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, April 27, 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:

WebEx Conference Link:
https://meetingsamer3.webex.com/meet/bchang

Conference telephone line:
+1-408-418-9388
Access Code: 296 035 841 #

I. Call to Order, Roll Call, and Pledge of Allegiance

II. Public Comment – This is an opportunity for anyone to address the Village Board on any issue 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.

III. 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 March 23, 2020 and April 1, 2020. PDF 7-15

2. Total Disbursements from 03/13/2020 through 04/22/2020 in the amount of $1,411,678.67 as follows: PDF 16-52

- 110 – General Fund: $168,785.14
- 120 – Capital Fund: $96,161.73
- 130 – Library Fund: $9,359.99
- 140 – Parks/Rec Fund: $12,742.23
- 150 – Debt Service Fund: $335,054.00
- 310 – TID Fund: $0.00
- 660 – Water Fund: $188,904.20
- 670 – Sewer Fund: $600,671.38

IV. Report of Village Officers

1. Village President

2. Village Vice President

3. Village Administrator/Clerk

4. Miscellaneous Trustee Reports

V. General Business

1. Discussion and Possible Action regarding the Conditional Use Permit Application to allow for Multi-Tenant Commercial Units at 1805 Bourbon Rd, Cross Plains, WI. PDF 53-74

2. Discussion and possible action regarding the petition to rezone the property at 1909 Main Street from Main Street Mixed Use to Planned Development and approving the General Development Plan. PDF 75-99

3. Discussion and possible action to approve the Specific Implementation Plan for 1909 Main Street. PDF 75-99

4. Review and Possible action regarding the division of Lot #1, C.S.M. #5574, Located in the SE 1/4 of the NE 1/4 of the NE 1/4, Section 3, T07N, R07E, Village of Cross Plains, Dane County, WI (2305 Church Street). PDF 100-108

5. Presentation on Flood Mitigation Preliminary Engineering Report – Jewell Engineers Associates. NO ATTACHMENTS

6. Presentation, Discussion, and Possible Action on the 2019 Draft Audit Report. PDF 109-122

7. Discussion and Possible Action Regarding the Village's Response to COVID-19.

   a. Discussion and possible action regarding the municipal pool opening. NO ATTACHMENT
   b. Discussion and possible action on an emergency sick time policy for Essential Employees. PDF 123-124
   c. Discussion and Possible Action on Emergency Closure budget. NO ATTACHMENT
   d. Discussion and Possible Action on defining essential government function. NO ATTACHMENT

8. Discussion and Possible Action Regarding Village Appointments. SEE ADMIN MEMO PDF 6

9. Transmittal of the Draft Village Financial Policy. PDF125-147

10. Future Agenda Items.

VI. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of 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." – Acquiring Properties for Flood Mitigation.

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

    B. Possible Action Regarding Property Acquisition.

    C. Possible Action to Adopt Resolution No. 05-2020: Requesting grant funds and assistance from the WDNR through the Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Grant Programs.

    D. Possible Action to Adopt Resolution No. 06-2020: Requesting grant funds and assistance from the Dane County Conservation Fund.

VII. 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.

Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241 ext. 107
Fax: (608) 798-3817

Memorandum

To: Village Board of Trustees
From: Bill Chang, Village Administrator/Clerk
Date: April 24, 2020
Re: Village Regular Board Meeting – **April 27, 2020; 6:00 pm**

III. **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 March 23, 2020 and April 1, 2020.** – For approval

2. **Total Disbursements from 03/13/2020 through 04/22/2020 in the amount of $1,411,678.67 as follows:** - For approval.

- **110 – General Fund: $168,785.14**
- **120 – Capital Fund: $96,161.73**
- **130 – Library Fund: $9,359.99**
- **140 – Parks/Rec Fund: $12,742.23**
- **150 – Debt Service Fund: $335,054.00**
- **310 – TID Fund: $0.00**
- **660 – Water Fund: $188,904.20**
- **670 – Sewer Fund: $600,671.38**

IV. **General Business**

1. **Discussion and Possible Action regarding the Conditional Use Permit Application to allow for Multi-Tenant Commercial Units at 1805 Bourbon Rd, Cross Plains, WI.** – For approval. Please see the individual memorandum on this item in the packet materials below.

2. **Discussion and possible action regarding the petition to rezone the property at 1909 Main Street from Main Street Mixed Use to Planned Development and approving the General Development Plan.** – For approval. Please see the individual memorandum on this item in the packet materials below.

3. **Discussion and possible action to approve the Specific Implementation Plan for 1909 Main Street.** – For approval. Please see the individual memorandum on this item in the packet materials below.

4. **Review and Possible action regarding the division of Lot #1, C.S.M. #5574, Located in the SE 1/4 of the NE 1/4 of the NE 1/4, Section 3, T07N, R07E, Village of Cross Plains,**

Dane County, WI (2305 Church Street). – For approval. Please see the individual memorandum on this item in the packet materials below.

5. **Presentation on Flood Mitigation Preliminary Engineering Report – Jewell Engineers Associates.** – For discussion. Jewell Engineers Associates have completed the preliminary engineering and identification of several projects to reduce flooding impacts in the Village. They will be presenting their findings and recommendations.

6. **Presentation, Discussion, and Possible Action on the 2019 Draft Audit Report.** – For approval. Johnson Block has concluded the 2019 financial audit for the Village and will present on their findings. The presentation material and summary are attached for your convenience. The full draft report will be sent to the Trustees under a separate cover.

7. **Discussion and Possible Action Regarding the Village's Response to COVID-19.**

    a. **Discussion and possible action regarding the municipal pool opening. –** For discussion and direction. Parks and Recreation Director, Mike Axon will provide a status update on the municipal pool and pool operations as it pertains to COVID-19 and the Safer at Home order. Staff is seeking direction regarding the potential opening of the pool and would like to discuss potential impacts.
    b. **Discussion and possible action on an emergency sick time policy for Essential Employees.** – For approval. At the last Village Board meeting, the Village Board adopted Resolution No. 04-2020 to exempt "Emergency Responders" from the Families First Coronavirus Response Act (FFCRA). Staff is proposing a separate emergency sick time policy for this group of Emergency Responders, as suggested by the Village Attorney. The policy provides the opportunity for Emergency Responders to take emergency sick time only under situations that relate directly to the employee having the virus or showing symptoms of the virus.
    c. **Discussion and Possible Action on Emergency Closure budget. –** For discussion and approval. At the last Village Board meeting, the Village Board moved to cap the amount of holiday pay given to employees under section 3.02.10 of the Employee Manual regarding Emergency Closures. Staff has estimated the additional cost of essential employees under this situation at the current level of service (no loss of service). All essential departments have reported the ability to reduce staff during this situation to a minimal operation depending on the emergency situation. The costs are broken down by department and by pay period.

d. **Discussion and Possible Action on defining essential government function.** – For discussion and possible action. The Village Board should determine its essential government functions under the Safer at Home declaration and extension. This will provide staff with the direction to plan and implement actions into the summer.

8. **Discussion and Possible Action Regarding Village Appointments.** – For approval. The following list has been provided by President Jay Lengfeld for appointment.

Police Commission
Darrel Parrish – 2025

Plan Commission
Cliff Zander – 2023
Todd DuQuette – 2023

Library Board
Diane Kalscheur – 2023
Carolyn Abbott – 2023

Zoning Board of Appeals
Bob Green – Chair – 2023
Pam Born – 2023
Pat Andreoni – 2022
Jared Gundlach – 2022
RJ Cashwell – 2021

Parks and Recreation Committee
Jed Henry – 2023

Public Safety Committee
Randy Swingen – 2023

Board members Appointments
Jay Lengfeld – Plan Commission, Fire District Board, and EMS District Board – 2021

Judy Kelter-Ketelboeter – Plan Commission and Chamber – 2021

Kevin Thusius – Plan Commission – 2021

Sarah Francois – Park and Recreation Committee – 2021

Lori Zander – Public Safety Committee and Fire District Board – 2021

Bill Brosius – Library Board – 2021

Michael Pomykalski – Fire District Board and Sustainability Committee – 2021

9. **Transmittal of the Draft Village Financial Policy.** – For review. Staff has developed a financial policy for the Village Board's review. This will be on the May agenda for discussion and action.

10. **Future Agenda Items.** – This section has been added to the agenda to allow for Village Board members to request items be added to future agendas. This will help provide a public record of such requests.

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, March 23, 2020
6:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

President Lengfeld called the Village Board meeting to order at 6:02 p.m.

Present: Trustees Bill Brosius, Lori Zander, Sarah Francois, Lee Sorensen, and President Jay Lengfeld.

Absent: Judy Ketelboeter

Also Present: Village Administrator/Clerk Bill Chang, Public Facilities Director Jerry Gray, Parks and Recreation Director Michael Axon, and Robin Savola.

Present by teleconference: Trustee Kevin Thusius (listening participant only), Fire Chief Dale Lochner, Bill Eberhardt, Cameron Bjorklund, Michael Pomykalski, and Terra Morris.

II. Public Comment –

There were no public comments.

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

There was a request from Trustee Brosius to remove items #4, #5, and #6 from the Consent Agenda to the end of General Business. A motion was made by Trustee Sorensen, seconded by the Trustee Brosius, and unanimously carried by the Village Board, to approve the consent agenda as amended.

1. **Minutes of regular meeting held on February 24, 2020, March 5, 2020, and March 17, 2020.**

2. **Total Disbursements from 02/22/2020 through 03/12/2020 in the amount of $1,433,264.23 as follows:**

   - **110 – General Fund: $1,154,221.66**
   - **120 – Capital Fund: $51.00**

- **130 – Library Fund: $3,463.34**
- **140 – Parks/Rec Fund: $3,398.50**
- **150 – Debt Service Fund: $241,129.17**
- **310 – TID Fund: $21,060.90**
- **660 – Water Fund: $6,186.19**
- **670 – Sewer Fund: $3,753.47**

3. **Approval of Operator's (Bartender's) License for Dylan J. Hormig and Cory D. Ball.**

4. **Approval of the 2019 Annual MS4 Report.**

IV. Report of Village Officers

1. **Village President**
   a. President Lengfeld informed the rest of the Village Board that it is not necessary for them to respond to his memorandums directly, as they are information only. Discussions of the subject matter should be brought forth when the item is placed on the agenda.
   b. President Lengfeld stated that Governor's office is likely to declare a "Safe at Home" order restricting businesses and residents, but believes there will be some discretion given to municipalities.
   c. President Lengfeld stated that he is working on the revision of ordinances with particular members of the board in order to help reduce the workload on the Village Administrator.
   d. President Lengfeld stated that staff is working on identifying water loss in the system.

2. **Village Vice President**
   a. No reports

3. **Village Administrator/Clerk**
   a. Chang provided the following updates:
      i. Related to COVID 19
         1. Online registration for Voting extended to March 30th.
         2. UW Health Clinics are consolidating their clinics. Cross Plains Clinic will be closed.
         3. Wisconsin has received first shipments from strategic stock piles but they are being prioritized to direct care.
         4. Village is exploring
            a. Mutual aid for public facilities
            b. Curbside voting on voting day
      ii. FEMA
         1. Guidance on eligible items issued - Most impactful to the Village
            a. Disinfection of eligible public facilities

b. Communications of general health and safety information to the public
c. Reimbursement for state, tribe, territory and/or local government force account overtime costs

iii. Family First Coronavirus Response Act
1. Paid emergency leaves for employees subject to:
a. Quarantined
b. Advised by health care to self-quarantined
c. Experiencing symptoms of COVID-19 and seeking medical diagnosis
d. Caring for an individual who is subject to quarantine or isolation
e. Caring for child which school or place of care has been closed
f. Other symptoms specified by the Secretary of Health and Human Services
2. Public employers are not currently eligible for these tax credits, municipalities are working with legislative leaders to include governments

iv. Expectation of Safe at Home Order
1. Governor announced that orders will be coming on March 24.
2. Message continues to be that separation is best prevention method due to concern of asymptomatic spread.
3. Closing Village Hall may to walk ins
a. Absentee voting by ringing doorbell or appointment
b. Designate essential employees and non-essential employees

v. Other updates
1. Multimodal Local Supplement Grant – Department of Transportation
a. Submitted two separate applications for a multiuse trail along County KP. We were not awarded the grant
2. Submitted application for the WI DNR Municipal Flood Control grant for $500,000
3. Submitted application for planning assistance from American Planner's Association for sustainable planning technical assistance

4. US Census postcards and letters have been sent and are arriving in residential homes.

4. Miscellaneous Trustee Reports

a. Trustee Brosius thanked Trustee Sorensen for his years of service on the Village Board since this will likely be his last meeting.
b. Trustee Sorensen thanked the Village Board and expressed his appreciation working with staff and the board over the last six year, noting the change in administrators and that each has brought their own unique experience to help the Village.

V. General Business

1. Discussion and Possible Action Regarding the request for a Conditional Use Permit to construct an addition to Park Elementary School located at 1209 Park Street, Cross Plains, WI.

A motion was made by Trustee Sorensen and seconded by Trustee Francois, to approve the request for conditional use permit to construct an addition to Park Elementary School located at 1209 Park Street with the presented conditions. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

2. Discussion and Possible Action Regarding Glacial Valley Park Playground.

A motion was made by Trustee Brosius, seconded by Trustee Francois, and unanimously carried by the Village Board to approve moving forward with the purchase of the green playground (option 3) for Glacial Valley Park.

A motion was made by Trustee Brosius and seconded by Trustee Sorensen, to fund the purchase of the green playground (option 3) for Glacial Valley Park from the Park and Recreation Fund Balance account in the amount of $141,199.00. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

3. Discussion and Possible Action Regarding Amendments to the Employee Manual.

A motion was made by Trustee Francois, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the amendments to the

Employee Manual regarding Section 3.02 – Leave Policies for Personal and Emergency Closures.

4. **Discussion and Possible Action Regarding the Village of Cross Plains Continuity of Operations Plan.**
   A motion was made by Trustee Francois, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Village of Cross Plains Continuity of Operations Plan.

5. **Approval of Cross Plains Home Talent Temporary Class "B" License Application submitted by Stan Nonn.**
   A motion was made by Trustee Brosius, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Class "B" License Application for Cross Plains Home Talent.

6. **Approval of the Special Event Permit Application for Cross Plains Trout Days, April 30, 2020 - May 3, 2020.**
   A motion was made by Trustee Zander, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the Special Event Permit application for Cross Plains Trout days, April 30, 2020 – May 3, 2020.

7. **Approval of the Special Event Permit Application for Riversmith Casting Clinic, May 16, 2020.**
   A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the Special Event Permit application for Riversmith Casting Clinic, May 16, 2020.

VI. Closed Session

1. **The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of 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." – Acquiring Property for Flood Mitigation.**
   A motion made by Trustee Brosius and seconded by Trustee Francois, to meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, to deliberating or negotiate 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. – Acquiring Property for Flood Mitigation. Roll call

vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

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

B. Possible Action Regarding Property Acquisition.
A motion was made by Trustee Sorensen and seconded by Trustee Zander, to authorize Village Administrator to seek an agreement to place options to purchase to acquire properties for flood mitigation. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

VII. <u>Adjournment</u>

A motion was made by Trustee Brosius, second by Trustee Sorensen, and unanimously carried by the Village Board, to adjourn. Meeting ended at 8:36 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

Regular Meeting Notice and Agenda

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

Wednesday, April 1, 2020
6:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

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

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

Absent: Judy Ketelboeter

Also Present: Village Administrator/Clerk Bill Chang

II. Public Comment –

There were no public comments.

III. Report of Village Officers

1. **Village President** – no report
2. **Village Vice President**
3. **Village Administrator/Clerk**
4. **Miscellaneous Trustee Reports**

IV. General Business

Following a request from President Lengfeld, a motion was made by Trustee Ketelboeter, seconded by Trustee Francois, and unanimously carried by the Village Board, to move the discussion and possible action regarding the Village's Leave Policy on Emergency Closings to the beginning of the General Business section.

1. **Discussion and Possible Action Regarding the Village's Leave Policy on Emergency Closings.**
   A motion was by Trustee Thusius, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board, to direct the Village President to work with the Village Administrator to determine the amount of holiday pay allowed under the Village Leave policy on Emergency Closings.

2. **Discussion and Possible Action Regarding the Village's Response to COVID-19.**
   A motion was made by Trustee Ketelboeter and seconded by Trustee Sorensen to accept Resolution No. 04-2020: Designation of "emergency responder" Employees under the Families First Coronavirus Response Act.

   A friendly amendment was introduced by Trustee Ketelboeter to specify that Resolution No. 04-2020 shall end with the Families First Coronavirus Response Act. The amendment was accepted by Trustee Sorensen. Roll call vote requested. Yes – Trustees Brosius, Zander, Francois, Sorensen, Ketelboeter, Thusius, and President Lengfeld. No – None. Motion carried, 7-0.

   A motion was made by Trustee Brosius, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board, to designate the following positions as essential employees under Section 3.02 of the Employee Manual.
   - Village Administrator/Clerk
   - Financial Director
   - Police Chief
   - Police Lieutenant
   - All sworn Law Enforcement Officers
   - Police Administrative Assistant
   - Director of Public Facilities
   - Public Facilities I
   - Public Facilities II
   - Wastewater Treatment Facility Operator
   - Telecommunicator

Chang reported that the purchase of the Glacial Valley Playground will be suspended until there is more clarification regarding the pandemic.

V. <u>Adjournment</u>

A motion was made by Trustee Francois, second by Trustee Thusius, and unanimously carried by the Village Board, to adjourn. Meeting ended at 7:45 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

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
48435								
03/20	03/19/2020	AlphaGraphics	36805	140-55200-206-000	ACTIVITY GUIDE	1,000.00	1,000.00	48435
03/20	03/19/2020	AlphaGraphics	36805	140-55300-206-000	ACTIVITY GUIDE	3,500.00	3,500.00	48435
03/20	03/19/2020	AlphaGraphics	36805	140-55300-201-000	ACTIVITY GUIDE	583.96	583.96	48435
	Total 48435:						5,083.96	
48436								
03/20	03/19/2020	AMAZON	60457 8781 010	130-55110-304-104	SUPPLIES AUDIOVISUAL	642.30	642.30	48436
03/20	03/19/2020	AMAZON	60457 8781 010	130-55110-304-105	SUPPLIES GENERAL	50.16	50.16	48436
03/20	03/19/2020	AMAZON	60457 8781 010	130-55110-301-000	EQUIPMENT	214.01	214.01	48436
03/20	03/19/2020	AMAZON	60457 8781 010	130-51600-304-000	SUPPLIES	85.31	85.31	48436
03/20	03/19/2020	AMAZON	60457 8781 010	130-55110-306-000	PROGRAMS	46.97	46.97	48436
	Total 48436:						1,038.75	
48437								
03/20	03/19/2020	BAKER & TAYLOR INC.	2035149805	130-55110-304-101	SUPPLIES BOOKS	169.15	169.15	48437
	Total 48437:						169.15	
48438								
03/20	03/19/2020	Bear Graphics	0842635	660-51400-921-000	UTILITY POSTCARDS	217.49	217.49	48438
03/20	03/19/2020	Bear Graphics	0842635	670-53610-206-000	UTILITY POSTCARDS	217.50	217.50	48438
	Total 48438:						434.99	
48439								
03/20	03/19/2020	Charter Communications	0018482030120	110-51600-202-000	INTERNET/TV - VILLAGE HALL	170.31	170.31	48439
	Total 48439:						170.31	
48440								
03/20	03/19/2020	Cintas Corporation #446	14842154 - 3.20	110-53300-178-000	UNIFORM SERVICE	327.71	327.71	48440
03/20	03/19/2020	Cintas Corporation #446	14843099 - 03.2	110-51600-207-000	MAT SERVICE - VILLAGE HALL	180.11	180.11	48440

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
03/20	03/19/2020	Cintas Corporation #446	14843099 - 3.20	110-52100-207-000	MAT SERVICE - POLICE	155.78	155.78	48440
Total 48440:							663.60	
48441								
03/20	03/19/2020	Civic Plus	197437	110-51410-302-000	WEBSITE FEES	1,500.00	1,500.00	48441
Total 48441:							1,500.00	
48442								
03/20	03/19/2020	Core & Main	L980843	660-53700-676-000	WATER METER	1,625.72	1,625.72	48442
Total 48442:							1,625.72	
48443								
03/20	03/19/2020	CROSS PLAINS AREA EMERGENCY M	3.20	110-52300-207-000	ASSESSMENT	66,478.31	66,478.31	48443
Total 48443:							66,478.31	
48444								
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	140-55200-203-000	WATER/SEWER - BAER PARK SHELTER	111.70	111.70	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	130-51600-203-000	WATER/SEWER - LIBRARY	169.87	169.87	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	110-51600-203-000	WATER/SEWER - LIBRARY COMMUNITY ROOM	56.62	56.62	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	140-55200-203-000	WATER/SEWER - MARY'S PLACE	93.25	93.25	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	110-52100-203-000	WATER/SEWER - POLICE	22.92	22.92	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	140-55420-203-000	WATER/SEWER - POOL	182.50	182.50	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	670-51600-203-000	WATER/SEWER - SEWER PLANT	791.18	791.18	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	110-53300-203-000	WATER/SEWER - SHOP	229.33	229.33	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	110-51600-203-000	WATER/SEWER - VILLAGE OFFICE	45.71	45.71	48444
03/20	03/19/2020	CROSS PLAINS WATER-SEWER UTILI	3.30	110-51600-203-000	WATER/SEWER - WAREHOUSE	40.25	40.25	48444
Total 48444:							1,743.33	
48445								
03/20	03/19/2020	Dain Ziegler	3.20	670-53610-301-000	REIMBURSEMENT FOR SAFETY SHOES	75.00	75.00	48445
Total 48445:							75.00	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48446								
03/20	03/19/2020	DANE-IOWA WASTEWATER	2409	670-53630-207-000	BIOSOLIDS DISPOSAL	6,401.06	6,401.06	48446
	Total 48446:						6,401.06	
48447								
03/20	03/19/2020	DEW SIGNS & ENGRAVING	14527	140-55300-306-103	AFTER SCHOOL CLUB	175.00	175.00	48447
03/20	03/19/2020	DEW SIGNS & ENGRAVING	14534	110-52100-399-000	SIGN	350.00	350.00	48447
	Total 48447:						525.00	
48448								
03/20	03/19/2020	FIRST SUPPLY MADISON	12086365-00	670-53610-301-000	WWTP DECANT PUMP	63.17	63.17	48448
03/20	03/19/2020	FIRST SUPPLY MADISON	12102672-00	660-53700-673-000	WATER MAIN REPAIR	175.00	175.00	48448
	Total 48448:						238.17	
48449								
03/20	03/19/2020	Goth Plumbing	3.20 - 1	670-53610-305-000	LEAK REPAIR AT WWTP	106.00	106.00	48449
	Total 48449:						106.00	
48450								
03/20	03/19/2020	Jewell Associates Engineers, Inc.	10734	120-57170-207-000	PRELIM ENGINEERING-FLOOD CONTROL SYSTEM IMPR	49,099.98	49,099.98	48450
	Total 48450:						49,099.98	
48451								
03/20	03/19/2020	Johnson Inspection LLC	192	110-52400-207-000	BUILDING INSPECTION SERVICE	2,498.14	2,498.14	48451
	Total 48451:						2,498.14	
48452								
03/20	03/19/2020	KALSCHEUR IMPLEMENT CO.	25549	120-57300-803-000	TRACTOR	39,600.00	39,600.00	48452
	Total 48452:						39,600.00	
48453								
03/20	03/19/2020	Kendra O'Brien	3.20	140-46734-101-000	SWIMMING LESSON REFUND	100.00	100.00	48453

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48453:							100.00	
48454								
03/20	03/19/2020	Kiefer Aquatics/The Lifeguard Store	KC1057687	140-55420-301-000	POOL EQUIPMENT	300.00	300.00	48454
Total 48454:							300.00	
48455								
03/20	03/19/2020	Kwik Trip	3000665 - 3.20	140-55200-303-000	FUEL - PARKS	45.79	45.79	48455
03/20	03/19/2020	Kwik Trip	3000665 - 3.20	110-53300-303-000	FUEL - PF	733.50	733.50	48455
03/20	03/19/2020	Kwik Trip	3000665 - 3.20	110-52100-303-000	FUEL - POLICE	527.79	527.79	48455
03/20	03/19/2020	Kwik Trip	3000665 - 3.20	670-53610-303-000	FUEL - SEWER	129.28	129.28	48455
03/20	03/19/2020	Kwik Trip	3000665 - 3.20	660-53700-673-000	FUEL - WATER	129.28	129.28	48455
Total 48455:							1,565.64	
48456								
03/20	03/19/2020	Laina Gustafson	3.3.2020	140-55300-207-000	BASKETBALL REF	132.00	132.00	48456
Total 48456:							132.00	
48457								
03/20	03/19/2020	Lincoln Contractors Supply	M68071	660-53700-673-000	WATER MAIN REPAIR	429.00	429.00	48457
Total 48457:							429.00	
48458								
03/20	03/19/2020	MADISON GAS & ELECTRIC	28987345 - 3.20	660-53700-623-000	GAS - MILITARY RD GENERATOR	29.17	29.17	48458
03/20	03/19/2020	MADISON GAS & ELECTRIC	29689114 - 3.20	110-51600-203-000	ELECTRIC - SPRINGFIELD RD SIGN	23.74	23.74	48458
Total 48458:							52.91	
48459								
03/20	03/19/2020	Maintenance Services of Madison, Inc.	10258	130-51600-207-000	SUPPORT SERVICES	649.12	649.12	48459
03/20	03/19/2020	Maintenance Services of Madison, Inc.	10258a	110-51600-207-000	CLEANING - LIBRARY COMMUNITY ROOM	216.38	216.38	48459
Total 48459:							865.50	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48460								
03/20	03/19/2020	Mautz Pest Solutions, LLC	16052	670-53610-305-000	PEST CONTROL	627.00	627.00	48460
03/20	03/19/2020	Mautz Pest Solutions, LLC	16053	110-53300-207-000	PEST CONTROL	627.00	627.00	48460
03/20	03/19/2020	Mautz Pest Solutions, LLC	16054	110-51600-207-000	ANNUAL PEST CONTROL	421.80	421.80	48460
	Total 48460:						1,675.80	
48461								
03/20	03/19/2020	Michael Gustafson	3.04.2020	140-55300-207-000	BASKETBALL REF.	315.00	315.00	48461
	Total 48461:						315.00	
48462								
03/20	03/19/2020	Middleton Cooperative	170070 - 3.20	110-53300-303-000	FUEL	1,309.90	1,309.90	48462
	Total 48462:						1,309.90	
48463								
03/20	03/19/2020	Middleton-Cross Plains School Dist.	5303	140-55300-306-101	YOUTH BASKETBALL	84.00	84.00	48463
	Total 48463:						84.00	
48464								
03/20	03/19/2020	Midwest Motor Supply	7789714	110-53300-304-101	SHOP SUPPLIES	110.53	110.53	48464
	Total 48464:						110.53	
48465								
03/20	03/19/2020	MIDWEST TAPE	98727815	130-55110-304-104	SUPPLIES AUDIOVISUAL	79.98	79.98	48465
	Total 48465:						79.98	
48466								
03/20	03/19/2020	News Publishing Company	99101876 - 2.20	110-51440-206-000	NOTICES - ELECTIONS	61.00	61.00	48466
03/20	03/19/2020	News Publishing Company	99101876 - 2.20	660-51400-921-000	PSC NOTIFICATION	61.00	61.00	48466
03/20	03/19/2020	News Publishing Company	99101876 - 2.20	110-51410-206-000	PUBLIC NOTICES	22.50	22.50	48466
	Total 48466:						144.50	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48467								
03/20	03/19/2020	Power Burow Products	7597	110-53300-305-102	REBUILD HYDRAULIC CYLINDER	240.41	240.41	48467
Total 48467:							240.41	
48468								
03/20	03/19/2020	R & R DOOR SERVICES L.L.C.	65220	670-53610-305-000	REPAIR GARAGE DOOR AT WWTP	197.00	197.00	48468
Total 48468:							197.00	
48469								
03/20	03/19/2020	SAUK PLAINS PLUMBING & PUMPS IN	23557	110-53300-305-103	SUPPLIES	2.29	2.29	48469
Total 48469:							2.29	
48470								
03/20	03/19/2020	Scott Appraisal, LLC	5582	120-57170-207-000	APPRAISAL OF LAND	3,000.00	3,000.00	48470
Total 48470:							3,000.00	
48471								
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	130-51430-176-000	LIFE - LIBRARY	85.54	85.54	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-21347-000-000	LIFE INSURANCE - SPOUSE	26.25	26.25	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-51430-176-000	LIFE INSURANCE-ADMIN	23.70	23.70	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-53300-176-000	LIFE INSURANCE-PF	67.51	67.51	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-52100-176-000	LIFE INSURANCE-POLICE	84.72	84.72	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	140-51430-176-000	LIFE INSURANCE-REC	11.86	11.86	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	670-53610-176-000	LIFE INSURANCE-SEWER	34.34	34.34	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-21346-000-000	LIFE INSURANCE-SUPPLEMENTAL	126.09	126.09	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	660-51400-926-176	LIFE INSURANCE-WATER	24.32	24.32	48471
03/20	03/19/2020	Securian Financial Group, Inc.	002832L - 3.20	110-21345-000-000	LIFE INSURANCE - ADDITIONAL	371.10	371.10	48471
Total 48471:							855.43	
48472								
03/20	03/19/2020	State Bank of Cross Plains1	0293 - 3.20	130-55110-304-105	SUPPLIES GENERAL	12.99	12.99	48472
03/20	03/19/2020	State Bank of Cross Plains1	0293 - 3.20	130-55110-205-000	MEETINGS	26.90	26.90	48472
03/20	03/19/2020	State Bank of Cross Plains1	0432 - 3.20	110-51410-304-000	SUPPLIES	162.12	162.12	48472
03/20	03/19/2020	State Bank of Cross Plains1	0432 - 3.20	110-51410-205-000	PARKING	3.60	3.60	48472

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51410-304-000	PAPER - SUSTAINABILITY SURVEY	23.25	23.25	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51410-304-000	SUPPLIES	25.36	25.36	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51410-302-000	CLOUD BACK UP	19.98	19.98	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51100-302-000	MICROSOFT CHARGES	35.00	35.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51410-302-000	MICROSOFT CHARGES	10.00	10.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-51600-302-000	MICROSOFT CHARGES	15.00	15.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	110-53300-302-000	MICROSOFT CHARGES	20.81	20.81	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	140-55300-302-000	MICROSOFT CHARGES	21.00	21.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	660-51400-921-000	MICROSOFT CHARGES	21.00	21.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	670-53610-302-000	MICROSOFT CHARGES	21.00	21.00	48472
03/20	03/19/2020	State Bank of Cross Plains1	2553 - 3.20	140-55300-306-101	PROGRAM SUPPLIES	19.92	19.92	48472
03/20	03/19/2020	State Bank of Cross Plains1	3230 - 3.20	140-55300-306-103	AFTER SCHOOL SUPPLIES	187.53	187.53	48472
03/20	03/19/2020	State Bank of Cross Plains1	3230 - 3.20	140-55200-301-000	PARK - TOOLS- SAW	357.61	357.61	48472
03/20	03/19/2020	State Bank of Cross Plains1	3230 - 3.20	140-55300-306-101	RECREATION SUPPLIES	303.59	303.59	48472
03/20	03/19/2020	State Bank of Cross Plains1	3230 - 3.20	140-55300-178-000	RECREATION	79.96	79.96	48472
03/20	03/19/2020	State Bank of Cross Plains1	5912 - 3.20	670-53610-207-000	SAMPLE SHIPPING	210.47	210.47	48472
03/20	03/19/2020	State Bank of Cross Plains1	5912 - 3.20	110-53300-302-000	ADOBE PRO	26.36	26.36	48472
03/20	03/19/2020	State Bank of Cross Plains1	5938 - 3.20	130-55110-306-000	PROGRAMS	10.18	10.18	48472
03/20	03/19/2020	State Bank of Cross Plains1	5987 - 3.20	130-55110-304-105	SUPPLIES GENERAL	205.37	205.37	48472
03/20	03/19/2020	State Bank of Cross Plains1	5987 - 3.20	130-55110-306-000	PROGRAMS	28.48	28.48	48472
03/20	03/19/2020	State Bank of Cross Plains1	5987 - 3.20	130-55110-306-000	PROGRAMS	14.63	14.63	48472
03/20	03/19/2020	State Bank of Cross Plains1	6224 - 3.20	110-52100-304-000	PAPER	28.52	28.52	48472
03/20	03/19/2020	State Bank of Cross Plains1	6232	110-52100-205-000	TRAINING	112.88	112.88	48472
Total 48472:							2,003.51	
48473								
03/20	03/19/2020	STATE LABORATORY OF HYGIENE	628021	660-53700-642-200	FLOURIDE SAMPLING	26.00	26.00	48473
Total 48473:							26.00	
48474								
03/20	03/19/2020	TDS TELECOM	798-0314 - 3.20	110-53300-202-000	608-798-0314	32.22	32.22	48474
03/20	03/19/2020	TDS TELECOM	798-1551 - 3.20	110-52100-202-000	608-798-1551	32.22	32.22	48474
03/20	03/19/2020	TDS TELECOM	798-1830 - 3.20	670-51600-202-000	608-798-1830	208.20	208.20	48474
03/20	03/19/2020	TDS TELECOM	798-3241 - 3.20	110-51600-202-000	608-798-3241	263.47	263.47	48474
03/20	03/19/2020	TDS TELECOM	798-3881 - 3.20	110-51600-202-000	LIBRARY COURTESY PHONE	41.55	41.55	48474
03/20	03/19/2020	TDS TELECOM	798-3881 - 3.20	130-51600-202-000	608-798-3881	133.81	133.81	48474
03/20	03/19/2020	TDS TELECOM	798-3891 - 3.20	140-55420-203-000	608-798-3891	41.97	41.97	48474

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
03/20	03/19/2020	TDS TELECOM	798-4060 - 3.20	110-53300-202-000	608-798-4060	154.50	154.50	48474
03/20	03/19/2020	TDS TELECOM	798-4100 - 3.20	110-52100-202-000	608-798-4100	116.26	116.26	48474
03/20	03/19/2020	TDS TELECOM	798-4100 - 3.20	110-51200-202-000	608-798-4100	29.10	29.10	48474
03/20	03/19/2020	TDS TELECOM	798-4625 - 3.20	660-51400-923-000	608-798-4625	41.99	41.99	48474
Total 48474:							1,095.29	
48475								
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.20	110-51440-205-000	ELECTION FOOD	79.90	79.90	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.20	110-51410-304-000	SUPPLIES	11.13	11.13	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.2020	110-51410-304-000	SUPPLIES	40.86	40.86	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.20a	110-52100-205-000	WATER	3.98	3.98	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.20b	140-55300-306-101	CANDLE LIGHT HIKE	56.59	56.59	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	310 - 2.20b	140-55300-306-103	AFTER SCHOOL SUPPLIES	40.70	40.70	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	455 - 2.20	130-55110-304-105	SUPPLIES GENERAL	42.83	42.83	48475
03/20	03/19/2020	TERRYS PIGGLY WIGGLY	455 - 2.20	130-55110-306-000	PROGRAMS	43.83	43.83	48475
Total 48475:							319.82	
48476								
03/20	03/19/2020	The Uniform Shoppe	296230	110-52100-178-000	UNIFORM SCOTT	69.95	69.95	48476
Total 48476:							69.95	
48477								
03/20	03/19/2020	TOWN & COUNTRY ENGINEERING, IN	21295	110-56400-207-101	SCHOEPP PROPERTY DEVELOPMENT	499.75	499.75	48477
03/20	03/19/2020	TOWN & COUNTRY ENGINEERING, IN	21296	120-57300-805-104	CTH P & BAER ST. CONSTRUCTION ADMIN.	1,363.75	1,363.75	48477
03/20	03/19/2020	TOWN & COUNTRY ENGINEERING, IN	21297	110-56400-207-101	ZANDER/ST. FRANCIS DEVELOPMENT	306.00	306.00	48477
03/20	03/19/2020	TOWN & COUNTRY ENGINEERING, IN	21298	670-57410-804-000	2019 WATER QUALITY TRADING	377.50	377.50	48477
03/20	03/19/2020	TOWN & COUNTRY ENGINEERING, IN	21299	660-57000-207-000	WELL SITE STUDY	5,021.98	5,021.98	48477
Total 48477:							7,568.98	
48478								
03/20	03/19/2020	TOWN & COUNTRY SANITATION	4176 - 3.20	110-53620-207-002	RECYCLING BINS	120.00	120.00	48478
03/20	03/19/2020	TOWN & COUNTRY SANITATION	4176 - 3.20	110-53620-207-001	GARBAGE SERVICE	9,420.00	9,420.00	48478
03/20	03/19/2020	TOWN & COUNTRY SANITATION	4176 - 3.20	110-53620-207-002	RECYCLING SERVICE	4,082.00	4,082.00	48478

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48478:							13,622.00	
48479								
03/20	03/19/2020	UNITED LABORATORIES	INV281863	670-53610-307-000	FOG AWAY PRETREAT FOR WW	5,543.49	5,543.49	48479
Total 48479:							5,543.49	
48480								
03/20	03/19/2020	US CELLULAR	0359702049	110-52100-202-000	CELLULAR PHONE SERVICE	41.20	41.20	48480
03/20	03/19/2020	US CELLULAR	0360007408	110-51410-202-000	CELL PHONE - ADMINISTRATOR	45.00	45.00	48480
03/20	03/19/2020	US CELLULAR	0360007408	140-55200-202-000	CELL PHONE - PARKS	55.00	55.00	48480
03/20	03/19/2020	US CELLULAR	0360007408	140-55300-202-000	CELL PHONE - REC	240.00	240.00	48480
03/20	03/19/2020	US CELLULAR	0360007408	110-53300-202-000	CELL PHONES - PF	180.38	180.38	48480
03/20	03/19/2020	US CELLULAR	0360007408	670-51600-202-000	CELL PHONES - SEWER	180.37	180.37	48480
03/20	03/19/2020	US CELLULAR	0360007408	660-53700-601-200	CELL PHONES - WATER	180.37	180.37	48480
Total 48480:							922.32	
48481								
03/20	03/19/2020	WEAVER AUTO PARTS	06IN049702	110-53300-305-101	SUPPLIES	7.57	7.57	48481
Total 48481:							7.57	
48482								
03/20	03/19/2020	WISCONSIN RURAL WATER ASSOCIA	3941	670-53610-301-000	CONSOLIDATED SAFETY TRAINING	48.17	48.17	48482
Total 48482:							48.17	
48485								
03/20	03/25/2020	Incredible Bank	4/1/2019	150-58000-602-000	2018A INTEREST PAYMENT	6,248.00	6,248.00	48485
03/20	03/25/2020	Incredible Bank	4/1/2019	150-58000-601-000	2018A PRINCIPAL PAYMENT	54,000.00	54,000.00	48485
Total 48485:							60,248.00	
48486								
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-53420-207-000	ELECTRIC - STREET LIGHTS	5,588.44	5,588.44	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-53300-203-000	GAS & ELECTRIC - 1225 BOURBON RD SHOP	640.38	640.38	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-51600-203-000	GAS & ELECTRIC - 2417 BREWERY RD - OFFICE	217.08	217.08	48486

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	140-55420-203-000	GAS & ELECTRIC - POOL	325.44	325.44	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	670-51600-203-000	GAS & ELECTRIC - SEWER DEPT	3,576.25	3,576.25	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	660-53700-623-000	GAS & ELECTRIC - WATER DEPT	2,247.07	2,247.07	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	140-55200-203-000	ELECTRIC - PARKS	137.51	137.51	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-51600-203-000	ELECTRIC - 998 MAIN ST SIREN	70.16	70.16	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-51600-203-000	GAS & ELECTRIC - 1309 BOURBON RD	252.37	252.37	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-52100-203-000	GAS & ELECTRIC - 2417 BREWERY RD - POLICE	108.86	108.86	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-51600-203-000	GAS & ELECTRIC - LIBRARY COMMUNITY ROOM	463.25	463.25	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	110-51600-203-000	ELECTRIC - ENTRANCE SIGNS	100.73	100.73	48486
03/20	03/25/2020	MADISON GAS & ELECTRIC	40666786	130-51600-203-000	GAS & ELECTRIC - LIBRARY	1,389.73	1,389.73	48486
	Total 48486:						15,117.27	
48487								
03/20	03/25/2020	Monona Bank	1001409 - 3.20	150-58000-602-000	INTEREST	390.00	390.00	48487
03/20	03/25/2020	Monona Bank	1001409 - 3.20	150-58000-601-000	PRINCIPAL	60,000.00	60,000.00	48487
03/20	03/25/2020	Monona Bank	1001410 - 3.20	150-58000-602-000	INTEREST	450.00	450.00	48487
03/20	03/25/2020	Monona Bank	1001411 - 3.20	150-58000-602-000	INTEREST	510.00	510.00	48487
03/20	03/25/2020	Monona Bank	1001412 - 3.20	150-58000-602-000	INTEREST	555.00	555.00	48487
	Total 48487:						61,905.00	
48488								
03/20	03/25/2020	STATE BANK OF CROSS PLAINS	3.20	150-58000-601-000	PRINCIPAL - 2011 BORROWING	15,000.00	15,000.00	48488
03/20	03/25/2020	STATE BANK OF CROSS PLAINS	3.20	150-58000-602-000	INTEREST - 2011 BORROWING	298.50	298.50	48488
	Total 48488:						15,298.50	
48489								
03/20	03/25/2020	Will Bush	3.3.2020	140-55300-207-000	BASKETBALL REF	136.00	136.00	48489
	Total 48489:						136.00	
48490								
03/20	03/25/2020	DANE COUNTY TREASURER	3.20	110-12110-000-000	LOTTERY CREDIT PENALTY	189.85	189.85	48490
	Total 48490:						189.85	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48491								
03/20	03/25/2020	Goth Plumbing	03.20 - 2	130-51600-305-000	MAINTENANCE	289.50	289.50	48491
	Total 48491:						289.50	
48492								
03/20	03/25/2020	Elisabeth Shea	3.20	140-46736-000-000	ASC REFUND - MARCH	238.00	238.00	48492
	Total 48492:						238.00	
48493								
03/20	03/25/2020	Jeff Weber	3.20	140-46736-000-000	ASC REFUND - MARCH	357.00	357.00	48493
	Total 48493:						357.00	
48494								
03/20	03/25/2020	Jen Feltz	1st Qtr 2020	140-55300-207-000	YOGA INSTRUCTOR	600.00	600.00	48494
	Total 48494:						600.00	
48495								
03/20	03/25/2020	Jill Riley	3.20	140-46736-000-000	ASC REFUND - MARCH	119.00	119.00	48495
	Total 48495:						119.00	
48496								
03/20	03/25/2020	Jolee Reece	3.20	140-46736-000-000	SPRING BREAK REFUND	175.00	175.00	48496
	Total 48496:						175.00	
48497								
03/20	03/25/2020	Leanne Medina	3.20	140-46736-000-000	SPRING BREAK REFUND	350.00	350.00	48497
	Total 48497:						350.00	
48498								
03/20	03/25/2020	Pam Vanko	3.20	140-46736-000-000	ASC REFUND - MARCH	120.00	120.00	48498

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48498:							120.00	
48501								
04/20	04/02/2020	Associated Appraisal Consultants Inc.	147549	110-51530-207-000	ASSESSOR SERVICES	788.92	788.92	48501
Total 48501:							788.92	
48502								
04/20	04/02/2020	BAKER & TAYLOR INC.	2035175209	130-55110-304-101	SUPPLIES BOOKS	310.35	310.35	48502
Total 48502:							310.35	
48503								
04/20	04/02/2020	Bills Towing - Middleton	P-50207	110-52100-305-000	TOWING SQUAD	161.31	161.31	48503
Total 48503:							161.31	
48504								
04/20	04/02/2020	Boardman & Clark LLP	217624	110-56400-207-101	LEGAL FEES - SUNDANCE	2,186.00	2,186.00	48504
04/20	04/02/2020	Boardman & Clark LLP	217624	110-51410-208-000	LEGAL FEES - GENERAL	911.00	911.00	48504
04/20	04/02/2020	Boardman & Clark LLP	217624	120-57300-805-104	LEGAL FEES - CTY HWY P	98.00	98.00	48504
Total 48504:							3,195.00	
48505								
04/20	04/02/2020	Bobbi Zauner	3.20	140-46736-000-000	ASC MARCH REFUND	119.00	119.00	48505
Total 48505:							119.00	
48506								
04/20	04/02/2020	Capital Area RPC	493	110-56400-207-101	URBAN SERVICE AREA AMENDMENT APPLICATION	3,500.00	3,500.00	48506
Total 48506:							3,500.00	
48507								
04/20	04/02/2020	Charter Communications	0001108032620	110-53300-203-000	INTERNET/TV - SHOP	207.36	207.36	48507
04/20	04/02/2020	Charter Communications	0012105030720	110-52100-202-000	INTERNET PD	114.98	114.98	48507

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48507:							322.34	
48508								
04/20	04/02/2020	Complete Office of Wisconsin	616598	110-51410-304-000	TONER, PENS	250.12	250.12	48508
04/20	04/02/2020	Complete Office of Wisconsin	620548	110-51440-304-000	LABELS - ABSENTEE ENVELOPES	27.58	27.58	48508
04/20	04/02/2020	Complete Office of Wisconsin	624551	110-51440-304-000	LABELS - ABSENTEE ENVELOPES	18.16	18.16	48508
04/20	04/02/2020	Complete Office of Wisconsin	624551	110-51410-304-000	LAMINATING SHEETS	9.00	9.00	48508
Total 48508:							304.86	
48509								
04/20	04/02/2020	CONNEY SAFETY PRODUCTS	05830393	110-13911-000-000	EARPLUGS -- RENEE	28.30	28.30	48509
Total 48509:							28.30	
48510								
04/20	04/02/2020	Crystal Hartmann	3.20	140-46736-000-000	SPRING BREAK REFUND	175.00	175.00	48510
Total 48510:							175.00	
48511								
04/20	04/02/2020	DANE COUNTY TREASURER	March 2020	110-45110-000-000	COURT FINES & ASSESSMENTS	80.00	80.00	48511
Total 48511:							80.00	
48512								
04/20	04/02/2020	Emily Spahn	3.20	140-46736-000-000	ASC REFUND MARCH	120.00	120.00	48512
Total 48512:							120.00	
48513								
04/20	04/02/2020	Erica Wagoner	3.20	140-46736-000-000	ASC REFUND	119.00	119.00	48513
Total 48513:							119.00	
48514								
04/20	04/02/2020	GALLS INC.	015166687	110-52100-178-000	UNIFORMS	208.10	208.10	48514

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48514:							208.10	
48515								
04/20	04/02/2020	Jeremy Tischer	3.20	140-46736-000-000	ASC REFUND MARCH	60.00	60.00	48515
Total 48515:							60.00	
48516								
04/20	04/02/2020	Josh Burns	3.20	140-46736-000-000	SPRING BREAK REFUND	220.00	220.00	48516
Total 48516:							220.00	
48517								
04/20	04/02/2020	Kate Spann	3.20.20	140-46736-000-000	SPRING BREAK REFUND	330.00	330.00	48517
Total 48517:							330.00	
48518								
04/20	04/02/2020	Kim Sterne	3.20	140-46736-000-000	ASC REFUND MARCH	238.00	238.00	48518
Total 48518:							238.00	
48519								
04/20	04/02/2020	Kylie Reinhart	3.20	140-46736-000-000	ASC REFUND MARCH	60.00	60.00	48519
Total 48519:							60.00	
48520								
04/20	04/02/2020	L.W. ALLEN, LLC	102494	670-53610-307-000	LIFT STATION REPAIR	380.00	380.00	48520
Total 48520:							380.00	
48521								
04/20	04/02/2020	MARKS CHEMICAL, LLC	13470	660-53700-642-200	FLORIDE AND CHLORINE	939.00	939.00	48521
Total 48521:							939.00	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48522								
04/20	04/02/2020	PITNEY BOWES, INC.	1015207928	110-51410-201-000	POSTAGE METER LEASE	156.00	156.00	48522
04/20	04/02/2020	PITNEY BOWES, INC.	1015300430	110-51440-201-000	POSTAGE MACHINE TAPES - ABSENTEE ENVELOPES	118.98	118.98	48522
	Total 48522:						274.98	
48523								
04/20	04/02/2020	Ricoh Americas Corporation	33212730	110-51600-301-000	COPY MACHINE LEASE	211.96	211.96	48523
	Total 48523:						211.96	
48524								
04/20	04/02/2020	Ricoh USA, Inc.	103439793	130-55110-301-000	EQUIPMENT	91.81	91.81	48524
	Total 48524:						91.81	
48525								
04/20	04/02/2020	SOUTH CENTRAL LIBRARY SYSTEM	20-345	130-55110-302-000	TECHNOLOGY	2,312.00	2,312.00	48525
	Total 48525:						2,312.00	
48526								
04/20	04/02/2020	State of Wis.-Court Fines & Surcharges	March 2020	110-45110-000-000	COURT FINES & ASSESSMENTS	277.10	277.10	48526
	Total 48526:						277.10	
48527								
04/20	04/02/2020	The Police & Sheriffs Press	132187	110-52100-399-000	ID CARDS	92.92	92.92	48527
	Total 48527:						92.92	
48528								
04/20	04/02/2020	THE PRINTING PLACE	38411	110-51440-206-000	ABSENTEE BALLOT ENVELOPES	1,268.00	1,268.00	48528
	Total 48528:						1,268.00	
48529								
04/20	04/02/2020	TOWN & COUNTRY ENGINEERING, IN	21427	110-56400-207-101	SCHOEPP PROPERTY DEVELOPMENT	350.00	350.00	48529
04/20	04/02/2020	TOWN & COUNTRY ENGINEERING, IN	21428	110-56400-207-101	ZANDER/ST. FRANCIS DEVELOPMENT	224.00	224.00	48529

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
04/20	04/02/2020	TOWN & COUNTRY ENGINEERING, IN	21429	660-57000-207-000	WELL SITE STUDY	5,853.80	5,853.80	48529
04/20	04/02/2020	TOWN & COUNTRY ENGINEERING, IN	21430	670-57410-207-000	MS4 PERMIT SUPPORT	1,353.75	1,353.75	48529
04/20	04/02/2020	TOWN & COUNTRY ENGINEERING, IN	21432	670-57410-207-000	WWTP PERMIT APPLICATION	538.75	538.75	48529
Total 48529:							8,320.30	
48530								
04/20	04/02/2020	US CELLULAR	0362979816	110-52100-202-000	CELLULAR PHONE SERVICE	120.99	120.99	48530
Total 48530:							120.99	
48531								
04/20	04/02/2020	US Postal Service	3.20	110-51410-201-000	PERMIT FEE	240.00	240.00	48531
Total 48531:							240.00	
48532								
04/20	04/02/2020	Vandewalle & Associates, Inc.	202003011	110-56400-207-101	CURRENT PLANNING	1,832.55	1,832.55	48532
04/20	04/02/2020	Vandewalle & Associates, Inc.	202003011	110-56400-207-101	CURRENT PLANNING - CREEKSIDE CROSSING USA	3,645.00	3,645.00	48532
04/20	04/02/2020	Vandewalle & Associates, Inc.	202003011	110-56400-207-101	CURRENT PLANNING - CREEKSIDE CROSSING	1,037.18	1,037.18	48532
04/20	04/02/2020	Vandewalle & Associates, Inc.	202003011	110-56400-207-101	CURRENT PLANNING - SCENIC VALLEY	17.50	17.50	48532
Total 48532:							6,532.23	
48533								
04/20	04/02/2020	WISCONSIN PROFESSIONAL POLICE	55 - 4.20	110-21350-000-000	UNION DUES	168.00	168.00	48533
Total 48533:							168.00	
48539								
04/20	04/16/2020	Agsource Cooperative Services	2020031211603	670-53610-207-000	WASTEWATER TESTING	2,290.00	2,290.00	48539
Total 48539:							2,290.00	
48540								
04/20	04/16/2020	Baer Insurance Services, LLC	3741	110-51540-209-000	ADD'L WORKERS COMP PREMIUM	2,974.40	2,974.40	48540
04/20	04/16/2020	Baer Insurance Services, LLC	3741	660-51400-924-000	ADD'L WORKERS COMP PREMIUM	686.40	686.40	48540
04/20	04/16/2020	Baer Insurance Services, LLC	3741	670-53610-209-000	ADD'L WORKERS COMP PREMIUM	915.20	915.20	48540

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48540:							4,576.00	
48541								
04/20	04/16/2020	BAKER & TAYLOR INC.	2035189548	130-55110-304-104	SUPPLIES BOOKS	183.01	183.01	48541
Total 48541:							183.01	
48542								
04/20	04/16/2020	Boehnen Inc.	3.30	660-53700-673-000	MAIN REPAIR	2,201.00	2,201.00	48542
Total 48542:							2,201.00	
48543								
04/20	04/16/2020	Bond Trust Services Corporation	56091	150-58000-601-000	2012 PRINCIPAL	185,000.00	185,000.00	48543
04/20	04/16/2020	Bond Trust Services Corporation	56091	150-58000-602-000	2012 INTEREST	12,202.50	12,202.50	48543
04/20	04/16/2020	Bond Trust Services Corporation	56237	150-58000-207-000	PAYING AGENT FEE	400.00	400.00	48543
Total 48543:							197,602.50	
48544								
04/20	04/16/2020	Charter Communications	0012105040720	110-52100-202-000	INTERNET PD	114.98	114.98	48544
04/20	04/16/2020	Charter Communications	0018482040120	110-51600-202-000	INTERNET/TV - VILLAGE HALL	194.48	194.48	48544
Total 48544:							309.46	
48545								
04/20	04/16/2020	Cintas Corporation #446	14842154 - 3/31	110-53300-178-000	UNIFORM SERVICE	332.71	332.71	48545
04/20	04/16/2020	Cintas Corporation #446	14843099 - 3/31	110-52100-207-000	MAT SERVICE - POLICE	130.25	130.25	48545
04/20	04/16/2020	Cintas Corporation #446	14843099 - 3/31	110-51600-207-000	MAT SERVICE - VILLAGE HALL	181.03	181.03	48545
Total 48545:							643.99	
48546								
04/20	04/16/2020	Complete Office of Wisconsin	627060	110-51440-304-000	PENS, PENCILS FOR ELECTION	13.03	13.03	48546
Total 48546:							13.03	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48547								
04/20	04/16/2020	Core & Main	L914230	660-53700-676-000	WATER METERS	1,680.00	1,680.00	48547
	Total 48547:						1,680.00	
48548								
04/20	04/16/2020	Crescent Electric Supply Co.	S507754109.00	670-53610-305-000	LIFT STATION BREAKER	40.22	40.22	48548
	Total 48548:						40.22	
48549								
04/20	04/16/2020	Cross Plains Investments LLC	2907 ESSER S	001-10005-000-000	Utility Refund	34.61	34.61	48549
	Total 48549:						34.61	
48550								
04/20	04/16/2020	CROSS PLAINS MOTORS, INC.	59772	110-53300-305-101	MOUNT TIRE	46.00	46.00	48550
	Total 48550:						46.00	
48551								
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	130-51600-203-000	WATER/SEWER - LIBRARY	174.99	174.99	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	110-51600-203-000	WATER/SEWER - LIBRARY COMMUNITY ROOM	58.33	58.33	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	140-55200-203-000	WATER/SEWER - MARY'S PLACE	105.25	105.25	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	110-52100-203-000	WATER/SEWER - POLICE	23.75	23.75	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	140-55420-203-000	WATER/SEWER - POOL	209.00	209.00	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	670-51600-203-000	WATER/SEWER - SEWER PLANT	815.76	815.76	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	110-53300-203-000	WATER/SEWER - SHOP	247.01	247.01	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	110-51600-203-000	WATER/SEWER - VILLAGE OFFICE	47.35	47.35	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	110-51600-203-000	WATER/SEWER - WAREHOUSE	45.25	45.25	48551
04/20	04/16/2020	CROSS PLAINS WATER-SEWER UTILI	4.20	140-55200-203-000	WATER/SEWER - BAER PARK SHELTER	123.49	123.49	48551
	Total 48551:						1,850.18	
48552								
04/20	04/16/2020	DANE COUNTY SHERIFFS OFFICE	CROSSPLAINS	110-51200-207-000	JAIL BOARD	482.70	482.70	48552
	Total 48552:						482.70	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48553								
04/20	04/16/2020	DANE COUNTY TREASURER2	2021	110-53300-305-103	EDUCATION & OUTREACH PROGRAM	2,093.00	2,093.00	48553
	Total 48553:						2,093.00	
48554								
04/20	04/16/2020	Detroit Salt Company	S120-06881	110-53300-304-102	ROAD SALT	6,697.34	6,697.34	48554
	Total 48554:						6,697.34	
48555								
04/20	04/16/2020	Immaculate Cleaning, Inc.	8379	110-51600-207-000	CLEANING SERVICES	300.00	300.00	48555
	Total 48555:						300.00	
48556								
04/20	04/16/2020	Jewell Associates Engineers, Inc.	10802	120-57170-207-000	PRELIM ENGINEERING-FLOOD CONTROL SYSTEM IMPR	3,000.00	3,000.00	48556
	Total 48556:						3,000.00	
48557								
04/20	04/16/2020	Johnson Inspection LLC	202	110-52400-207-000	BUILDING INSPECTION SERVICE	9,255.35	9,255.35	48557
	Total 48557:						9,255.35	
48558								
04/20	04/16/2020	JOHNSON, BLOCK & COMPANY, INC.	473415	660-51400-923-000	PREPARATION OF WATER RATE CASE STUDY	120.00	120.00	48558
04/20	04/16/2020	JOHNSON, BLOCK & COMPANY, INC.	473415	660-51400-923-000	AUDIT	2,000.00	2,000.00	48558
04/20	04/16/2020	JOHNSON, BLOCK & COMPANY, INC.	473415	110-51510-207-000	AUDIT	3,450.00	3,450.00	48558
04/20	04/16/2020	JOHNSON, BLOCK & COMPANY, INC.	473415	670-51510-207-000	AUDIT	2,000.00	2,000.00	48558
	Total 48558:						7,570.00	
48559								
04/20	04/16/2020	K & M Tire - Delphos	33154924	110-52100-305-000	TIRES	540.00	540.00	48559
	Total 48559:						540.00	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48560								
04/20	04/16/2020	KALSCHEUR IMPLEMENT CO.	672 - 3.30	110-53300-305-102	EQUIPMENT PARTS	1,953.16	1,953.16	48560
Total 48560:							1,953.16	
48561								
04/20	04/16/2020	Kayla Merrill	BB6295634	110-45110-000-000	Refund	250.00	250.00	48561
Total 48561:							250.00	
48562								
04/20	04/16/2020	KWIK TRIP INC.	3000665 - 3.20	140-55200-303-000	FUEL - PARKS	23.75	23.75	48562
04/20	04/16/2020	KWIK TRIP INC.	3000665 - 3.20	110-53300-303-000	FUEL - PUBLIC FACILITIES	338.50	338.50	48562
04/20	04/16/2020	KWIK TRIP INC.	3000665 - 3.20	110-52100-303-000	FUEL - POLICE	470.65	470.65	48562
04/20	04/16/2020	KWIK TRIP INC.	3000665 - 3.20	670-53610-303-000	FUEL - SEWER	17.74	17.74	48562
04/20	04/16/2020	KWIK TRIP INC.	3000665 - 3.20	660-53700-673-000	FUEL - WATER	17.73	17.73	48562
Total 48562:							868.37	
48563								
04/20	04/16/2020	Maintenance Services of Madison, Inc.	10386	110-51600-207-000	CLEANING - LIBRARY COMMUNITY ROOM	241.30	241.30	48563
04/20	04/16/2020	Maintenance Services of Madison, Inc.	10386a	130-51600-207-000	SUPPORT SERVICES	649.12	649.12	48563
04/20	04/16/2020	Maintenance Services of Madison, Inc.	10386a	130-51600-304-000	SUPPLIES	74.78	74.78	48563
Total 48563:							965.20	
48564								
04/20	04/16/2020	Middleton Cooperative	170070 - 3.30	110-53300-304-101	FUEL, SUPPLIES, ACCOUNT #170070	55.56	55.56	48564
Total 48564:							55.56	
48565								
04/20	04/16/2020	Mikes Automotive	85288	110-52100-305-000	OIL CHANGES	46.95	46.95	48565
Total 48565:							46.95	
48566								
04/20	04/16/2020	News Publishing Company	99101876 - 3.30	110-51440-206-000	NOTICES - ELECTIONS	96.63	96.63	48566

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48566:							96.63	
48567								
04/20	04/16/2020	NORTH CENTRAL LABORATORIES	437277	670-53610-304-000	SUPPLIES	133.38	133.38	48567
Total 48567:							133.38	
48568								
04/20	04/16/2020	Northwestern Stone LLC	38683	660-53700-673-000	WATER BREAK	1,048.17	1,048.17	48568
Total 48568:							1,048.17	
48569								
04/20	04/16/2020	Peter Vander Velden	12120-00	001-10005-000-000	Utility Refund	61.54	61.54	48569
Total 48569:							61.54	
48570								
04/20	04/16/2020	PURCHASE POWER	8000-9000-002	110-51410-201-000	POSTAGE	2,041.98	2,041.98	48570
Total 48570:							2,041.98	
48571								
04/20	04/16/2020	Regen Borchardt	4.20	110-44200-000-000	DOG LICENSE REFUND	15.00	15.00	48571
Total 48571:							15.00	
48572								
04/20	04/16/2020	Ricoh Americas Corporation	5059218367	110-51600-301-000	COPY MACHINE OVERAGE	369.83	369.83	48572
Total 48572:							369.83	
48573								
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-21345-000-000	LIFE INSURANCE - ADDITIONAL	371.10	371.10	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-21347-000-000	LIFE INSURANCE - SPOUSE	26.25	26.25	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-51430-176-000	LIFE INSURANCE-ADMIN	23.70	23.70	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-53300-176-000	LIFE INSURANCE-PF	67.51	67.51	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-52100-176-000	LIFE INSURANCE-POLICE	84.72	84.72	48573

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	140-51430-176-000	LIFE INSURANCE-REC	11.86	11.86	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	670-53610-176-000	LIFE INSURANCE-SEWER	34.34	34.34	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	110-21346-000-000	LIFE INSURANCE-SUPPLEMENTAL	126.09	126.09	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	660-51400-926-176	LIFE INSURANCE-WATER	24.32	24.32	48573
04/20	04/16/2020	Securian Financial Group, Inc.	002832L - 3.30	130-51430-176-000	LIFE INSURANCE-LIBRARY	85.54	85.54	48573
Total 48573:							855.43	
48574								
04/20	04/16/2020	State Bank of Cross Plains1	0293 - 3/20	130-55110-304-105	SUPPLIES GENERAL	12.99	12.99	48574
04/20	04/16/2020	State Bank of Cross Plains1	0293 - 3/20	130-55110-205-000	MEETINGS	842.40	842.40	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51440-304-000	SUPPLIES	4.58	4.58	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51410-205-000	PARKING	8.25	8.25	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51410-201-000	POSTAGE	8.70	8.70	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51440-301-000	ELECTION EQUIPMENT	278.43	278.43	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51100-302-000	SUPPLIES, EQUIPMENT	305.74	305.74	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51410-399-000	SUPPLIES	30.07	30.07	48574
04/20	04/16/2020	State Bank of Cross Plains1	0432 - 3/20	110-51440-304-000	SUPPLIES	20.00	20.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51510-205-000	STAFF LUNCH	32.88	32.88	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51410-302-000	CLOUD BACK UP	19.98	19.98	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51100-302-000	MICROSOFT CHARGES	35.00	35.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51410-302-000	MICROSOFT CHARGES	10.00	10.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51600-302-000	MICROSOFT CHARGES	15.00	15.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-53300-302-000	MICROSOFT CHARGES	17.19	17.19	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	140-55300-302-000	MICROSOFT CHARGES	21.00	21.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	660-51400-921-000	MICROSOFT CHARGES	21.00	21.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	670-53610-302-000	MICROSOFT CHARGES	21.00	21.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	2553 - 3/20	110-51410-304-000	TONER, SUPPLIES	225.39	225.39	48574
04/20	04/16/2020	State Bank of Cross Plains1	5912 - 3/20	110-53300-304-101	SUPPLIES	215.87	215.87	48574
04/20	04/16/2020	State Bank of Cross Plains1	5912 - 3/20	110-53300-302-000	ADOBE PRO	26.36	26.36	48574
04/20	04/16/2020	State Bank of Cross Plains1	5987 - 3/20	130-55110-306-000	PROGRAMS	28.48	28.48	48574
04/20	04/16/2020	State Bank of Cross Plains1	5987 - 3/20	130-55110-201-000	POSTAGE	110.00	110.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	6240 - 3.20	110-52100-301-000	INTOX PARTS	92.00	92.00	48574
04/20	04/16/2020	State Bank of Cross Plains1	6265 - 3.20	110-52100-205-000	TRAINING	103.48	103.48	48574
04/20	04/16/2020	State Bank of Cross Plains1	7305 - 3.20	110-52100-178-000	UNIFORM	121.31	121.31	48574
Total 48574:							2,627.10	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
48575								
04/20	04/16/2020	STATE LABORATORY OF HYGIENE	630853	660-53700-601-200	WATER TESTING	86.00	86.00	48575
Total 48575:							86.00	
48576								
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-20000-224-000	4417-02 PRINCIPAL	396,059.44	396,059.44	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-58000-602-000	4414-02 INTEREST	29,815.19	29,815.19	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-20000-224-000	4417-04 PRINCIPAL	72,394.29	72,394.29	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-58000-602-000	4417-04 INTEREST	17,020.03	17,020.03	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-20000-224-000	4417-05 PRINCIPAL	43,897.72	43,897.72	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	670-58000-602-000	4417-05 INTEREST	8,974.87	8,974.87	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	660-20000-224-000	5537-01 PRINCIPAL	68,073.96	68,073.96	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	660-51500-427-000	5537-01 INTEREST	11,158.63	11,158.63	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	660-20000-224-000	5537-02 PRINCIPAL	69,979.15	69,979.15	48576
04/20	04/16/2020	STATE OF WIS ENVIRONMENTAL IMP	17323	660-51500-427-000	5537-02 INTEREST	14,597.95	14,597.95	48576
Total 48576:							731,971.23	
48577								
04/20	04/16/2020	TERRYS PIGGLY WIGGLY	310 - 3.20	110-52100-304-000	SOFTENER SALT	15.97	15.97	48577
04/20	04/16/2020	TERRYS PIGGLY WIGGLY	310 - 3.20	110-52100-304-000	SANITIZER WIPES	112.27	112.27	48577
04/20	04/16/2020	TERRYS PIGGLY WIGGLY	310 - 3/20	130-55110-304-105	LIBRARY SALT	27.59	27.59	48577
04/20	04/16/2020	TERRYS PIGGLY WIGGLY	455 - 3.20	130-55110-306-000	PROGRAMS	36.72	36.72	48577
04/20	04/16/2020	TERRYS PIGGLY WIGGLY	455 - 3.20	130-55110-304-105	SUPPLIES GENERAL	29.55	29.55	48577
Total 48577:							222.10	
48578								
04/20	04/16/2020	THE PRINTING PLACE	38428	110-51410-206-000	TIME CARDS	79.18	79.18	48578
Total 48578:							79.18	
48579								
04/20	04/16/2020	The Uniform Shoppe	297376	110-52100-178-000	UNIFORM RODGER	69.95	69.95	48579
04/20	04/16/2020	The Uniform Shoppe	297451	110-52100-178-000	UNIFORM TONY	88.45	88.45	48579
04/20	04/16/2020	The Uniform Shoppe	297652	110-52100-178-000	UNIFORM TONY	72.95	72.95	48579
04/20	04/16/2020	The Uniform Shoppe	297910	110-52100-178-000	UNIFORM TONY	200.90	200.90	48579

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48579:							432.25	
48580								
04/20	04/16/2020	TOWN & COUNTRY SANITATION	4176 - 3.30	110-53620-207-001	GARBAGE SERVICE	9,420.00	9,420.00	48580
04/20	04/16/2020	TOWN & COUNTRY SANITATION	4176 - 3.30	110-53620-207-002	RECYCLING SERVICE	4,082.00	4,082.00	48580
Total 48580:							13,502.00	
48581								
04/20	04/16/2020	UNITED LABORATORIES	INV283379	670-53610-307-000	LIFT-ZYME WWT	4,878.87	4,878.87	48581
Total 48581:							4,878.87	
48582								
04/20	04/16/2020	US CELLULAR	0365076625	110-52100-202-000	CELLULAR PHONE SERVICE	41.20	41.20	48582
04/20	04/16/2020	US CELLULAR	0365134563	110-51410-202-000	CELL PHONE - ADMINISTRATOR	45.00	45.00	48582
04/20	04/16/2020	US CELLULAR	0365134563	140-55200-202-000	CELL PHONE - PARKS	55.00	55.00	48582
04/20	04/16/2020	US CELLULAR	0365134563	140-55300-202-000	CELL PHONE - REC	155.00	155.00	48582
04/20	04/16/2020	US CELLULAR	0365134563	110-53300-202-000	CELL PHONES - PF	187.70	187.70	48582
04/20	04/16/2020	US CELLULAR	0365134563	670-51600-202-000	CELL PHONES - SEWER	187.70	187.70	48582
04/20	04/16/2020	US CELLULAR	0365134563	660-53700-601-200	CELL PHONES - WATER	187.70	187.70	48582
Total 48582:							859.30	
Grand Totals:							1,411,678.67	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005-000-000	96.15	.00	96.15
001-11000-000-000	.00	.00	.00
001-21211-000-000	.00	96.15-	96.15-
110-12110-000-000	189.85	.00	189.85
110-13911-000-000	28.30	.00	28.30
110-21211-000-000	.00	168,785.14-	168,785.14-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
110-21345-000-000	742.20	.00	742.20
110-21346-000-000	252.18	.00	252.18
110-21347-000-000	52.50	.00	52.50
110-21350-000-000	168.00	.00	168.00
110-44200-000-000	15.00	.00	15.00
110-45110-000-000	607.10	.00	607.10
110-51100-302-000	375.74	.00	375.74
110-51200-202-000	29.10	.00	29.10
110-51200-207-000	482.70	.00	482.70
110-51410-201-000	2,446.68	.00	2,446.68
110-51410-202-000	90.00	.00	90.00
110-51410-205-000	11.85	.00	11.85
110-51410-206-000	101.68	.00	101.68
110-51410-208-000	911.00	.00	911.00
110-51410-302-000	1,559.96	.00	1,559.96
110-51410-304-000	747.23	.00	747.23
110-51410-399-000	30.07	.00	30.07
110-51430-176-000	47.40	.00	47.40
110-51440-201-000	118.98	.00	118.98
110-51440-205-000	79.90	.00	79.90
110-51440-206-000	1,425.63	.00	1,425.63
110-51440-301-000	278.43	.00	278.43
110-51440-304-000	83.35	.00	83.35
110-51510-205-000	32.88	.00	32.88
110-51510-207-000	3,450.00	.00	3,450.00
110-51530-207-000	788.92	.00	788.92
110-51540-209-000	2,974.40	.00	2,974.40
110-51600-202-000	669.81	.00	669.81
110-51600-203-000	1,420.84	.00	1,420.84
110-51600-207-000	1,540.62	.00	1,540.62
110-51600-301-000	581.79	.00	581.79
110-51600-302-000	30.00	.00	30.00
110-52100-176-000	169.44	.00	169.44
110-52100-178-000	831.61	.00	831.61
110-52100-202-000	581.83	.00	581.83
110-52100-203-000	155.53	.00	155.53
110-52100-205-000	220.34	.00	220.34
110-52100-207-000	286.03	.00	286.03
110-52100-301-000	92.00	.00	92.00
110-52100-303-000	998.44	.00	998.44

GL Account	Debit	Credit	Proof
110-52100-304-000	156.76	.00	156.76
110-52100-305-000	748.26	.00	748.26
110-52100-399-000	442.92	.00	442.92
110-52300-207-000	66,478.31	.00	66,478.31
110-52400-207-000	11,753.49	.00	11,753.49
110-53300-176-000	135.02	.00	135.02
110-53300-178-000	660.42	.00	660.42
110-53300-202-000	554.80	.00	554.80
110-53300-203-000	1,324.08	.00	1,324.08
110-53300-207-000	627.00	.00	627.00
110-53300-302-000	90.72	.00	90.72
110-53300-303-000	2,381.90	.00	2,381.90
110-53300-304-101	381.96	.00	381.96
110-53300-304-102	6,697.34	.00	6,697.34
110-53300-305-101	53.57	.00	53.57
110-53300-305-102	2,193.57	.00	2,193.57
110-53300-305-103	2,095.29	.00	2,095.29
110-53420-207-000	5,588.44	.00	5,588.44
110-53620-207-001	18,840.00	.00	18,840.00
110-53620-207-002	8,284.00	.00	8,284.00
110-56400-207-101	13,597.98	.00	13,597.98
120-21211-000-000	.00	96,161.73-	96,161.73-
120-57170-207-000	55,099.98	.00	55,099.98
120-57300-803-000	39,600.00	.00	39,600.00
120-57300-805-104	1,461.75	.00	1,461.75
130-21211-000-000	.00	9,359.99-	9,359.99-
130-51430-176-000	171.08	.00	171.08
130-51600-202-000	133.81	.00	133.81
130-51600-203-000	1,734.59	.00	1,734.59
130-51600-207-000	1,298.24	.00	1,298.24
130-51600-304-000	160.09	.00	160.09
130-51600-305-000	289.50	.00	289.50
130-55110-201-000	110.00	.00	110.00
130-55110-205-000	869.30	.00	869.30
130-55110-301-000	305.82	.00	305.82
130-55110-302-000	2,312.00	.00	2,312.00
130-55110-304-101	479.50	.00	479.50
130-55110-304-104	905.29	.00	905.29
130-55110-304-105	381.48	.00	381.48
130-55110-306-000	209.29	.00	209.29

GL Account	Debit	Credit	Proof
140-21211-000-000	.00	12,742.23-	12,742.23-
140-46734-101-000	100.00	.00	100.00
140-46736-000-000	2,800.00	.00	2,800.00
140-51430-176-000	23.72	.00	23.72
140-55200-202-000	110.00	.00	110.00
140-55200-203-000	571.20	.00	571.20
140-55200-206-000	1,000.00	.00	1,000.00
140-55200-301-000	357.61	.00	357.61
140-55200-303-000	69.54	.00	69.54
140-55300-178-000	79.96	.00	79.96
140-55300-201-000	583.96	.00	583.96
140-55300-202-000	395.00	.00	395.00
140-55300-206-000	3,500.00	.00	3,500.00
140-55300-207-000	1,183.00	.00	1,183.00
140-55300-302-000	42.00	.00	42.00
140-55300-306-101	464.10	.00	464.10
140-55300-306-103	403.23	.00	403.23
140-55420-203-000	758.91	.00	758.91
140-55420-301-000	300.00	.00	300.00
150-21211-000-000	.00	335,054.00-	335,054.00-
150-58000-207-000	400.00	.00	400.00
150-58000-601-000	314,000.00	.00	314,000.00
150-58000-602-000	20,654.00	.00	20,654.00
660-20000-224-000	138,053.11	.00	138,053.11
660-21211-000-000	.00	188,904.20-	188,904.20-
660-51400-921-000	320.49	.00	320.49
660-51400-923-000	2,161.99	.00	2,161.99
660-51400-924-000	686.40	.00	686.40
660-51400-926-176	48.64	.00	48.64
660-51500-427-000	25,756.58	.00	25,756.58
660-53700-601-200	454.07	.00	454.07
660-53700-623-000	2,276.24	.00	2,276.24
660-53700-642-200	965.00	.00	965.00
660-53700-673-000	4,000.18	.00	4,000.18
660-53700-676-000	3,305.72	.00	3,305.72
660-57000-207-000	10,875.78	.00	10,875.78
670-20000-224-000	512,351.45	.00	512,351.45
670-21211-000-000	.00	600,575.23-	600,575.23-
670-51510-207-000	2,000.00	.00	2,000.00
670-51600-202-000	576.27	.00	576.27

GL Account	Debit	Credit	Proof
670-51600-203-000	5,183.19	.00	5,183.19
670-53610-176-000	68.68	.00	68.68
670-53610-206-000	217.50	.00	217.50
670-53610-207-000	2,500.47	.00	2,500.47
670-53610-209-000	915.20	.00	915.20
670-53610-301-000	186.34	.00	186.34
670-53610-302-000	42.00	.00	42.00
670-53610-303-000	147.02	.00	147.02
670-53610-304-000	133.38	.00	133.38
670-53610-305-000	970.22	.00	970.22
670-53610-307-000	10,802.36	.00	10,802.36
670-53630-207-000	6,401.06	.00	6,401.06
670-57410-207-000	1,892.50	.00	1,892.50
670-57410-804-000	377.50	.00	377.50
670-58000-602-000	55,810.09	.00	55,810.09
Grand Totals:	1,411,678.67	1,411,678.67-	.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

GL Account	Debit	Credit	Proof

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

M = Manual Check, V = Void Check

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES & TAX EQUIVALENTS	.00	1,365,564.47	1,478,650.00	113,085.53	92.4
STATE/FEDERAL AID	.00	78,865.68	456,650.00	377,784.32	17.3
LICENSES & PERMITS	13,195.52	28,837.00	96,250.00	67,413.00	30.0
FINES & FORFIETURES	968.10	3,985.70	20,000.00	16,014.30	19.9
PUBLIC CHARGES	228.00	30,972.55	85,250.00	54,277.45	36.3
INTERGOVERNMENTAL CHGS	.00	.00	2,500.00	2,500.00	.0
MISCELLANEOUS REVENUES	8,862.09	26,475.39	28,750.00	2,274.61	92.1
	23,253.71	1,534,700.79	2,168,050.00	633,349.21	70.8
EXPENDITURES					
VILLAGE BOARD EXPENSES	35.00	3,583.50	15,600.00	12,016.50	23.0
MUNICIPAL COURT EXPENSES	2,747.17	6,181.61	24,950.00	18,768.39	24.8
VILLAGE ADMINISTRATION EXPENSE	11,005.36	29,808.98	170,050.00	140,241.02	17.5
PERSONNEL EXPENSES	4,308.62	12,771.41	59,950.00	47,178.59	21.3
ELECTIONS EXPENSES	667.40	744.34	6,500.00	5,755.66	11.5
FINANCIAL MANAGEMENT EXPENSES	29.96	9,464.13	19,100.00	9,635.87	49.6
VILLAGE ASSESSOR EXPENSES	788.92	2,366.72	10,150.00	7,783.28	23.3
INSURANCE & RISK MGMT EXPENSE	.00	10,806.25	64,000.00	53,193.75	16.9
GENERAL BUILDINGS AND PLANT	3,090.49	8,353.14	45,950.00	37,596.86	18.2
CONTINGENCY EXPENSES	.00	.00	20,000.00	20,000.00	.0
POLICE EXPENSES	54,381.91	167,844.67	680,350.00	512,505.33	24.7
CROSS PLAINS BERRY FIRE DIST	.00	40,010.67	106,500.00	66,489.33	37.6
CROSS PLAINS EMS EXPENSES	66,478.31	66,478.31	133,000.00	66,521.69	50.0
BUILDING INSPECTION SERVICES	2,621.76	3,133.42	36,200.00	33,066.58	8.7
PUBLIC FACILITIES EXPENSES	27,660.06	94,932.59	476,650.00	381,717.41	19.9
STREET LIGHTING EXPENSES	5,588.44	11,249.92	77,500.00	66,250.08	14.5
REFUSE & GARBAGE COLLECTION	13,622.00	40,626.00	171,600.00	130,974.00	23.7
COMMUNITY DEVELOPMENT	10,947.63	15,369.51	50,000.00	34,630.49	30.7
	203,973.03	523,725.17	2,168,050.00	1,644,324.83	24.2
	(180,719.32)	1,010,975.62	.00	(1,010,975.62)	.0

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

CAPITAL PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TRANSFERS & OTHER FUNDING	.00	.00	380,500.00	380,500.00	.0
	.00	.00	380,500.00	380,500.00	.0
EXPENDITURES					
GENERAL PUBLIC BUILDINGS	.00	29,800.00	105,000.00	75,200.00	28.4
EMERGENCY MANAGEMENT	52,099.98	54,000.00	60,000.00	6,000.00	90.0
CROSS PLAINS BERRY FIRE DIST	.00	.00	25,500.00	25,500.00	.0
PUBLIC FACILITIES EXPENSES	57,423.75	58,188.75	200,000.00	141,811.25	29.1
PARKS, REC, & CONSERVANCY	51.00	51.00	185,000.00	184,949.00	.0
DEBT SERVICE EXPENSES	.00	.00	10,000.00	10,000.00	.0
	109,574.73	142,039.75	585,500.00	443,460.25	24.3
	(109,574.73)	(142,039.75)	(205,000.00)	(62,960.25)	(69.3)

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES & TAX EQUIVALENTS	.00	295,467.00	295,467.00	.00	100.0
STATE/FEDERAL AID	.00	.00	104,728.00	104,728.00	.0
FINES & FORFIETURES	44.55	222.40	500.00	277.60	44.5
PUBLIC CHARGES	4,849.24	4,982.20	5,220.00	237.80	95.4
MISCELLANEOUS REVENUES	50.00	50.00	900.00	850.00	5.6
TRANSFERS & OTHER FUNDING	.00	.00	2,000.00	2,000.00	.0
	4,943.79	300,721.60	408,815.00	108,093.40	73.6
EXPENDITURES					
PERSONNEL EXPENSES	5,111.03	16,393.56	69,850.00	53,456.44	23.5
BUILDING EXPENSES	3,720.06	7,656.58	42,365.00	34,708.42	18.1
OPERATIONAL EXPENSES	19,461.66	83,983.73	296,600.00	212,616.27	28.3
	28,292.75	108,033.87	408,815.00	300,781.13	26.4
	(23,348.96)	192,687.73	.00	(192,687.73)	.0

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

PARKS & RECREATION

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES & TAX EQUIVALENTS	.00	303,550.00	303,550.00	.00	100.0
PUBLIC CHARGES	94,140.55	121,034.97	266,700.00	145,665.03	45.4
	94,140.55	424,584.97	570,250.00	145,665.03	74.5
EXPENDITURES					
PERSONNEL EXPENSES	4,548.03	13,939.17	69,700.00	55,760.83	20.0
AGING EXPENSES	.00	23,052.00	23,000.00	(52.00)	100.2
PARKS EXPENSES	6,699.90	16,866.68	121,600.00	104,733.32	13.9
RECREATION EXPENSES	18,546.22	36,660.76	213,450.00	176,789.24	17.2
POOL EXPENSES	2,642.79	6,473.45	142,500.00	136,026.55	4.5
TRANSFERS OUT	.00	.00	10,000.00	10,000.00	.0
	32,436.94	96,992.06	580,250.00	483,257.94	16.7
	61,703.61	327,592.91	(10,000.00)	(337,592.91)	3275.9

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES & TAX EQUIVALENTS	.00	1,098,800.00	1,098,800.00	.00	100.0
TRANSFERS & OTHER FUNDING	.00	.00	64,300.00	64,300.00	.0
	.00	1,098,800.00	1,163,100.00	64,300.00	94.5
EXPENDITURES					
DEBT EXPENSES	378,580.67	636,416.92	1,163,100.00	526,683.08	54.7
	378,580.67	636,416.92	1,163,100.00	526,683.08	54.7
	(378,580.67)	462,383.08	.00	(462,383.08)	.0

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

TAX INCREMENT DISTRICT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES & TAX EQUIVALENTS	.00	747,247.53	747,250.00	2.47	100.0
STATE/FEDERAL AID	.00	.00	40,453.00	40,453.00	.0
	.00	747,247.53	787,703.00	40,455.47	94.9
EXPENDITURES					
EXECUTIVE EXPENSES	150.00	5,715.11	53,000.00	47,284.89	10.8
ACCOUNTING EXPENSES	.00	1,500.00	1,500.00	.00	100.0
DEBT SERVICE EXPENSES	.00	422,452.50	441,700.00	19,247.50	95.6
TRANSFERS OUT	.00	.00	142,600.00	142,600.00	.0
	150.00	429,667.61	638,800.00	209,132.39	67.3
	(150.00)	317,579.92	148,903.00	(168,676.92)	213.3

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

WATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
PUBLIC CHARGES	38,654.07	86,290.70	476,500.00	390,209.30	18.1
MISCELLANEOUS REVENUES	78.89	326.40	15,000.00	14,673.60	2.2
TRANSFERS & OTHER FUNDING	.00	.00	33,500.00	33,500.00	.0
	38,732.96	86,617.10	525,000.00	438,382.90	16.5
EXPENDITURES					
ADMINISTRATIVE AND GENERAL	10,204.04	37,442.92	128,000.00	90,557.08	29.3
FINANCIAL ADMIN EXPENENSES	.00	.00	274,900.00	274,900.00	.0
WATER SERVICE EXPENSES	15,467.76	30,518.36	191,250.00	160,731.64	16.0
CAPITAL OUTLAY	5,021.98	6,361.18	55,000.00	48,638.82	11.6
	30,693.78	74,322.46	649,150.00	574,827.54	11.5
	8,039.18	12,294.64	(124,150.00)	(136,444.64)	9.9

VILLAGE OF CROSS PLAINS
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2020

SEWER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
PUBLIC CHARGES	114,991.34	253,845.40	1,384,800.00	1,130,954.60	18.3
MISCELLANEOUS REVENUES	40.08	386.01	26,000.00	25,613.99	1.5
TRANSFERS & OTHER FUNDING	.00	.00	54,750.00	54,750.00	.0
	115,031.42	254,231.41	1,465,550.00	1,211,318.59	17.4
EXPENDITURES					
ACCOUNTING EXPENSES	.00	6,800.00	438,800.00	432,000.00	1.6
GENERAL BUILDINGS AND PLANT	4,756.00	10,757.87	63,000.00	52,242.13	17.1
SEWAGE SERVICE EXPENSES	26,284.07	66,076.94	364,500.00	298,423.06	18.1
SOLID WASTE DISPOSAL EXPENSES	6,401.06	13,087.61	140,000.00	126,912.39	9.4
CAPITAL OUTLAY EXPENSES	1,142.50	2,361.25	171,000.00	168,638.75	1.4
DEBT SERVICE EXPENSES	.00	.00	127,000.00	127,000.00	.0
	38,583.63	99,083.67	1,304,300.00	1,205,216.33	7.6
	76,447.79	155,147.74	161,250.00	6,102.26	96.2

Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
Fax: (608) 798-3817

Memorandum

To: Village Board of Trustees
From: Bill Chang, Village Administrator/Clerk
Date: April 23, 2020
Re: **Conditional Use Permit for 1805 Bourbon Road**

Executive Summary

Mike and Kelly Endres hold an accepted offer for the building at 1805 Bourbon Road. The offer is contingent on receiving a conditional use permit approval by the Village of Cross Plains. The Endres plan to redevelop the existing building to a multi-tenant commercial building which will include commercial offices on the first floor and possibly a day care on the lower floor after June 1, 2021.

In addition to separating the upstairs interior into multiple offices, the owners will also update the exterior by replacing the roof and siding, and adding a brick veneer front to the building.

It is staff's understanding that, the current use as a daycare will not cease immediately.

Project Background

The property is zoned as commercial mixed use and currently used as a daycare facility run by Little Cardinals. The property file shows a conditional use permit application filed in 1996 to use the property for child care. However, the property file did not have a copy of the conditional use permit. There was a subsequent approved building permit and plans for the current facility. Nothing in the file shows that the property was used for anything other than for childcare purposes since 1996.

A review of the parcel does show the northern half of the property is in the environmental corridor. Staff has reached out CARPC to see if this section of the corridor can be administratively amended. CARPC has responded that they will need to review the new site plan against the current environmental corridor regulations prior to administratively amend the corridor map. The site plan shall include distances from environmental areas.

A public hearing was held by Plan Commission on April 14th. There were no objects from the public hearing.

Code Review

Section 84.35 (CMU) Community Mixed Use

The current building and zoning classification are sufficient for the intent use of the building as a multi-tenant commercial facility for offices. Due to space, density, and parking requirements, the Plan Commission should consider other types of uses it may allow as tenants.

Section 84.52 Regulation Applicable to All Land Uses
Subsection 84.52(j) regulates the number of uses in one non-residential building by conditional use permit.

> *Potential use of lower floor as a daycare*
> Owners are exploring the option to have a smaller daycare in the lower lever after June 2021. Mike Slavney, the Village's Planner reported that if 365 days have not elapsed since the closure of the current daycare center, this project would only require Site Plan review. If the sunset period has exceeded 365 days, or if the daycare was limited to the previous operator, then the required Site Plan approval would be part of a new Conditional Use approval. The Plan Commission can choose to decide this now or decide it at a later time when plan is more concrete.

Section 84.58 Commercial Land Uses
Subsection 84.58(a) requires that indoor offices and personal or professional service land uses generally require one parking space per 300 square feet. The current property has 21 parking spaces, which is sufficient for the upstairs office units. More parking spaces would be required should the owners wish to utilize the downstairs. Additional parking spaces requests should be considered with the limited developable space on the property.

Section 84.161 Conditional Use Permit Procedures.
The code specifies the process and procedure for the Conditional Use Permit. The Village Administrator/Clerk's review of each application as it corresponds to Section 84.161 (e) (3) is provided below.

- Review of Comprehensive Plan – The Village of Cross Plains Comprehensive addresses office land use policy in Chapter 3. The plan specifically addresses the importance of the use of high-quality building materials and landscaping. Furthermore, the plans' economic development section first objective is to retain and expand existing commercial establishments in the Village. This project, would fulfill that need.

- Impact on neighbors – The site location is inline with other professional offices and businesses on adjoining properties. The proposed change in use will have minimal direct impact on neighbors except for times during the construction phase.

- Land use observation – the land use change is not averse to the surrounding properties land use. Properties are able to maintain the desired consistency of land uses and intensities.

- Service and undue burden assessment – The facility will utilize the same utility services.

- Public benefits vs. adverse impacts– the public benefits of the addition outweigh the adverse impacts.

- The public hearing notice was posted in the Middleton Times Tribune and notices were sent to all adjoining properties within 100 feet and municipalities within 1000 ft per Chapter 84.158. There have been no objections.

Recommendation

A site plan will be prepared closer to June 1, 2021, when there is more knowledge about the occupants of the building. The Plan Commission, at its April 14th meeting moved to recommend approval of the Conditional Use Permit request from Mike Endres with the following conditions:

1) ~~Review and amend the environmental corridor if the owner is considering more parking on northern half of the lot~~.
2) Restrict the type of tenants for offices to those commercial uses similar to the current parking restrictions (i.e. 1 parking stall per 300 sq ft, see 84.58)
3) Site plan review and approval required for improved use of lower level.
4) This conditional use permit shall supersede any previous permits.
5) Owner shall comply with lighting and signage regulation or bring into compliance.
6) ~~The Plan Commission will need to decide when it will go into effect and if there will be a deadline, dependent on the owner's intent to operate.~~

The motion carried with Trustee Ketelboeter abstaining.

Plans for 1805 Bourbon Rd- Cross Plains

Mike & Kelly Endres are looking to purchase the building and turn the building into a business professional building. On the main level, Endres Insurance Agency, Inc would occupy the yellow highlighted area. The green and pink highlighted areas would be rented out to tenants such as an accountants, investment/financial planning, attorney or office exposure tenants.

The building would need little interior improvements to convert the building from a daycare to the office settings. The open space on the first floor would act as a waiting room/receptionist area. Number of occupants on the first floor would range from 15-20 people at one time, this would include customers coming and going. At this time there are 21 parking stalls at the premises.

Mike & Kelly would like to ask for permission to turn the playground area behind the building into additional parking. The entrance to the lower parking area would be run to the west of the building. An additional 15-20 parking stalls would fit behind the building.

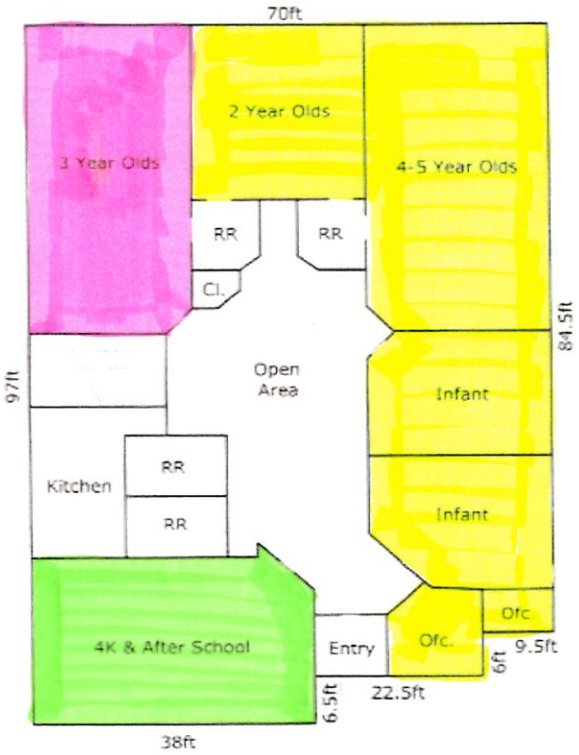
At this point there would not be much use for the lower level of the building. If additional parking was granted the building could be remodeled to incorporate more businesses with similar occupancies as listed above. There would be a possibility to rent the space to a business to run a yoga studio or karate studio as well.

If Mike & Kelly purchased the building, they would like to enhance the look of the exterior. They would replace the roof, replace the siding and add a brick veneer front to the building. Appearance would be important to future tenants, and thus improvements would need to be made.

Please feel free to contact Mike Endres at 608-798-6311 or my cell phone 608-513-7730. My email address is mendres@endresinsurance.net

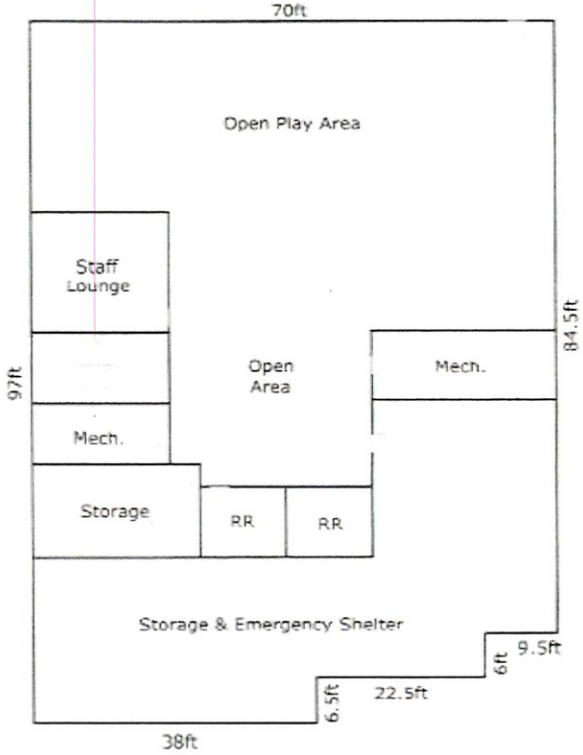
Floor Plans

First Floor Plan



First Floor
[6525 Sq ft]

Basement Floor Plan



Basement
[6525 Sq ft]

- Endres Insurance Agency
- Tenant - Possibly Accounting firm, Financial Planning/Investment
- Tenant - Same as pink above - All office setting

KEYCOMMERCIAL
REAL ESTATE, LLC

The information presented herein is based on estimates and assumptions and is presented for illustration purposes only. No representations, warranties or guarantees of any kind are made.

Site

THE DAY CARE:

- The current license is for 111 children, serving ages 6 weeks through 10 years
- Only one other known daycare in the community

BUILDING HIGHLIGHTS:

- Wood frame structure
- Poured concrete foundation and poured concrete slab
- Walk-out to the backyard from the lower level
- Hip-tip roof with three tab shingles over OSB or plywood sheathing
- Two skylights in the center of the building
- Roof is original construction
- Electrical: 400 amp main
- HVAC: forced air with 3 gas fired furnaces and 3 electric central air conditioners

KEYCOMMERCIAL
REAL ESTATE, LLC

The information presented herein is based on estimates and assumptions and is presented for illustration purposes only. No representations, warranties or guarantees of any kind are made.

Pictures

The information presented herein is based on estimates and assumptions and is presented for illustration purposes only. No representations, warranties or guarantees of any kind are made.

From: Mike Endres
To: Bill Chang
Subject: RE: 1805 Bourbon Rd- Accepted Offer
Date: Thursday, April 2, 2020 11:31:52 AM

Please send it to 8631 Hornung Rd Sauk City, WI 53583.

We might have the potential of the daycare wanting to move to the bottom of the building after June 1st 2021. What would need to happen to apply for the conditional use for this as well? The daycare would be about half the size it is now, so about 50 kids and about 8 teachers. Therefore, for parking that would leave 13 parking places for the upstairs. We only have 6 employees and then my wife and I. If I rented out space I would guess each renter would need 3 spaces.

Therefore for the upstairs we would occupy 13 spaces. If the daycare was in the basement, we would not do additional parking behind the building as that would stay a play area.

We could however add parking on the west side of the building. I would think we could add 10 spaces angle parked on the west side. Therefore giving us around 30 total spaces. Not to mention Bourbon Rd as overflow if it was ever needed. I don't see why it ever would however.

Let me know if I need to send in anything else. My plan for the main level of the building has not changed. It would be Endres Insurnce Agency and then two other office suites. The suites would be rented out to someone like a financial planner, attorney or an accountant.

Thank you for all your work!

Mike Endres
President/Owner
Endres Insurance Agency, Inc.
608-798-6311

From: Bill Chang <bchang@cross-plains.wi.us>
Sent: Thursday, April 02, 2020 10:37 AM
To: Mike Endres <mendres@endresinsurance.net>
Subject: RE: 1805 Bourbon Rd- Accepted Offer

Mike,

I need to mail an official notice to you. Which address do you prefer?

Bill Chang
Village Administrator/Clerk

Alert to Cross Plains Elected Officials and Members of Village Committees, Boards, Commission and Task Forces: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.

From: Mike Endres <mendres@endresinsurance.net>
Sent: Monday, March 30, 2020 9:58 PM
To: Bill Chang <bchang@cross-plains.wi.us>
Subject: RE: 1805 Bourbon Rd- Accepted Offer

Thank you for keeping me posted. I had the inspection, and have a few items to look into, so I appreciate the follow up.

Mike Endres
President/Owner
Endres Insurance Agency, Inc.
608-798-6311

From: Bill Chang <bchang@cross-plains.wi.us>
Sent: Monday, March 30, 2020 11:45 AM
To: Mike Endres <mendres@endresinsurance.net>
Subject: RE: 1805 Bourbon Rd- Accepted Offer

Mike,

I wanted to let you know that I have you scheduled for a public hearing for the conditional use permit application to the Plan Commission on April 14th at 7:00pm. Once approved by the Plan Commission, it will need to go to the Village Board for final approval. That Village Board meeting is currently scheduled for April 27th.

We'll need know if/when the day care use will cease and commercial office use will begin. Also, there is a fee for the conditional use permit of $250. This will need to be paid at the time you pick up the permit.

I will forward an agenda when we get closer. I'm taking care of the public notices now. Let me know if you have any questions.

Bill Chang
Village Administrator/Clerk

Alert to Cross Plains Elected Officials and Members of Village Committees, Boards, Commission and Task Forces: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.

From: Mike Endres <mendres@endresinsurance.net>
Sent: Tuesday, March 17, 2020 12:08 PM
To: Bill Chang <bchang@cross-plains.wi.us>
Subject: 1805 Bourbon Rd- Accepted Offer

Bill,

I am emailing you to inform you of our accepted offer for the daycare building. One of our contingencies was the conditional use permit to change the building from a daycare building to an office building. I still need to meet with the owner of the daycare facility, as I would like to see them stay one more year starting June 1st of 2020. I then want to offer up the lower level of the building for them to still run their daycare facility.

Please let me know what I need to do to apply for the conditional use permit. With our offer, this is time sensitive. Thank you!

Mike Endres
President/Owner
608-798-6311
mendres@endresinsurance.net

SECTION 84.35 (CMU) Community Mixed Use Zoning District.

(a) **Intent.** This district intends to permit a wide range of large and small scale office, retail, service, and lodging uses that are compatible with the desired community character.

(b) **Principal Uses Permitted by Right.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Mixed Use Building Residential Use
(2) Selective Cutting
(3) Community Garden
(4) Outdoor Open Space Institutional
(5) Passive Outdoor Recreation
(6) Essential Services
(7) Small Scale Public Services and Utilities
(8) Community Living Arrangement (1-8 residents) meeting the requirements of Section 84.57(i)
(9) Office
(10) Personal or Professional Service
(11) Indoor Sales or Service
(12) Artisan Production Shop
(13) Indoor Maintenance Service

(c) **Principal Uses Permitted as Conditional Use.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Single Family
(2) Two Flat
(3) Cultivation
(4) Clear Cutting
(5) Market Garden
(6) Indoor Institutional
(7) Community Living Arrangement (9-15 residents) meeting the requirements of Section 84.57(i)
(8) Community Living Arrangement (16+ residents) meeting the requirements of Section 84.57(j)
(9) Institutional Residential
(10) Outdoor Display
(1) Physical Activity Studio
(12) Indoor Commercial Entertainment
(13) Outdoor Commercial Entertainment
(14) In-Vehicle Sales and Service
(15) Group Daycare Center
(16) Commercial Animal Boarding/Daycare
(17) Bed and Breakfast
(18) Vacation Rental Home

(19) Commercial Indoor Lodging
(20) Boarding House
(21) Vehicle Sales
(22) Vehicle Service
(23) Vehicle Repair
(24) Intensive Outdoor Activity
(25) Transit Center
(26) Off-Site Parking
(27) Large Wind Energy System
(28) Large Solar Energy System

(d) **Accessory Uses Permitted by Right.** Refer to Article III for detailed definitions and requirements for each of the following land uses.
(1) Home Occupation
(2) In-Home Daycare 4-8 Children
(3) In-Family Suite
(4) Residential Accessory Structure
(5) Nonresidential Accessory Structure
(6) Landscape Feature
(7) Recreational Facility
(8) Residential Kennel
(9) On-Site Parking
(10) Company Cafeteria
(11) Incidental Outdoor Display
(12) Incidental Indoor Sales
(13) Incidental Light Industrial
(14) Satellite Dish
(15) Personal Antenna and Towers
(16) Communication Antenna

(e) **Accessory Uses Permitted as Conditional Use.** Refer to Article III for detailed definitions and requirements.
(1) Accessory Dwelling Unit
(2) Small Wind Energy System
(3) Small Solar Energy System

(f) **Temporary Uses.** Refer to Article III for detailed definitions and requirements for each of the following land uses. (Exempt from setbacks unless specified in Article III.)
(1) Temporary Outdoor Sales
(2) Temporary Outdoor Assembly
(3) Temporary Shelter Structure
(4) Temporary Storage Container
(5) Temporary On-Site Construction Storage
(6) Temporary Contractor's Project Office
(7) Temporary On-Site Real Estate Sales Office

(8) Temporary Relocatable Building
(9) Garage or Estate Sale
(10) Farmer's Market (requires conditional use permit)

(g) **Density, Intensity, and Bulk Regulations for the (CMU) Community Mixed Use District.**

	Residential Uses	Nonresidential Uses
Minimum Lot Area	9,600 square feet	9,600 square feet
Maximum Density	8 dwelling units per acre	N/A
Minimum Lot Frontage	50 feet	50 feet
Maximum Building Coverage of Lot	50 percent	50 percent
Minimum Landscape Surface Ratio	30 percent	30 percent
Minimum Lot Width (per building, not unit)	80 feet	80 feet
Minimum Front Setback	25 feet	25 feet
Minimum Street Side Setback	25 feet	25 feet
Minimum Side Setback	10 feet	10 feet
Minimum Rear Setback	25 feet	25 feet
Maximum Principal Building Height	35 feet	35 feet
Minimum Principal Building Separation (multi-structure developments on shared lots)	20 feet	20 feet
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances)	3 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	3 feet from side, or 0 feet for shared driveway; 10 feet from right of way or rear
Minimum Parking Required	See Article III	See Article III
Minimum Garage Door Setback to Alley (if applicable)	8 feet for doors parallel to alley; 3 feet for door perpendicular to alley	8 feet for doors parallel to alley; 3 feet for door perpendicular to alley
Accessory Building Side Setback	3 feet	10 feet
Accessory Building Rear Setback	3 feet	10 feet
Maximum Accessory Building Height	Lesser of 20 feet or principal building height	20 feet

(h) **Regulations Applicable to All Uses.** Most development will also be subject to the following requirements:
(1) Article VI: Overlay Zoning Districts
(2) Article VII: Performance Standards
(3) Article VIII: Landscaping Regulations
(4) Chapter 87: Signage Regulations

(c) **Accessory Land Uses.** Accessory land uses are allowed subject to all the requirements and exceptions applicable to principal land uses permitted by right as listed in Subsection (a), above. Accessory land uses allowed only with a conditional use permit are subject to all the requirements and exceptions applicable to principal land uses requiring a conditional use permit as listed in Subsection (b), above. Accessory land uses shall also comply with the following listed regulations.

(1) No accessory structure or use shall be constructed on any lot prior to the establishment of an allowable principal use, unless otherwise stated in this Chapter.

(2) Accessory land uses shall not be located between a principal building and a street frontage on the same lot, nor within any required front yard.

(3) With the exception of an in-home suite or Accessory Dwelling Units, in no instance shall an accessory structure, cellar, basement, tent, or recreational trailer be used as a residence.

(d) **Temporary Land Uses.** Temporary land uses permitted by right (designated by the letter "P" in the Table of Land Uses in Section 84.54) are permitted on a temporary basis subject to permitting requirements of Section 84.162 of this Chapter. Temporary land uses permitted only with a conditional use permit (designated by the letter "C" in the Table of Land Uses) may be permitted subject to temporary use and conditional use permitting requirements of Sections 84.162 and 84.161.

SECTION 84.52 Regulation Applicable to All Land Uses.

All uses of land initiated within the jurisdiction of this Chapter on, or following, the effective date of this Chapter shall comply with all of the provisions of this Chapter.

(a) **Land Use Regulations and Requirements.** All uses of land shall comply with all the regulations and requirements of this Chapter. Such regulations directly relate to the protection of the health, safety, and general welfare of the residents of the Village of Cross Plains.

(b) **Density, Intensity, and Bulk Regulations and Requirements.** All development and use of land shall comply with all the applicable requirements of Articles II and IV of this Chapter.

(c) **Overlay Zoning District Requirements.** All land use and/or development of land shall comply with all the regulations and requirements any applicable Overlay Zoning District (see Article VI).

(d) **Exterior Site and Building Design Standards.** All new, remodeled, and expanded residential and nonresidential development shall comply with the all applicable building and site design guidelines as required in Section 84.101 of this Chapter.

(e) **Performance Standards.** All development of land shall comply with all applicable requirements established in Article VII.

(f) **Landscaping Regulations.** All development of land shall comply with all the regulations and requirements of Article VIII pertaining to the provision of

landscaping and bufferyards. Such requirements address issues such as minimum required landscaping of developed land and minimum required bufferyards between adjoining zoning districts which are directly related to the effective bulk of a structure.

(g) **Signage Regulations.** All land use and/or development of land shall comply with all requirements of Chapter 87, pertaining to the type and amount of signage permitted on property. Such requirements address issues such as the maximum area of permitted signage and the number and types of permitted signage.

(h) **Number of Buildings per Lot.** Only one principal building shall be permitted on any one lot, with the following exceptions:

(1) Group Developments (per Section 84.118)
(2) Large Developments (per Section 84.118)
(3) Planned Developments (per Section 84.167)
(4) Temporary buildings
(5) Mobile home parks

(i) **Mixing Residential and Nonresidential Uses in a Building.** With the exception of Mixed Use Building Residential Uses, Accessory Dwelling Units, and Home Occupations, no building containing a nonresidential land use shall contain a residential land use.

(j) **Number of Land Uses per Building.** No more than one nonresidential land use shall be permitted in any building with the following exception: multiple permitted by right land uses are allowed in a multi-business building and only require a land use permit (Section 84.163) to confirm the proposed tenants are permitted by right. Examples include a multi-tenant office building; a strip mall; an antique mall; a downtown building mixing office, personal or professional services, and indoor sales and service land uses; co-working space; and other arrangements with multiple permitted uses in one or more occupied spaces. A land use which is regulated as a conditional use may only occupy multi-tenant buildings as approved through the conditional use process (Section 84.161) or a successor conditional use.

SECTION 84.58 Commercial Land Uses.

(a) **Office.** Indoor Offices where the primary function is the handling of information or administrative services. Office uses do not typically provide services directly to customers on a walk-in basis.

Regulations:

(1) Minimum required parking: One space per 300 square feet of gross floor area.

(b) **Personal or Professional Service.** Indoor service land uses where the primary function is the provision of services directly to an individual on a walk-in or on-appointment basis. Examples of such uses include establishments where customers make an appointment, such as professional services, insurance or financial services, realty offices, small scale by-appointment medical offices and clinics, veterinary clinics, barber shops, beauty shops, and related land uses including ancillary on site production of items used in the provision of such services.

Regulations:

(1) Minimum required parking: Generally, one space per 300 square feet of gross floor area.

(c) **Indoor Sales or Service.** The sale and/or display of merchandise or equipment or non-personal or non-professional services, entirely within an enclosed building. Includes general merchandise stores, grocery stores, butcher, sporting goods stores, antique stores, gift shops, laundromats, bakeries, and a number of other uses meeting this definition.

Regulations:

(1) Minimum required parking: One space per 300 square feet of gross floor area.

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 make impractical the predetermination of permissibility. 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.

(d) **Application.** An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies 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. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County.

c. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.

d. All lot dimensions of the subject property.

e. 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.

(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 on said site plan.

(4) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.

(5) For Group and Large Development, a Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Village Engineer.

(e) **Review by Zoning Administrator.**

(1) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.

(2) The Zoning Administrator may coordinate review with the Village's Development Review Team.

(3) The Zoning Administrator shall review the completed application and evaluate whether the proposed conditional use:

a. Is in harmony with the recommendations of the Comprehensive Plan.

b. Will 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, either as they now exist or as they may in the future.

c. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.

d. 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 agencies serving the subject property.

e. The potential public benefits outweigh any and all 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.

(4) The Zoning Administrator shall prepare a written report addressing items (e)(3)a.-e. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Village Board. 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.

(g) **Review and Recommendation by the Plan Commission.**

(1) Within 60 days after the public hearing, the Plan Commission may make a written report to the Village Board, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (e)(3)a.-e. above.

(2) If the Plan Commission fails to make a recommendation within 60 days after the public hearing, the Village Board may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive a recommendation from the Plan Commission shall not invalidate the proceedings or actions of the Village Board. If a public hearing is necessary, the Village Board shall provide notice per the requirements so Section 84.158.

(h) **Review and Action by Village Board.**

(1) The Village Board shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Village Board may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.

(2) The Village Board may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Village Board may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.

(3) If the Village Board wishes to make significant changes in the proposed conditional use, as recommended by the Plan Commission, then the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Village Board action.

(i) **Effect of Denial.** No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.

(j) **Revocation of an Approved Conditional Use.** Upon approval by the Village Board, 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 Chapter. Any conditional use found not to be in compliance with the terms of this Chapter shall be considered in violation of this Chapter 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 Village Board, following the procedures outlined in Subsection (i), above.

(k) **Time Limits on the Development of Conditional Use.** Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of its approval by the Village Board and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, "operational" shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Village Board and shall be based upon a showing of acceptable justification (as determined by the Village Board). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including not time limit to accommodate phased or multi-stage development.

(l) **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.

(m) **Change of Ownership.** All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.

(n) **Modification, Alteration, or Expansion.** Modification, alteration, or expansion of any conditional use without approval by the Village Board, shall be considered in violation of this Chapter and shall be grounds for revocation of said conditional use approval per Subsection (j), above. A modification, alteration, or expansion which has been approved as part of a prior valid condition use does not require a new conditional use approval.

(o) **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, at the applicant's expense, with the Register of Deeds for the subject property.

(p) **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 Chapter, 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.

(q) **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 recommend, and the Village Board may designate, any proposed conditional use request as a limited conditional use. The Plan Commission shall specify which of the following characteristics 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 Village Board deems specially relevant and material.

(r) **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:

a. Changing from the specific use originally permitted by conditional use to another operation of the same 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 In-Vehicle Sales and Service under Section 84.58(i).

b. Only a change in the ownership of the subject property.

c. Only a change in the ownership of the business or other operator of the land use.

d. Other changes explicitly identified in a currently valid conditional use permit which are identified as acceptable as a successor conditional use.

(2) **Purpose.** The purpose of these provisions is to create a process which:

a. Verifies that the proposed change is a valid successor conditional use.

b. Creates a record that the proposed change is recognized by the Village as a successor conditional use.

c. Clarifies that the same conditions of approval, development and operation continue to apply to a successor conditional use.

d. Reduces the costs and time needed to approve a successor conditional use;

(3) **Approval Process.** A successor conditional use shall not require the granting of a new conditional use permit by the Village. However, prior to operation, a successor conditional use shall require the formal reaffirmation of its status as a valid successor conditional use. This required formal reaffirmation shall be issued in writing by the Village Zoning Administrator, or by the designee of the Village Zoning Administrator.

(4) **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 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.

(5) **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.

Dane County Environmental Corridors and Sewer Service Area Boundaries

Environmental Corridor

Sewer Service Area

Dane County Environmental Corridors and Sewer Service Area Boundaries

60ft

Maxar | Esri Community Maps Contributors, County of Dane, BuildingFootprintUSA, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

Village of Cross Plains
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Cross Plains, WI 53528
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Memorandum

To: Village Board of Trustees
From: Bill Chang, Village Administrator/Clerk
Date: April 23, 2020
Re: **1909 Main Street Concept GDP and SIP Approval**

Executive Summary

1909 Main Street has submitted a general development plan and implementation plan for Plan Commission review. The plan proposes to add outdoor entertainment to the use of the property.

Project Background

This property is currently zoned Main Street Mixed Use. Ms. Ripp was granted a conditional use permit in 2019 for indoor commercial entertainment. She would like to extend services to an outdoor patio and green space. Due to the constraints of the property and restriction from the buffer yard requirements in the MSMU district, staff has recommended that Ms. Ripp propose a general development plan and specific implementation plan to rezone the property. As part of the process, Ms. Ripp is asking for a Plan Commission review of the concept plan for the proposed development.

Code Review

Section 84.167 (PD) Planned Developments

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.

Ms. Ripp had initially met with the Village Planner and Village Administrator/Clerk for a pre-Application conference to discuss her objectives and the process forward. The Plan Commission revived the GDP concept plan at its March 2, 2020 meeting and recommended that Ms. Ripp move forward with it. The GDP and SIP are now being presented for approval and recommendation by the Plan Commission to the Village Board. Once the Village Board approves the rezone, the SIP will effectively provide the zoning requirements for the property. The owner is then responsible for recording the new zoning with land records.

Staff has sent out notices to all adjoining property owners within 100 ft and posted the hearing notice to the Middleton Times-Tribune. Staff has not received testimony or objection to the rezone.

Recommendation

The Plan Commission held a public hearing at its April 14th meeting and unanimously recommended approval to rezone 1909 Main Street to the Planned Development District with the proposed General Development Plan and the Specific Implementation Plan.

SECTION 84.41 (PD) Planned Development.

(a) **Purpose.** The purpose of this district is to provide for the possible relaxation of certain development standards pertaining to the underlying standard zoning district (see Article II). In exchange for such flexibility, planned developments shall provide a much higher level of site design, architectural control, and other aspects of aesthetic and functional excellence than normally required for other developments.

(b) **Intent.** Planned developments are intended to encourage, promote, and provide improved environmental design by allowing for greater freedom, imagination, and flexibility in the development of land, while ensuring substantial compliance with the basic intent of this Chapter and the Village of Cross Plains Comprehensive Plan. To this end, planned developments allow diversification and variation in the relationship of uses, structures, open spaces, and heights of structures in developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage economic development and more rational developments with regard to public services and to encourage and facilitate preservation of open space and natural resources. Planned developments are not intended to circumvent the intent of other zoning districts or this Chapter.

(c) **Applicability.**

(1) **Ownership.** A tract of land proposed to be developed as a PD shall be under the control of a single owner where the owner agrees in advance to be bound by the conditions and regulations which will be effective within the district and to record such covenants, easements, and other provisions with the county.

(2) **Size.** There is no minimum or maximum size for a PD.

(3) **Condominiums.** Condominium projects with jointly owned common spaces and/or commonly owned structural walls, roofs, or other structural elements must be approved as PDs if, as a result of a condominium division of the land, the lot requirements of the district in which the development is located cannot otherwise be met. This requirement would apply to townhouses where the resulting lot size would be less than otherwise required.

(d) See Section 84.167 for the process to establish Planned Development Zoning.

(e) See Section 84.167(c)(3) and 84.167(c)(4) for the General Development Plan and Specific Implementation Plan requirements.

(f) Planned Developments are exempt from the requirements of Section 84.118 Group and Large Developments.

SECTIONS 84.42 - 84.49 Reserved

SECTION 84.167 Planned Developments.

(a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedures for the review and approval, or denial, or proposed Planned Developments.

(b) **Initiation of Request.** Proceedings for approval of a Planned Development may be initiated by any of the following:

(1) An application by the owner(s) of the subject property;

(2) A recommendation of the Plan Commission to the Village Board; or

(3) By action of the Village Board.

(c) **Procedure for Planned Development Approval.** The procedure for zoning to a Planned Development (PD) district shall follow the Zoning Map Amendment procedure included in Section 84.160, except that the Planned Development procedure shall be subject to the following additional requirements.

(1) **Pre-Application Conference.** Prior to formal petition for zoning to a PD district, the applicant shall confer with appropriate Village staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step.

(2) **Optional Concept Plan Review.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

a. At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the concept plan. Appropriate topics for discussion may include the any of the information provided in the concept plan, or other items as determined by the Plan Commission. Points of discussion and conclusions reached at this stage of the process shall be in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application (see (3), below).

b. The concept plan submittal shall include the following items (digital files should be submitted rather than paper copies whenever possible).

1. A location map of the subject property and its vicinity.

2. A general written description of the proposed PD, including:

(i) General project themes and images.

(ii) The general mix of dwelling unit types and/or land uses.

(iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.

(iv) General treatment of natural features.

(v) Relationship to nearby properties and public streets.

(vi) Relationship of the project to the Comprehensive Plan.

(vii) Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.

3. A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

4. The Plan Commission shall review the concept plan and, if accepted, shall inform the applicant to move on to the next step in the PD process, General Development Plan.

(3) **General Development Plan Review.** Upon acceptance of the Concept Plan by the Plan Commission, the applicant shall submit a General Development Plan (GDP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the GDP shall be placed on the Plan Commission agenda for review and recommendation. Upon recommendation of the Plan Commission, the GDP shall be reviewed by the Village Board. Upon approval of the GDP by the Village Board, the GDP shall establish the zoning for the property.

a. The GDP submittal shall include the following items(digital files should be submitted rather than paper copies whenever possible):

1. General location map of the subject site depicting:

(i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.

(ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.

(iii) Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.

(iv) A graphic scale and a north arrow.

2. Generalized site plan showing the pattern or proposed land uses, including:

(i) General size, shape, and arrangement of lots and specific use areas.
(ii) Basic street pattern.
(iii) General site grading plan showing preliminary road grades.
(iv) Basic storm drainage pattern, including proposed on-site stormwater detention.
(v) Preliminary sanitary sewer and water system layout.
(vi) General location of recreational and open space areas, including designation of any such areas to be classified as common open space.

3. Statistical data, including:
   (i) Minimum lot sizes in the development.
   (ii) Approximate areas of all lots.
   (iii) Density/intensity of various parts of the development.
   (iv) Building coverage.
   (v) Landscaping surface area ratio of all land uses.
   (vi) Expected staging.
4. Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
5. General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.
6. General outline of property owners association, covenants, easements, and deed restrictions.
7. A written description of the proposed Planned Development, including:
   (i) General project themes and images.
   (ii) The general mix of dwelling unit types and/or land uses.
   (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
   (iv) General treatment of natural features.
   (v) General relationship to nearby properties and public streets.
   (vi) General relationship of the project to the Comprehensive Plan.

(vii) Proposed exceptions from the requirements of this Chapter.

8. A Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Village Engineer.

b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.

c. The process for review and approval of the GDP shall be identical to that for Zoning Map Amendments per Section 84.160.

d. All portions of an approved GDP not initiated through granting of a building permit within 10 years of final Village Board approval shall expire and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the GDP shall retain the GDP status.

e. Within 12 months of GDP approval the applicant shall submit a Specific Implementation Plan.

(4) **Specific Implementation Plan.** Upon completion of the GDP review process described above, the applicant shall submit a Specific Implementation Plan (SIP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the SIP may be placed on the Plan Commission agenda for SIP review.

a. The SIP submittal shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (digital files should be submitted rather than paper copies whenever possible).

1. An existing conditions map of the subject site depicting the following:

(i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.

(ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.

(iii) Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.

(iv) Existing utilities and recorded easements.

(v) All lot dimensions of the subject site.

(vi) A graphic scale and a north arrow.

2. An SIP map of the proposed site showing at least the following:
   (i) Lot layout and the arrangements of buildings.
   (ii) Public and private roads, driveways, walkways, and parking facilities.
   (iii) Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
3. Proposed grading plan.
4. Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
5. Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
6. Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
7. Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from Village standards or common practices.
8. Specific written description of the proposed SIP including:
   (i) Specific project themes and images.
   (ii) Specific mix of dwelling unit types and/or land uses.
   (iii) Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
   (iv) Specific treatment of natural features, including parkland.
   (v) Specific relationship to nearby properties and public streets.
   (vi) Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
   (vii) A statement of rationale as to why PD zoning is proposed. This statement shall list the standard zoning

requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PD project.

(viii) A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur. The applicant may also provide a list of zoning standards that would be more than met by the proposed PD and the location(s) of such occurrences.

(ix) Phasing schedule, if more than one development phase is intended.

9. Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.

10. A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

11. The applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.

b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.

c. The process for review and approval of the SIP shall be identical to that for site plans per Section 84.164.

d. The Plan Commission shall make recommendations to the Village Board. The Village Board shall then review and consider approval of the SIP. All portions of an approved SIP not fully developed within 10 years of final Village Board approval shall expire, and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the SIP shall retain the SIP status.

(5) **Criteria for Approval.** In its review and action for an application for a Planned Development district, the Plan Commission and, subsequently, the Village Board shall make findings with respect to the following criteria:

a. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.

b. The proposed Planned Development project is consistent with the Village's Comprehensive Plan (it is the responsibility of the Village to determine such consistency).

c. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.

d. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.

e. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.

f. The proposed Planned Development project design does not detract from areas of natural beauty surrounding the site.

g. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.

h. The proposed Planned Development project will positively contribute to the physical appearance and functional arrangement of development in the area.

i. The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions or variation of any normal standard of this Chapter.

j. For Planned Development projects that are proposed to be developed in phases, the applicant can provide a clear timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

(6) **Changes or Alterations.** Any change of the PD plans subsequent to approval of the PD-SIP shall be submitted to the Zoning Administrator. If the Zoning Administrator determines that the change constitutes a substantial modification, the developer will be required to amend the PD-SIP, and if necessary, the PD-GDP, following the procedures set forth in this section for review and approvals. If, in the opinion of the Zoning Administrator, such changes do not constitute a substantial alteration of either the GDP or SIP, the change may be accomplished by approval of the Zoning Administrator. Such approved changes or modifications shall be documented and recorded in the official file of the Village on the PD.

(7) **Recording.** The final PD-SIP and GDP, and all amendments thereto, shall be recorded with the Dane County Register of Deed's Office at the applicant's sole expense.

Planned Development Application

Nineteen09 LLC
Dale & Katy Ripp
5700 Otto Kerl Rd
Cross Plains, WI 53528
February 12th, 2020

Village Administrator
Village of Cross Plains
PO Box 97, 2417 Brewery Rd
Cross Plains, WI 53528

To Whom It May Concern:

As owners of the property located at 1909 Main Street, we are submitting this document as application for a Planned Development

The following outlines the intended development:

Project Location: 1909 Main St, Cross Plains, WI
Zoning: MSMU - Main Street Mixed Use
Building Type: Two story building, 3079 sq ft retail/office space
Site Amenity Updates: Fenced Patio, Refuse Collection, Sidewalk to front door

1. Attached to this application is the location map of the subject property.
2. The general description of our proposed planned development is as follows:

- The general theme of the project is to provide outdoor space available to our customers to enjoy music, drinks, food,

outdoor lawn games, private events and classes. In addition, we will add a sidewalk from the driveway (American Legion Drive side) across our side yard to connect with our front entrance and also a fenced area to hide our garbage and recycling.

Within the fenced **patio** area:

- Outdoor patio space will include a mixture of concrete, grass, and stone pathways.
- Surrounded by 6'H composite fencing on the west, north and east boundaries.
    - 3' from west and north property lines for maintenance purposes
    - Low maintenance Arbor Vitae will be planted on the west adjoining lot line to provide cover for neighbors. Weed mat and bark will be installed around trees.
    - Cedar trees on north lot line will be cleaned up for north adjoining neighbor.
    - Concrete and grass will touch the fence posts (no barrier between fence and concrete and grass)
- Iron fence (3'H) on the south side (Main Street).
- One-way locked gates (may exit freely, must enter patio through building) will be located on the south side (Main Street) and north east corner (American Legion Rd).
- Seating for up to 75 guests will be provided in the form of picnic tables, Adirondack furniture, stone benches, pub tables, lawn chairs and patio furniture.
- Colorful umbrellas and/or fabric awnings may be used for shade.
- Fencing panels and bushes will be installed to cut down on air conditioning noice.
- Overhead "patio" string lighting will be strung from fencing connected to the building at less than 100 watts per bulb and put on a dimmer.
- Down lit lights will be attached to each fence pole.
- Solar pathway lighting will be at 60 watts.
- A raised, stone surrounded gas fire pit will be installed at the northwest corner of the property.

- Lawn games may include Bean Bag toss, Lawn Jenga, Spike ball, Badminton, Croquet, Bocce, Dice, etc.
- Dogs welcome.
- Guests may bring in their own food.
- Events may include, but not limited to, rehearsal dinners, wedding ceremony and receptions, bridal/baby showers, workshops, classes, meetings, musical events, food trucks, etc.
- Music will be acoustic and live (no DJs) and will end at 10:00pm daily.
- Hours of operation will be 8:00am (open for classes (i.e. fun runs, yoga, etc. or workshops) until our normal operating hours no later than 12:00am.
- Up to five portable domes may be installed for guests to rent in 90 minute increments in the fall, winter and spring. (Find more information about this concept here: https://cafebenelux.com/luxdomes/). Photo attached.

Sidewalk to main entrance:

- From the driveway on the east property line (American Legion Drive) a concrete pathway will connect to the main entry to the building. This will make it easier to get through the front door. Solar pathway lighting will be down it and not exceed 100 watts.

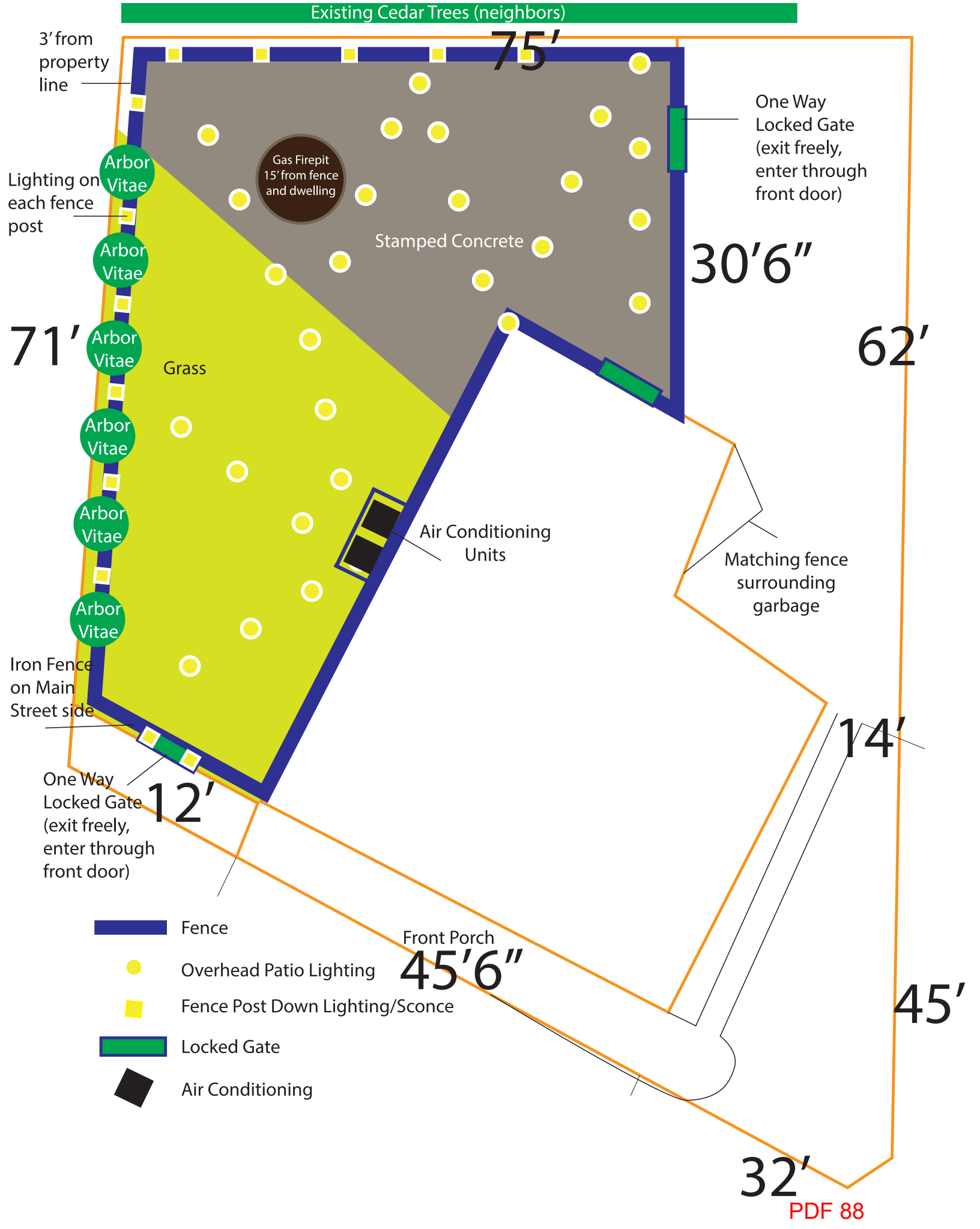
Fencing around **refuse**:

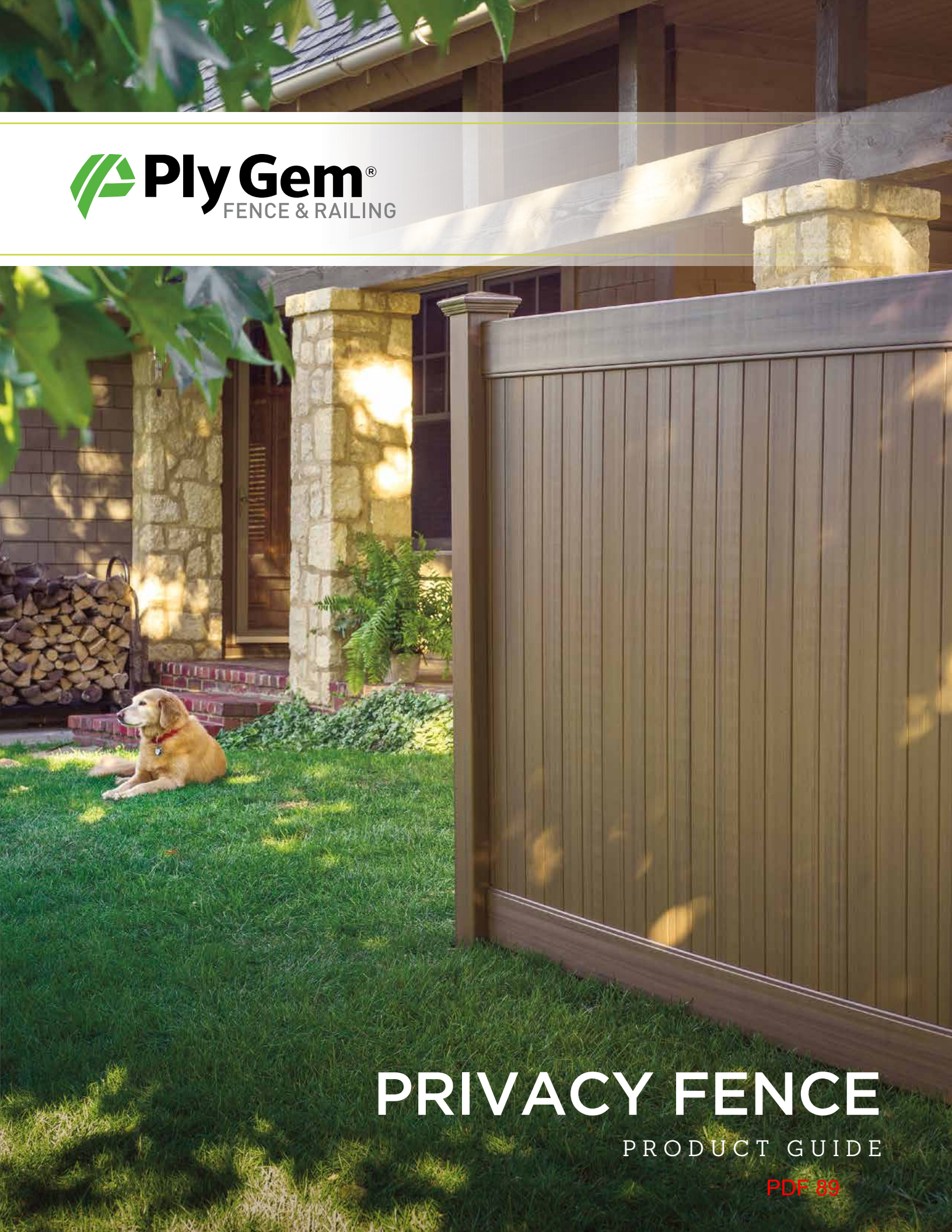
- Composite fencing that matches the exterior of the patio (west, north and east sides) will be constructed around an existing concrete triangle adjacent to the east side of the building.

In summary, we feel the proposed use for this historic, charming building will be a welcome addition for Cross Plains residents and will attract visitors from neighboring communities. We look forward to working with the Village to make this project an important amenity for the community.

Sincerely,

Dale & Katy Ripp


Existing Cedar Trees (neighbors)
3' from property line
75'
One Way Locked Gate (exit freely, enter through front door)
Gas Firepit 15' from fence and dwelling
Lighting on each fence post
Arbor Vitae
Arbor Vitae
Arbor Vitae
Arbor Vitae
Arbor Vitae
Arbor Vitae
Stamped Concrete
30'6"
71'
62'
Grass
Air Conditioning Units
Matching fence surrounding garbage
Iron Fence on Main Street side
14'
One Way Locked Gate (exit freely, enter through front door)
12'
Fence
Overhead Patio Lighting
Fence Post Down Lighting/Sconce
Locked Gate
Air Conditioning
Front Porch
45'6"
45'
32'



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FENCE & RAILING

PRIVACY FENCE

PRODUCT GUIDE

PDF 89

Styles to suit any home.

Whatever your design needs, Ply Gem Fence & Railing manufactures a full range of vinyl and outdoor products to suit the look of any home and to meet any functional requirement.

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- Supported by nationwide service and distribution
- Backed by a Limited Lifetime Warranty

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Only the best materials go into Ply Gem Fence & Railing products. We use the highest quality raw materials and the most advanced engineering techniques. Why? Because they make our products last longer and look better than other vinyl fence and railing products. Which, over time, makes customers very happy and helps you stand out from the competition.

Front Cover: Solid Privacy in Woodland Select™ Chestnut Brown
Above: Solid Privacy in Almond

Solid Privacy in Tan

PDF 90

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Nothing finishes a property like a Ply Gem privacy fence. Choose Ply Gem with confidence, knowing our privacy fences are the low-maintenance choice, backed by one of the best Limited Lifetime Warranties in the business.

- Hard-working style without the hard work
- Feels and looks like painted wood, without the upkeep
- Ultimate peace of mind that's great to look at and easy to live with for years to come

Solid Privacy in Woodland Select™ Natural Cedar with Convex Top Rails

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Ply Gem Fence is the easiest way into the great looks and durability of Ply Gem Fence & Railing's vinyl products. Our fencing includes the most popular privacy fence styles, engineered for affordability with no compromises.

Solid Privacy in White with Gothic Post Caps

PRIVATE, STYLISH & MINIMAL MAINTENANCE.

We have made choosing a privacy fence easy by offering our great-looking selection of fence styles and colors in all price ranges. And our privacy fence looks great on both sides because of our routed construction.

- Classic style, engineered for affordability
- The broadest range of colors including our premier Woodland Select and variegated colors
- And our Limited Lifetime Transferable Warranty means no compromises

Solid Privacy in Woodland Select™ Aged Cedar

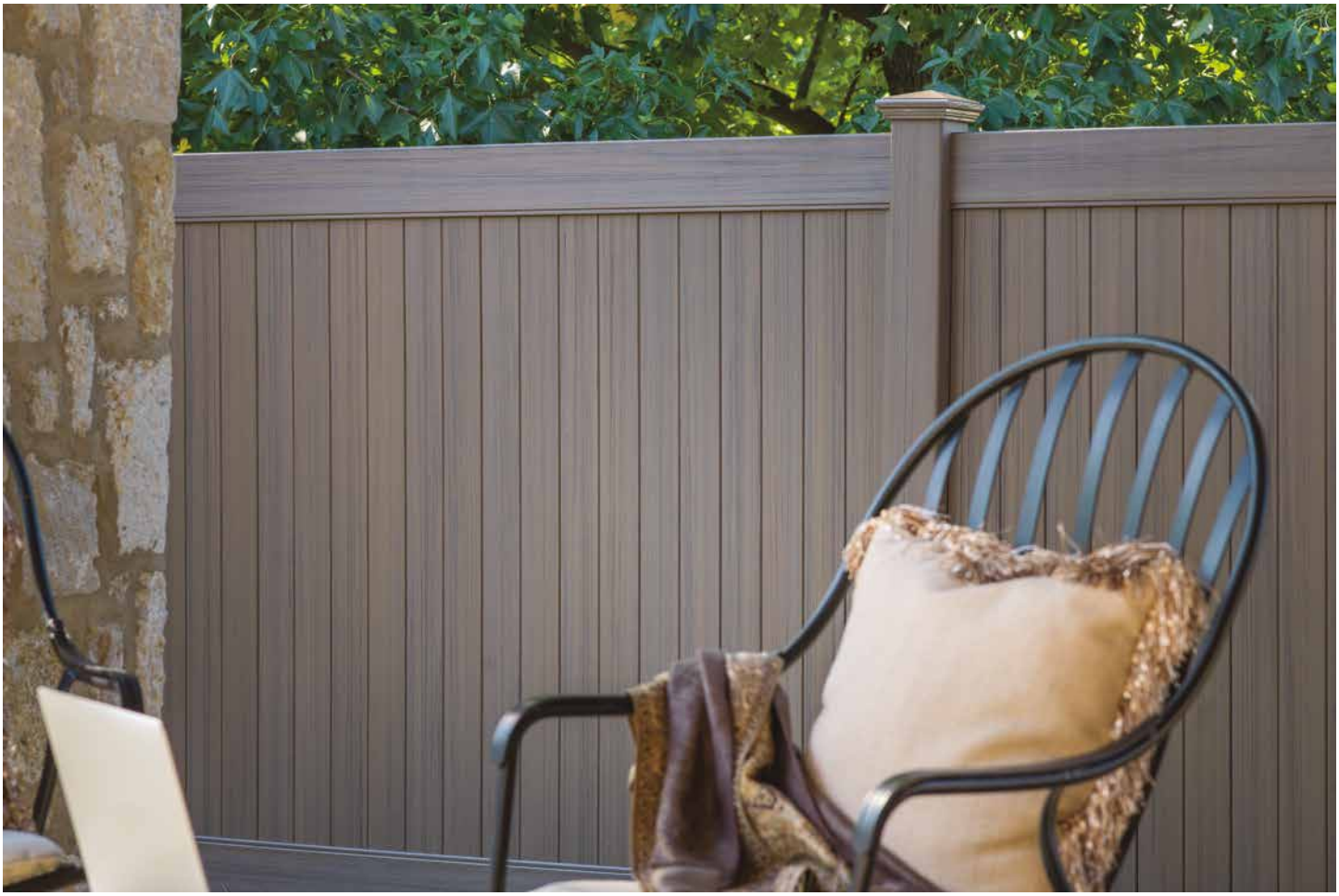
Semi-Privacy in Almond

STANDARD COLORS

Tan | Sandstone | Khaki | White | Almond

WOODLAND SELECT™ COLORS

Natural Cedar | Redwood | Aged Cedar | Weathered Cedar | Chestnut Brown



Solid Privacy in Woodland Select™ Chestnut Brown

STRENGTH AND STYLE THAT HOLD UP.

Ply Gem Privacy Fencing is a premier line of products designed for home or property offering select and sophisticated designs, accents and colors combined with our legendary durability – all backed by a Limited Lifetime Warranty. combined with Ply Gem Fence & Railing's legendary durability and attention to detail.

Solid Privacy in Woodland Select™ Natural Cedar

Solid Privacy in Tan and White

Solid Privacy in White

Solid Privacy in Woodland Select™ Redwood

Ply Gem Stone Solid Privacy Column Collection
(Pictured here with Solid Privacy in Woodland Select™ Weathered Cedar)

Privacy with Dropped Rail in White

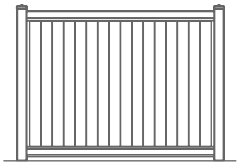
STANDARD COLORS

Tan | Sandstone | Khaki | White | Almond

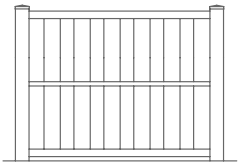
WOODLAND SELECT™ COLORS

Natural Cedar | Redwood | Aged Cedar | Weathered Cedar | Chestnut Brown

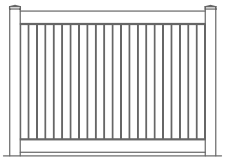
PRIVACY FENCE STYLES



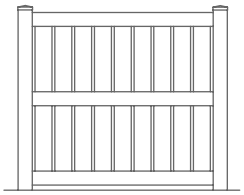
Pre-Fabricated
Solid Privacy



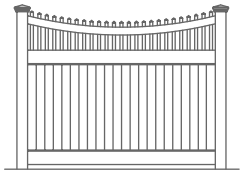
Shadow Box



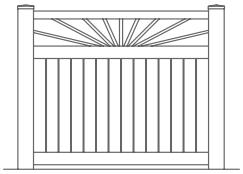
Solid Privacy



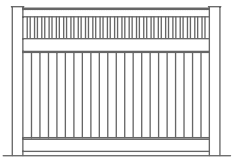
Semi-Privacy



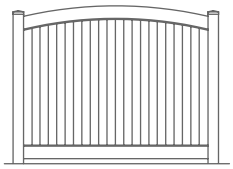
Privacy with
Dropped Rail



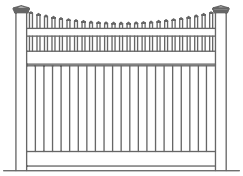
Privacy with
Sunburst Accent



Privacy with
Picket Accent

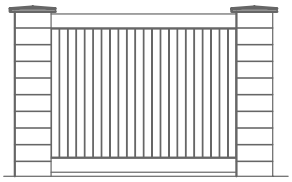


Privacy with
Rising Rail

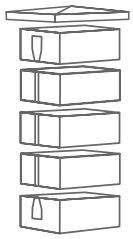


Privacy with
Scalloped Picket Accent

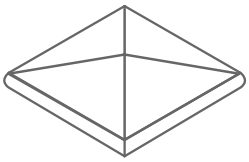
PRIVACY COLUMN COLLECTION



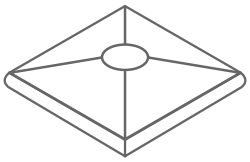
Privacy Column Blocks
Designed for Ply Gem Solid Privacy



COLUMN CAPS



Closed



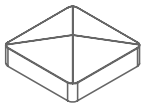
Open

COLUMN COLORS

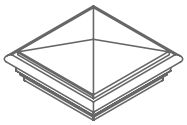
Canyon

Cap Color

POST CAPS

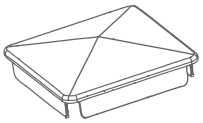


Pyramid*



Classic*

Gothic



Internal*

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Bill Chang

From: Katy RIpp <katy.ripp@gmail.com>
Sent: Tuesday, March 10, 2020 7:13 AM
To: Bill Chang
Subject: Products

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Bill,

Attached are screenshots of each item we plan to purchase. I did not include skews or prices as I don't necessarily want to share that with the public. If you need them for other reasons, I'll send them separately.

Please let me know if you need anything else from me.
Thanks,
Katy

Garden Dome Igloo- Stylish Conservatory, Play Area for Children, Greenhouse or Gazebo.

9

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POLYWOOD South Beach Adirondack Patio Chair in Traditional Colors

PDF 99

Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
Fax: (608) 798-3817

Memorandum

To: Village Board of Trustees
From: Bill Chang, Village Administrator/Clerk
Date: April 23, 2020
Re: **2305 Preliminary CSM - Subdivision**

Executive Summary

Luke McNeely has submitted an application to subdivide the property at 2305 Church Street. Mr. McNeely intends to subdivide the lot so that they may construct a new home on the remaining lot. They are submitting a preliminary certified survey map (CSM) for review.

Project Background

The property at 2305 Church Street is zoned as Single Family Residential 5. The lot is big enough to subdivide. The garage near the rear of the lot is non-conforming in regards the rear set back and is still in relatively good shape, but sits in the middle of the lot. It is positioned so that the new lot lines will need to go around it in order for the owners to keep it as is. The other option would be to relocate the garage or tear it down and reconstruct the garage to the current regulations.

The original lot also shares a driveway with the property to the west. When asked about this, the owner does not know of a shared driveway agreement. Staff has recommended that one be obtained to avoid any issues in the future.

The new lot will meet current zoning regulations in SR-5 zoning district. Owners will need new separate water and sewer laterals which will require them to cut into Church Street. Below are the comments from the Village's Development Team.

Mike Slavney, Village Planner – "Looks fine to me Bill."

Brian Berquist, Village Engineer – "the new lot would need their own dedicated sewer and water laterals out into CTH P, which would also have the associated pavement patching. Given the pavement thicknesses, the total costs would likely be in the $15k range."

Paul Johnson, Village Attorney - Assuming Lot 2 is going to be residential, does this meet the minimum lot size for the zoning and is there a driveway issue depending on the location of the Lot 1 driveway?"

Jerry Gray, Public Facilities Director – "Assuming this property division meets all zoning requirements and is approved by the Board, then we can talk about the actual construction process prior to issuing a building permit. There will be some "unique" construction issues that the owner will have to be willing to deal with."

Staff did receive an email from an adjacent property owner concerning the possible increase in storm water and erosion from and additional lot/building and requested that all future stormwater be designed to run to Church Street as it does currently. This will be addressed in the building construction and erosion control permitting process.

Code Review

Section 84.30 (SR-5) Single Family Residential – 5 Zoning District.

Both lots will be kept in the SR-5 district for single family residential homes, which are uses permitted by right. The lots will meet density, intensity and bulk regulations in the district as well. The rear set back of the home is identified on the map so that owner understands that no building may be constructed north of the line in order to meet the lot width requirements. The new lot is 7,763 sq ft which is more that the minimum 7,200 sq ft required in this district.

Recommendation

The Plan Commission reviewed the preliminary certified survey map at its April 14th meeting and recommended approval of the map to the Village Board. The certified survey map will be provided in its final format.

SECTION 84.30 (SR-5) Single Family Residential – 5 Zoning District.

(a) **Intent.** This district intends to create, preserve, and enhance areas for moderate density single family detached dwellings at an approximate density of 5 dwelling units per acre.

(b) **Principal Uses Permitted by Right.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Single Family
(2) Two Flat
(3) Selective Cutting
(4) Community Garden
(5) Outdoor Open Space Institutional
(6) Passive Outdoor Recreation
(7) Essential Services
(8) Small Scale Public Services and Utilities
(9) Community Living Arrangement (1-8 residents) meeting the requirements of Section 84.57(h)

(c) **Principal Uses Permitted as Conditional Use.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Cultivation
(2) Clear Cutting
(3) Indoor Institutional
(4) Community Living Arrangement (9-15 residents) meeting the requirements of Section 84.57(i)
(5) Bed and Breakfast
(6) Large Wind Energy System
(7) Large Solar Energy System

(d) **Accessory Uses Permitted by Right.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Home Occupation
(2) In-Home Daycare (4-8 children)
(3) In-Family Suite
(4) Residential Accessory Structure
(5) Nonresidential Accessory Structure
(6) Recreational Facility
(7) Landscape Feature
(8) Repealed (Ordinance #05-2017)
(9) On-Site Parking
(10) Satellite Dish
(11) Personal Antenna and Towers
(12) Communication Antenna

(e) **Accessory Uses Permitted as Conditional Use.** Refer to Article III for detailed definitions and requirements for each of the following land uses.

(1) Residential Chicken Coop
(2) Residential Apiary
(3) Small Wind Energy System
(4) Small Solar Energy System

(f) **Temporary Uses.** Refer to Article III for detailed definitions and requirements for each of the following land uses. (Exempt from setbacks unless specified in Article III.)
(1) Temporary Outdoor Assembly
(2) Temporary Shelter Structure
(3) Temporary Storage Container
(4) Temporary On-Site Construction Storage
(5) Temporary Contractor's Project Office
(6) Temporary On-Site Real Estate Sales Office
(7) Temporary Relocatable Building
(8) Garage or Estate Sale

(g) **Density, Intensity, and Bulk Regulations for the (SR-5) Single Family Residential – 5 District.**

	Residential Uses	Nonresidential Uses
Minimum Lot Area	7,200 square feet	9,000 square feet
Maximum Density	5 dwelling units per acre	N/A
Minimum Lot Frontage	50 feet	50 feet
Maximum Building Coverage of Lot	50 percent	50 percent
Minimum Landscape Surface Ratio	35 percent	35 percent
Minimum Lot Width	60 feet	80 feet
Minimum Front Setback	25 feet	25 feet
Minimum Street Side Setback	25 feet	25 feet
Minimum Side Setback	7 feet	15 feet
Minimum Rear Setback	25 feet	30 feet
Maximum Principal Building Height	35 feet	35 feet
Minimum Principal Building Separation (multi-structure developments on shared lots)	14 feet	30 feet
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances)	3 feet from side, or 0 feet for shared driveway; 10 feet from right of way or rear	3 feet from side, or 0 feet for shared driveway; 10 feet from right of way or rear
Minimum Parking Required	See Article III	See Article III
Minimum Garage Door Setback to Alley (if applicable)	8 feet for doors parallel to alley; 3 feet for door perpendicular to alley	8 feet for doors parallel to alley; 3 feet for door perpendicular to alley
Accessory Building Side Setback	10 feet	10 feet
Accessory Building Rear Setback	10 feet	10 feet
Maximum Accessory Building Height	Lesser of 15 feet or principal building height	20 feet

(h) **Regulations Applicable to All Uses.** Most development will also be subject to the following requirements:

(1) Article VI: Overlay Zoning Districts
(2) Article VII: Performance Standards
(3) Article VIII: Landscaping Regulations
(4) Chapter 87: Signage Regulations

(b) Whenever a preliminary plat of a replat is filed, the Plan Commission shall schedule and hold a public hearing before it acts on the plat. Notices of the proposed replat and public hearing shall be mailed, at the subdivider's expense, to the owners of all properties within the limits of the exterior boundaries of the proposed replat and to the owners of all properties adjacent to the proposed replat.

SECTION 83.28 Land Divisions by Certified Survey.

(a) A certified survey which has been approved by the Plan Commission and the Village Board and meets all of the requirements of Section 236.34, Wis. Stats., and of this chapter may be utilized to create not more than four parcels, 15 acres each or less in size. The Plan Commission may require a preliminary plat to be filed by a subdivider who is seeking approval of a certified survey map. When required, the preliminary plat must include all lands under the control of the applicant within a parcel up to a maximum area of 40 acres. The land comprising the 40 acres will be determined by quarter-quarter section lines unless indicated otherwise. When a preliminary plat is not required, the certified survey map shall include the entire parcel owned by the subdivider. The subdivider shall comply with the requirements of Sections 83.118-83.121 of this Chapter when a certified survey map is used unless a waiver has been granted pursuant to Section 83.120. The Board resolution approving the certified survey map shall be reproduced legibly on the face of the map. All outstanding special assessments shall be paid prior to approval unless determined otherwise by the Village Board.

(b) The applicant for a land division shall file 10 blue-line prints or other acceptable reproductions of a certified survey map and a written application for approval with the Village Administrator/Clerk-Treasurer. At the same time, the subdivider shall file electronic copies of the documents with the Administrator/Clerk-Treasurer, the Village Engineer, and the Director of Public Facilities.

(c) Before accepting any certified survey map for filing and submittal to the Plan Commission, the Administrator/Clerk-Treasurer shall determine whether the certified survey map and other filings required under this chapter are complete and comply with the requirements of this chapter as to form and whether all review fees and deposit moneys have been paid pursuant to this chapter. No certified survey map shall be deemed to be filed until the Administrator/Clerk-Treasurer determines that the application is complete. After the Administrator/Clerk-Treasurer determines that the application has been properly filed, the Village Administrator/Clerk-Treasurer shall transmit the copies of the map and application to the Plan Commission and to all affected Village departments for their review and recommendations concerning matters within their jurisdiction. Department recommendations shall be transmitted to the Plan Commission within 21 days from the date the map is filed. The map shall be reviewed by the Plan Commission for conformance with this chapter, the Village Comprehensive Plan, and any statute, ordinance, rule, or regulation which affects it.

(d) The Plan Commission shall recommend approval or conditional approval of the map to the Village Board or shall reject the map. If approval or conditional approval is recommended, the map shall be referred to the Village Board for consideration. The Village Board shall then approve, conditionally approve, or reject the map. One copy of the map shall be returned to the subdivider with the date and action endorsed thereon, and if approved conditionally or rejected, the conditions of approval or reasons for rejection shall be endorsed thereon or attached thereto. Unless the time is extended by written agreement between the subdivider and the Village, failure to complete the action required herein within 90 days of the completed filing of the map shall constitute an approval of the map.

(e) After the certified survey map has been approved by the Village Board, the contract for improvements is entered and recorded, and the security for the installation of improvements has been filed in accordance with Section 83.11 and any fee imposed pursuant to Sections 83.12 and 83.119 or any other required costs, fees and assessments have been paid, the subdivider shall submit the map to the Village Administrator/Clerk-Treasurer. The Administrator/Clerk-Treasurer shall execute the certificate inscribed upon the map attesting to such approval and return the map to the subdivider for recording.

(f) All certified survey maps shall be recorded with the Register of Deeds for Dane County within six months of final approval and 24 months of first approval and:

(1) Failure to record a certified survey map within 24 months of the first approval or six months of last approval shall require the subdivider to resubmit a certified survey map pursuant to this section and pay all fees required under Section 83.119(b)(1) of this chapter.

(2) All resubmissions of certified survey maps shall be treated as new and independent certified survey maps, and no approval of a previous certified survey map shall be binding upon the Plan Commission or Village Board even if such certified survey map is unchanged.

(g) The subdivider shall file a certified copy of the recorded map with the Village Administrator/Clerk-Treasurer within 10 days after the map is recorded.

(h) No building permits shall be issued and no improvements may be made until the approved certified survey map is approved by the Village and is recorded with the Register of Deeds.

SECTION 83.29 Land Divisions within Extraterritorial Plat Approval Jurisdiction.

(a) **Authority.** The Village's authority to approve land division and condominium development plats within its extraterritorial jurisdiction is granted by Section 236.45(3) and Ch. 703, Wis. Stats.

(b) **Extraterritorial Land Division and Condominium Development Policies.** The following policy shall govern the Village's approval and regulation of divisions of

CERTIFIED SURVEY MAP

WALKER SURVEYING INC.
5964 LINDA CT. MAZOMANIE, WI. 53560

A REDIVISION OF LOT 1, C.S.M. #5574, LOCATED IN THE SE 1/4 OF THE NE 1/4, SECTION 3, T07N, R07E, VILLAGE OF CROSS PLAINS, DANE COUNTY, WISCONSIN.

40 0 40 80 120

GRAPHIC SCALE – FEET

SCALE 1" = 40 Ft

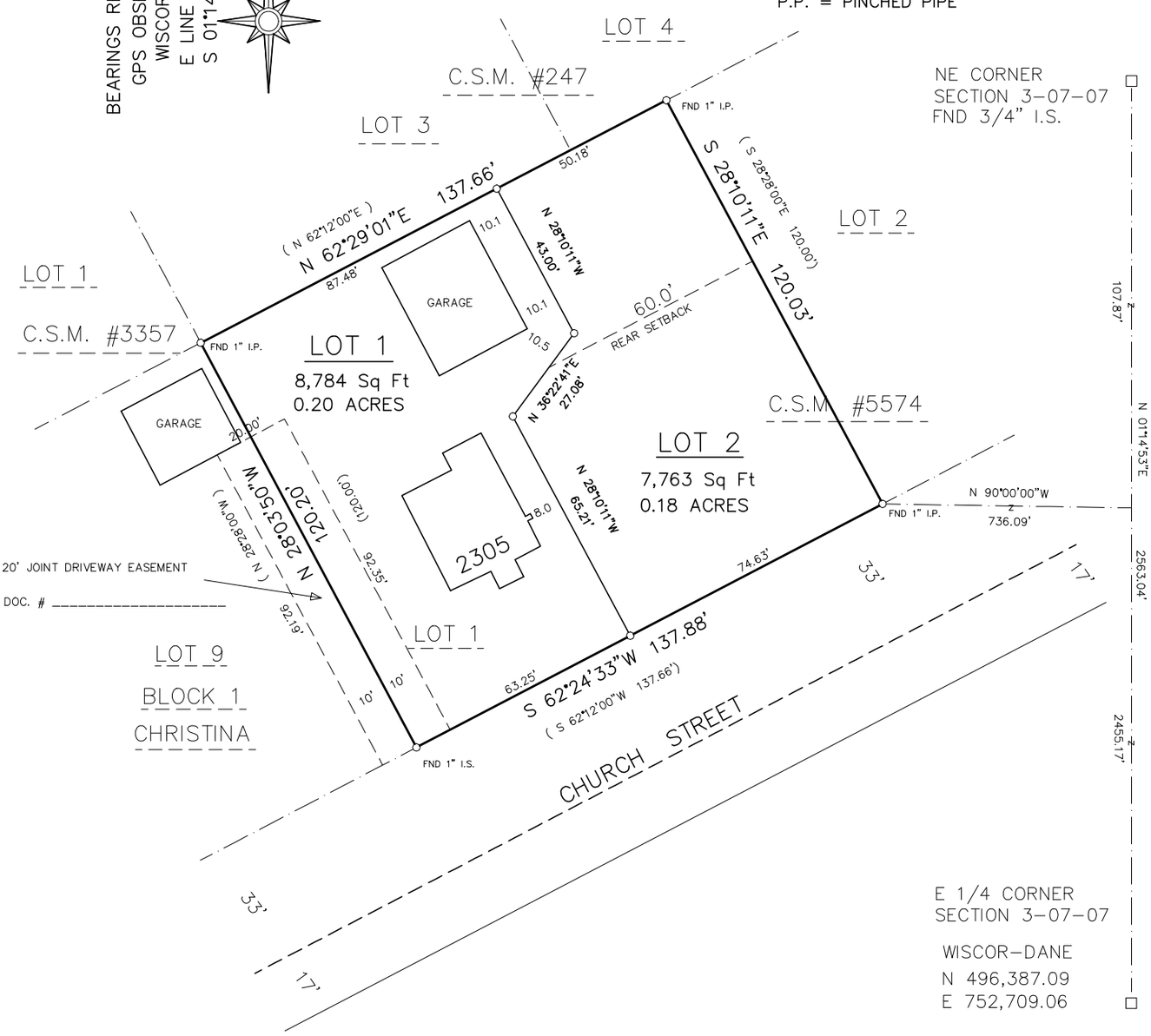
BEARINGS REFERENCED TO GPS OBSERVATIONS WISCOR–DANE E LINE NE 1/4 S 01°14'53"W

NORTH

SURVEYED FOR:
LUKE AND DARILYN MCNEELY
E11619 RIVER RD
SAUK CITY, WI 53583

LEGEND

O = 3/4" * 24" SOLID IRON ROD SET 1.50 LBS./FT. MINIMUM WEIGHT UNLESS OTHERWISE STATED
( ) = RECORDED INFORMATION
I.P. = IRON PIPE
I.S. = IRON STAKE
P.P. = PINCHED PIPE



DOCUMENT NO. _____
CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

C5574LM

CERTIFIED SURVEY MAP

WALKER SURVEYING INC.

5964 LINDA CT. MAZOMANIE, WI. 53560

A REDIVISION OF LOT 1, C.S.M. #5574, LOCATED IN THE SE 1/4 OF THE NE 1/4, SECTION 3, T07N, R07E, VILLAGE OF CROSS PLAINS, DANE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Anthony J. Walker, hereby certify that this survey is in compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation of all exterior boundaries of the land surveyed and the division of that land in accordance with the information provided.
I also certify that this survey was done under the direction of
Luke and Darilyn McNeely

_____
Anthony J. Walker, Registered Land Surveyor No. S-1957

LEGAL DESCRIPTION

Lot 1, Certified Survey Map #5574, Recorded in Volume 26, Page 6, Doc. #2089539, Dane County Register of Deeds, located in the SE 1/4 of the NE 1/4, Section 3, T07N, R07E, Village of Cross Plains, Dane County, Wisconsin.

VILLAGE CROSS PLAINS APPROVAL

"Resolve that this Certified Survey Map, witch has been duly filed for the approval of the Village Board of the Village of Cross Plains" be and the same is hereby approved and is hereby acknowledged and accepted by the Village of Cross Plains.

I herby certify that the above is a true and correct copy of a resolution adopted by the Village of Cross Plains on this _____ day of _____, 20__.

_____
Representative

REGISTER OF DEEDS CERTIFICATE

RECEIVED FOR RECORDING THIS _____ DAY OF _____. 20___, AT _____ O'CLOCK __M, IN VOLUME _____ OF CERTIFIED SURVEY MAPS ON PAGES _____, AS DOCUMENT NUMBER _____,

_____
Kristy Chlebowski, Dane County Register of Deeds

DOCUMENT NO. _____
CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

VILLAGE OF CROSS PLAINS

FINANCIAL STATEMENT OVERVIEW

For the Year Ended December 31, 2019

Presented By:

JOHNSON BLOCK
CPAs

9701 Brader Way, Suite 202
Middleton, Wisconsin
(608) 274-2002
Fax: (608) 274-4320

VILLAGE OF CROSS PLAINS
2019 AUDIT OVERVIEW

Content of Audit Report

- Independent Auditor's Report – our report is unmodified
- Fund Financial Statements
    - Contains financial statements on individual funds
    - Difference in fund types
        - Governmental Funds – measure resources available for current use. Funds include General Fund, Debt Service, Capital Projects, TIF, Library Operations, Library Endowment, and Parks.
        - Business-Type Funds- Accounted for similar to businesses. Includes Water and Sewer.
        - Major differences in accounting
            - Debt (Proceed and Expenditure in governmental funds)
            - Capital Assets (Long–term Asset vs. Expenditure) Depreciation on utilities.
- Government-Wide Financial Statements
    - Report Governmental and Business-Type Activities
    - Full-accrual basis of accounting.
    - Governmental Fund Financial Statement identified above are converted
- Notes to the Financial statements
    - Contains Summary of Significant Accounting Policies
    - Footnotes related to Significant Financial Statement Accounts (Cash, Plant, Debt)

Other Reports

- Water Utility Public Service Commission (PSC) Annual Report
    - Prescribed Report by PSC contains statistical and Financial Information
    - Water Rates are Regulated by PSC
- Department of Revenue Municipal Financial Report
    - Used to determine state shared revenues and state transportation aids
    - Encompasses all funds of the Village

Other Comments and Findings

- Financial Reporting
- Segregation of Duties
- Fund deficits
    - TID 3

VILLAGE OF CROSS PLAINS
2019 Financial Statement Highlights

General Fund	2019	2018
Assets		
Cash	$ 383,577	$ 139,651
Cash - Advanced Tax Collections	750,803	-
Taxes Receivable	671,371	1,326,100
Other Assets	140,513	249,061
Total Assets	$ 1,946,264	$ 1,714,812
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Current Liabilities	$ 96,720	$ 114,210
Deferred Inflows of Resources	1,365,400	1,326,100
Total Liabilities and Deferred Inflows of Resources	1,462,120	1,440,310
Total Fund Balance (Deficit)	484,144	274,502
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$ 1,946,264	$ 1,714,812
Detail of General Fund Balance		
Nonspendable	$ 27,446	$ 19,667
Unassigned	456,698	254,835
	$ 484,144	$ 274,502
Unassigned Fund Balance as a Percent of Next Year's Budget	21.06%	12.37%
Total Fund Balance as a Percent of Next Year's Budget	22.33%	13.32%

Summarized Income Statement - General Fund

	2019 Budget	2019 Actual
Revenues	$ 2,000,600	$ 2,143,448
Expenditures	2,090,600	2,031,052
Other financing sources (uses)	5,000	97,246
Net change in fund balance	$ (85,000)	$ 209,642

VILLAGE OF CROSS PLAINS
2019 Financial Statement Highlights

TID #3	2019	2018
Assets		
Cash	$ -	$ -
Cash - Advanced Tax Collections	390,309	-
Taxes Receivable	356,939	517,563
Total Assets	$ 747,248	$ 517,563
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities	$ 582,763	$ 484,390
Deferred Inflows of Resources	747,248	517,563
Total Liabilities and Deferred Inflows of Resources	1,330,011	1,001,953
Total Fund Balance (Deficit)	(582,763)	(484,390)
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$ 747,248	$ 517,563
Detail of Fund Balance		
Unassigned	$ (582,763)	$ (484,390)
	$ (582,763)	$ (484,390)

Summarized Income Statement - General Fund

	2019 Budget	2019 Actual
Revenues	$ 524,250	$ 557,419
Expenditures	537,000	567,542
Other financing sources (uses)	(37,750)	(88,250)
Net change in fund balance	$ (50,500)	$ (98,373)

VILLAGE OF CROSS PLAINS
2019 Financial Statement Highlights (Continued)

Fund Balances (Deficits)

Special Revenue Funds	2019	2018
Parks Fund	$ 300,779	$ 220,088
Library Operations	32,421	20,776
Library Endowment	214,399	173,222
Total Special Revenue Fund Balances	$ 547,599	$ 414,086

Debt Service Fund	2019	2018
Total Debt Service Fund Balance	$ 48,418	$ 112,681

Capital Projects Fund	2019	2018
Total Capital Projects Fund Balance (Deficit)	$ 427,768	$ (446,420)

Tax Incremental District Fund	2019	2018
Total Tax Incremental District Fund (Deficit)	$ (582,763)	$ (484,390)

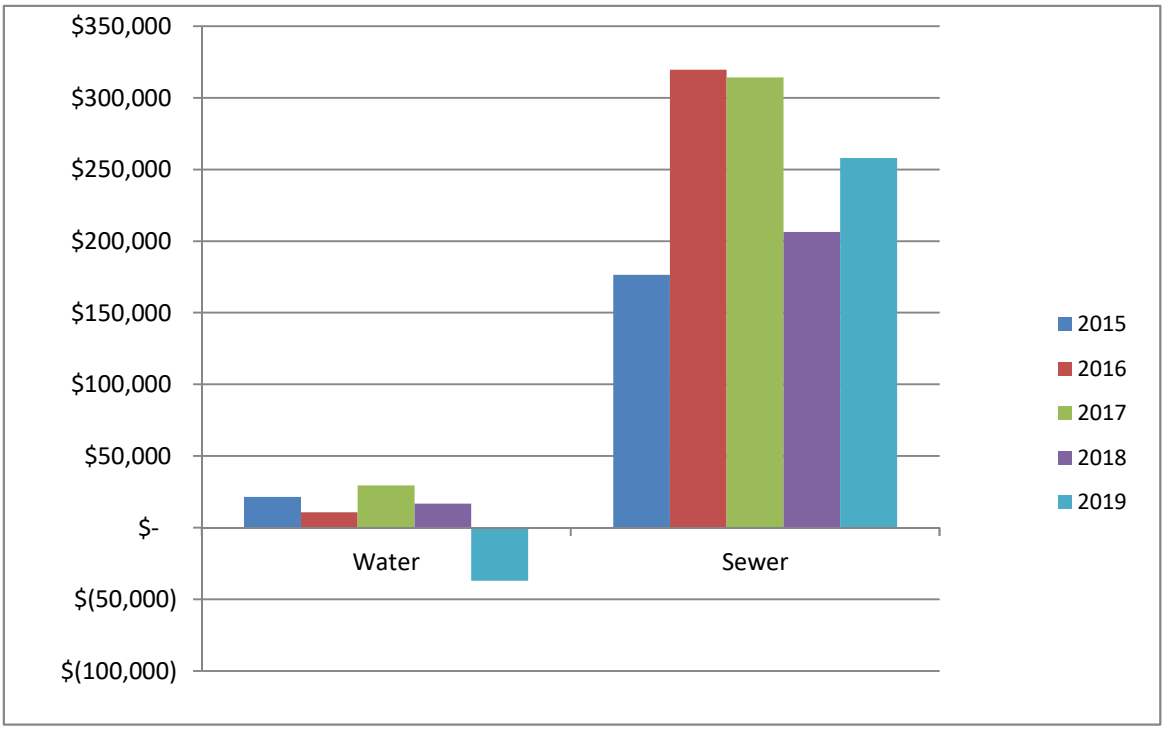
VILLAGE OF CROSS PLAINS
2019 Financial Statement Highlights (Continued)

Utility Operations	2019	2018
Water		
Operating Revenues	$ 469,314	$ 469,674
Operating Expenses (Including Tax Equivalent)	506,224	452,797
Water Operating Income (Loss)	$ (36,910)	$ 16,877
Water Rate of Return (Per Annual PSC Report)	-0.16%	1.65%
Expected Rate of Return	3.50%	3.50%
Sewer		
Operating Revenues	$ 1,360,169	$ 1,359,976
Operating Expenses	1,102,202	1,153,565
Sewer Operating Income (Loss)	$ 257,967	$ 206,411

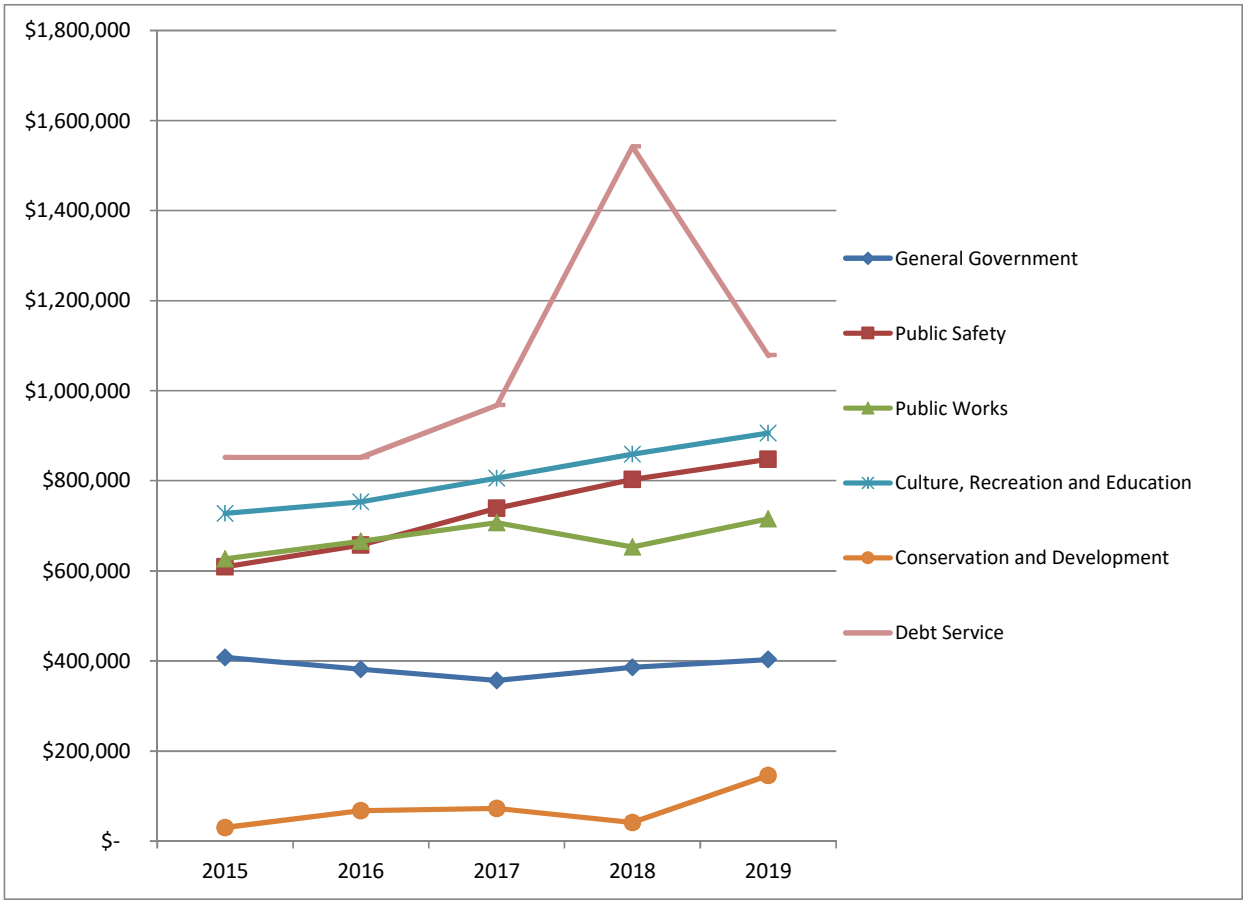
Utility Cash Flow vs. Debt Service	2019	2018
Water		
Net cash flows from operating activities	$ 139,591	$ 205,440
Cash flows for debt service payments	(194,535)	(132,733)
Net operating and debt cash flows	$ (54,944)	$ 72,707
Sewer		
Net cash flows from operating activities	$ 780,252	$ 672,647
Cash flows for debt service payments	(620,657)	(617,636)
Net operating and debt cash flows	$ 159,595	$ 55,011

VILLAGE OF CROSS PLAINS
2019 Financial Statement Highlights (Continued)

Utility Operating Income (Loss)



VILLAGE OF CROSS PLAINS
Expenditure History*
2015-2019

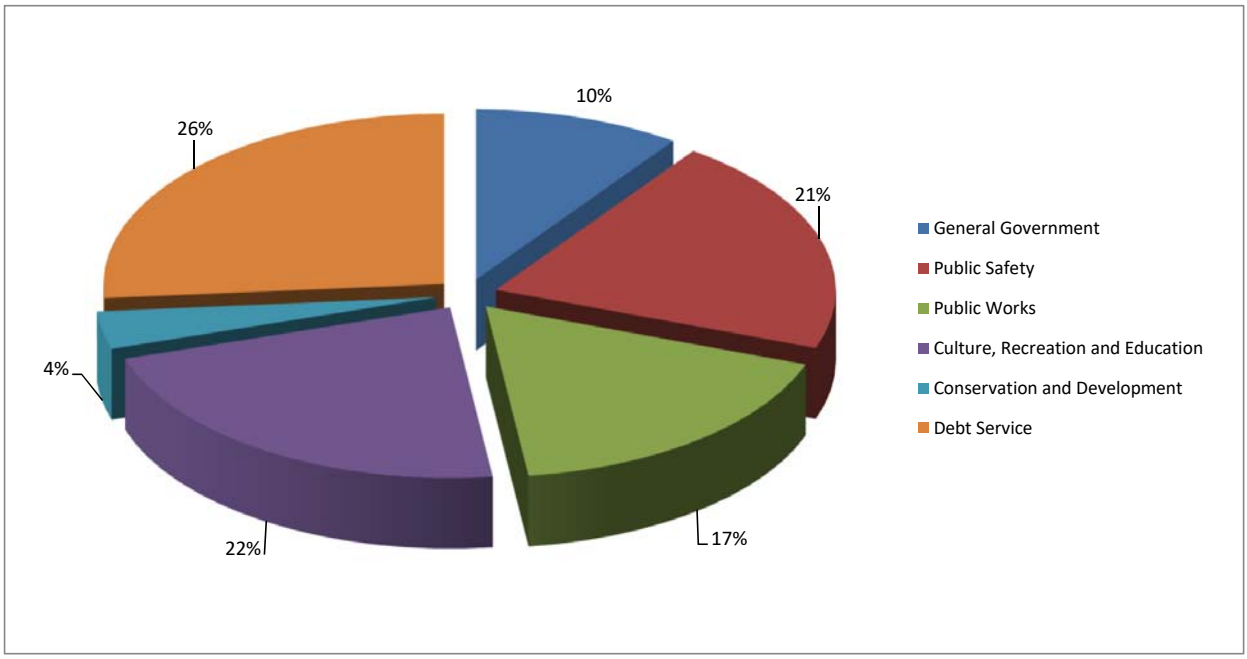


	2015	2016	2017	2018	2019
General Government	$ 408,040	$ 381,359	$ 356,636	$ 386,047	$ 403,291
Public Safety	608,710	657,229	739,308	803,222	847,846
Public Works	626,778	665,763	706,905	653,289	715,448
Culture, Recreation and Education	727,363	753,307	805,743	859,407	906,276
Conservation and Development	30,101	67,386	72,615	40,811	145,525
Debt Service	852,333	851,982	967,620	1,542,047	1,078,513
Totals	$ 3,253,325	$ 3,377,026	$ 3,648,827	$ 4,284,823	$ 4,096,899

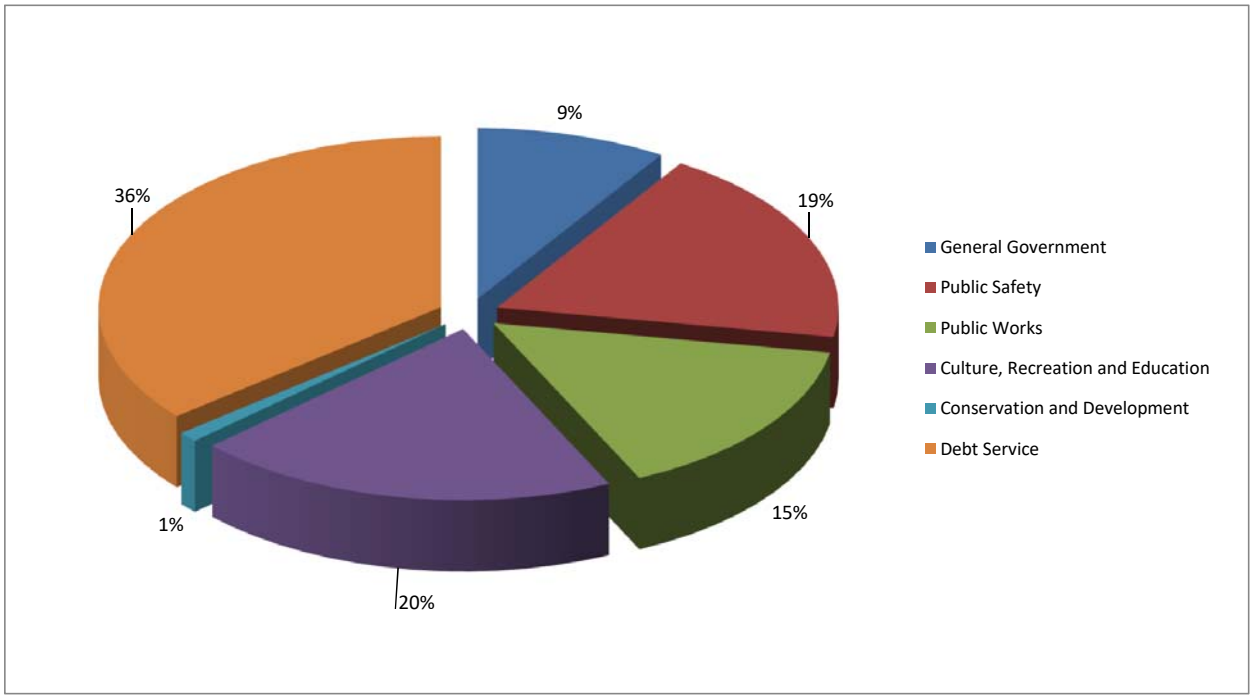
*Includes activities from the General, Parks, Library Operations, and Debt Service Funds.

VILLAGE OF CROSS PLAINS

2019 Expenditures*
Total Expenditures: $4,096,899



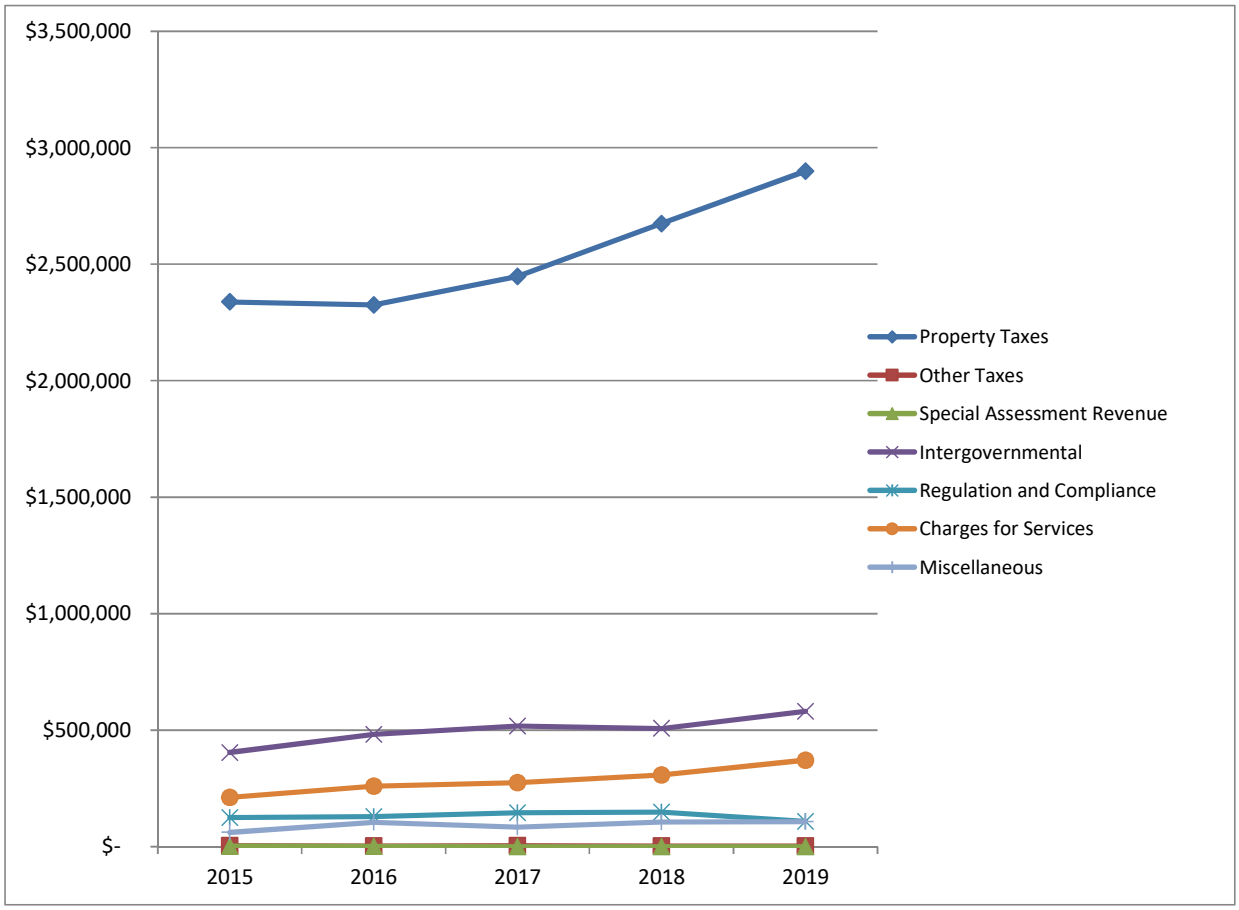
2018 Expenditures*
Total Expenditures: $4,284,823



*Includes activities from the General, Parks, Library Operations, and Debt Service Funds.

VILLAGE OF CROSS PLAINS
Governmental Revenues*

Actual 2015-2019

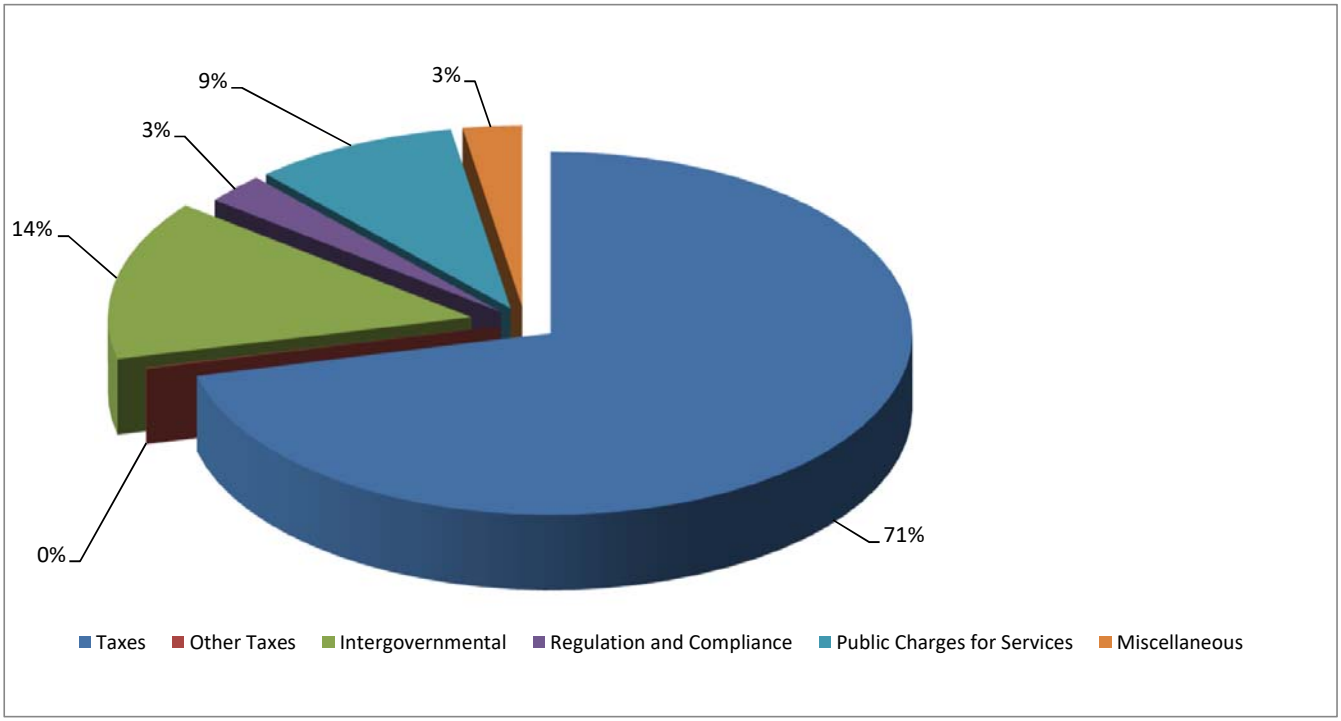


	2015	2016	2017	2018	2019
Property Taxes	$ 2,338,831	$ 2,325,375	$ 2,447,850	$ 2,675,071	$ 2,899,740
Other Taxes	3,454	3,004	3,855	3,039	3,089
Special Assessment Revenue	1,724	590	-	-	-
Intergovernmental	404,266	481,668	517,306	507,453	581,004
Regulation and Compliance	125,113	128,764	145,382	148,130	108,752
Charges for Services	211,496	259,030	274,530	307,759	371,288
Miscellaneous	60,965	103,576	84,095	105,037	107,156
Totals	$ 3,145,849	$ 3,302,007	$ 3,473,018	$ 3,746,489	$ 4,071,029

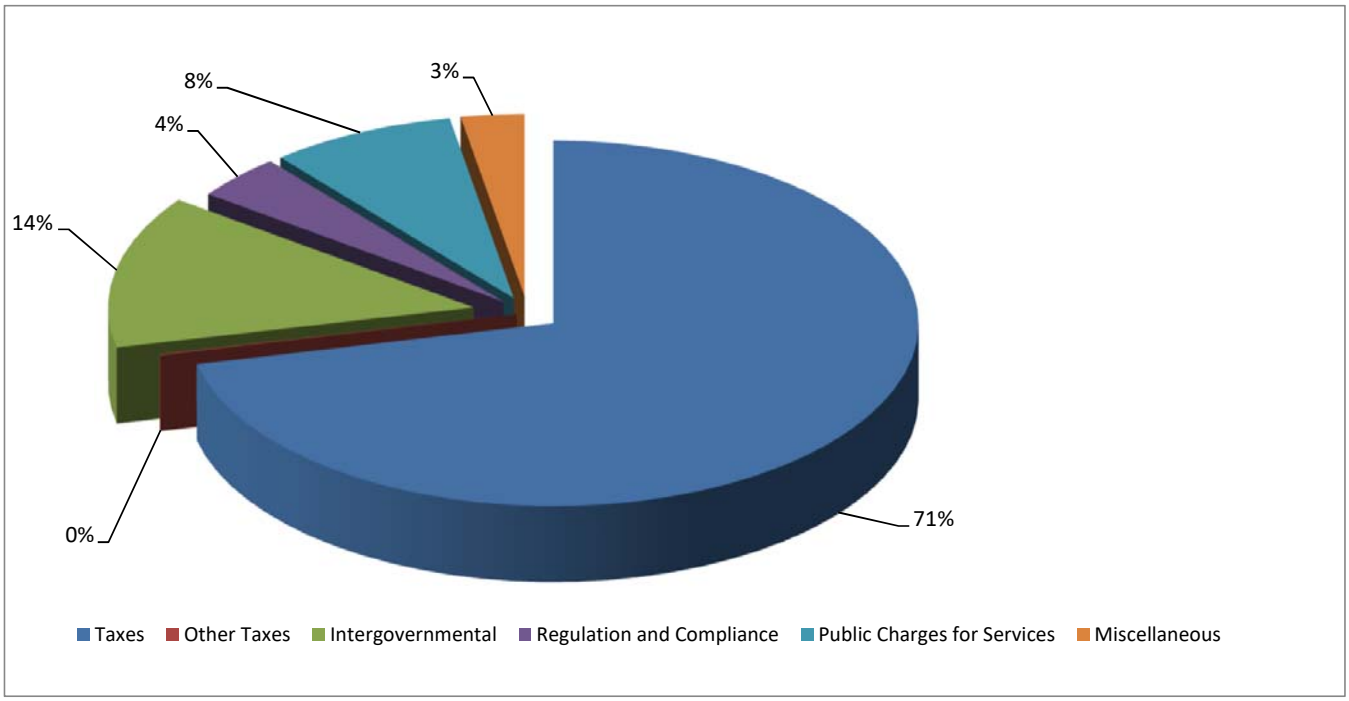
*Includes activities from the General, Parks, Library Operations, and Debt Service Funds.

VILLAGE OF CROSS PLAINS

2019 Governmental Revenues*
Total Revenues: $4,110,885



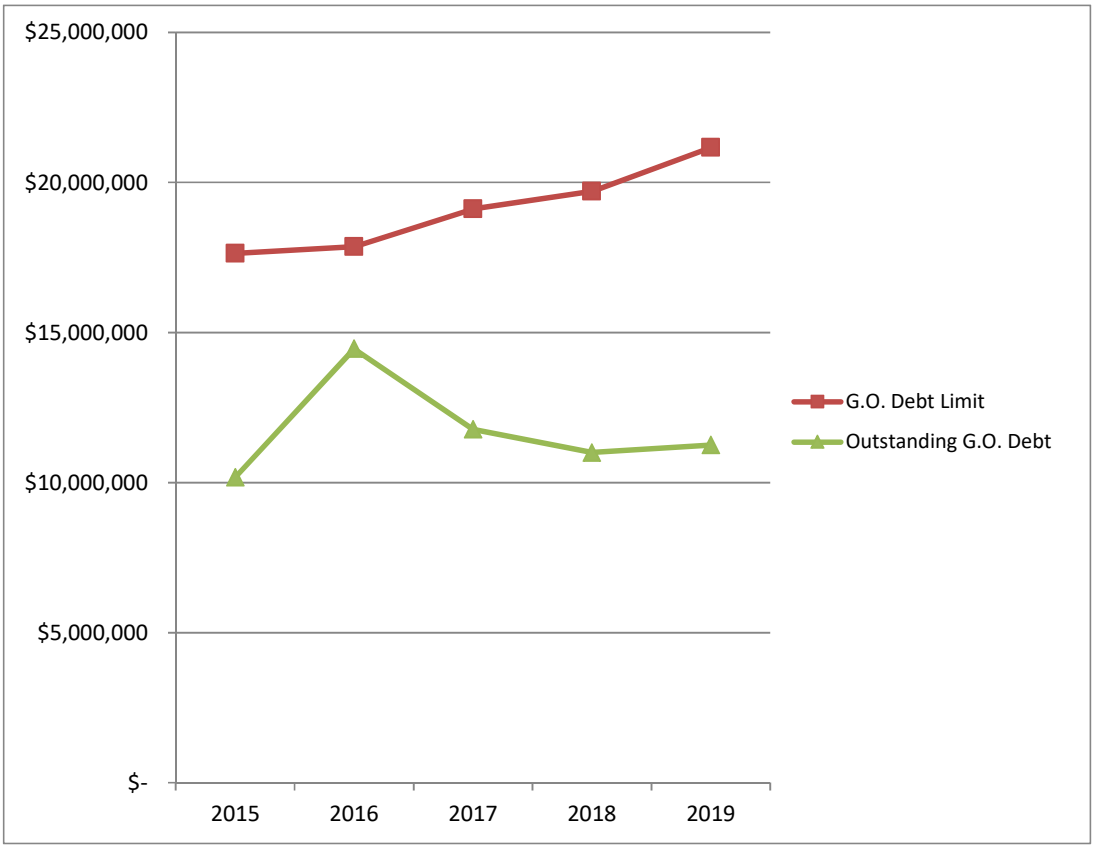
2018 Governmental Revenues*
Total Revenues: $3,746,489



*Includes activities from the General, Parks, Library Operations, and Debt Service Funds.

VILLAGE OF CROSS PLAINS

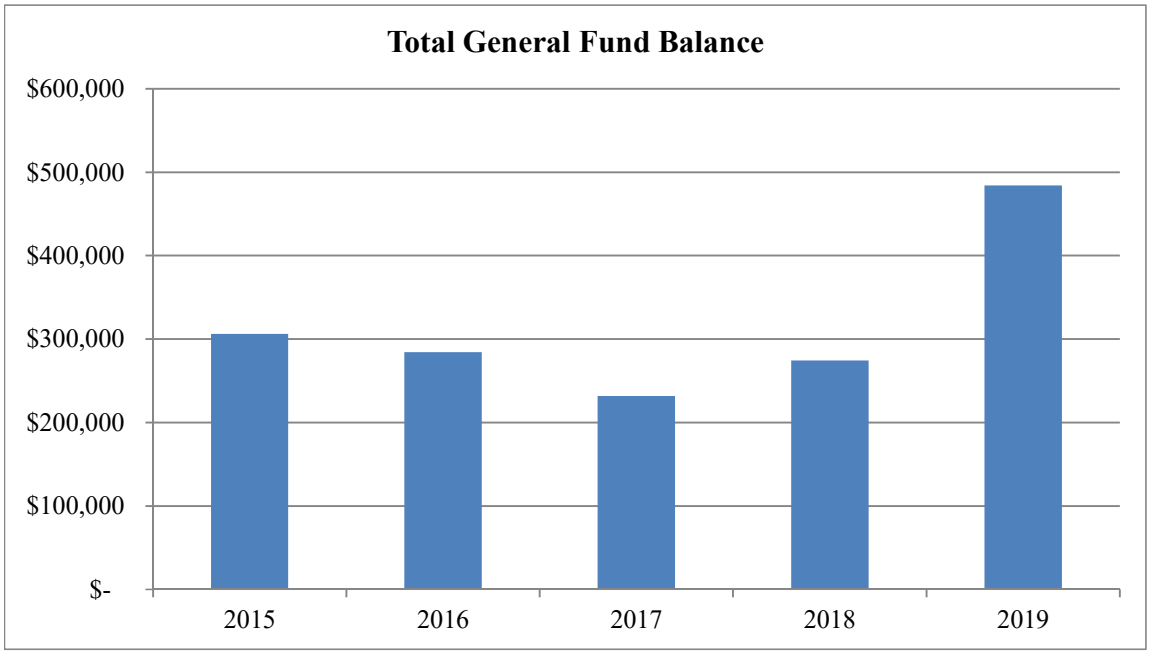
G. O. Debt vs. Capacity
Actual 2015-2019



	2015	2016	2017	2018	2019
G.O. Debt Limit	$ 17,639,255	$ 17,859,135	$ 19,115,035	$ 19,701,315	$ 21,161,680
Outstanding G.O. Debt	10,169,900	14,454,900	11,770,000	10,995,000	11,245,000
Difference	$ 7,469,355	$ 3,404,235	$ 7,345,035	$ 8,706,315	$ 9,916,680
% Available	42.35%	19.06%	38.43%	44.19%	46.86%
Equalized Value	$ 352,785,100	$ 357,182,700	$ 382,300,700	$ 394,026,300	$ 423,233,600
Growth (Decline)	$ 10,792,000	$ 4,397,600	$ 25,118,000	$ 11,725,600	$ 29,207,300
% Growth (Decline)	3.16%	1.25%	7.03%	3.07%	7.41%

VILLAGE OF CROSS PLAINS

General Fund Balance
Actual 2015-2019



General Fund Balance

	2015	2016	2017	2018	2019
Total General Fund Balance	$ 306,130	$ 284,184	$ 231,812	$ 274,502	$ 484,144

VILLAGE OF CROSS PLAINS
2019 AUDIT OVERVIEW

Key Takeaways

- Audit is in draft format but is essentially complete. Areas that are still open for changes:
  - Subsequent event footnote
  - Proofing review – may have minor edits to verbiage and wording prior to final issuance. Changes are generally minor
- Independent Auditor's Report – our report will be unmodified
- General Fund Pages (pages 3, 5)
  - Fund balance increased by $209,642
  - Overall fund balance is $484,144
  - Of this fund balance $27,446 is nonspendable, most of which relates to prepaid expenses
  - $750,803 of cash is related to advance tax collections
- TIF Fund
  - Fund deficit of $582,763
  - Advances payable of $567,267
    - $82,878 owed to the General Fund
    - $484,389 owed to the Sewer Utility
  - Expect to begin having positive cash-flow in 2020 to begin paying these advances back
- Utility Operations pages (7-11)
  - Unrestricted and restricted cash balances:
    - Water has approximately $459,000 in cash
    - Sewer has approximately $2.5 million in cash
      - Sewer paid $500,000 in early 2020 for an easement in a water quality trading agreement
  - Both have fairly large debt balances
    - Water debt and advances total $2.6 M
    - Sewer debt totals $5.2 M
  - Both utilities had positive cash flow in 2019
    - Water increased by $46,000, however, unrestricted cash decreased.
      - Water rate increases effective in 2020 should help address cash-flows
    - Sewer increased by $624,702
      - Made water quality trading agreement in 2020. This was financed by general obligation debt proceeds

Families First Coronavirus Response Act (FFCRA)

Emergency Responder Paid Sick Leave Policy

Following this guidance from the Department of Labor, the Village, by Resolution No. 04-2020, is excluding employees who are responsible for responding to medical, fire, public safety and police emergencies, as well as those employees necessary to respond to public health emergencies related to the Village's water, wastewater and streets infrastructure. The following is a list of employees currently considered as emergency responders (the Village may revise this list as needed as the COVID-19 emergency continues):

- VILLAGE ADMINISTRATOR/ CLERK
- FINANCIAL DIRECTOR
- POLICE CHIEF
- POLICE LIEUTENANT
- ALL SWORN LAW ENFORCEMENT OFFICERS
- POLICE ADMINISTRATIVE ASSISTANT
- DIRECTOR OF PUBLIC FACILITIES
- PUBLIC FACILITIES I
- PUBLIC FACILITIES II
- WWTF OPERATOR
- TELECOMMUNICATOR

EMERGENCY RESPONDER PAID SICK LEAVE

The Village is extending the following Emergency Responder Paid Sick Leave benefit, which will apply to individuals who have been exempted from coverage under the Families First Coronavirus Response Act as an emergency responder. This benefit may be used when an employee is unable to work for one of the following reasons:

1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 issued by the CDC, DHS or Dane County Health Department.

2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.

3) The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Full-time employees receive 80 hours of Emergency Responder Paid Sick Leave, and part-time employees receive Emergency Responder Paid Sick Leave equivalent to the number of hours that employee would work on average over a two-week period.

Emergency Responder Paid Sick Leave is paid at 100% the employee's regular rate of pay up to $511/day and $5,110 total. Employees should use the pay code "EVTO" or "Emergency Virus Time Off" to report hours used under this benefit.

The Emergency Responder Paid Sick Leave benefit shall be retro-active to April 1st, and ends no later than December 31, 2020. This benefit shall expire in conjunction with the Emergency Paid Sick Leave portion of the Families First Coronavirus Response Act.

Note: If telecommuting work is available and offered, an employee is not eligible for pay under this City policy.

Adopted this 27th day of April, 2020.

Signed: _____

Jay Lengfeld, Village President

Attest: _____

Bill Chang, Village Administrator/Clerk

Village of Cross Plains

Finance Department

Memorandum

To: Village of Cross Plains Trustees
From: Bobbi Zauner, Village of Cross Plains Finance Director
Date: April 22, 2020
Re: Submittal of Financial Policy drafts for review/discussion

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Included in the packet for April 27, 2020 Village Board meeting are three (3) new financial policies for future discussion. These policies were designed to establish guidelines for fiscal management decisions. It shall be recognized that these documents cannot encompass or anticipate all financial decisions and it is intended that these policies be applied broadly and yet be flexible to meet specific circumstances as they arise.

It shall be the goal of the Village to achieve a strong financial condition that provides the necessary financial resources to:

- Sustain essential services and ensure public safety
- Provide financial means to meet all legal and mandated obligations
- Provide resources to cover the cost of general village operations and maintain infrastructure and equipment
- Provide for investment in new assets and/or amenities and programs to advance policy goals
- Maintain financial benchmarks

This is also an opportunity to have discussions about setting long-term financial goals and objectives for the Village. One example that has been brought up is transitioning from using debt financing to a “pay as you go” strategy for capital items.

Investment Policy
2014-01

Purpose

The purpose of these investment guidelines is to formalize the framework for the Village's daily banking and investment activities. The guidelines are intended to be broad enough to allow the Investment Officials to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the Village's accounts. The primary objectives of this policy, in order of priority, are safety, liquidity and yield.

This policy shall apply to all cash and investments of the Village, including all funds, excluding the investment of employees' retirement funds. Unless prohibited by law or contract, the Village may pool cash from several different funds to maximize returns. Funds subject to additional federal, state and/or contractual laws and regulations will be invested according to those laws and regulations. Investment income will be allocated to the various funds based on the percentage of their respective participation. For the purposes of financial statements, all cash and investments with an original maturity of three months or less will be considered cash and cash equivalents. Investments will be reported at fair values, based on quoted market values.

Application

The investment program shall be operated in conformance with federal, state, local, and other legal requirements as applicable. The Village Administrator/Clerk-Treasurer and Assistant Village Administrator are the Village's Investment Officials. The Investment Officials will establish internal control procedures over cash and investment accounts. All purchases and sales of investments will be authorized by the Village Administrator/Clerk-Treasurer, executed by the Assistant Village Administrator and reviewed during the annual Village Audit process.

The standard of prudence to be used by Village Investment Officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment Officials acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. All Investment Officials shall abide by the Village Policy #1.03 (Conflicts of Interest) and Chapter 6 (Code of Ethics) of Village Ordinances.

Safety, Credit Risk and Authorized Investments

Safety and preservation of principal in the overall portfolio is the foremost investment objective. To ensure the safety of the Village's deposits and investments, the Village's policy includes sections on what investments are suitable, on how balances are protected and provides guidelines for institutions to be used.

Credit risk is the risk that the Village would lose money due to the default of a bond or securities issuer. The Village reduces our exposure to this risk by restricting our allowed investments. The Village's investments are restricted in accordance with Wisconsin statutes section 66.0603 (see appendix A). The Village chooses to further limit our cash and investments to the following:

1. Checking and saving accounts;

2. Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation, such as the Local Government Investment Pool and Wisconsin Investment Series Cooperative;

3. Certificates of deposits (fully FDIC insured for principal and/or fully collateralized as described below) and certificates of deposit purchased through the Certificate of Deposit Account Registry Service (CDARS);

4. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist of only of dollar-denominated securities;

5. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government;

6. Bonds of any county, city, drainage district, technical college, village, town or school district of this state;

7. Commercial paper if rated in the highest tier (e.g. A-1, P-1, AAA) by a nationally recognized rating agency; and

8. Overnight repurchase agreements with a public depository as defined in statute 34.01 (5), provided that the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government and held

by a third party custodian. The Village shall be informed of the specific collateral and investments in the repurchase agreements and the agreement shall be collateralized at 102% of the value of the Village's investment.

9. Prohibited Investments - Village funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under state statute but are not deemed appropriate for use by the Village.

The Village will engage in diversification of investments (type, length of maturity and institution) to the extent practicable considering yield, collateralization, investment costs and available bidders. The Village will get quotes from Authorized Financial Institutions whenever seeking investment opportunities for funds as deemed necessary by the Investment Officials. Concentration of credit risk is the risk that losses become substantial due to the magnitude of the Village's investment in a single issuer. The Village shall make an effort to reduce this risk whenever possible.

Custodial Credit Risk

Custodial credit risk is the risk of default by the holding institution, i.e. the bank holding cash or securities. The Village shall reduce this risk by ensuring substantially all funds are either insured, collateralized or registered to the Village. The terms "substantially all funds" recognizes that there are times when minimal amounts may not be protected in this manner, such as with cash on hand or in cases where the market value exceeds the face value of an investment. This risk is also reduced through the Village's selection of authorized financial institutions.

1. Village deposits will be protected through insurance:

   a. The Federal Deposit Insurance Corporation (FDIC) currently protects deposits up to $250,000 for checking and $250,000 for savings accounts.

   b. The Wisconsin State Deposit Guarantee Fund protects public deposits under Statutes 20.144(1)(a) and 34.08(2) up to $400,000, after FDIC coverage, for any one public depositor in any individual public depository.

2. Village deposits in excess of insurance will be protected through collateral:

   a. With a market valued of at least 102% of the uninsured balances;

   b. Consisting of bonds or securities issued by the federal government, its agencies or instrumentalities or by any county, city, drainage district, technical college, village, town or school district; and

c. Held by an independent third party custodian with whom the Village has a current custodial agreement.

Collateral agreements are to prohibit the release of pledged assets without the Village's authorization, however substitution of like collateral (value and type) is allowed. The market value increases on FDIC insured certificates of deposit are exempt from this requirement.

3. Proof of Village ownership of securities will be protected by:

a. Securities will be registered through the Direct Registration System in the Village's name.

b. Securities Investor Protection Corporation (SIPC) protects investors by obtaining the securities registered in the Village's name in the event of a failed brokerage firm. After securities have been obtained by the SIPC, other balances are covered through SIPC protection up to $500,000 maximum per customer, including $250,000 in cash balances.

c. Trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Authorized Financial Institutions

The Village Administrator/Clerk-Treasurer shall select and maintain a list of financial institutions to be utilized by the Village. The list of qualified institutions shall be presented to the Village Board for approval on a periodic basis. As required under State Statutes, the Village will approve institutions as public depositories separately through a Village Board resolution. For a financial institution to be considered for use by the Village, they must have:

1. Provided proof of state registration;

2. Completed a signed certificate of having read, understood and agreeing to comply with the Village's investment policy (included in Appendix B)

3. Provide evidence of participation in FIDC and/or SIPC programs, such as FDIC certificate number and specific name of registration.

4. A Safe and Sound rating of 3 (performing) or better according to the site www.bankrate.com. Another industry used rating system may be substituted, by Investment Officials or by Village Board approval.

5. Meet the FDIC's threshold to be considered a well-capitalized bank:

a. Total risk-based capital ratio of 10% or higher;

b. Has a Tier 1 risk-based capital ratio of 6% of greater; and

c. Has a leverage ratio of 5% or greater

6. Broker/dealers will provide their most recent Broker check report from the Financial Industry Regulatory Authority, Inc (FINRA) along with all Central Registration Depository (CRD) numbers.

7. Safekeeping institutions will also provide a copy of their report on internal controls as applicable to custody procedures.

The Village investment policy requires items 3-7 be reviewed by the Village Administrator/Clerk-Treasurer or designee annually for financial institutions doing more than $1.0 million in investment purchases, deposits or safekeeping balances. Items 3-7 will be reviewed by the Village Administrator/Clerk-Treasurer or designee at a minimum of every three years for all other authorized intuitions.

The Village may enter into a contract with one or more investment advisors only upon approval of the Village Board. If used, the selection of an investment advisor will be based on the utilization of request for proposal, interviews and reference reviews.

Liquidity

The Investment Officials shall ensure that we have adequate funds in usable form to be able to meet ongoing business needs that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Interest rate risk is the risk that changes in the market interest rates will negatively affect the fair value of an investment. Generally, the fair value of longer maturity investments is more sensitive to changes in the market interest rate. The Village shall mitigate this risk by:

1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

2. Limiting the maturities of all investments when purchased to less than five (5) years.

3. Laddering investments to meet cash flow needs.

Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk

constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of the Village's investment strategy is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal.

2. A security sale would improve the quality, yield, or target duration in the portfolio.

3. Liquidity needs of the portfolio require that the security be sold.

Given the passive nature of the Village's investment strategy, appropriate benchmarks for comparison include: the average Federal Funds rate, local government investment pool rate, and average return on the U.S. Treasury Bills.

Policy Considerations

The Village Administrator/Clerk-Treasurer or designee shall provide a cash and investment report to the Village Board at least bi-annually. The report shall summarize investments held and transactions made. It shall also discuss the current portfolio in terms of maturity, rates of return, market values and other features. All bank and investment accounts will be reconciled monthly. All investments will be marked to market monthly and unrealized gains and/or losses will be included with the investment income and return calculations. Any investments currently held that do not meet the guidelines of this policy when it is adopted shall be exempted from the requirements of this policy. At maturity or liquidation such monies shall be reinvested only as provided in this policy.

Investment Policy #2014-01 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this 28th day of April, 2014.

Village of Cross Plains:

By: _____
J. Patrick Andreoni
Village President

Attest:

By: _____
Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

Appendix B

Investment Policy Compliance Certificate

All financial institutions, broker/dealers, and/or investment advisors the Village conducts banking and investment activities with are required to have completed this certificate, prior to receiving Village funds or within 90 days of approval of this policy.

Please read the following statements and initial each individual item and sign below to indicate receipt, acknowledgment, understanding and agreement to comply with the statements and overall investment policy.

_____ I have received a copy of the cash and investment policy for the Village of Cross Plains.

_____ I have actually read the entire cash and investment policy for the Village of Cross Plains.

_____ I understand the rules, regulations and procedures set forth in the cash and investment policy.

_____ I agree to abide by the rules, regulations and procedures set forth in the cash and investment policy.

_____ I agree to notify all investment officials of the Village if I believe the Village is not in compliance with the rules, regulations and procedures established in the cash and investment policy.

_____ I understand that my signature below indicates that I have read, understood and I agree to comply with the Village's written policy.

_____ _____

Date Bank Name

_____ _____

Bank Representative Name (Printed) Bank Representative Title

_____

Bank Representative Signature

Appendix C

List of Authorized Financial Institutions

The following financial institutions are considered to be authorized financial institutions that the Village may utilize for cash and investment activity:

Anchor Bank
Cross Plains Community Bank (a branch of Middleton Community Bank)
Guaranty Bank
JP Morgan Chase
The Park Bank
The Peoples Community Bank
State Bank of Cross Plains
U.S. Bank
BMO Harris
Wisconsin Local Government Investment Pool

The Village's Cash and Investment policy requires that each institution being used provide certain annual or periodic information to the Village. Financial institutions currently being used by the Village will have 90 days from the date of the Cash and Investment policy adoption to provide the required information in order to remain authorized.

While the Village will consider the institutions listed above as authorized, only those institutions actually in use will be required to supply the information required within the policy. The presence of a financial institution's name on the list above is not intended to imply, require or guarantee that the Village will do business with a specific institution listed.

Appendix D

Definitions

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large- denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

COMMERCIAL PAPER: An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit institutions and insurance companies. The mission of FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FUNDS: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residuals or equities, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Examples of some of the funds used by the Village include the General Fund (main operating fund), Capital Fund, TID Fund, Water Utility, or Sewer Funds.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

PRUDENT PERSON RULE: An investment standard that states the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking preservation of capital and a reasonable income.

PUBLIC DEPOSITORY: Wisconsin State Statute 34.01(5) states the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to the limitations of s. 66.0603(1m), demand deposits, or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such deposits. "Public depository" means a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, federal or state savings bank, or national bank in this state which receives or holds any public deposits or the local government pooled- investment fund.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

U.S. INSTRUMENTALITIES: An organization that serves a public purpose and is closely tied to federal government, but is not a government agency. Many instrumentalities are private companies, and some are charted directly by the federal government. Fannie Mae, Freddie Mac and Sallie Mae are all examples of federal instrumentalities and carry an implicit guarantee from the U.S. Treasury, not an explicit guarantee.

Fund Balance Policy
2015-02

Purpose

The Village recognizes the need to maintain an operating reserve in the General Fund for the following purposes:

- Hold adequate working capital to meet cash flow needs during the fiscal year.
- Reduce the need for short term borrowing.
- Serve as a safeguard for unanticipated expenditures of the Village.
- Show fiscal responsibility to maintain a high credit rating, which will help reduce future borrowing costs.

Definitions

Governmental fund balance amounts will be reported in conformance with generally accepted accounting principles and shall be reclassified not less than at the end of each fiscal year for general purpose financial statements as follows:

- Non-Spendable Fund Balance – The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This shall include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund.
- Restricted Fund Balance – The restricted fund balance classification shall be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, granters, contributors, laws, or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed Fund Balance – The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of the Village Board. Such action shall be taken in open meeting and require the approval of a majority of the Board. Commitments of fund balance, once made, can be modified only by majority vote of the Board.
- Assigned Fund Balance: The assigned fund balance classification reflects amounts that are constrained by the Village's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint. The Village Board authorizes and directs the Village Administrator–Clerk/Treasurer, or designee, to assign the fund balance, to the extent such assignment does not create a negative unassigned fund balance, including but not limited to:
    - An amount sufficient to liquidate open encumbrances that are reasonably expected to result in expenditures in the subsequent year.
    - An amount estimated to be sufficient to cover the cost of unsettled labor agreements, if any.
    - An amount estimated for labor costs incurred prior to recognition of revenue in the subsequent year.

- Unassigned Fund Balance: The unassigned fund balance classification is the residual classification for the General Fund only. It is also where negative residual amounts for all other governmental funds would be reported.

Application

Any excess of revenues over expenditures at the end of the fiscal year will be added to the fund balance. The Village will work to achieve and then maintain an unreserved balance in the General Fund to provide for unanticipated expenses of a non-recurring nature. It is the Village's goal to build up and then maintain a General Fund unreserved fund balance at no less than an amount equal to 20% of the current operating budget.

Policy Considerations

The Village Administrator-Clerk/Treasurer or designee shall provide a fund balance report to the Village Board at least annually through the Audit or Financial Statements. The report shall summarize the fund balances of all of the Village accounts. All bank and investment accounts will be reconciled monthly to ensure fund balances reported are accurate.

Investment Policy #2015-02 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this 26th day of October, 2015.

Village of Cross Plains:

By: J. Patrick Andreoni

J. Patrick Andreoni
Village President

Attest:

By: Matt Schuenke

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

Budgeting Policy
2020-01

Purpose

The purpose of this Budgeting Policy is to:

- Provide guidance to management and the Village Board in regards to the entire budgeting process
- Establish an order of precedence and completion
- Establish monitoring procedures throughout the year
- Provide guidance for amendments and overages

General Budget Policies

1. Budget Preparation – Department Heads are responsible for proposing budgets consistent with priority direction from the Village President and the Village Board. The Finance Director is responsible for coordinating the overall preparation and administration of the Village's operating budget. Once approved, Department Heads are responsible for the management and monitoring of their own specific departmental budget. The Finance Department assists department staff in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
2. The Budget Process shall include at a minimum the following steps:
    a. The Village Board provides broad legacy and strategic commitments as guidance to staff for development of the preliminary budget. This would include parameters on tax levy and/or expenditure increases (i.e. follow inflation or net new construction).
    b. A preliminary budget worksheet for each department, including Water Utility and Sewer Utility, is prepared and presented to the Finance Director from each assigned Department Head.
    c. Finance Director compiles the budget worksheets and presents a Preliminary Budget to the Village Board with a minimum of 45 days allowed for board deliberation and public comment.
    d. The Village Operating budget for the next fiscal year shall be approved by the Village Board as the Adopted Budget by the second Monday in December of each year.

The following timeline is recommended as a template for preparation of the budget document:

- Board sets Goals and Objectives
- Dept. Heads submit Budget worksheets
- Finance Director submits preliminary budget
- Board deliberation and budget approval

3. Examination of Existing Base Budget – During the annual budget development process, departments will thoroughly examine their existing base budget to remove one-time appropriations and to reduce or eliminate services that are no longer priorities.
4. Balanced Budget – The Village adopts a statutorily balanced budget, which requires total estimated resources (beginning reserves plus revenues) equal the total appropriation (expenditures plus ending reserves). This requirement of a balanced budget applies to each individual fund and to the entire aggregate budget presented.
5. Reserves – The use of reserves as a balancing resource within the proposed budget shall be clearly and specifically identified. Use of reserves is subject to the Fund Balance Policy standards and limits.

Revenue Guidelines

The Village must balance present and anticipated future needs for services and the Village's ability to raise fees, charges, and taxes to support those services.

1. Mix of Revenues – The Village shall strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability.
2. One-time Revenues – The Village will not use revenues received that are considered to be available for only a limited period of time to fund on-going operational costs. When considering the use of new resources for funding on-going employment costs, staff will assure that the source of revenue is available for at least three years.

3. Grant Agreements – Prior to application and again prior to acceptance, grant agreements will be reviewed by the appropriate Village staff to ensure matching requirements are reasonable and attainable, and ensure compliance with regulatory requirements is possible.

Budget Updates and Amendments

1. Budget Updates **–** The Finance Director shall present a quarterly financial report reviewing the actual and forecasted financial statements to the Village Board. The Finance Director will also provide monthly reports to Department Heads. The Department Heads will have primary responsibility for ensuring that their Departments and/or Funds stay within their annual adopted budget. Department Heads shall alert the Finance Director for the need of a budget amendment prior to the next quarter or the end of the year if they foresee a budget shortfall.
2. Budget Amendment – This process adds or reduces existing appropriations, resulting in a net change to the balance of one or more individual funds. A budget amendment requires a 2/3 majority approval of the Village Board and requires either a class 1 notice of the changes within 15 days after any change is made or post a notice of the changes on the municipality's website within 15 days after any change is made.

Budgeting Policy #2020-01 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this xxth day of xxx, 2020.

Village of Cross Plains:

By:_____
Jay Lengfeld
Village President

Attest:

By:_____
Bill Chang
Village Administrator/Clerk

Debt Management Policy
2020-02

Purpose

The Village acknowledges that certain costs incurred on an annual basis reflect an investment in the future of the Village. These types of costs include development, acquisition, and replacement of assets that will be used by the residents of the Village over a long period of time. Financing of these long-term assets is often accomplished through the issuance of long-term debt instruments. This policy sets forth the criteria for issuance and repayment of debt. The primary objective of the Debt Management Policy is to establish criteria that will protect the Village's integrity while providing a funding mechanism to meet the Village's capital needs.

General Debt Management Policies

1. Financing Considerations
    a. The Village will limit long-term borrowing to capital improvements, equipment, property acquisition, and other long-term projects which cannot be financed from current revenues.
    b. The Village will not use long-term debt to finance current operations.
    c. In general, the final maturity of bonds and notes issued by the Village should not exceed the expected useful life of the underlying project for which it is being used.
    d. The Village will issue general obligation debt through a competitive bidding process with the exception of Village Board authorized negotiated sales. Bids will be awarded on a true interest cost, providing other bidding requirements are satisfied. A negotiated process may be used under the following conditions.
        i. The bond issue is, or contains, a refinancing that is dependent on market/interest rate timing.
        ii. At the time of issuance, the interest rate environment or economic factors that affect the bond issue are volatile.
        iii. The nature of the debt is unique and requires particular skills from the underwriter(s) involved.
        iv. The debt issued is bound by a compressed time line due to the extenuating circumstances such that time is of the essence and a competitive process cannot be accomplished.
    e. Periodic reviews of outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered if and when there is a net economic benefit of the refunding.

2. Types of Long-Term Debt – The following is a description of the types of long-term debt the Village may issue.

a. General Obligation Debt – This debt is backed by the full faith and credit of the Village. In accordance with Wisconsin Statutes, total general obligation indebtedness of the Village may not exceed five percent of the equalized value of taxable property within the municipality's jurisdiction.
b. Revenue Bonds – Revenue bonds are generally payable from a designated source of revenue generated by the project that was financed. Revenue bonds are not subject to the Village's statutory debt limitation.
c. Short-Term Debt and Interim Financing – The Village may utilize short-term borrowing in anticipation of long-term bond issuance or to fund cash flow needs in anticipation of tax or other revenue sources. Under no circumstances is the Village to utilize short-term derivative contracts to provide "hedging" of interest costs for longer term debt. With Village Board approval, the Village may make loans from one fund to another fund to provide for cash flow coverage. Longer term uses will be allowed on a case-by-case basis.

3. Debt Limits and Structure
   a. Section 67.03 of the Wisconsin Statutes requires that general obligation debt outstanding not exceed 5% of the equalized value of the taxable property within the Village. The Village intends to keep outstanding general obligation debt within 65% of the limit prescribed by law and at levels consistent with its credit objectives and long-term financial plan.
   b. The Village will keep the maturity of all outstanding general obligation bonds at or below 20 years.
   c. The total annual debt service for general obligation debt (exclusive of that funded by proprietary operations) will not exceed forty percent (40%) of the Village's total tax levy with an effort to maintain the levy at a proportionate even level for tax rate stabilization.
4. Financial Advisors
   a. The Village shall utilize the services of a qualified financial advisor in monitoring its debt and debt service.
   b. The Village should strive to maintain a long-term relationship with a financial advisor to allow for continuity and consistency in services provided by the advisor. The arrangement between the financial advisor and the Village should be examined every three (3) to five (5) years or as deemed necessary by Village administrative staff and the Village Board.
   c. All feasible alternatives (for example, State Trust Fund Loans, Clean Water Fund loans, and private placements with local financial institutions) for borrowing funds should be considered by the Village and the financial advisor depending on the uniqueness of the items or projects being financed by the long-term debt.
   d. All costs of issuing long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing.

e. The Village will work with the financial advisor to ensure that long-term debt issues are structured to protect the interest of the Village for the present and in the future.

5. Other Consideration
   a. The Village is committed to meeting all debt covenants as stated within bond documents, contracts and ordinances.
   b. The Village will invest and spend debt proceeds within the established criteria presented within the bond ordinance, contract or other documents.
   c. Authority to issue debt is solely authorized through a legislative action of the Village Board.
   d. The Village Board provides for administrative management and payment of all debt obligations through the Finance Department and has authorized the Finance Director to administer these duties.

Debt Management Policy #2020-02 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this xxth day of xxx, 2020.

Village of Cross Plains:

By:_____
Jay Lengfeld
Village President

Attest:

By:_____
Bill Chang
Village Administrator/Clerk

Capital Planning Policy
2020-03

Purpose

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the Village's Capital Improvement Plan (CIP). As a matter of general policy, the goals of the Capital Planning Policy are:

- Provide guidance to management and the Village Board in regards to the CIP process
- Establish an order of precedence and completion
- Establish a timeline for the annual update process

Definitions

1. Capital Improvement Plan (CIP) – a blueprint for planning the Village's capital expenditures. It coordinates the schedule of capital improvements and related financing and will be used as a management tool for the budget and planning process.
2. Capital Improvement – the purchase, construction, major repair, reconstruction or replacement of capital items such as: buildings, equipment, vehicles, roadways, culverts, storm sewers, or parks. The projects are usually of high cost (valued at $5,000 or greater) and have a useful life of several years.

Capital Improvement Plan Process

The original five-year Village of Cross Plains Capital Improvement Plan was adopted in October 2017. Updates are made annually to the CIP. Approval of the CIP is not a commitment to finance approved projects, but is a statement of policy regarding the Village's approach to meeting its future capital needs.

1. The Village Administrator in conjunction with the Finance Director shall be responsible for coordinating the CIP process.
2. Projects should generally be foreseen ahead of time, preferably 2+ years to allow time for planning long-term financing strategies or methods.
3. Departments shall close or update prior year capital projects and identify new capital or funding needs.
4. Departments shall identify and develop new capital projects based upon identification by residents, Village Board, administration priorities, and regional issues.
    a. Department Heads shall complete a CIP planning worksheet for each initiative they are submitting for inclusion in the current plan. Each worksheet includes the name of the project, department, brief description, reason for the improvement/replacement, timeline, prioritization, project costs, and funding sources for the proposal.
5. Village Administrator and/or Finance Director will compile the planning worksheets and present the proposed projects to the Village Board.

6. The Village Board will evaluate the requests and make a determination on a project's inclusion within the plan.
7. Capital Improvement Plan is updated and approved.

The following timeline is recommended as a template for preparation of the annual update to the Village's Capital Improvement Plan:

- Dept Heads submit planning worksheets
- Worksheets are compiled and presented to the Board at the August Board meeting
- Board discussion; plan approval at the October Board meeting

Project Prioritization

Capital project requests and needs typically exceed available financing, and therefore have to be prioritized using the following scale:

1. Mandatory – The project is mandated by Federal or State law, regulation, court order, municipal agreement, contract, or it is an immediate health and safety issue that must be addressed.
2. High Priority – Project is likely a health and safety issue or may significantly affect operations or services that the Village must address, at a minimum, within the next two to three years.
3. Average Priority – Project is highly desired, but is likely not a health or safety issue. The Village should address this project at least within the next five years.
4. Fairly Low Priority – Project is more desirable than necessary and could be deferred several years before becoming an average or high priority.
5. Future Consideration – Project is clearly a long-term request; which is not necessary within the five-year planning period.

Capital Improvement Fund Financing

The financing of capital projects includes a variety of potential funding sources. The use of the following revenue sources is evaluated as part of the CIP process:

- Property Tax Levy
- User fees and charges
- Debt issuance
- Fund Balance or Reserves
- Grants
- Developer Contributions
- Impact Fees
- Donations
- Intergovernmental Financing
- Tax Incremental Financing
- Special Assessments

Policy Considerations

Once the annual Capital Budget has been approved, Department Heads do not need further Village Board approval before implementing capital purchases, so long as bids come in at or below budgeted amount and a funding plan is in place. If bids come in higher, Department Heads must get Village Board approval before purchase is allowed. If bids come in lower than budgeted, any excess will be kept in the Capital Fund fund balance. Use of this fund balance for other projects must first be brought to the Village Board for approval.

Capital Planning Policy #2020-03 will take effect immediately upon adoption by the Village Board for the Village of Cross Plains.

Dated this xxth day of xxx, 2020.

Village of Cross Plains:

By:_____

Jay Lengfeld
Village President

Attest:

By:_____

Bill Chang
Village Administrator/Clerk