesga Jr.
Chief of Police

LIC APPL, MONTAG'S BAR

Affidavit of Publication

STATE OF WISCONSIN } SS
COUNTY OF DANE }

Amanda Henning, being duly sworn, says:

That she is an authorized representative of the Times-Tribune, a weekly newspaper of general circulation, printed and published in Madison, Dane County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:
July 02, 2020

That said newspaper was regularly issued and circulated on those dates.
SIGNED:

Subscribed to and sworn to me this 2nd day of July 2020.

Diane S Baumgartner, Notary Public, State of Wisconsin, Dane County, Wisconsin

My commission expires: September 09, 2022

# of Lines — # of Weeks Published 1

Printers Fee $_____ Proof of Publication $_____

Total $_____

-or- See monthly invoice for cost ✓

Received Payment _____

99101876 00485521

BILL CHANG, ADMINISTRATOR
VILLAGE OF CROSS PLAINS
2417 BREWERY RD, PO BOX 97
CROSS PLAINS, WI 53528

DIANE S BAUMGARTNER NOTARY PUBLIC STATE OF WISCONSIN

VILLAGE OF CROSS PLAINS
2417 Brewery Road
Cross Plains, WI 53528
(608)798-3241

Notice is hereby given that the following have applied for Licenses in the Village of Cross Plains:

Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor.

1. Montag's Bar and Grill (David Montag)– 1821 Main Street, Cross Plains, WI

This license, if approved, would be valid for a period from 7/14/2020 to 6/30/2021. This license application will be reviewed by the Village Board at their special meeting on July 14, 2020 at 6:00 pm. This meeting will be held at the Rosemary Garfoot Public Library – Community Room located at 2107 Julius Street, Cross Plains, WI 53528.

Dated this 2nd day of July, 2020.

Bill Chang
Village Administrator/Clerk

Publish: 7/2/20 **WNAXLP**

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/16 2020 (mm dd yyyy) ending: 06 30 2021 (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☒ Village of ☐ City of } Cross Plains

County of DANE

Aldermanic Dist. No._____ (if required by ordinance)

Check one: ☐ Individual ☐ Partnership ☒ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	**FEE**
☐ Class A beer	$
☒ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☒ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$
TOTAL FEE	$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Montag's Pub and Grill

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Montag JR	David	Allen	3023 Allies LN, Cross Plains, WI, 53528
Vice President / Member Last Name	**(First)**	**(Middle Name)**	**Home Address (Street, City or Post Office, & Zip Code)**
Montag	Candace	Marie	3023 Allies, LN, Cross Plains, WI, 53528
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Montag's Pub and Grill Business Phone Number 719 354 1570
2. Address of Premises 1821 Main St, Cross Plains Post Office & Zip Code 53528
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

   Montag's Pub and Grill is a Restaurant / Bar with 3000 sq feet on first floor. This will be use to sell Food and Alcohol beverages. On the outside it has a fenced IN patio and Volleyball court were customers will use as well.

4. Legal description (omit if street address is given above): _____
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? . . . . . ☒ Yes ☐ No

   (b) If yes, under what name was license issued? Hooty's Bar and Grill

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** . . . . . ☐ Yes ☒ No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? . . . . . ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** . . . . . ☐ Yes ☒ No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 6-12-20 of registration.

   (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** . . . . . ☐ Yes ☒ No

   (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
   If yes, explain.

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] . . . . . ☒ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] . . . . . ☒ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? . . . . . ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.)	Title/Member	Date
Montag JR David A	Owner	6-26-2020
Signature	Phone Number	Email Address
	608 413 0310	[redacted]

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire
Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name *(please print)* *(last name)*	*(first name)*	*(middle name)*
Montag JR	David	Allen

Home Address *(street/route)*	Post Office	City	State	Zip Code
3023 Allies LN		Cross Plains	WI	53528

Home Phone Number	Age	Date of Birth	Place of Birth
608-413-0310	[redacted]	[redacted]	Wisconsin Rapids

The *above named individual* provides the following information as a person who is *(check one)*:

☐ Applying for an alcohol beverage license as an **individual**.

☒ A member of a **partnership** which is making application for an alcohol beverage license.

☐ Officer of Montag's Pub and Grill LLC
(Officer / Director / Member / Manager / Agent) *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 2 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No
   If yes, identify.
   (Name of Wholesale Licensee or Permittee) *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
U.S. Army Retired	8899 E 56th St. Indianapolis	Apr 1 2019	Present
U.S. Army	8899 E 56th St. Indianapolis, IN 46249	Nov 4 1998	Mar 30 2019

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000.

(Signature of Named Individual)

GENERAL INFORMATION

VOLLEYBALL COURTS
USAGE: Leagues and Events
HOURS PER WEEK: Approx. 30 to 40
QUIET TIME: By or Before 10:00pm Sharp

STAGE AREA
USAGE: Events, Music, Local Bands
HOURS PER WEEK: Approx. 15 to 20
AMPLIFIED SOUND: Yes
QUIET TIME: By or Before 10:00pm Sharp

1 Site Plan - Schematic

Agenda Memorandum

Staff/Department: **Bill Chang, Village Administrator/Clerk**
Subject Matter: **COVID 19 Work Place Policies**
Meeting Date: **July 14, 2020**
Referral History: **N/A**

Executive Summary:

On July 7th, Madison Dan e County Public Health issued Emergency Order #8. Effective on Monday, July 13rd, the order requires written policies on Hygiene, Cleaning, and Protective Measures. Included, are policies on wearing face masks/covering and policy of employee illness due to COVID-19.

The Village has already incorporated several of these practices.

Project Background:

Since December of 2019, there has been a spread of Covid-19. The US has seen a recent resurgence of cases. These measures are intended to curb the growing cases.

Code/Policy Review:

Ordinance 03-2020 regulates Prevention and Control related to COVID-19.

Fiscal Impact:

Additional cost for personal protection equipment, unknown at this time.

Recommendation:

Staff recommends adopting the hygiene, cleaning, and protective measures policies as presented.

Appendices:

Hygiene, cleaning, and protective measures policies

HYGIENE POLICY

Handwashing, Cough, & Sneeze Etiquette

Personal hygiene is one of the best ways to reduce disease transmission. All facilities should be more attentive to their hygiene practices, including frequent and proper hand washing, cough, and sneeze etiquette.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19.

Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all Village employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

Handwashing Policy

The Village is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

The Village is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

- At the beginning of each shift,
- Between every client,
- Before interacting with other employees,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

The Village is responsible for providing tissues at work stations, if feasible.
The Village is responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand

EMPLOYEE ILLNESS POLICY

An employee illness policy is required for a Safe Reopen during the COVID-19 emergency response.

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, the Village enacts the following policy applicable to all employees, regardless of position or authority:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19.
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.

EMPLOYEE HEALTH REPORTING AGREEMENT

For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees should self-monitor daily for these COVID-19 symptoms:
1. Cough 2. Shortness of breath or difficulty breathing 3. Fever >=100.4F 4. Chills 5. Muscle pain 6. Sore throat 7. New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must report if they are diagnosed with COVID-19:
• by a positive lab test, or • diagnosis from a health care provider (without lab testing)

Employees must also report COVID-19 Exposures:
• Living with a person that has been diagnosed with COVID-19, or • Having close contact with a person that has been diagnosed with COVID-19

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) _____

Employee Signature _____**Date** _____

Person in Charge Signature _____ **Date** _____

WORK RULES FOR ILL EMPLOYEES

The Person-in-Charge must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

Exclusions and Restrictions

Employee is not allowed to work in the establishment.

	What should the employee do?	When can the employee return to work?
If you have been **diagnosed** and are **symptomatic**	• If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your health care provider if symptoms worsen.	Stay home and avoid others until you have been: • 72 hours without a fever (without fever-reducing medicine), • your symptoms improve, • **AND** it has been 10 days since the first day you had symptoms. Employers should screen employees before allowing return to work.
If you have a positive COVID-19 viral test and are **asymptomatic**	Monitor your health for fever, cough, and shortness of breath for 10 days.	Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until: • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).
If you may have been **exposed** to a person with COVID-19 but are not sick	Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person. NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.	Stay home; do not go to work. Avoid public places for 14 days. NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.

FACILITY CLEANING POLICY

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all Village employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

The Village is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

The Village is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

The Village is responsible for explaining to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

The Village is responsible for providing a cleaning schedule to all employees.

In addition, the Village has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

Person-in-charge must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms (CDC Cleaning Guidelines);
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only EPA approved disinfectants effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

PROTECTIVE MEASURE POLICY

The Village of Cross Plains is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, The Village enacts the following policy applicable to all employees, regardless of position or authority:

Employees shall:

- Maintain six feet physical distancing from others whenever possible
- Be required to wear a face covering provided by employer when indoors of a facility or if physical distancing is not possible between customers or other employees (see below),
- Be required to wear face coverings in elevators, restrooms and other areas within business facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others
- Be required to use a transparent partition or barrier in place of a face covering for specific job duties (cloth face coverings are recommended, but not required, for additional protection when barriers are used
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between clients, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- Require all employees who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of employees present on the premises at any given time to Forward Dane limits
- Limit number of visitors/clients at any given time to Forward Dane limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at reception areas or between work stations
- Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
- Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
- Consider having clients or visitors wait in their cars for a text or call when it's their turn to enter
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

Cloth Face Covering or Masking Requirement

The Village of Cross Plains is implementing this policy based on the recommendations of Public Health Madison & Dane County, and the promulgation of Emergency Order # 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

1. All employees are required to wear a mask or cloth face covering. Limited exemptions to this requirement are provided under #4 of this section.

2. Employees shall receive a disposable mask or cloth face covering from the Village.

3. Certain employees are required to wear other personal protective equipment (PPE) which includes but is not limited to face shields, N95 masks, KN95 masks, full-face respirators and half face respirators to protect them and others from the spread of disease.

4. Employees are not required to wear a mask or face covering when:
    a. When in a private office with the door closed.
    b. A cubicle is not considered a private office.
    c. When driving alone in a vehicle.
    d. When teleworking for the Village at the employee's own home.
    e. When eating or drinking, provided that the employee is at least six feet away from persons who are not members of the same residence.
    f. While working outdoors where the employee is at least six feet away from other persons. If the employee is working outdoors and cannot maintain a distance of at least six feet, then the employee is required to wear a mask or cloth face covering.
    g. When communicating with someone who is deaf or hard of hearing, if they are able to maintain a safe physical distance of 6 feet.
    h. When an employee with a medical condition, mental health condition, or disability that prevents them from wearing a face covering has made a request for an accommodation under the ADA.

5. Departments must follow all Equal Opportunity Commission guidelines with regards to masks or cloth face coverings. Managers and supervisors should consult with the Village Administrator on all other requests for accommodations.

6. The mask or cloth face covering shall be worn over the nose and mouth.

7. Employees must wash or sanitize their hands before putting on a mask/cloth face covering and employees must wash or sanitize their hands before and after taking off the mask/cloth face covering, taking care not to touch the mask. Please see this video: https://www.youtube.com/watch?v=OABvzu9e-hw

8. Employees shall properly handle used masks.
    a. Employees issued a cloth face covering or using their own cloth face covering shall launder cloth face coverings.
    b. Employees issued disposable coverings shall dispose of the mask when finished with a shift.

9. Employees shall put on their mask according to their department policy (when entering a building, before leaving their office, etc.).

10. Masks shall conform to existing standards of professional conduct established in the Village of Cross Plains Protective Measure Policy.

Cloth Face Covering or Masking Requirement for Visitors to Village Buildings.

The Village of Cross Plains is implementing this policy based on the recommendations of Public Health Madison & Dane County and the promulgation of Emergency Order# 8 which mandates the use of face coverings while in an enclosed building. Modifications to this policy, including rescinding this policy, will also be based on recommendations from Public Health Madison & Dane County and the Centers for Disease Control and Prevention.

1. All visitors to Village Buildings are required to wear a mask or cloth face covering.

2. The Village of Cross Plains will have disposable masks for visitors to Village Buildings who do not have their own mask or cloth face covering.

3. Visitors to Village Buildings are exempt from this requirement under the following circumstances:
    a. The visitor has a medical condition, mental health condition, or disability that prevents wearing a face covering.
    b. The visitors are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
    c. The visitor is younger than 5 years old.
    d. When state or federal law prohibits wearing a face covering.
    e. When necessary to confirm the individual's identity.
    f. While the visitor is eating or drinking.

4. The mask or cloth face covering shall be worn over the nose and mouth.

5. Signage about this requirement will be posted at all Village Buildings.

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

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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 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 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.

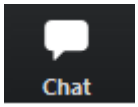
Public Comments

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 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

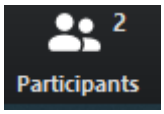


The "Chat" function will be monitored for technical and logistical issues. Discussion on the "Chat" function is public record. Comments made to the board through the "Chat" function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

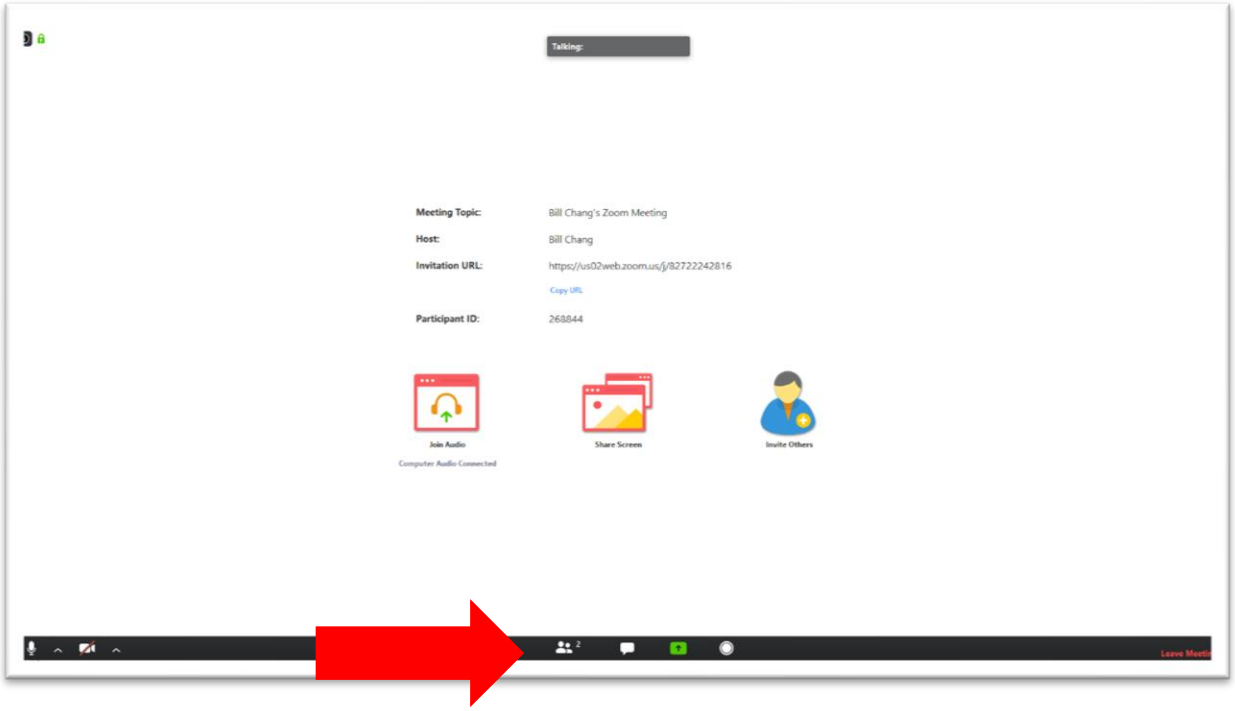
ZOOM Tips

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" 

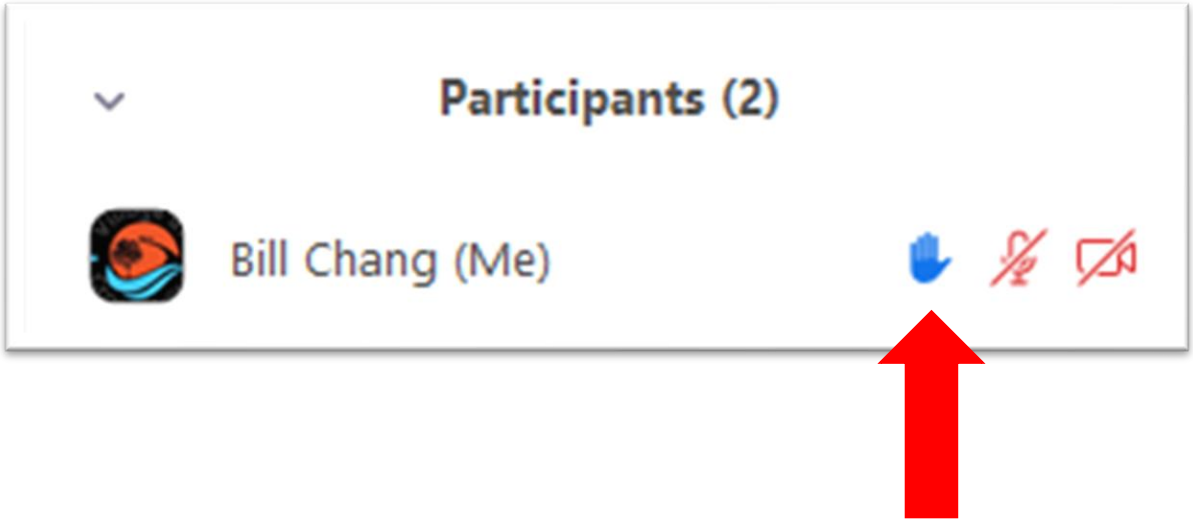
icon at the bottom of the screen.



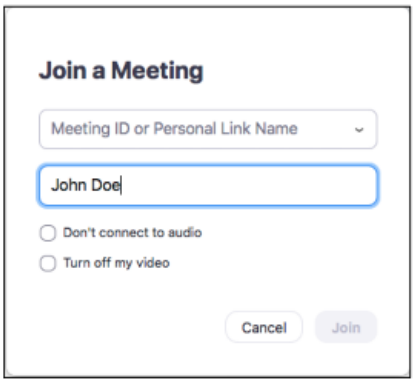
2. Click on “Raise Hand”.

3.

4. Confirm that your hand is raised.



How to Participate in a Zoom Meeting

Using computer: https://zoom.us *Depending on your browser, you may have to download the zoom application, once complete, it will open on your screen.* Using Smartphone or Tablet: Download zoom app	Open Zoom Application Open the zoom application on your electronic device. 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.
	Join a Meeting via Electronic Device **Using computer:** https://zoom.us/join **Using Smartphone or Tablet:** Open app, Click **Join meeting** • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits) • Click **Join** • Enter your name (not phone number) *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).*
	Join a Meeting via Telephone • Call **1-312-626-6799** (long distance charges may apply) • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits)
	Waiting Room 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 **click the green "Join with Computer Audio"** to join the meeting with audio automatically (you can mute this once you're on the meeting).

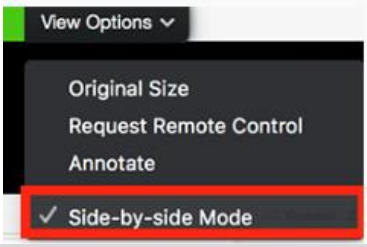
Zoom Menu Bar

- 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 participatnt 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.

Technical difficulties? *If you experience difficulties while trying to connect to the meeting, please see the help center resources at zoom.us, or call or text the Zoom help line at: +1 (888) 799-9666 ext. 2.*