

Village Board

Regular Meeting Notice and Agenda

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

Monday, February 23, 2015
7:00 pm

- 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 the regular meeting held January 26, 2015.
 2. Total Disbursements from 1/2/2015 through 2/18/2015 in the amount of \$1,968,791.91 broken down as follows:
 - 110 – General Fund: \$1,430,159.83
 - 120 – Capital Fund: \$76,081.75
 - 130 – Library Fund: \$13,285.95
 - 140 – Parks/Rec Fund: \$7,205.91
 - 150 – Debt Service Fund: \$335,485
 - 310 – TID Fund: \$40,741.37
 - 660 – Water Utility Fund: \$18,516.82
 - 670 – Sewer Fund: \$47,315.27
 3. Approval of an Operator’s (Bartender’s) License for Dustin L. Anderson and Shara L. Dahlk.
 4. Approval of a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05 as recommended by the Plan Commission.
 5. Approval for Policy #2015-01 regarding Recycling Compliance Assurance Plan as recommended by Committee.
- IV. Report of Village Officers
 1. Village President
 2. Village Administrator/Clerk-Treasurer
 3. Miscellaneous Trustee Reports

V. Committee/Commission Recommendations

1. Plan Commission

a. Discussion and action regarding a Conditional Use Permit request from Northwest Dane Senior Services located at 1837 Bourbon Road for an Indoor Institutional Use.

2. Committee of the Whole

a. Discussion and action to financially assist electrical service conversion on Main Street as part of the Highway 14 Reconstruction Project.

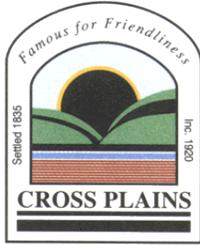
b. Discussion and action regarding Resolution #01-2015 providing for the sale of \$1,055,000 General Obligation Promissory Notes.

c. Discussion and action regarding Request for Proposals for a Stormwater Quality Management Plan to meet requirements of WPDES MS4 General Permit No. WI-S050181-1.

VI. General Business – None.

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 matt@cross-plains.wi.us.



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: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: February 20, 2015
Re: Village Board Meeting – **February 23, 2015**

III. Consent Agenda

1. Minutes of the regular meeting held January 26, 2015 – For approval.

2. Total Disbursements from 1/2/2015 through 2/18/2015 in the amount of \$1,968,791.91 broken down as follows: – For approval.

- 110 – General Fund: \$1,430,159.83
- 120 – Capital Fund: \$76,081.75
- 130 – Library Fund: \$13,285.95
- 140 – Parks/Rec Fund: \$7,205.91
- 150 – Debt Service Fund: \$335,485
- 310 – TID Fund: \$40,741.37
- 660 – Water Utility Fund: \$18,516.82
- 670 – Sewer Fund: \$47,315.27

3. Approval of an Operator’s (Bartender’s) License for Dustin L. Anderson and Shara L. Dahlk– For approval.

4. Approval of a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05 as recommended by the Plan Commission –

In order for the NWDSS to acquire the space they need to relocate, it must be subdivided into condominium space. Similar to residential property, commercial property can split into owner occupied condos where each entity owns their portion of the property as defined on the plat and share in space as defined in their agreement. Included within your packet is the Articles of Organization, Statement of Authority, Owners Association Bylaws, Condominium Plat, Declaration, and Rules/Regulations documents. The Village Attorney has reviewed these documents and they are in compliance with Village code requirements. There is one small edit approved by the Plan Commission in the Rules and Regulation Section, otherwise it is recommended for approval.

5. Approval for Policy #2015-01 regarding Recycling Compliance Assurance Plan as recommended by Committee – The Village was required to enact a Recycling Compliance Assurance Plan (CAP) in 2008 as part of DNR requirements to be eligible for state funds. The CAP formerly outlines the steps in place when there is a violation of the current recycling ordinance. Presented for approval.

V. Committee/Commission Recommendations

1. Plan Commission

a. Discussion and action regarding a Conditional Use Permit request from Northwest Dane Senior Services located at 1837 Bourbon Road for an Indoor Institutional Use – NWDSS is proposing to move its Black Earth operation to Cross Plains in its entirety. They will locate within vacant commercial space on Bourbon Road. The written report plus appendices are included within your packet for review. The Plan Commission unanimously recommended approval at their February meeting with the following conditions.

- The front and back parking lot be restriped within 6 months of approval.
- A landscape plan for the north part of the lot shall be developed using the Village's landscaping regulations in the Zoning Code, with a cap of \$1,000.
- The Plan Commission concurs with the written report prepared by the Zoning Administrator.

Following discussion, staff recommends approval of the conditional use permit with the conditions recommended by the Plan Commission.

2. Committee of the Whole

a. Discussion and action to financially assist electrical service conversion on Main Street as part of the Highway 14 Reconstruction Project – Following discussion, the Committee of the Whole requested feedback regarding electrical service conversion from residents along Main Street. A letter was sent out to residents and 9 responses were received. 6 out of the 9 responses desired to pursue the program and encouraged the board to put it in place. A copy of the letter is included in your packet along with a summary of the responses provided. Additionally, an agreement has been prepared by the Village Attorney to be used if the program is approved. Village Staff recommends approval of the program to allow those that want to convert some assistance to do so.

b. Discussion and action regarding Resolution #01-2015 providing for the sale of \$1,055,000 General Obligation Promissory Notes – Jim Mann from Ehlers will be present to review the 2015 Financing Plan for general capital needs. A summary memorandum is provided in your packet detailing the process for water and sewer capital needs. Staff is recommending increasing the Highway 14 line item by \$150,000 to allow for some additional funding. Specific costs for non-utility items within the highway project bid are not known yet and the Streetscape Workgroup is getting close to finishing its work next month. When it is time to award in March, this number will be reevaluated to see if the increase is necessary based on the work load desired. Village Staff recommends approval of the resolution.

c. Discussion and action regarding Request for Proposals for a Stormwater Quality Management Plan to meet requirements of WPDES MS4 General Permit No. WI-S050181-1 – The Board provided funding in the 2015 Budget to continue to prepare a Stormwater Quality Management Plan to be assisted financially through grant dollars from the State. An RFP was prepared and distributed to qualified consultants to solicit proposals to provide these services. Proposals were received as follows:

1. Town and Country – \$46,000-54,000
2. Strand – \$52,000

Both consultants are highly qualified to do this work and have prepared these plans in several other communities. A memorandum from the Public Facilities Director is included within your packet along with the proposal from each consultant. Village Staff is recommending accepting the proposal from Town and Country reflecting on a lower base cost and their prior experience working the Village.

Village Board

Meeting Minutes

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

Monday, January 26, 2015

7:00 pm

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

President Andreoni called the regular Village Board meeting to order at 7:02 pm.

Present: Trustees William Brosius, Doug Brunner, Jay Lengfeld, Steve Schunk, Lee Sorensen, and President Pat Andreoni.

Not-Present: Trustee Judy Ketelboeter.

II. Public Comment – None.

III. Consent Agenda – A motion was made by Trustee Brunner, seconded by Trustee Brosius, and unanimously carried by the Village Board to adopt the consent agenda as follows:

1. Minutes of the regular meeting held December 8, 2014.

2. Total Disbursements from December 4, 2014 through January 22, 2015 in the amount of \$3,977,772.97 broken down as follows:

- 110 – General Fund: \$3,037,978.93
- 120 – Capital Fund: \$165,108.23
- 130 – Library Fund: \$4,852.33
- 140 – Parks/Rec Fund: \$17,362.88
- 150 – Debt Service Fund: \$335,485.00
- 310 – TID Fund: \$251,125.00
- 660 – Water Utility Fund: \$53,360.69
- 670 – Sewer Fund: \$112,499.91

3. Approval of an Operator's (Bartender's) License for Kelly M. Blotz and Stephen R. Burke, Jr.

4. Approval of a contract with Town and Country Engineering for project management services related to the 2015 US Highway 14 (Main Street) Utility Reconstruction Project from Committee.

Consent Agenda Item #5 was moved to General Business at the request of Trustee Lengfeld.

IV. Report of Village Officers

1. Village President

a. Discussion and action regarding appointment to the Zoning Board of Appeals –
The Village President stated that it was his intention to fill two vacancies on the Zoning Board of Appeals in May with the other annual appointments.

2. Village Administrator/Clerk-Treasurer

- Stated that no primary would be held in February and the only election in 2015 will be on April 7, 2015.

3. Miscellaneous Trustee Reports

- Trustee Lengfeld stated that both EMS and Fire District Boards would be meeting this week to only discuss updating agreements and not making major structural changes to the organizations.

V. Committee/Commission Recommendations

1. Committee of the Whole

a. Discussion and action regarding a proposal for conceptual trail design services –
Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Brosius, and unanimously carried by the Village Board to accept the proposal from Strand in the amount of \$8,700 for conceptual trail design services.

VI. General Business

5. Approval of Ordinance #2015-01 to repeal Section 83.19 of the Village Code regarding development in designated water quality corridor areas from Committee (moved from Consent Agenda) – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Brosius, for the Village Board to approve Ordinance #2015-01 to repeal Section 83.19 of the Village Code regarding development in designated water quality corridor areas. A roll call vote was requested. Yes – Andreoni, Brosius, Brunner, Lengfeld, Schunk, and Sorensen. No – None. Motion carried 6 – 0.

VII. Closed Session

1. A motion was made by Trustee Brunner, seconded by Trustee Brosius, for the Village Board to meet in Closed Session at 7:25 pm pursuant to 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding an appeal(s) of compensation for property acquired for the Lagoon Street Reconstruction Project – A roll call vote is required. Yes – Andreoni, Brosius, Brunner, Lengfeld, Schunk, and Sorensen. No – None. Motion carried 6 – 0.

2. Return to Open Session – A motion was made by Trustee Brosius, seconded by Trustee Brunner, and unanimously carried by the Village Board to reconvene into Open Session at 8:00 pm.

3. Discussion and action regarding the compensation provided to acquire real estate for the Lagoon Street Reconstruction Project – No action was taken.

VIII. Adjournment

A motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to adjourn the meeting at 8:01 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 1
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38363	1/26/2015	Terri Z. Buechner	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	80.00
		Total	80.00
38364	1/26/2015	Rebecca Printen	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	160.00
		Total	160.00
38526	1/22/2015	Laforce	
		Hand Dryers, Invoice #853232 RI	Previous Year Expense
120-00-57620-802-000		FACILITY	2,152.00
		Total	2,152.00
38527	1/22/2015	Westphal & Company, Inc.	
		Install Door Chime Kit	Previous Year Expense
110-00-51600-305-000		MAINTENANCE	355.37
		Invoice #28305	
		Total	355.37
38528	1/22/2015	Vierbicher Associates, Inc.	
		Certified Survey Map, Invoice #00001	Previous Year Expense
120-00-57620-207-000		SUPPORT SERVICES	3,203.50
		Total	3,203.50
38529	1/22/2015	Boardman & Clark LLP	
		Legal Fees	Previous Year Expense
110-00-51410-208-000		LEGAL FEES	578.00
		Invoice #47507	
110-00-51410-208-000		LEGAL FEES	5,236.00
		Invoice #47508	
120-00-57300-207-000		SUPPORT SERVICES	306.00
		Invoice #47509	
120-00-57620-207-000		SUPPORT SERVICES	831.95
		Invoice #47510	

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 2
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-51410-208-000		LEGAL FEES	153.00
		Invoice #47511	
		Total	7,104.95
38530	1/22/2015	TDS TELECOM	
		Telephone Bills	
110-00-52100-202-000		COMMUNICATION	27.73
110-00-52100-202-000		COMMUNICATION	105.22
110-00-51200-202-000		COMMUNICATION	25.58
		Total	158.53
38531	1/22/2015	Harker Heating	
		Refund on Building Permit	
110-00-51410-399-000		MISCELLANEOUS	25.00
		Total	25.00
38532	1/22/2015	Wisconsin NASP	
		Instructor Training - Andrea Fullerson	
140-00-55300-205-000		MEETINGS	80.00
		Total	80.00
38533	1/22/2015	Baycom Inc.	
		Video Equipment, Customer #15081	
120-00-57210-803-000		EQUIPMENT	20,465.80
		Total	20,465.80
38534	1/22/2015	June Feely	
		Overpayment on Taxes	
110-00-12110-000-000		TAXES- CURRENT YEAR	23.27
		Total	23.27
38535	1/22/2015	Alliance Trailer Service, Inc.	
		Elbow, Invoice #S 113054	
110-00-53300-305-101		MAINTENANCE - VEHICLE	30.15

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 3
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 30.15
38536	1/22/2015	PURCHASE POWER Postage for Postage Meter	
110-00-51410-201-000		POSTAGE	520.99
			Total 520.99
38537	1/22/2015	DANE COUNTY HIGHWAY DEPT. CTH P Reconstruction, Invoice #2526 1	
120-00-57300-805-104		INFRASTRUCTURE - CTY HWY P	30,000.00
			Total 30,000.00
38538	1/22/2015	FASTENAL COMPANY Spline	
660-00-53700-614-200		MAINTENANCE - EXPENSE Invoice #WIMID210646	56.01
110-00-53300-304-101		SUPPLIES - GENERAL Invoice #WIMID210645	135.04
			Total 191.05
38539	1/22/2015	PKK Lighting, Inc. Lamp Recycling Fee	
110-00-53300-399-000		MISCELLANEOUS Invoice #R074432-IN	78.34
			Total 78.34
38540	1/22/2015	Madison Truck Equipment, Inc. Gland Hand & Plug Holder	
110-00-53300-305-101		MAINTENANCE - VEHICLE Invoice #1-68583	19.80
			Total 19.80
38541	1/22/2015	UW-Madison Government Affairs Seminar	
670-00-53610-205-000		MEETINGS	75.00
			Total 75.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 4
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38542	1/22/2015	Middleton-Cross Plains School Dist. Facility Use, Invoice #2541	
140-00-55300-304-000		SUPPLIES	231.00
		Total	231.00
38543	1/22/2015	MADISON GAS & ELECTRIC Electricity to Christmas Tree	
110-00-53300-399-000		MISCELLANEOUS Account #10219731	19.97
		Total	19.97
38544	1/22/2015	TDS TELECOM Telephone Bills	
110-00-53300-202-000		COMMUNICATION	161.49
140-00-55420-203-000		UTILITIES	36.22
660-00-51400-923-000		CONTRACTED SERVICES	37.50
670-00-51600-202-000		COMMUNICATION	200.06
110-00-51600-202-000		COMMUNICATION	230.21
130-00-51600-202-000		COMMUNICATION	121.35
		Total	786.83
38545	1/22/2015	STREICHER'S INC Flares, Invoice #I1132287	
110-00-52100-301-000		EQUIPMENT	201.98
		Total	201.98
38546	1/22/2015	MIDWEST TAPE Audio Visual, Invoice #92485040	
110-00-55110-304-104		SUPPLIES - AUDIOVISUAL	38.84
		Total	38.84
38547	1/22/2015	BAKER & TAYLOR, INC. Books, Invoice #2030183355	

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 5
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-55110-304-101		SUPPLIES - BOOKS	104.03
Total			104.03

38548 1/22/2015 DEMCO, INC.
Supplies, Invoice #5496731

110-00-55110-304-105		SUPPLIES - GENERAL	188.58
Total			188.58

38549 1/22/2015 CROSS PLAINS-BERRY FIRE DEPT.
Assessment, Invoice #2015-3

110-00-52200-207-000		SUPPORT SERVICES	30,120.31
110-00-52200-204-000		DUES & SUBSCRIPTIONS	1,000.00
Total			31,120.31

38550 1/22/2015 Bond Trust Services Corporation
Bond Payment, Agent Services

150-00-58000-601-000		PRINCIPAL Invoice #24399	350.00
150-00-58000-601-000		PRINCIPAL Invoice #24310	310,000.00
150-00-58000-602-000		INTEREST Invoice #24310	25,135.00
Total			335,485.00

38551 1/22/2015 MADISON GAS & ELECTRIC
Gas & Electric Bills

110-00-51600-203-000		UTILITIES Summary Bill #40270381	663.50
110-00-52100-203-000		UTILITIES	188.03
130-00-51600-203-000		UTILITIES	1,743.28
110-00-51600-203-000		UTILITIES	581.10
110-00-51600-203-000		UTILITIES	462.03
110-00-51600-203-000		UTILITIES	83.89

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
140-00-55200-203-000		UTILITIES	123.19
140-00-55420-203-000		UTILITIES	373.19
110-00-53300-203-000		UTILITIES	1,172.31
670-00-51600-203-000		UTILITIES	5,203.39
110-00-53420-207-000		SUPPORT SERVICES	6,389.71
660-00-53700-623-000		POWER FOR PUMPING	2,358.29
Total			19,341.91

38552 1/22/2015 CROSS PLAINS WATER-SEWER UTILITY
Water/Sewer Bills

Previous Year Expense

110-00-53300-203-000		UTILITIES	535.74
140-00-55200-203-000		UTILITIES	282.69
140-00-55420-203-000		UTILITIES	486.72
110-00-51600-203-000		UTILITIES	105.55
110-00-51600-203-000		UTILITIES	135.88
110-00-51600-203-000		UTILITIES	121.47
130-00-51600-203-000		UTILITIES	407.65
110-00-52100-203-000		UTILITIES	59.83
670-00-51600-203-000		UTILITIES	2,067.86
Total			4,203.39

38565 1/26/2015 Jen Feltz
Yoga Instructor

Manual Check

140-00-55300-207-000		SUPPORT SERVICES	40.00
Total			40.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 7
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38566	1/26/2015	Heidi M. Ropa Yoga Instructor	
		Manual Check	
140-00-55300-207-000		SUPPORT SERVICES	200.00
		Total	200.00
38567	1/26/2015	Jane Ann Busch Body Shop Instructor	
		Manual Check	
140-00-55300-207-000		SUPPORT SERVICES	60.00
		Total	60.00
38568	1/28/2015	US CELLULAR 2 Routers for Squads	
		Prev YR Exp/Manual Check	
110-00-52100-302-000		TECHNOLOGY	847.95
		Total	847.95
38569	1/30/2015	State of Wis.-Court Fines & Surcharges Court Fines & Assessments	
		Manual Check	
110-00-45110-000-000		COURT PENALTIES & COSTS	1,025.60
		Total	1,025.60
38570	1/30/2015	DANE COUNTY TREASURER Court Fines & Assessments	
		Manual Check	
110-00-45110-000-000		COURT PENALTIES & COSTS	240.00
		Total	240.00
38571	2/03/2015	Vandewalle & Associates, Inc. Current Planning & Zoning Code Update	
		Prev YR Exp/Manual Check	
110-00-56400-207-102		SUPPORT SERVICES - ZONING Invoice #201412007	1,614.40
110-00-56400-207-101		SUPPORT SERVICES - GENERAL Invoice #201412006	1,027.10
		Total	2,641.50
38572	2/04/2015	Lisa M. Davis Cleaning Services	
110-00-52100-207-000		SUPPORT SERVICES	150.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 8
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 150.00
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38573 2/04/2015 Office Pro, Inc. Office Supplies, Invoice #0126336-001			
110-00-52100-304-000		SUPPLIES	30.00
110-00-51200-304-000		SUPPLIES	30.00
660-00-53700-601-200		OPERATION - EXPENSE	160.00
110-00-51410-304-000		SUPPLIES	301.25
			Total 521.25
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38574 2/04/2015 Ricoh Americas Corporation Copy Machine Lease			
110-00-51600-301-000		EQUIPMENT Invoice #19251743	238.96
			Total 238.96
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38575 2/04/2015 Alexander Kirikov Overpayment on Property Taxes			
110-00-12110-000-000		TAXES- CURRENT YEAR	176.01
			Total 176.01
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38576 2/04/2015 CHARTER COMMUNICATIONS Internet Service			
110-00-53300-203-000		UTILITIES	184.32
			Total 184.32
<hr/>			
38577 2/04/2015 Baer Insurance Services, LLC Insurance, Invoice #57849			
110-00-51540-209-000		INSURANCE	1,658.80
660-00-51400-924-000		PROPERTY INSURANCE	382.80
670-00-53610-209-000		INSURANCE	510.40
			Total 2,552.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 9
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38578	2/04/2015	JEFFERSON FIRE & SAFETY, INC. Fiber Wrapped Air Cylinder Test	
670-00-53610-301-000		EQUIPMENT Invoice #212860	167.50
		Total	167.50
38579	2/04/2015	THE PRINTING PLACE Utility Bills, Invoice #32597	
660-00-51400-921-000		OPERATION - EXPENSE	133.72
670-00-53610-206-000		PRINTING	133.73
		Total	267.45
38580	2/04/2015	Dane County Cities & Villages Assoc. Membership Dues	
110-00-51100-204-000		DUES & SUBSCRIPTIONS	1,305.00
		Total	1,305.00
38581	2/04/2015	Ricoh Americas Corporation Copy Overage, Invoice #5034195906	
110-00-51600-301-000		EQUIPMENT	298.17
		Total	298.17
38582	2/04/2015	Associated Appraisal Consultants Inc. Assessor Services, Invoice #19329	
110-00-51530-207-000		SUPPORT SERVICES	745.30
		Total	745.30
38583	2/04/2015	Karen Wenning Refund for Dance Class	
140-00-46725-000-000		RECREATION	35.00
		Total	35.00
38584	2/04/2015	Becky Nolte Refund for Dance Class	
140-00-46725-000-000		RECREATION	35.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 10
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 35.00
<hr/>			
38585	1/21/2015	Postage	
		4th qtr w/s bills postage	
		Prev YR Exp/Manual Check	
660-00-51400-921-000		OPERATION - EXPENSE	282.90
670-00-53610-201-000		POSTAGE	282.90
			Total 565.80
<hr/>			
38585	2/04/2015	Wisconsin Chiefs of Police Association	
		Membership Dues	
110-00-52100-204-000		DUES & SUBSCRIPTIONS	100.00
110-00-52100-204-000		DUES & SUBSCRIPTIONS	65.00
			Total 165.00
<hr/>			
38586	2/04/2015	WIS. DEPT. OF JUSTICE - TIME	
		TIME System Access & Officer Support	
110-00-52100-207-000		SUPPORT SERVICES	894.00
		Invoice #T18244	
			Total 894.00
<hr/>			
38587	2/04/2015	Crescent Electric Supply Co.	
		Lens, Invoice #S500201531.001	
670-00-53610-305-000		GENERAL MAINTENANCE	62.57
			Total 62.57
<hr/>			
38588	2/04/2015	US CELLULAR	
		Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	100.51
			Total 100.51
<hr/>			
38589	2/04/2015	Gov Office	
		Website Service, Invoice #36375	
110-00-51410-302-000		TECHNOLOGY	600.00
			Total 600.00
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2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 11
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38590	2/04/2015	Doris Amelines Overpayment on Taxes - Taxes Paid Twice	
110-00-12110-000-000		TAXES- CURRENT YEAR	66.12
		Total	66.12
38591	2/04/2015	MTAW Membership Dues	
110-00-51410-204-000		DUES & SUBSCRIPTIONS	50.00
		Total	50.00
38592	2/04/2015	Vandewalle & Associates, Inc. Current Planning, Invoice #201501027	
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	511.50
		Total	511.50
38593	2/04/2015	William/Reid LTD LLC Orp Electrode, Invoice #52371	
670-00-53610-301-000		EQUIPMENT	363.94
		Total	363.94
38594	2/04/2015	DIGGERS HOTLINE Locates, Invoice #150165701 PP1	
660-00-53700-675-000		MAINTENANCE OF SERVICES	123.03
660-00-53700-673-000		MAINTENANCE OF MAINS	123.03
670-00-53610-307-000		SYSTEM MAINTENANCE	246.05
		Total	492.11
38595	2/04/2015	FIRST SUPPLY MADISON Clamp, Invoice #2943750-00	
660-00-53700-673-000		MAINTENANCE OF MAINS	373.25
		Total	373.25
38596	2/04/2015	Westphal & Company, Inc. Repairs to Tripping Breakers	

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 12
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-53610-305-000		GENERAL MAINTENANCE	300.40
		Invoice #28357	
		Total	300.40
38597	2/04/2015	UNITED LABORATORIES Fog-Away Pretreat for WW	
670-00-53610-307-000		SYSTEM MAINTENANCE	3,333.58
		Invoice #INV108165	
		Total	3,333.58
38598	2/04/2015	John Deere Financial Parts, Invoice #K55403	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	2.14
		Total	2.14
38599	2/04/2015	US CELLULAR Cellular Phone Service	
660-00-53700-601-200		OPERATION - EXPENSE	135.12
670-00-51600-202-000		COMMUNICATION	135.12
110-00-53300-202-000		COMMUNICATION	135.13
		Total	405.37
38600	2/04/2015	TERRY'S PIGGLY WIGGLY Supplies for Art Class	
140-00-55300-304-000		SUPPLIES	7.35
		Account #310	
		Total	7.35
38601	2/04/2015	Dennis Howard Overpayment on Taxes - Taxes Paid Twice	
110-00-12110-000-000		TAXES- CURRENT YEAR	4,390.16
		Total	4,390.16
38602	2/04/2015	BRUCE MUNICIPAL EQUIPMENT, INC. Tank Upgrade, Invoice #WB15040	
670-00-53610-305-000		GENERAL MAINTENANCE	875.00

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 13
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 875.00
38603	2/04/2015	CHARTER COMMUNICATIONS Internet Service	
110-00-51600-202-000		COMMUNICATION	131.31
			Total 131.31
38604	2/04/2015	CHARTER COMMUNICATIONS Internet Services	
110-00-52100-202-000		COMMUNICATION	144.99
			Total 144.99
38605	2/04/2015	AT & T Mobility Roter, Account #287249961544	
110-00-52100-202-000		COMMUNICATION	16.04
			Total 16.04
38606	2/04/2015	Lark Uniform Outfitters, Inc. Gloves, Invoice #187583	
110-00-52100-178-000		UNIFORM	50.95
			Total 50.95
DEF 3.15	1/30/2015	WISCONSIN DEFERRED COMPENSATION pay 3 contribution	
110-00-21349-000-000		WI DEFERRED COMP	375.00
			Total 375.00
CCFee1.15	1/05/2015	Authorized.Net credit card fee recreation january	
140-00-55300-302-000		TECHNOLOGY	32.20
			Total 32.20
FICA 3.15	1/30/2015	ELECTRONIC FEDERAL TAX DEPOSIT pay 3 federal tax	
110-00-21311-000-000		FEDERAL WITHHOLD TAX PAY	4,094.19

2/05/2015 8:05 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 14
ACCT

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-21331-000-000		FICA TAXES PAYABLE	3,052.46
110-00-21331-000-000		FICA TAXES PAYABLE	3,052.46
Total			10,199.11

ICMA 3.15 1/30/2015 ICMA Retirement
pay 3 contribution

Manual Check

110-00-21349-001-000		ICMA 457K	268.56
110-00-51430-173-000		RETIREMENT	29.64
Total			298.20

MerFee1.15 1/02/2015 Authorized.Net
recreation january credit card fee

Manual Check

140-00-55300-302-000		TECHNOLOGY	36.81
Total			36.81

STATE 2.3.15 1/27/2015 STATE OF WI - ELECTRONIC FUND
pay 2 & 3 state tax

Manual Check

110-00-21312-000-000		STATE WITHHOLD TAX PAY	3,762.68
Total			3,762.68

Grand Total 496,782.69

Dated From: 1/02/2015 From Account:
Thru: 2/04/2015 Thru Account:

	Amount
Total Expenditure from Fund # 110 - GENERAL FUND	81,643.64
Total Expenditure from Fund # 120 - CAPITAL PROJECT FUND	56,959.25
Total Expenditure from Fund # 130 - LIBRARY FUND	2,272.28
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	2,299.37
Total Expenditure from Fund # 150 - DEBT SERVICE FUND	335,485.00
Total Expenditure from Fund # 660 - WATER	4,165.65
Total Expenditure from Fund # 670 - SEWER	13,957.50
Total Expenditure from all Funds	496,782.69

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 1
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38607	2/06/2015	Dane County Treasurer1 In Lieu Of Taxes	
		Manual Check	
110-00-41150-000-000		MANAGED FOREST LAND TAXES	59.20
		Total	59.20
38608	2/06/2015	Middleton-Cross Plains Area School District In Lieu Of Taxes	
		Manual Check	
110-00-41150-000-000		MANAGED FOREST LAND TAXES	218.58
		Total	218.58
38609	2/06/2015	MADISON AREA TECHNICAL COLLEGE 2 In Lieu Of Taxes	
		Manual Check	
110-00-41150-000-000		MANAGED FOREST LAND TAXES	17.73
		Total	17.73
38610	2/06/2015	Tom Malone Reimbursement for W-2 Forms	
		Manual Check	
110-00-51510-304-000		SUPPLIES	197.18
		Total	197.18
38611	2/06/2015	CROSS PLAINS AREA EMERGENCY MEDICAL SERVICES Semi-Annual Assessment	
		Manual Check	
110-00-52300-207-000		SUPPORT SERVICES	22,330.00
		Total	22,330.00
38612	2/06/2015	THE MINNESOTA LIFE INSURANCE March premium	
		Manual Check	
110-00-21345-000-000		EMPLOYEE ADDITIONAL LIFE	176.07
110-00-21346-000-000		EMPLOYEE SUPPLEMENTAL LIF	65.77
110-00-21347-000-000		EMPLOYEE SPOUSE/DEP.LIFE	21.00
110-00-51430-176-000		LIFE INSURANCE	16.33
110-00-52100-176-000		LIFE INSURANCE	56.54

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 2
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-176-000		LIFE INSURANCE	49.77
140-00-51430-176-000		LIFE INSURANCE	1.92
130-00-51430-176-000		LIFE INSURANCE	56.15
660-00-51400-926-000		EMPLOYEE BENEFITS	16.18
670-00-53610-176-000		LIFE INSURANCE	22.15
		Total	481.88
<hr/>			
38627	2/09/2015	Jen Feltz	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	80.00
		Total	80.00
<hr/>			
38628	2/09/2015	Terri Z. Buechner	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	80.00
		Total	80.00
<hr/>			
38629	2/09/2015	Rebecca Printen	
		Yoga Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	200.00
		Total	200.00
<hr/>			
38630	2/09/2015	Jane Ann Busch	
		Body Shop Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	60.00
		Total	60.00
<hr/>			
38631	2/09/2015	Jessica Axon	
		Rec. Class Instructor	Manual Check
140-00-55300-207-000		SUPPORT SERVICES	150.00
		Total	150.00

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 3
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38632	2/16/2015	DANE COUNTY TREASURER	
		Tax Settlement	Manual Check
110-00-24310-000-000		TAXES DUE STATE & COUNTY	261,958.90
		Total	261,958.90
38633	2/16/2015	MADISON AREA TECHNICAL COLLEGE 2	
		Tax Settlement	Manual Check
110-00-24700-000-000		TAXES DUE VOCATIONAL SCHO	76,358.96
		Total	76,358.96
38634	2/16/2015	Middleton-Cross Plains Area School District	
		Tax Settlement	Manual Check
110-00-24600-000-000		TAXES DUE SCHOOL DISTRICT	916,570.46
		Total	916,570.46
38635	2/18/2015	VISA	
		Toner, Shipping, Equipment	
110-00-53300-304-101		SUPPLIES - GENERAL	307.31
110-00-53300-304-101		SUPPLIES - GENERAL	66.45
670-00-53610-304-000		SUPPLIES	180.80
		Total	554.56
38636	2/18/2015	VISA	
		Stop Sign,Cables,Vests	
110-00-52100-301-000		EQUIPMENT	38.28
110-00-52100-399-000		MISCELLANEOUS	96.90
		Total	135.18
38637	2/18/2015	VISA	
		Parking,Membership Dues,Knox Boxes	
110-00-51100-204-000		DUES & SUBSCRIPTIONS	1,294.02
110-00-51410-204-000		DUES & SUBSCRIPTIONS	68.57

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 4
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-51410-302-000		TECHNOLOGY	36.00
110-00-51900-000-000		CONTINGENCY	2,650.00
		Total	4,048.59

38638 2/18/2015 VISA
Container, Easels, Parking, Yoga Straps

140-00-55300-304-000		SUPPLIES	576.28
140-00-55420-305-000		MAINTENANCE	210.10
140-00-55300-205-000		MEETINGS	11.00
		Total	797.38

38639 2/18/2015 KWIK TRIP INC.
Gas for Vehicles, Account #3000665

110-00-53300-303-000		FUEL	425.26
110-00-52100-303-000		FUEL	437.53
660-00-53700-673-000		MAINTENANCE OF MAINS	57.53
670-00-53610-303-000		FUEL	57.53
		Total	977.85

38640 2/18/2015 MADISON GAS & ELECTRIC
Gas & Electric Bills

110-00-51600-203-000		UTILITIES Summary Bill #40275745	456.82
110-00-52100-203-000		UTILITIES	165.37
130-00-51600-203-000		UTILITIES	1,437.66
110-00-51600-203-000		UTILITIES	479.22
110-00-51600-203-000		UTILITIES	293.07
110-00-51600-203-000		UTILITIES	76.91

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 5
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
140-00-55200-203-000		UTILITIES	164.21
140-00-55420-203-000		UTILITIES	414.73
110-00-53300-203-000		UTILITIES	1,067.83
670-00-51600-203-000		UTILITIES	4,622.27
110-00-53420-207-000		SUPPORT SERVICES	5,990.61
660-00-53700-623-000		POWER FOR PUMPING	2,242.97
		Total	17,411.67

38641 2/18/2015 WISCONSIN MUNICIPAL JUDGES ASSOC.
Judge Dues

110-00-51200-204-000		DUES & SUBSCRIPTIONS	100.00
		Total	100.00

38642 2/18/2015 Maintenance Services of Madison, Inc.
Janitorial Service, Invoice #64503

110-00-51600-207-000		SUPPORT SERVICES	216.38
130-00-51600-207-000		SUPPORT SERVICES	649.12
		Total	865.50

38643 2/18/2015 PREMIER COOPERATIVE
LP Gas, Account #5192604

670-00-53610-303-000		FUEL	128.96
		Total	128.96

38644 2/18/2015 Double D Servies, Inc.
Cover, Salter Motor

110-00-53300-305-102		MAINTENANCE - EQUIPMENT	44.10
		Invoice #60738	
		Total	44.10

38645 2/18/2015 Envirotec Equipment
Self Leveling Camera, Sewer Guide Assemb.

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 6
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-53610-301-000		EQUIPMENT	2,475.42
		Invoice #020715-5A	
		Total	2,475.42
<hr/>			
38646	2/18/2015	Thermo/Dynamics	
		Replace Flex Connector, Invoice #58024	
670-00-53610-305-000		GENERAL MAINTENANCE	140.00
		Remainder to be paid by Fire District	
		Total	140.00
<hr/>			
38647	2/18/2015	DANE-IOWA WASTEWATER	
		Sludge Hauling & Testing	
670-00-53610-207-000		SUPPORT SERVICES	981.00
		Invoice #2415	
670-00-53630-207-000		SUPPORT SERVICES	9,468.42
		Invoice #2414	
670-00-53610-207-000		SUPPORT SERVICES	115.50
		Invoice #2417	
		Total	10,564.92
<hr/>			
38648	2/18/2015	DEW SIGNS & ENGRAVING	
		Engraved Name Plate	
110-00-52100-399-000		MISCELLANEOUS	15.00
		Invoice #11882	
		Total	15.00
<hr/>			
38649	2/18/2015	TOWN & COUNTRY SANITATION	
		Garbage & Recycling Pickup	
110-00-53620-207-001		GARBAGE COLLECTION	9,150.00
110-00-53620-207-002		RECYCLING COLLECTION	3,965.00
		Account #4176	
		Total	13,115.00
<hr/>			
38650	2/18/2015	AMAZON	
		Audiovisual	
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL	462.98
		Account #60457 8781 010216 6	
		Total	462.98

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 7
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38651	2/18/2015	Andrea Fullerton Reimbursement for Cell Phone	
140-00-55300-202-000		COMMUNICATION	50.00
		Total	50.00
38652	2/18/2015	WISCONSIN PROFESSIONAL POLICE ASSOCIATION Union Dues, #55	
110-00-21350-000-000		UNION DUES - POLICE	122.25
		Total	122.25
38653	2/18/2015	Demco Periodicals, Billing #486591000	
130-00-55110-304-103		SUPPLIES - PERIODICALS	2,055.89
		Total	2,055.89
38654	2/18/2015	Goth Plumbing Replace Heating Element on Water Heater	
130-00-55110-301-000		EQUIPMENT	96.15
		Total	96.15
38655	2/18/2015	TERRY'S PIGGLY WIGGLY Supplies, Account #455	
130-00-55110-304-105		SUPPLIES - GENERAL	20.86
		Total	20.86
38656	2/18/2015	BAKER & TAYLOR, INC. Books	
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2030231364	596.24
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2030213736	463.92
130-00-55110-304-101		SUPPLIES - BOOKS Invoice #2030266715	429.80
		Total	1,489.96

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 8
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38657	2/18/2015	Junior Library Guild Books, Invoice #261806	
130-00-55110-304-101		SUPPLIES - BOOKS	222.48
Total			222.48
38658	2/18/2015	H.J. Pertzborn Plumbing & Fire Protection Sprinkler Inspection, Replace Hose	
130-00-51600-305-000		MAINTENANCE Invoice #171356	100.00
130-00-55110-301-000		EQUIPMENT Invoice #171308	176.58
Total			276.58
38659	2/18/2015	Mike's Mobil LLC Oil Change, Brakes, Headlight	
110-00-52100-305-000		MAINTENANCE Account #101133	474.28
Total			474.28
38660	2/18/2015	US CELLULAR Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	45.13
Total			45.13
38661	2/18/2015	Office Pro, Inc. Pens, Clasp Envelopes	
110-00-51410-304-000		SUPPLIES Invoice #0187315-001	38.07
Total			38.07
38662	2/18/2015	Johnson Inspection LLC Building Inspections, Invoice #424	
110-00-52400-207-000		SUPPORT SERVICES	549.21
Total			549.21
38663	2/18/2015	Board of Commissioners of Public Land Loan Payment, Invoice #0000014140	

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
310-00-58000-601-000		PRINCIPAL	25,000.00
310-00-58000-602-000		INTEREST	15,741.37
Total			40,741.37

38664 2/18/2015 Baer Insurance Services, LLC
Work. Comp. & Audit, Liability

110-00-51540-209-000		INSURANCE	3,101.15
		Invoice #57943	
660-00-51400-924-000		PROPERTY INSURANCE	715.65
		Invoice #57973	
670-00-53610-209-000		INSURANCE	954.20
		Invoice #57943	
110-00-51540-209-000		INSURANCE	3,761.55
		Invoice #57902	
660-00-51400-924-000		PROPERTY INSURANCE	868.05
		Invoice #57902	
670-00-53610-209-000		INSURANCE	1,157.40
		Invoice #57902	
110-00-51540-209-000		INSURANCE	4,451.20
		Invoice #57916	
660-00-51400-924-000		PROPERTY INSURANCE	1,027.20
		Invoice #57916	
670-00-53610-209-000		INSURANCE	1,369.60
		Invoice #57916	
Total			17,406.00

38665 2/18/2015 News Publishing Company
Public Noticds, Account #99101876

110-00-51410-206-000		PRINTING	289.23
Total			289.23

38666 2/18/2015 MSA Professional Services, Inc.
Professional Services

120-00-57300-207-000		SUPPORT SERVICES	3,270.00
		Project #R03535015.0	
Total			3,270.00

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 10
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
38667	2/18/2015	API Outsourcing, Inc. Tax Bill Mailing, Invoice #SI.36168	
110-00-51510-207-000		SUPPORT SERVICES	45.93
		Total	45.93
38668	2/18/2015	CAPITAL COMPUTER Ink Cartridges, Invoice #56908	
110-00-51410-302-000		TECHNOLOGY	66.40
		Total	66.40
38669	2/18/2015	Immaculate Cleaning, Inc. Office Cleaning, Invoice #5056	
110-00-51600-207-000		SUPPORT SERVICES	275.00
		Total	275.00
38670	2/18/2015	TOWN & COUNTRY ENGINEERING, INC. Engineering Services	
660-00-57000-207-000		SUPPORT SERVICES Job #CP 71	4,379.04
670-00-57410-207-000		SUPPORT SERVICES Job #CP 71	6,568.56
120-00-57300-805-104		INFRASTRUCTURE - CTY HWY P Job #CP 84	3,092.50
		Total	14,040.10
38671	2/18/2015	Crescent Electric Supply Co. LED Lamp,Vapor-Tite Latch	
670-00-53610-304-000		SUPPLIES Inv. #S500201531.002	181.68
670-00-53610-305-000		GENERAL MAINTENANCE Inv. #S500201531.003,Inc. Credit on Acct	220.72
		Total	402.40
38672	2/18/2015	Teledyne Instruments, Inc. Pump Gear,Lip Seal,Pump Housing	
670-00-53610-305-000		GENERAL MAINTENANCE Invoice #S020067534	714.20

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 11
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 714.20
38673	2/18/2015	FIRST SUPPLY MADISON Ejector Pump,Corp. Stop	
670-00-53610-307-000		SYSTEM MAINTENANCE Invoice #2999803-00	361.63
660-00-53700-675-000		MAINTENANCE OF SERVICES	207.32
			Total 568.95
38674	2/18/2015	NORTH CENTRAL LABORATORIES Spadns,Labeling Tape	
670-00-53610-304-000		SUPPLIES Invoice #350543	172.88
			Total 172.88
38675	2/18/2015	BOEHNEN, INC. Water Main Breaks	
660-00-53700-676-000		MAINTENANCE OF METERS Invoice #21780	941.46
660-00-53700-673-000		MAINTENANCE OF MAINS Invoice #21752	1,067.19
			Total 2,008.65
38676	2/18/2015	HELLENBRAND WELDING Welding	
660-00-53700-673-000		MAINTENANCE OF MAINS	139.70
110-00-53300-305-102		MAINTENANCE - EQUIPMENT Invoice #6733	349.00
			Total 488.70
38677	2/18/2015	Kraemer Air Filter Corp. Air Filters, Invoice #14025	
670-00-53610-305-000		GENERAL MAINTENANCE	577.19
			Total 577.19
38678	2/18/2015	CROSS PLAINS MOTORS, INC. Repair 1992 Chevy, Invoice #50846	

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 12
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-305-101		MAINTENANCE - VEHICLE	588.35
		Total	588.35

38679 2/18/2015 WEAVER AUTO PARTS
Light Bulb,Oil Filters,Fuel Filter

110-00-53300-305-101		MAINTENANCE - VEHICLE Account #16502	29.84
		Total	29.84

38680 2/18/2015 Middleton Farmers Co-op
Diesal Fuel, Customer #170070

660-00-53700-601-200		OPERATION - EXPENSE	1,123.35
		Total	1,123.35

38681 2/18/2015 Truck Country
Service Kit, Invoice #X201371537:01

110-00-53300-305-101		MAINTENANCE - VEHICLE Includes Credit on Account	99.08
		Total	99.08

38682 2/18/2015 KALSCHEUR IMPLEMENT CO.
Backhoe,Skidsteer,Blade,Snow Pusher

120-00-57300-803-000		EQUIPMENT Invoice #EQ15008	2,865.00
120-00-57300-803-000		EQUIPMENT Invoice #EQ15007	2,745.00
120-00-57300-803-000		EQUIPMENT Invoice #EQ15014	3,290.00
120-00-57300-803-000		EQUIPMENT Invoice #EQ15015	3,860.00
110-00-53300-305-102		MAINTENANCE - EQUIPMENT Invoice #IN99488	130.04
110-00-53300-305-101		MAINTENANCE - VEHICLE Invoice #IN99727	99.95
		Total	12,989.99

38683 2/18/2015 Cintas Corporation #446
Uniform Service,Mat Service,Clean Floors

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 13
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-178-000		UNIFORM	427.20
		Account #446-01247	
110-00-52100-207-000		SUPPORT SERVICES	113.97
		Account #446-09039	
110-00-51600-207-000		SUPPORT SERVICES	62.87
		Account #446-09039	
110-00-51600-207-000		SUPPORT SERVICES	100.00
		Account #446-09733	
		Total	704.04
<hr/>			
		38684 2/18/2015 Lark Uniform Outfitters, Inc. Shirts, Pants, Invoice #187598	
110-00-52100-178-000		UNIFORM	154.95
		Total	154.95
<hr/>			
		38685 2/18/2015 JEFFERSON FIRE & SAFETY, INC. Lightbar, Invoice #213338	
110-00-52100-305-000		MAINTENANCE	247.11
		Total	247.11
<hr/>			
		38686 2/18/2015 SAEMAN LUMBER CO. Supplies	
110-00-52100-305-000		MAINTENANCE	60.59
		Invoice #1501-524346	
110-00-53300-305-101		MAINTENANCE - VEHICLE	10.73
		Invoice #1501-524769	
		Total	71.32
<hr/>			
		38687 2/18/2015 Wisconsin Supreme Court 2 Dues for Continuing Judicial Education	
110-00-51200-204-000		DUES & SUBSCRIPTIONS	700.00
		Total	700.00
<hr/>			
		38688 2/18/2015 DIGGERS HOTLINE Locates, Invoice #150 1 65701	
670-00-53610-399-000		MISCELLANEOUS	9.25

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 14
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 9.25
38689	2/18/2015	MIDWEST TAPE Audiovisual, Invoice #92543862	
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL	44.99
			Total 44.99
38690	2/18/2015	Cross Plains True Value Hardware January Billing	
140-00-55200-304-000		SUPPLIES Angle Brush	6.98
110-00-52100-305-000		MAINTENANCE CO Alarm	32.99
110-00-53300-304-101		SUPPLIES - GENERAL Clock	10.99
110-00-53300-304-101		SUPPLIES - GENERAL Shovels,Clock	237.69
110-00-52100-305-000		MAINTENANCE Wall Plate,Ceiling Box,Staples,Cable	35.69
110-00-53300-304-101		SUPPLIES - GENERAL Clock	-10.99
110-00-53300-304-101		SUPPLIES - GENERAL Brushes	13.45
670-00-53610-304-000		SUPPLIES Tube	25.74
670-00-53610-304-000		SUPPLIES Tape,Couplings,Cable,Tape Measure	119.09
670-00-53610-304-000		SUPPLIES Ballast	57.98
110-00-53300-304-101		SUPPLIES - GENERAL NBS	5.96
110-00-53300-304-101		SUPPLIES - GENERAL NBS	5.96
110-00-52100-305-000		MAINTENANCE Screen	2.79
110-00-53300-399-000		MISCELLANEOUS Drum Lines	21.99

Dated From: 2/05/2015 From Account:
 Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-399-000		MISCELLANEOUS	14.97
		Clothes Hook	
110-00-53300-399-000		MISCELLANEOUS	4.49
		Cover	
130-00-55110-304-105		SUPPLIES - GENERAL	6.49
		Spackling	
110-00-53300-304-101		SUPPLIES - GENERAL	9.96
		Glue,Plaint Brush	
110-00-52100-305-000		MAINTENANCE	14.99
		Deadbolt	
110-00-52100-201-000		POSTAGE	12.18
		UPS Shipping	
130-00-55110-304-105		SUPPLIES - GENERAL	10.99
		Dish Drainer	
110-00-53300-304-101		SUPPLIES - GENERAL	10.72
		NBS,Keys	
140-00-55420-301-000		EQUIPMENT	3.38
		Keys	
670-00-53610-305-000		GENERAL MAINTENANCE	5.89
		Corner Iron,NBS	
110-00-53300-304-101		SUPPLIES - GENERAL	6.58
		Key Ring	
140-00-55420-305-000		MAINTENANCE	4.29
		Access Fitting	
Total			671.24

38691 2/18/2015 Peak Software Systems, Inc.
 SportsMan SQL Core

140-00-55300-302-000		TECHNOLOGY	1,537.00
		Invoice #015909	
Total			1,537.00

38692 2/18/2015 Cintas FAS Lockbox 636525
 Fire Extinguisher Inspections

110-00-51600-207-000		SUPPORT SERVICES	115.94
		Invoice #0F39513338	
110-00-51600-305-000		MAINTENANCE	40.50
		Invoice #0F39513339	

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 16
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
140-00-55420-305-000		MAINTENANCE	37.00
		Invoice #0F39513341	
670-00-53610-305-000		GENERAL MAINTENANCE	285.47
		Invoice #0F39513340	
110-00-53300-304-101		SUPPLIES - GENERAL	194.09
		Invoice #0F39513342	
		Total	673.00

38693 2/18/2015 VISA
Programs, Postage, Supplies

130-00-55110-306-000		PROGRAMS	56.29
130-00-55110-201-000		POSTAGE	4.21
130-00-55110-304-101		SUPPLIES - BOOKS	52.50
130-00-55110-304-105		SUPPLIES - GENERAL	576.44
130-00-51600-304-000		SUPPLIES	135.80
		Total	825.24

38694 2/18/2015 PEPSI-COLA COMPANY
Books, Invoice #0006874-IN

130-00-55110-304-101		SUPPLIES - BOOKS	717.56
		Total	717.56

38695 2/18/2015 Jeff Davis
Reimbursement for CAT 5 Wiring & Parts

110-00-52100-399-000		MISCELLANEOUS	39.49
		Total	39.49

38696 2/18/2015 WORLD OF VARIETY
Paper Towels, Masking Tape, Inv. #18327

110-00-53300-304-101		SUPPLIES - GENERAL	9.99
140-00-55300-304-000		SUPPLIES	3.49
140-00-55300-304-000		SUPPLIES	17.99

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-51600-304-000		SUPPLIES	9.99
Total			41.46

38697 2/18/2015 Kimball Midwest
Drill Bits, Wheel, Invoice #4045210

110-00-53300-304-101		SUPPLIES - GENERAL	153.34
Total			153.34

38698 2/18/2015 TDS TELECOM
Telephone Bills

110-00-53300-202-000		COMMUNICATION	161.93
140-00-55420-203-000		UTILITIES	36.22
660-00-51400-923-000		CONTRACTED SERVICES	37.50
670-00-51600-202-000		COMMUNICATION	199.86
110-00-51600-202-000		COMMUNICATION	228.87
130-00-51600-202-000		COMMUNICATION	116.68
Total			781.06

DEF 4.15 2/12/2015 WISCONSIN DEFERRED COMPENSATION
pay 4 contriibution Manual Check

110-00-21349-000-000		WI DEFERRED COMP	375.00
Total			375.00

FICA 4.15 2/13/2015 ELECTRONIC FEDERAL TAX DEPOSIT
pay 4 federal tax Manual Check

110-00-21311-000-000		FEDERAL WITHHOLD TAX PAY	4,369.48
110-00-21331-000-000		FICA TAXES PAYABLE	3,151.31
110-00-21331-000-000		FICA TAXES PAYABLE	3,151.31
Total			10,672.10

2/18/2015 8:02 AM

Check Register - Full Report - ALL
Accounting Checks
ALL FUNDS

Page: 18
ACCT

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
ICMA 4.15	2/11/2015	ICMA Retirement	
		pay 4 contribution	
			Manual Check
110-00-21349-001-000		ICMA 457K	268.56
110-00-51430-173-000		RETIREMENT	29.64
		Total	298.20
STATE 4.15	2/13/2015	STATE OF WI - ELECTRONIC FUND	
		pay 4 state tax (.30 & 1882.30 = 1882.60	
			Manual Check
110-00-21312-000-000		STATE WITHHOLD TAX PAY	1,882.60
		Total	1,882.60
HEALTH 2.15	2/05/2015	EMPLOYEE TRUST FUNDS-INSURANCE PYMTS	
		march health premium	
			Manual Check
110-00-21341-000-000		POP EMPLOYEE HEALTH INSUR	2,746.47
110-00-51430-171-000		HEALTH INSURANCE	2,776.76
110-00-52100-171-000		HEALTH INSURANCE	3,470.36
110-00-53300-171-000		HEALTH INSURANCE	2,979.95
130-00-51430-171-000		HEALTH INSURANCE	2,523.90
140-00-51430-171-000		HEALTH INSURANCE	1,261.95
660-00-50000-926-000		EMPLOYEE PENSION & BENEFITS	1,528.03
670-00-53610-171-000		HEALTH INSURANCE	2,184.38
		Total	19,471.80
		Grand Total	1,472,009.22

Dated From: 2/05/2015 From Account:
Thru: 2/18/2015 Thru Account:

	Amount
Total Expenditure from Fund # 110 - GENERAL FUND	1,348,516.19
Total Expenditure from Fund # 120 - CAPITAL PROJECT FUND	19,122.50
Total Expenditure from Fund # 130 - LIBRARY FUND	11,013.68
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	4,906.54
Total Expenditure from Fund # 310 - TAX INCREMENT DISTRICT	40,741.37
Total Expenditure from Fund # 660 - WATER	14,351.17
Total Expenditure from Fund # 670 - SEWER	33,357.77
Total Expenditure from all Funds	1,472,009.22

Application for an "Operator's" License _____ WI _____, _____
To Serve Fermented Malt Beverages and Intoxicating Liquors Date Year

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

I certify that I am ~~22~~ years of age. Date of Birth: ~~5/21/82~~ CROSSROADS COFFHOUSE
Name of Establishment

Answer the following questions fully and completely:

Name: DUSTIN L ANDERSON Is application new or a renewal? NEW
First MI Last

Address of Applicant: 7750 US Highway 14 Middleton 53562 358 9533
Street Address City ZIP Code Phone Number

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

Where was the privilege obtained? (Town) _____
City Village

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

If so, where? LEARN 2 SERVE

Have you ever had a criminal conviction? If yes, what and where? _____
OWI

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

If so, name of court: _____

STATE OF WISCONSIN
DANE COUNTY

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

X [Signature]
Applicant sign here

X 2/6/15
Date of Application

Date of Board Approval _____



Subscribed and sworn to before me this 10

Day of February, 2015

Dane County, Wis.

Notary Public: Renee D. Bratton
My Commission Expires: 4/9/17

WISCONSIN

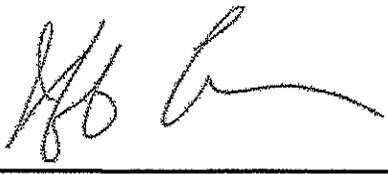
SELLER / SERVER CERTIFICATION

Trainee Name: Dustin Anderson

Date of Completion: 08/17/2014 20:46 CST

School Name: Learn2Serve

Certification #: WI 2263825

I,  _____

certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66

Corporate Headquarters

13801 N. Mopac, Suite 100

Austin, Texas 78727

P: 800-442-1149



Cross Plains Police Department

Date: February 13, 2015

To: Village Administrator Matthew Schuenke

Ref: Operator's License Application

On February 13, 2015 I received an Application for an Operator's License from a Dustin L. Anderson. A review of Mr. Anderson's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Mr. Anderson has no arrest or convictions in contrast with Village ordinance 41.09(c).

Dustin L. Anderson therefore meets the criteria set forth in Village Ordinance 41.09(c) to receive an operator's license.

Thomas J. Janssen
Chief of Police

Application for an "Operator's" License Cross Plains WI 1-29, 15
to Serve Fermented Malt Beverages and Intoxicating Liquors Date Year

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

I certify that I am [redacted] years of age. Date of Birth [redacted] [redacted] [redacted] Coaches Club
Name of Establishment

Answer the following questions fully and completely:

Name: Shara L Dahlk Is application new or a renewal? new
First MI Last

Address of Applicant: 2546 Valley St Cross Plains WI 53528 608-798-1126
Street Address City ZIP Code Phone Number

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

Where was the privilege obtained? (Town) _____
City Village

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

If so, where? _____

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

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

If so, name of court: _____

STATE OF WISCONSIN
DANE COUNTY

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

X Shara Dahlk
Applicant sign here

X 1/30/15
Date of Application

Date of Board Approval _____

Subscribed and sworn to before me this 29
Day of January, 2015

Dane County, Wis.

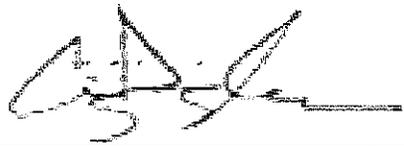
Notary Public: Thor M
My Commission Expires: 7-31-16

WISCONSIN

SELLER / SERVER CERTIFICATION

Trainee Name: Shara Dahlk
Date of Completion: 01/29/2015

School Name: 360training.com, Inc.
Certification # WI-16928


I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66


Learn2
serve

Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149



Cross Plains Police Department

Date: February 03, 2015

To: Village Administrator Matthew Schuenke

Ref: Operator's License Application

On February 03, 2015 I received an Application for an Operator's License from a Shara L. Dahlk. A review of Ms. Dahlk's arrest and conviction record was completed in accordance with Village Ordinance 41.09 (b). The results of that review indicate Ms. Dahlk has no arrest or convictions in contrast with Village ordinance 41.09(c).

Shara L. Dahlk therefore meets the criteria set forth in Village Ordinance 41.09(c) to receive an operator's license.

Thomas J. Janssen
Chief of Police

From: [Paul A. Johnson](#)
To: [Jay D. Moretti](#); [Matt Schuenke](#)
Subject: FW: Bourbon Road Business Condominium
Date: Monday, January 05, 2015 3:11:02 PM
Attachments: [Articles of Organization.docx](#)
[Bylaws.docx](#)
[Condo Plat.pdf](#)
[Decl of Condo.docx](#)

Hi Jay:

I reviewed the documents for the Bourbon Road Business Condominium and have no objections or concerns. The only issue is to include the proper tax parcel numbers on the documents.

Matt: Under Chapter 83, Condo projects are to be reviewed in the same manner as certified survey maps so I think this needs to go to the Plan commission and then to the Board for final approval and assuming there are no issues there, all should be good.

Let me know if you need anything else from me on this project.

Paul A. Johnson
Boardman & Clark LLP
Attorney at Law
pjohnson@boardmanclark.com
Direct: 608-286-7210
Phone: 608-592-3877
Fax: 608-592-5844

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Lodi Office
BOARDMAN & CLARK LLP
113 SOUTH MAIN STREET
SUITE 301
P.O. Box 256
LODI, WI 53555

IRS CIRCULAR 230 NOTICE: To ensure our compliance with certain U.S. Treasury Regulations, please be advised that, unless expressly indicated otherwise, if this communication or any attachment to this communication contains advice relating to any Federal tax issue, the advice is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding Federal tax penalties. If any of the advice was written to support the promotion, marketing, or recommendation of any transaction or matter addressed within the meaning of internal Revenue Service Circular 230, you should seek advice based upon your particular circumstances from an independent tax advisor.

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-----Original Message-----

From: Atty Jay Moretti [<mailto:moretti@chorus.net>]
Sent: Monday, December 29, 2014 12:17 PM
To: Paul A. Johnson
Subject: Bourbon Road Business Condominium

Dear Paul:

The Village Administrator has asked that I forward the draft condominium documents for Bourbon Road Condominium to you for your review. Attached you will find the Declaration of Condominium, Articles of Organization for the Owner's Association, the Bylaws for the Association and the Condominium Plat. Please review and contact me with respect to the acceptability of the documents as prepared.

Very truly yours,

Jay D. Moretti
Attorney at Law
608-798-3521

**ARTICLES OF ORGANIZATION AND
STATEMENT OF AUTHORITY FOR
BOURBON ROAD BUSINESS
CONDOMINIUM UNIT
OWNERS ASSOCIATION UA**

Name & Return Address:

Parcel Id. No.: 181 1263-00000

The undersigned, being the Declarant of Bourbon Road Business Condominium (the "Condominium") hereby creates an unincorporated nonprofit association (the "Association") under Chapter 184, Wisconsin Statutes, to serve as the condominium association under Chapter 703 of the Wisconsin Statutes, for the Condominium.

1. The name of the Association is BOURBON ROAD BUSINESS CONDOMINIUM UNIT OWNERS ASSOCIATION UA.
2. The Association is organized under Chapter 184 Wisconsin Statutes.
3. The agent for receipt of service of process for the Association is:

Douglas F. Schwartz, Registered Agent
1841 Bourbon Road
Cross Plains, Wisconsin 53528

4. The address of the Association in Wisconsin is:

1841 Bourbon Road
Cross Plains, Wisconsin 53528
5. The purpose for which the Association is organized is to serve as the condominium association for the Bourbon Road Business Condominium, in the Village of Cross Plains, Dane County, WI.
6. The members of the Association shall be those persons who from time to time own units in the Condominium.
7. Declarant shall adopt Bylaws for the Association. Among other matters, the Bylaws shall call for a Board of Directors who will manage the affairs of the Association.
8. This instrument and the Bylaws may be amended by the vote or consent of members owning more than 75% of the members' votes.
9. Either the Board of Directors of the Association or the members of the Association, acting in the manner provided in the Bylaws for the Association, shall have the right to authorize a person to transfer real property of the Association. Declarant as the organizer of the Association has authorized execution of this instrument.
10. Each owner of a unit in the Condominium shall automatically be a member of the Association. No shares nor certificates of membership shall be issued. At meetings of the Association each unit owner shall have the right to cast the number of votes appurtenant to the owner's unit as provided in the declaration of condominium for the Condominium, except that the Bylaws may contain a provision prohibiting any unit owner from voting at a meeting if the Association has recorded a statement of condominium lien on the owner's unit and the amount necessary to release the lien has not been paid at the time of the meeting. No member may transfer the member's membership or any rights arising from the membership except that those rights shall be automatically transferred to any purchaser of the member's condominium unit in the Condominium.
11. The Association shall not engage in any activities constituting a regular business of a kind ordinarily carried on for profit. No part of the net earnings of the corporation shall inure (other than by acquiring, constructing, or providing management, maintenance, and care of property of the corporation within the meaning of Section 528 of the Internal Revenue Code, or other than by a rebate

of excess membership dues, fees, or assessments) to the benefit of any unit

owner of the Condominium. In case of voluntary or involuntary dissolution of the Association, any remaining property of the Association shall be distributed to such persons and in such manner as will not adversely affect any then existing exemption of the Association from United States incomes taxes.

12. The real estate currently subject to the declaration of condominium is described as follows:

Lot Three (3) of Certified Survey Map No. 5788 recorded in the Dane County Register of Deeds office in Volume 27 of Certified Survey Maps, Page 172, as Document No. 2130571, in the Village of Cross Plains, Dane County, Wisconsin.

Dated this _____ day of _____, 2014.

Douglas F. Schwartz, Declarant

Laurel L. Schwartz, Declarant

Signature of Douglas F. Schwartz and Laurel L. Schwartz authenticated this _____ day of _____, 2014.

Jay D. Moretti
Member of State Bar of Wisconsin

Drafted by and return to:
Attorney Jay D. Moretti
2305 Main Street
Cross Plains, WI 53528

**BOURBON ROAD BUSINESS
CONDOMINIUM UNIT
OWNERS ASSOCIATION UA**

BYLAWS

TABLE OF CONTENTS

Parcel No. 181 1263-00000

	<u>Page</u>
Table of Contents	1
Recording Information	1
SECTION I Name, Form of Administration, Address	2
SECTION II Rights and Obligations	2
SECTION III Board of Directors; Officers	4
SECTION IV Assessments: Finance	5
SECTION V Records; Accounts	7
SECTION VI Liability of Directors and Officers	7
SECTION VII Fiscal Year	8
SECTION VIII Amendment	8
SECTION IX Interpretation	8
SECTION X Mortgagees	9

**BOURBON ROAD BUSINESS CONDOMINIUM UNIT
OWNERS ASSOCIATION UA**

BYLAWS

The following Bylaws apply to Bourbon Road Business Condominium, created by a Declaration of Condominium recorded as Document No. _____, of Records and a Condominium Plat recorded at Document No. _____, at Cabinet _____ of Condominium Plats, in the office of the Register of Deeds for Dane County, Wisconsin. These Bylaws incorporate by reference the said Declaration of Condominium and Condominium Plat, and the Wisconsin Condominium Ownership Act, Chapter 703, Wisconsin Statutes. The Bylaws are intended to provide the structure necessary for the operation of Bourbon Road Business Condominium Unit Owners Association UA (the Association), a "small condominium" as described in Section 703.365, Wisconsin Statutes, and to permit Unit Owners to participate through a democratic structure in the governance of the Association. These Bylaws are adopted by Douglas F. Schwartz and Laurel L. Schwartz (Declarant), the organizer of the Association.

SECTION I

NAME, FORM OF ADMINISTRATION, ADDRESS

1.01 Name. The name of the Association created herein is Bourbon Road Business Condominium Unit Owners Association UA, and is referred to herein as the Association.

1.02 Form of Administration. The Association is an unincorporated association organized under Chapter 184 of the Wisconsin Statutes and is created to serve as the association of unit owners for those persons owning units at Bourbon Road Business Condominium pursuant to Section 703.15(1), Wis. Stats. The affairs of the Association shall be governed by its Board of Directors, subject to any rights reserved by the Declarant in accordance with Chapter 703 of the Wisconsin Statutes.

1.03 Address. The address and principal office of the Association is 1841 Bourbon Road, Cross Plains, WI 53528.

SECTION II

MEMBERS: RIGHTS AND OBLIGATIONS

2.01 Members. All unit owners in the Condominium are, by the fact of ownership of their unit, members of the Association. As such they are granted all rights

and subject to all obligations of membership as created herein. Land contract vendees and not land contract vendors are members of the Association. Persons holding an interest in a unit only as security for an obligation (including mortgagees) are not members of the Association.

2.02 Notice to Members. Notice of meetings shall be given in a manner best calculated to assure that actual notice is received by members.

2.03 Roster of Mortgagees. The Association shall maintain a roster of holders of security interests in units and shall provide such notices regarding the unit encumbered and the Condominium involving condemnation or casualty loss, declaration or bylaw amendments, termination or modification of insurance, delinquency in payment of assessments on the specific unit, or such other events or actions as a unit security holder requests or the law or any document related to the mortgage or other security instrument requires. Unit owners are responsible for providing the information necessary to keep this roster current.

2.04 Meetings. There shall be an annual and such special meetings of the members of the Association as the Board of Directors of the Association shall establish by resolution.

2.05 Voting. There shall be one vote appurtenant to each unit which the owners of the unit may cast at meetings of the Association, subject to the limitations in these Bylaws. Except as otherwise provided by law, the declaration of the condominium or these bylaws, decisions of the members shall be made by appurtenant vote or written consent of at least 75% of the unit votes of the condominium.

2.06 Majority of Owners. A majority of the owners or a specified percentage or fraction of the owners means, respectively, owners having 75% or more of the vote or owners holding the specified percentage or fraction of the votes.

2.07 Quorum. Except as otherwise provided in these Bylaws, the presence in person or by proxy of a majority of the owners shall constitute a quorum.

2.08 Proxies. Votes may be cast in person or by proxy. Proxies shall be in writing and shall be filed with the Association prior to the scheduled time of each meeting. A proxy is effective only for a maximum period of 180 days following its issuance, unless granted to a mortgagee or lessee.

2.09 Multiple Owners of Unit. If a unit has multiple owners and only one of the multiple owners of the unit is present at a meeting of the Association, the owner is entitled to cast the vote allocated to that unit. If more than one of the multiple owners of a unit is present, only one vote is allowed for the unit. There shall be no fractional

voting. Unanimous consent is conclusively presumed if any one of the unit owners purports to cast the vote allocated to that unit. If there is not unanimous consent, a vote will not count.

2.10 Information on Owners. Each unit owner shall furnish the Association with the owner's name and current mailing address. No unit owner may vote at a meeting of the Association until this information is furnished.

2.11 Effect of Condominium Lien. A unit owner shall be prohibited from voting at a meeting of the Association if the Association has recorded a statement of condominium lien on the owner's unit and the amount necessary to release the lien has not been paid at the time of the meeting. Any unit owner so prohibited from voting shall be excluded as an "owner" under Section 2.06 for the purpose of determining the number of owners having a vote.

2.12 Decisions. Except as otherwise provided by law, the declaration for the Condominium or these Bylaws, decisions of the members shall be made by the vote of a majority of the owners present and voting at a meeting at which a quorum of the owners is present.

SECTION III

BOARD OF DIRECTORS; OFFICERS

3.01 Number , Qualification of Directors. The affairs of the Association shall be governed by a board of Directors composed of one representative from each unit, chosen by and from the unit owners of the unit.

3.02 Meetings of the Board.

- (1) Annual Meeting. The annual meeting of the Board of Directors shall be held on the ***first Saturday of October*** of each year at 1 o'clock p.m. at the principal office of the Association, or at such other time and place as the Directors may select.
- (2) Regular Meetings. The Board of Directors shall meet at least quarterly.
- (3) Special Meetings. The Board of Directors shall hold a special meeting at the request of Declarant or any director at the principal office of the Association at a time set by the president, but no sooner than 24 hours after receipt of the request.

- (4) Notice. Notice of meetings shall given in a manner best calculated to assure that actual notice is received by the owners of all units.

3.03 Quorum of Directors. **At least 75% of the Directors**, present in person, constitutes a quorum of the Board of Directors.

3.04 Voting.

- (1) Actions. The acts of at least **75% of the Directors** shall be the acts of the board.

- (2) Written Consent. Action by the Board of Directors may be taken by unanimous written consent without a meeting.

- (3) Deadlock. If the Unit Owners are unable to resolve an issue by vote, the issue shall be settled by arbitration as provided in Wisconsin Statutes Section 703.365(6).

3.05 Powers. The Board of Directors shall take such actions as may be necessary or appropriate in relation to maintenance, operation and duties of the Association, including the borrowing of money and the acquiring and conveying of real and personal property in the name of the Association. The board may retain a manager for the condominium. The Directors shall not have the right to receive any compensation for their services as Directors.

3.06 Officers. There shall be no Officers of the Association.

SECTION IV

ASSESSMENTS; FINANCE

4.01 Common Expenses. The common expenses shall include, among other things, the cost of all insurance premiums on all policies of insurance required to be or which have been obtained by the Association pursuant provisions of Article 12 of the Declaration, and shall also include such amounts as the Association may deem proper for the operation and maintenance of the Property, including without limitation an amount for working capital, for a general operating reserve, for a reserve fund for replacement, and for making up any deficit in the common expenses for any prior year.

4.02 Determination of Common Expenses. The Association may from time to time, prepare a budget for the Property, determine the amount of the common expenses for the forthcoming year, and allocate and assess such common expenses against the Unit Owners as provided in Article 17 of the Declaration and these By-laws.

Provided however, that the budget and the assessments created hereby shall be presented for review and approval by the members at the annual member's meeting or any special meeting called for such purpose.

4.03 Payment of Common Expenses. All Unit Owners shall be obligated to pay the common expenses assessed by the Board of Directors pursuant to the provisions of Section 4.02 of this Section IV at such time or times and in such manner as the Board of Directors shall determine, including automatic monthly withdrawals from the Unit Owners' banking accounts into a designated depository. A late charge of up to \$20 may be imposed by the Board of Directors against a Unit Owner if any balance in common expenses remains unpaid by the fifth day of the month when due. No Unit Owner shall be liable for the payment of any part of the common expenses assessed against his Unit subsequent to a sale, transfer or other conveyance by him. A purchaser of a Unit shall be liable for the payment of common expenses assessed against such Unit prior to the acquisition by him of such Unit except that if the Association or Board of Directors furnishes a statement pursuant to Section 703.16 of the Wisconsin Condominium Ownership Act, such liability shall be limited to the amount set forth therein. Each Unit Owner shall be obligated to pay common expenses hereunder notwithstanding the fact that he may have a pending dispute with the Association or the Board of Directors on any matter.

4.04 Collection of Assessments. The Association may take action to collect from a Unit Owner any assessment due which remains unpaid by him for more than 30 days from the due date for its payment.

4.05 Default in Payment of Assessments. In the event of default by any Unit Owner in paying to the Association the assessed common expenses, such Unit Owner shall be obligated to pay interest at the highest rate permitted by law per year on such assessments from the due date thereof, together with all expenses, including attorneys' fees, incurred by the Association in any proceeding brought to collect such unpaid assessments. The Association shall have the right and duty to attempt to recover such assessments and expenses of the proceedings, including attorneys' fees, in an action brought against such Unit Owner, or by foreclosure of the lien on such Unit granted by Section 703.16 of the Wisconsin Condominium Ownership Act. The Association shall also have the right to prohibit such Unit Owner from voting at a meeting of the Association if the Association has recorded a statement of condominium lien on such Unit and the amount necessary to release the lien has not been paid at the time of the meeting. By acceptance of the deed to his Unit, each Unit Owner shall be deemed to have consented to such notification. Each Unit Owner grants an irrevocable proxy to the other Unit Owner to act on behalf of the Association and take on unilateral action deemed necessary by either Unit Owner, but only after each Unit Owner is given notice of a meeting requested by the other Unit Owner, including the action to be taken by or proposed for

the Association, at least thirty (30) days prior to the date of the requested meeting. Said proxy should remain in effect until the absent Unit Owner appears for a meeting properly noticed.

4.06 Foreclosure of Liens for Assessments. In any action brought by the Association to foreclose a lien on a Unit because of unpaid assessments, the Unit Owner shall be required to pay a reasonable rental for the use of his Unit and the plaintiff in such foreclosure action shall be entitled to the appointment of a receiver to collect such rental. The Association acting on behalf of all Unit Owners, shall have power to purchase such Unit at the foreclosure sale and to acquire, hold, lease, mortgage, vote the votes appurtenant to, convey or otherwise deal with the same after such purchase. A suit to recover a money judgment for unpaid common expenses shall be maintainable without foreclosing or waiving the lien securing the same.

4.07 Statement of Assessments. The Association shall promptly provide any Unit Owner, his mortgagee or land contract vendor, who makes a request in writing, with a written statement of his unpaid assessments.

SECTION V

RECORDS; ACCOUNTS;

5.01 Accounts; Records. The Association will maintain all accounts and records for the activities at the Condominium.

SECTION VI

LIABILITY OF DIRECTORS AND OFFICERS

6.01 Exculpation. No Director or Officer of the Association, in his capacity as Director or Officer rather than as a unit owner, is liable for acts or defaults of any other Director, Officer or unit owner or for any loss sustained by the Association or any member thereof, unless the same has resulted from his own willful misconduct or negligence. Nothing contained in this section exempts such Director or Officer from the liabilities and obligations of unit owners as provided by these Bylaws.

6.02 Indemnification. Every Director and Officer of the Association shall be indemnified by the Association against all reasonable costs, expenses, and liabilities (including counsel fees) actually and necessarily incurred by or imposed upon him in connection with the claim, action, suit proceeding, investigation, or inquiry of whatever nature in which he may be involved as a party or otherwise by reason of his having been a Director or Officer of the Association at the time of the incurring or imposition of such costs, expenses, or liabilities, except in relation to matters as to which he shall be finally

adjudged in such action, suit, proceeding, investigation or inquiry to be liable for willful misconduct or negligence toward the Association in the performance of his duties, or in the absence of such final adjudication, any determination of such liability by the opinion of legal counsel selected by the Association. The foregoing right of indemnification is in addition to and not in limitation of all the rights to which such persons may be entitled as matter of law and inures to the benefit of the legal representatives of such person. The Association may insure its obligations under this subsection.

SECTION VII

FISCAL YEAR

7.01 Fiscal Year. The fiscal year of the Association begins on the first day of January in each year and ends on the last day of December of that year.

SECTION VIII

AMENDMENT

8.01 Amendment. These Bylaws may be amended by the affirmative vote of unit owners having 75% or more of the votes.

SECTION IX

INTERPRETATION

9.01 Interpretation. In case any provision of these Bylaws shall be held invalid such invalidity shall not render invalid any other provision hereof which can be given effect.

9.02 Captions. The captions herein are inserted only as a matter of convenience and for reference, and in no way define, limit, or describe the scope of these Bylaws, or the intent of any provision thereof.

9.03 Gender; Number. The use of the masculine gender in these Bylaws shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires.

9.04 Mortgagee. As used herein, the word "mortgagee" shall be deemed to include vendors under land contracts conveying a unit.

SECTION X

MORTGAGEES

10.01 Notice to Association. An owner who mortgages the owner's unit shall notify the Association through the manager, if any, or the president of the Board in the event there is no manager, of the name and address of the mortgagee; and the Association shall maintain this information.

10.02 Notice of Unpaid Assessments. The Board shall upon request of a unit owner or the owner's mortgagee report any unpaid assessments due from the owner.

10.03 Protection of First Mortgagee. If the holder of a first mortgage on a unit forecloses the mortgage, or accepts a deed in lieu of foreclosure, the lien of any condominium assessment shall be automatically extinguished, without the need to name the Association as defendant in the foreclosure and without the need to take any other action. The purchaser at the foreclosure sale, the grantee named in the deed in lieu of foreclosure, and their heirs, representatives, successors and assigns shall not be liable for any common expenses or assessments accruing prior to the acquisition of title by such purchaser or grantee. The lien of a first purchase money mortgage shall be prior to all unpaid assessments accruing prior to the perfection of the mortgage lien.

Any foreclosure of a condominium assessment, or acceptance of a deed in lieu of such foreclosure, shall be subject to any existing first mortgage on the unit involved, and the lien of the mortgage shall not be affected by the foreclosure or deed.

In case of conflict between this Section 10.03 and any other provision of the condominium documents, Section 10.03 shall control. Any amendment to this Section 10.03 shall require the written consent of the first mortgagees of the units.

Adopted _____, 20__.

Douglas F. Schwartz
Organizer of the Association
and Declarant

Laurel L. Schwartz
Organizer of the Association
and Declarant

Authentication

Signature of Douglas F. Schwartz and Laurel L. Schwartz, authenticated this
_____ day of _____, 20__.

Jay D. Moretti
Member of State Bar of Wisconsin

This Instrument
Drafted by
Attorney Jay D. Moretti

BOURBON ROAD BUSINESS CONDOMINIUM PLAT

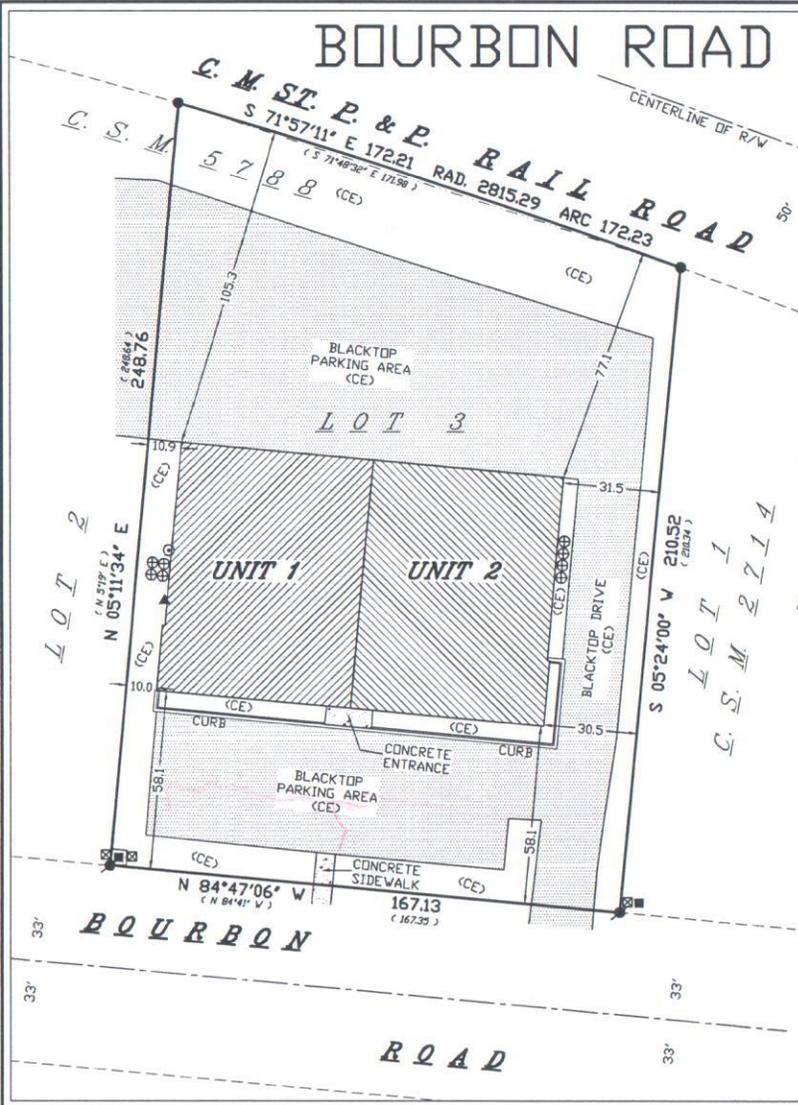
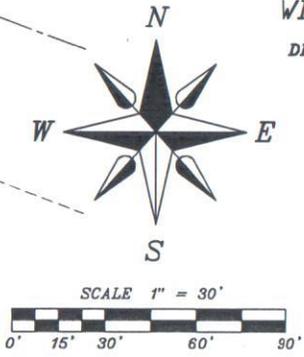
DANE COUNTY, WISCONSIN

WILLIAMSON SURVEYING & ASSOCIATES, LLC

DESCRIPTION:
 LOT 3, CERTIFIED SURVEY MAP NO. 5788, RECORDED AS DOCUMENT NO. 2130571 IN VOLUME 27 OF CERTIFIED SURVEYS ON PAGE 172 IN THE VILLAGE OF CROSS PLAINS, DANE COUNTY, WISCONSIN.

- NOTES:**
- 1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJOINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.
 - 2.) AREA COMPUTATIONS AND DIMENSIONS ARE BASED ON FIELD MEASUREMENTS OR ARCHITECTURAL PLANS DIMENSIONS AND DO NOT SUPERSEDE UNIT BOUNDARIES AS SET FORTH IN THE CONDOMINIUM DECLARATION.
 - 3.) ALL AREAS NOT DESIGNATED AS LIMITED COMMON ELEMENT, ARE A COMMON ELEMENT.
 - 4.) AREA = 38,625 SQ.FT. OR 0.88 ACRES
 - 5.) WETLANDS, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.
 - 6.) FLOOD PLAIN, IF PRESENT, HAS NOT BEEN LOCATED OR SHOWN.

- LEGEND**
- = FOUND 1 1/2" PIPE
 - = FOUND 3/4" REBAR
 - (**) = RECORDED AS
 - ⊕ = A/C UNIT
 - ⊖ = ELECTRIC METER
 - ⊞ = UTILITY PEDESTAL
 - = UTILITY BOX
 - ▲ = GAS METER



SURVEYOR'S CERTIFICATE:

I, Chris W. Adams, Registered Land Surveyor, hereby certify that this plat is a correct representation of the condominium described and identification and location of the units and the common and limited common elements can be determined from the plat.

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

DATE: _____ Chris W. Adams S-2748
 Registered Land Surveyor - Owner

There are no objections to this condominium with respect to Sec. 703 Wis. Stats. and is hereby approved for recording.

Dated this _____ day of _____, 20____

 Dane County Planning and Development

RECEIVED FOR RECORDING THIS _____ DAY OF _____ AT _____ O'CLOCK _____ M. AND RECORDED IN VOLUME _____ ON PAGES _____ AND _____ DOCUMENT NO. _____ REGISTER OF DEEDS

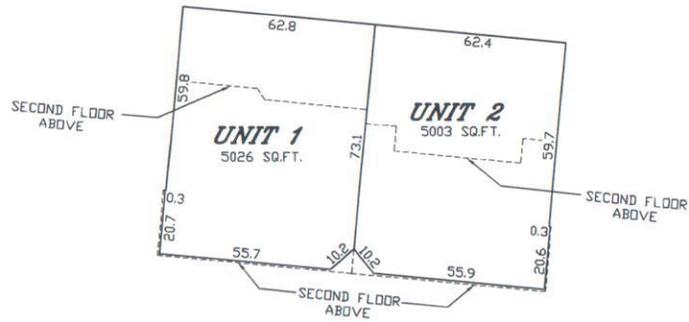
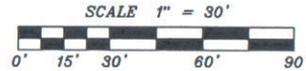
WILLIAMSON SURVEYING & ASSOCIATES, LLC
 104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.
 NDA T. PRIEVE & CHRIS W. ADAMS
 REGISTERED LAND SURVEYORS
 PHONE: 608-255-5705 FAX: 608-849-9760 WEB: WILLIAMSONSURVEYING.COM

SURVEYORS SEAL	
DRAWN BY	CHRIS ADAMS
DRAWING NO.	14W-457
SHEET	1 OF 2

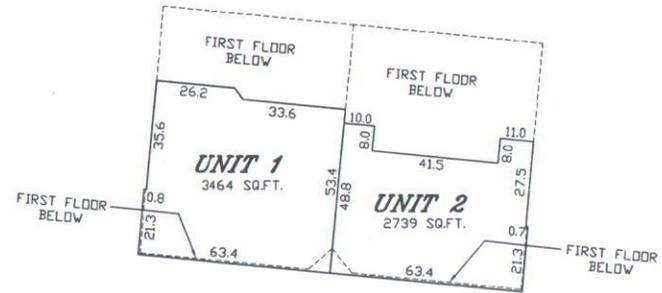
BOURBON ROAD BUSINESS CONDOMINIUM PLAT

DANE COUNTY, WISCONSIN

WILLIAMSON SURVEYING & ASSOCIATES, LLC

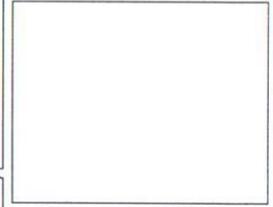


FIRST FLOOR ELEVATION



SECOND FLOOR ELEVATION

SURVEYORS SEAL



WILLIAMSON SURVEYING & ASSOCIATES, LLC

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

NDA T. PRIEVE & CHRIS W. ADAMS

REGISTERED LAND SURVEYORS

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

DRAWN BY: CHRIS ADAMS

DRAWING NO.: 14V-457

SHEET: 2 OF 2

Document No.

DECLARATION OF CONDOMINIUM

Return to:

Attorney Jay D. Moretti
2305 Main Street
PO Box 186
Cross Plains, WI 53528

Parcel Numbers

DECLARATION OF CONDOMINIUM

THIS DECLARATION OF CONDOMINIUM (this "Declaration"), is made this . day of _____, 2014, by Douglas F. Schwartz and Laurel L. Schwartz, (the "Declarant").

ARTICLE I

DECLARATION

Declarant hereby declares that Declarant is the sole owner of the Land (as defined in Section 2.02), together with all improvements located thereon and all easements, rights, and appurtenances pertaining thereto (the "Property"), and further declares that the Property is hereby submitted to the condominium form of ownership as provided in Chapter 703, Wisconsin Statutes (the "Condominium Ownership Act").

ARTICLE II

NAME; DESCRIPTION OF PROPERTY

2.01. Name. The name of the condominium created by this Declaration (the "Condominium") is "Bourbon Road Business Condominium."

Comment [COMMENT1]: Appendix A: Declaration of Condominium

Important: The sample language and forms in the *Drafter's Guide to Wisconsin Condominium Documents* are examples only. Because of the rapidly changing nature of the law, no example should *ever* be used "as is." When using these materials, refer to the accompanying commentary in the *Drafter's Guide*. In addition, *always* check original sources of authority for current law and adapt the form language to fit your client's circumstances.

Caution: This form gives only an *approximation* of the required format for a document recorded in the office of a register of deeds. Practitioners will need to modify this form as necessary to meet the precise format requirements set forth in section 59.43(2m) of the Wisconsin Statutes.

2.02. Legal Description. The land comprising the Property (the “Land”) is located in the Village of Cross Plains, County of Dane, State of Wisconsin, and is legally described as follows:

Lot Three (3) of Certified Survey Map No. 5788 recorded in the Dane County Register of Deeds office in Volume 27 of Certified Survey Maps, Page 172, as Document No. 2130571, in the Village of Cross Plains, Dane County, Wisconsin.

2.03. Address. The address of the Condominium is 1841 Bourbon Road, Cross Plains, Wisconsin 53528. The addresses of the Condominium Units are as follows:

Unit 1	1841 Bourbon Road, Cross Plains, WI 53528
Unit 2	1837 Bourbon Road, Cross Plains, WI 53528

ARTICLE III

DESCRIPTION OF UNITS

3.01. Identification of Units. The Condominium shall consist of Two (2) units (individually a “Unit” and collectively the “Units”) located in the building identified on the condominium plat attached hereto as Exhibit A and made a part hereof (the “Condominium Plat”). The Condominium Plat shows floor plans for each Unit showing the layout, boundaries, and dimensions of each Unit. The Units shall be identified as Units 1 and Unit 2, as numbered on the Condominium Plat. Each owner of a Unit is referred to as a “Unit Owner.” Where a Unit has been sold under a land contract, the purchaser (and not the vendor) shall be the Unit Owner.

3.02. Boundaries of Units. The boundaries of each Unit shall be as follows:

(a) **Upper Boundary.** The upper boundary of the Unit shall be the interior lower surface of the supporting members of the roof above the highest level of the Unit, extended to an intersection with the perimetrical boundaries.

(b) **Lower Boundary.** The lower boundary of the Unit shall be the upper surface of the unfinished floor of the lowest level of the Unit to an intersection with the perimetrical boundaries.

(c) **Perimetrical Boundary.** The perimetrical boundaries of the Unit shall be vertical planes of the inside surface of the studs supporting the interior walls, in either case extending to intersections with each other and with the upper and lower boundaries.

3.03. Description of Units. It is intended that the surface of each plane described above (be it drywall, tiles, wallpaper, paneling, carpeting, or otherwise covered) is included as part of each defined Unit. The Unit shall include, without limitation, all improvements now or hereafter located within such boundaries, including:

(a) Windows and doors, (with all opening, closing, and locking mechanisms and all hardware) that provide direct access to or within the Unit.

(b) Interior lights and light fixtures.

(c) Cabinets.

(d) Floor, wall, baseboard, or ceiling electrical outlets and switches and the junction boxes serving them.

(e) Telephone, fax, cable television, computer, Internet, stereo, or other sound systems, if any, including outlets, switches, hardware, and other appurtenances serving them.

(f) Plumbing fixtures, hot water heaters, fire sprinklers, if any, water softeners, if any, and the piping, valves, and other connecting and controlling mechanisms and devices lying between the fixture and water or sewage lines serving more than one (1) Unit.

(g) The heating, ventilating, and air conditioning system, including the furnaces, air conditioning equipment, the control mechanisms, all vents from the Unit to the exterior of the Condominium, including vents for furnaces, and exhaust fans, and such other vents appurtenant to each Unit, condensers and all connections thereto serving each Unit.

Specifically not included as part of a Unit are those structural components of each Building and any portion of the plumbing, electrical, or mechanical systems of the Building serving more than one (1) Unit or another Unit, even if located within the Unit. Any structural components, plumbing, electrical, mechanical, and public or private utility lines running through a Unit that serve more than one Unit or another Unit are Common Elements.

ARTICLE IV

COMMON ELEMENTS; LIMITED COMMON ELEMENTS

4.01. Common Elements. The common elements (the “Common Elements”) include the following:

(a) The Land;

(b) The paved driveway, parking areas and sidewalk situated on the Land;

(c) The foundations, columns, pilasters, girders, beams, supports, main walls (which shall be defined as exterior walls and surfaces, structural walls, roof trusses, and roofs);

(d) That part of the fire sprinkler system, if any, and its associated piping and operating mechanisms serving more than one Unit;

(e) Any other portion of the improvements to the Land that is not part of a Unit as described above; and

4.02. Limited Common Elements. There are no limited common elements.

4.03. Conflict Between Unit Boundaries; Common Element Boundaries.

(a) If any portion of the Common Elements shall encroach upon any Unit, or if any Unit shall encroach upon any other Unit or upon any portion of the Common Elements as a result of the duly authorized construction, reconstruction, or repair the Building, or as a result of settling or

shifting the Building, then the existing physical boundaries of such Units or Common Elements shall be conclusively presumed to be the boundaries of such Units or Common Elements, regardless of the variations between the physical boundaries described in Sections 3.02 and 3.03 or elsewhere in this Declaration or shown on the Condominium Plat and the existing physical boundaries of any such Units or Common Elements.

(b) If any portion of the Common Elements shall encroach upon any Unit, or if a Unit shall encroach upon the other Unit or upon any portion of the Common Elements as a result of the duly authorized construction, reconstruction, or repair of a Building, or as a result of settling or shifting of a Building, then a valid easement for the encroachment and for its maintenance shall exist so long as such Building stands; provided, however, that if any such encroachment or easement materially impairs any Unit Owner's enjoyment of the Unit owned by such Unit Owner or of the Common Elements in the judgment of the board of directors of the Association (as defined below), such encroachment shall be removed or just compensation shall be provided to the injured Unit Owner within ninety (90) days of the discovery of the encroachment.

(c) Following any change in the location of the boundaries of the Units under this Section 4.03, the square footages of all affected Units or Common Elements shall continue to be determined by the square footages, if any, shown on the Condominium Plat for all purposes under this Declaration.

ARTICLE V

PERCENTAGE INTERESTS; VOTING

5.01. Percentage Interests. The undivided percentage interest in the Common Elements appurtenant to each Unit shall be 50%.

5.02. Conveyance, Lease, or Encumbrance of Percentage Interest. Any deed, mortgage, lease, or other instrument purporting to convey, encumber, or lease any Unit shall be deemed to include the Unit Owner's undivided percentage interest in the Common Elements and in the insurance proceeds or condemnation awards even though such interest is not expressly described or referred to therein.

5.03. Voting. The vote of each Unit at meetings of the Association (as defined in Article VII) shall be equal to the percentage of interest in the Common Elements pertaining to such Unit.

5.04. Multiple Owners. If there are multiple owners of any Unit, their votes shall be counted in the manner provided in the Bylaws.

5.05. Limitations on Voting Rights. No Unit Owner shall be entitled to vote on any matter submitted to a vote of the Unit Owners until the Unit Owner's name and current mailing address, and the name and address of the Mortgagee of the Unit, if any, has been furnished to the secretary of the Association. The bylaws of the Association may contain a provision prohibiting any Unit Owner from voting on any matter submitted to a vote of the Unit Owners if the Association has recorded a statement of condominium lien on the Unit and the amount necessary to release the lien has not been paid at the time of the voting.

ARTICLE VI

RIGHT TO EXPAND

6.01. Reservation of Right. The Declarant does not reserve the right to expand the Condominium.

ARTICLE VII

CONDOMINIUM ASSOCIATION

7.01. General. Following the conveyance of the first Unit to any person other than Declarant, all Unit Owners shall be entitled and required to be a member of an association of Unit Owners known as "Bourbon Road Business Condominium Unit Owner's Association" (the "Association"), which shall be responsible for carrying out the purposes of this Declaration, including exclusive management and control of the Common Elements and facilities of the Condominium, which may include the appointment and delegation of duties and responsibilities hereunder to a committee or subcommittee commissioned by the Association for that purpose. The Association shall be an unincorporated nonprofit association under the laws of the State of Wisconsin. The powers and duties of the Association shall include those set forth in the Association's bylaws (the "Bylaws"), the Condominium Ownership Act, and this Declaration. All Unit Owners, tenants of Units, and all other persons and entities that in any manner use the Property or any part thereof shall abide by and be subject to all of the provisions of all rules and regulations of the Association (collectively, the "Rules and Regulations"), this Declaration and Bylaws. The Association shall have the exclusive right to promulgate, and to delegate the right to promulgate, the Rules and Regulations from time to time and shall distribute to each Unit Owner the updated version of such Rules and Regulations upon any amendment or modification to the Rules and Regulations. Any new rule or regulation or any revision to an existing rule and regulation shall become effective immediately upon distribution to the Unit Owners unless otherwise stated in such amendment or modification.

7.02. Declarant Control. Notwithstanding anything contained in this Declaration to the contrary, the Declarant shall totally govern the affairs of the Condominium and pay all expenses thereof until a Unit has been sold to any person other than the Declarant. The Declarant may exercise any rights granted to, or perform any obligations imposed upon, Declarant under this Declaration through its duly authorized agent. After a Unit has been sold to any person other than the Declarant, the affairs of the Condominium shall be governed by the Association.

7.03. Board of Directors. The affairs of the Association shall be governed by its board of directors.

7.04. Maintenance and Repairs.

(a) **Common Elements.** The Association shall be responsible for the management and control of the Common Elements and Limited Common Elements and shall maintain the same in good, clean, and attractive order and repair. In addition, the Association shall be responsible for providing and maintaining all Limited Common Elements; for snow plowing all sidewalks, driveways, private streets, parking areas; and the maintenance, repair, and replacement of all outdoor amenities, including lawns, landscaping, sidewalks, driveways, and parking areas.

(b) Units. Each Unit Owner shall be responsible for the maintenance, repair, and replacement of all other improvements constructed within the Unit (including the electrical, heating, and air conditioning systems serving such Unit, and including any ducts, vents, wires, cables, or conduits designed or used in connection with such electrical, heating, or air conditioning systems), except to the extent any repair cost is paid by the Association's insurance policy described in Section 9.01. Each Unit shall at all times be kept in good condition and repair. If any Unit or portion of a Unit for which a Unit Owner is responsible falls into disrepair so as to create a dangerous, unsafe, unsightly, or unattractive condition, or a condition that results in damage to the Common Elements, the Association, upon fifteen (15) days' prior written notice to the Unit Owners of such Unit, shall have the right to correct such condition or to restore the Unit to its condition existing prior to the disrepair, or the damage or destruction if such was the cause of the disrepair, and to enter into such Unit for the purpose of doing so, and the Unit Owners of such Unit shall promptly reimburse the Association for the cost thereof. All amounts due for such work shall be paid within ten (10) days after receipt of written demand therefor, or the amounts may, at the option of the Association, be levied against the Unit as a Special Assessment under Section 7.07.

(c) Damage Caused by Unit Owners. To the extent (i) any cleaning, maintenance, repair, or replacement of all or any part of any Common Elements or the Unit is required as a result of the negligent, reckless, or intentional act or omission of any Unit Owner, tenant, or occupant of a Unit, or (ii) any cleaning, maintenance, repair, replacement, or restoration of all or any part of any Common Element or the Unit is required as a result of an alteration to a Unit by any Unit Owner, tenant, or occupant of a Unit, or the removal of any such alteration (regardless of whether the alteration was approved by the Association or any committee thereof) or (iii) the Association is required to restore the Common Elements or the Unit following any alteration of a Common Element or Limited Common Element required by this Declaration, or the removal of any such alteration, the Unit Owner that committed the act or omission or that caused the alteration, or the Unit Owners of the Unit occupied by such tenant or occupant or responsible for such guest, contractor, agent, or invitee, shall pay the cost of such cleaning, maintenance, repair, replacement and restoration.

7.05. Common Expenses. Any and all expenses incurred by the Association in connection with the management of the Condominium, maintenance of the Common Elements and other areas described in Section 7.04, and administration of the Association shall be deemed to be common expenses (the "Common Expenses"), including, without limitation, expenses incurred for: insurance; landscaping and lawn care; snow shoveling and plowing; improvements to the Common Elements; common grounds security lighting; municipal utility services provided to the Common Elements; trash collection; and maintenance and management salaries and wages.

7.06. General Assessments. The Association shall levy monthly general assessments (the "General Assessments") against the Unit Owners for the purpose of maintaining a fund from which Common Expenses may be paid. The General Assessments against the Unit Owners shall be assessed in proportion to their percentage interests in the Common Elements. General Assessments shall be due in advance on the first day of each month, or in such other manner as the Association may set forth in the Bylaws. Any General Assessment not paid when due shall bear interest until paid, as set forth in the Bylaws and, together with interest, collection costs, and reasonable attorney fees, shall constitute a lien on the Unit on which it is assessed if a statement of condominium lien is filed within two (2) years after the assessment becomes due as provided in the Condominium Ownership Act.

7.07. Special Assessments. The Association may, whenever necessary or appropriate, levy special assessments (the "Special Assessments") against the Unit Owners, or any of them, for deficiencies in the case of destruction or condemnation as set forth in Section 10.05 and Section 11.05; for defraying the

cost of improvements to the Common Elements; for the collection of monies owed to the Association under any provision of this Declaration, including, without limitation, Section 7.04 and Article XIV, or for any other purpose for which the Association may determine a Special Assessment is necessary or appropriate for the improvement or benefit of the Condominium. Special Assessments shall be paid at such time and in such manner as the Association may determine. Any Special Assessment or installment not paid when due shall bear interest until paid, as set forth in the Bylaws and, together with the interest, collection costs, and reasonable attorney fees, shall constitute a lien on the Unit on which it is assessed if a statement of condominium lien is filed within two (2) years after the Special Assessment becomes due as provided in the Condominium Ownership Act.

7.08. Common Surpluses. If the surpluses of the Association (the “Common Surpluses”) should be accumulated, other than surpluses in any construction fund as described in Section 10.06 and Section 11.06, such Common Surpluses may be credited against the Unit Owners’ General Assessments in proportion to their respective percentage interests in the Common Elements or may be used for any other purpose as the Association may determine.

7.09. Certificate of Status. The Association shall, upon the written request of an owner, purchaser, or Mortgagee of a Unit (as defined below), issue a certificate of status of lien. Any such party may conclusively rely on the information set forth in such certificate.

7.10. Management Services. The Association shall have the right to enter into a management contract with a manager selected by the Association (the “Manager”) under which services may be provided to the Unit Owners. All amounts payable by the Association to the Manager under the management contract shall be chargeable to the Owners as a Common Expense. The management contract shall be subject to termination by the Association under Section 703.35 of the Wisconsin Statutes.

ARTICLE VIII

ALTERATIONS AND USE RESTRICTIONS

8.01. Unit Alterations.

(a) A Unit Owner may make improvements and alterations within its Unit; provided, however, that such improvements or alterations shall not impair the structural soundness or integrity or lessen the structural support of any portion of the Condominium, and does not impair any easement. A Unit Owner may not change the dimensions of or the exterior appearance of a Unit or any portion of the Common Elements without obtaining the prior written permission of the Association, which permission may be denied in the sole discretion of the Association. Any approved improvement or alteration that changes the exterior dimensions of a Unit must be evidenced by recording a modification to this Declaration and the Condominium Plat before it shall be effective and must comply with the then applicable legal requirements for such amendment or addendum. Furthermore, any approved improvements or alterations must be accomplished in accordance with applicable laws and regulations, must not unreasonably interfere with the use and enjoyment of the other Units and the Common Elements, and must not be in violation of any underlying mortgage, land contract, or similar security interest.

8.02. Separation, Merger and Boundary Relocation.

Boundaries between Units may be relocated upon compliance with Section 703.13(6) of the Condominium Ownership Act and with the written consent of the Association and all owners. A Unit may be separated into two or more units only upon compliance with Section 703.13(7) of the Condominium Ownership Act and with the written consent of the Association and all owners.

8.03. Use and Restrictions on Use of Unit. The Units are intended for commercial use as is presently or hereafter defined and permitted by the Village of Cross Plains Village Ordinances and are restricted to that use. Use of a Unit as a dwelling is expressly forbidden.

8.04. Nuisances. No nuisances shall be allowed upon the Property, nor any use or practice that is unlawful or interferes with the peaceful possession and proper use of the Condominium by the Unit Owners or that would cause an increase in the premiums for insurance required to be maintained by the Association under Section 9.01. All parts of the Condominium shall be kept in a clean and sanitary condition, and no fire or other hazard shall be allowed to exist. No Unit Owner shall permit any use of its Unit or of the Common Elements that increases the cost of insuring the Condominium. The Board of Directors is expressly empowered to determine whether any nuisance exists and to abate that nuisance.

8.05. Lease of Units. Each Unit or any part thereof may be rented by written lease, provided that

- (a) The term of any such lease shall not be less than four (4) months;
- (b) The Unit Owner has obtained the prior written approval of the Association to the proposed tenant and the terms of the proposed lease;
- (c) The lease contains a statement obligating all tenants to abide by this Declaration, the Articles, the Bylaws, and the Rules and Regulations, providing that the lease is subject and subordinate to the same; and
- (d) The lease provides that any default arising out of the tenant's failure to abide by the Declaration, the Articles, the Bylaws, and the Rules and Regulations shall be enforceable by the Association as a third-party beneficiary to the lease and that the Association shall have, in addition to all rights and remedies provided under the Declaration, the Articles, the Bylaws and the Rules and Regulations, the right to evict the tenant and/or terminate the lease should any such violation continue for a period of ten (10) days following delivery of written notice to the tenant specifying the violation.

The Association may withhold approval upon any reasonable basis, including, but not limited to: the failure of the lease terms to comply with all provisions of this Declaration, the Articles, the Bylaws, and the Rules and Regulations; the past failure of the tenant or its guests to abide by all provisions of this Declaration, the Articles, the Bylaws, and the Rules and Regulations; and the past use by the tenant or its invitees or guests of any part of the Condominium in a manner offensive or objectionable to the Association or other occupants of the Condominium by reason of noise, odors, vibrations, or nuisance.

During the term of any lease of all or any part of a Unit, each Unit Owner of such Unit shall remain liable for the compliance of the Unit, such Unit Owner and all tenants of the Unit with all provisions of this Declaration, the Bylaws and the Rules and Regulations of the Association, and shall be responsible for securing such compliance from the tenants of the Unit. The Association may require that a copy of each lease of all or any part of a Unit be filed with the Association.

8.06. Signs. Reasonable commercial signs shall be permitted on the premises. All such signs may be erected only with the prior written consent of the Association and, if Declarant owns a Unit, the Declarant.

8.07. Garbage and Refuse Disposal. No Unit shall be used or maintained as a dumping ground for rubbish, trash, garbage, or waste. All clippings, rocks, or earth must be in containers.

8.08. Storage. Outdoor storage of disabled vehicles or personal property shall not be permitted.

ARTICLE IX

INSURANCE

9.01. Fire and Extended Loss Insurance. The board of directors of the Association shall obtain and maintain fire, casualty, and special form insurance coverage for the Common Elements and for the Association's service equipment, supplies and personal property. Each Unit Owner shall obtain and maintain fire, casualty, and special form insurance coverage for all improvements to the Unit and all improvements located therein for not less than the full replacement value thereof. Insurance coverage for the Common Elements shall be reviewed and adjusted by the board of directors of the Association from time to time to ensure that the required coverage is at all times provided. The insurance maintained by the Association shall be written on the Condominium's Common Elements in the name of the Association as insurance trustee for the individual Unit Owners in their respective percentage interests in the Common Elements, and may list each Unit Owner as an additional insured with respect to its Unit. The policy shall contain the standard mortgagee clause, which shall be endorsed to provide that any proceeds shall be paid to the Association, as insurance trustee, for the use and benefit of any Mortgagee as its interest may appear. All premiums for such insurance shall be Common Expenses. In the event of damage to or destruction of all or part of the Condominium insured hereunder, the proceeds of the insurance shall be paid to the Association, as insurance trustee, for the Unit Owners and the Mortgagees and distributed as provided in Article X.

9.02. Public Liability Insurance. The board of directors of the Association shall obtain and maintain a comprehensive liability insurance policy insuring the Association, its officers, directors, and the Unit Owners against any liability arising out of the maintenance, repair, ownership, or use of the Common Elements. Liability coverage shall be for at least \$1,000,000 per occurrence for personal injury and/or property damage or such higher limit as may be adopted from time to time by the Association. The insurance coverage shall be written on the Condominium in the name of the Association as insurance trustee for the Association, its directors and officers, and for the individual Unit Owners in their respective percentage interests in the Common Elements. Such insurance policy shall contain a "severability of interest" or cross-liability endorsement, which shall preclude the insurer from denying the claim of a Unit Owner because of the negligent acts of the Association or other Unit Owners. All premiums for such insurance shall be Common Expenses. Each Unit Owner shall have the right to insure its own Unit for personal benefit.

9.03. Fidelity Insurance. Subsequent to the sale by Declarant of a Unit, the Association may maintain fidelity coverage against dishonest acts by any person responsible for handling the funds belonging to or administered by the Association. If acquired, the Association shall be named insured and the insurance shall be in an amount of not less than fifty percent (50%) of the Association's annual operating expenses and reserves. All premiums for such insurance shall be Common Expenses.

9.04. Mutual Waiver of Subrogation. Nothing in this Declaration shall be construed so as to authorize or permit any insurer of the Association or a Unit Owner to be subrogated to any right of the Association or a Unit Owner arising under this Declaration. The Association and each Unit Owner hereby release each other to the extent of any perils to be insured against by either of such parties under the terms of this Declaration or the Bylaws, whether or not such insurance has actually been secured, and to the extent of their respective insurance coverage for any loss or damage caused by any such casualty, even if such incidents shall be brought about by the fault or negligence of either party for whose acts, omissions, or negligence the other party is responsible. All insurance policies to be provided under this Article by either the Association or a Unit Owner shall contain a provision that they are not invalidated by the foregoing waiver. Such waiver shall, however, cease to be effective if the existence thereof precludes either the Association or a Unit Owner from obtaining such policy.

9.05. Standards for All Insurance Policies. All insurance policies provided under this Article IX shall be written by companies duly qualified to do business in the State of Wisconsin, with a general policyholder's rating of at least "A" and a financial rating of at least Class VII, as rated in the latest edition of Best's Key Rating Guide, unless the board of directors of the Association determines by unanimous vote or unanimous written consent that any policy may be issued by a company having a different rating.

ARTICLE X

RECONSTRUCTION, REPAIR, OR SALE IN THE EVENT OF DAMAGE OR DESTRUCTION

10.01. Determination to Reconstruct or Repair. If all or any part of the Common Elements become damaged or are destroyed by any cause, the damaged Common Elements shall be repaired or reconstructed even if the cost of such repair or reconstruction exceeds the available insurance proceeds by an amount of up to 20% of the insurance proceeds. Acceptance by a Unit Owner of a deed to a Unit shall be deemed to be consent to the authorization to the Association to so repair or reconstruct. If such authorization is challenged, whether through action taken at a meeting of Unit Owners or otherwise, the issue of whether to repair or reconstruct shall be put to a vote of all of the Unit Owners, and such repair or reconstruction shall be deemed approved if the vote appurtenant to a Unit is cast in favor of such repair or reconstruction.

10.02. Plans and Specifications. Any reconstruction or repair shall, as far as is practicable, be made in accordance with the maps, plans, and specifications used in the original construction of the damaged Common Elements, unless (1) a majority of the first Mortgagees (one vote per mortgaged Unit) approve of the variance from such plans and specifications; and (2) the board of directors of the Association authorizes the variance in the case of reconstruction of or repair to the Common Elements. If a variance is authorized from the maps, plans, and specifications contained in the Condominium Plat or this Declaration, an amendment shall be recorded by the Association setting forth such authorized variance.

10.03. Responsibility for Repair. In all cases after a casualty has occurred to the Common Elements, the Association has the responsibility of reconstruction and repair, and immediately shall obtain reliable and detailed estimates of the cost to rebuild or repair.

10.04. Insurance Proceeds and Construction Fund. Insurance proceeds held by the Association as trustee pursuant to Section 9.01 shall be disbursed by the Association for the repair or reconstruction of the damaged Common Elements. The Association shall have no responsibility to repair, reconstruct, or replace any Unit or any improvements located within a Unit. Unit Owners and Mortgagees shall not be entitled to receive payment of any portion of the insurance proceeds unless there is a surplus of

insurance proceeds after the damaged Property has been completely restored or repaired as set forth in Section 10.06.

10.05. Assessments For Deficiencies. If the proceeds of insurance are not sufficient to defray the costs of reconstruction and repair by the Association, a Special Assessment shall be made against the Unit Owners in sufficient amounts to provide funds for the payment of such costs. Such assessments on account of damage to Common Elements shall be in proportion to each Unit Owner's percentage interest in the Common Elements. All assessed funds shall be held and disbursed by the Association as trustee for the Unit Owners and Mortgagees involved.

10.06. Surplus in Construction Funds. All insurance proceeds and Special Assessments held by the Association as trustee for the purpose of rebuilding or reconstructing any damage to the Common Elements or any Property taken by eminent domain are referred to herein as "Construction Funds." It shall be presumed that the first moneys disbursed in payment of costs of reconstruction or repair are insurance proceeds. If there is a balance in the Construction Funds after payment of all costs of reconstruction or repair, such balance shall be divided among the Unit Owners according to their respective percentage interests in the Common Elements.

10.07. Damage or Destruction of Unit. Following any damage or destruction to any improvements located within any Unit, the Unit Owner shall repair and restore such Unit to its condition prior to the damage or destruction as soon as possible but in any case within two hundred seventy (270) days of the damage or destruction.

ARTICLE XI

CONDEMNATION

11.01. Allocation of Award. Any damages for a taking of all or part of the Condominium shall be awarded as follows:

(a) Each Unit Owner shall be allocated the entire award for the taking of all or part of the respective Unit or any improvements located therein and for consequential damages to the Unit or improvements located therein.

(b) If no reconstruction is undertaken, any award for the taking of Common Elements shall be allocated to all Unit Owners in proportion to their respective percentage interest in the Common Elements.

11.02. Determination to Reconstruct Common Elements. Following the taking of all or part of the Common Elements, the Common Elements shall be restored or reconstructed.

11.03. Plans and Specifications for Common Elements. Any reconstruction shall, as far as is practicable, be made in accordance with the maps, plans and specifications used in the original construction of the taken Common Elements unless the Unit Owners and all first mortgagees shall authorize a variance from such plans and specifications. If a variance is authorized from the maps, plans, or specifications contained in the Condominium Plat or this Declaration, an amendment shall be recorded by the Association setting forth such authorized variances.

11.04. Responsibility for Reconstruction. In all cases after a taking of all or part of the Common Elements, the responsibility for restoration and reconstruction shall be that of the Association and it shall immediately obtain reliable and detailed estimates of the cost to rebuild.

11.05. Assessments for Deficiencies. If the condemnation award for the taking of the Common Elements is not sufficient to defray the costs of reconstruction by the Association, Special Assessments shall be made against the Unit Owners in sufficient amounts to provide funds for the payment of such costs. Such Special Assessments shall be in proportion to each Unit Owner's respective percentage interest in the Common Elements and shall constitute a Common Expense.

11.06. Surplus in Construction Fund. It shall be presumed that the first moneys disbursed in payment of costs of reconstruction or restoration shall be from the award for taking. If there is a surplus of Construction Funds after payment of all costs of construction, such balance shall be divided among all Unit Owners in proportion to their respective percentage interests in the Common Elements.

ARTICLE XII

MORTGAGEES

12.01. Notice. Any holder of a recorded mortgage or any vendor under a recorded land contract encumbering a Unit (the "Mortgagee") that has so requested of the Association in a writing received by the Association's agent for service of process shall be entitled to receive notice of the following matters:

(a) The call of any meeting of the membership or the board of directors of the Association to be held for the purpose of considering any proposed amendment to this Declaration, the Articles, or the Bylaws.

(b) Any default under, any failure to comply with, or any violation of, any of the provisions of this Declaration, the Articles, or Bylaws or any rules and regulations.

(c) Any physical damage to the Common Elements in an amount exceeding Twenty Thousand Dollars (\$20,000).

12.02. Amendment of Provisions Affecting Mortgagees. Notwithstanding the provisions of Article XIII of this Declaration, neither Section 12.01 nor any Section of this Declaration requiring the approval of any Mortgagee to any action shall be amended unless all Mortgagees have given their prior written approval.

12.03. Condominium Liens. Any Mortgagee who obtains title to a Unit under the remedies provided in the mortgage or land contract against the Unit or through foreclosure shall not be liable for more than six (6) months of the Unit's unpaid dues and assessments accrued before the date on which the holder acquired title.

ARTICLE XIII

AMENDMENT

Except as otherwise provided by the Condominium Ownership Act, or as otherwise provided in this Declaration, this Declaration may be amended with the written consent of all of the Unit Owners. No Unit

Owner's consent shall be effective without the consent of the first mortgagee of such Unit. No amendment shall alter or abrogate the rights of Declarant as contained in this Declaration. Copies of amendments shall be certified by the president and secretary of the Association in a form suitable for recording. A copy of the amendment shall be recorded with the Register of Deeds for Dane County, and a copy of the amendment shall also be mailed or personally delivered to each Unit Owner at its address on file with the Association. Until the initial conveyance of a Unit, this Declaration may be amended by the Declarant alone for purposes of clarification and correction of errors and omissions.

ARTICLE XIV

REMEDIES

The Association shall have the sole right to enforce the provisions hereof or any of its orders by proceedings at law or in equity against any person or persons violating or attempting to violate any provision of this Declaration, either to restrain or cure the violation or to recover damages, or both, for a period which shall include thirty (30) days from the date of the filing with the Association of a petition by any person who shall be a Unit Owner subject to this Declaration on the date of the filing, petitioning the Association to redress the violation or attempted violation of any of the provisions of this Declaration by any other persons. Liability among multiple owners of a Unit shall be joint and several. Nothing herein shall be deemed to limit the rights of the Village of Cross Plains or the County of Dane to enforce any zoning codes, ordinances, regulations, or other requirements that may be identical or similar to the requirements of this Declaration. Such period of thirty (30) days shall be considered to be a period for the consideration of the petition by the Association and if the Association denies or fails to act upon the petition to the satisfaction of the petitioner within the thirty (30) day period, thereafter petitioner shall have the right to enforce the provisions hereof (except for the collection of charges and assessments under Article VII), to the extent that he or she shall so have petitioned, by proceedings at law or in equity against any person or persons violating or attempting to violate the provisions of this Declaration, either to restrain the violation or to recover damages, or both, provided, however, that any such person shall be a Unit Owner and commence such proceedings against such other person or persons within a period of sixty (60) days from (i) the date of the Association's denial of such petition, or (ii) the passage of the aforementioned thirty (30) day period for consideration of the petition by the Association. The Association or the petitioning Unit Owner(s), as the case may be, shall have the right to recover court costs and reasonable attorney fees in any successful action brought against another Unit Owner to enforce, or recover damages for a violation of, this Declaration. Any damages collected by the Association shall be distributed, first, to pay for all costs of enforcement, and, secondly, to the owners of the Units damaged by the violation pro rata. Notwithstanding the foregoing, if any Unit Owner fails to comply with the terms and conditions of this Declaration, and such failure continues beyond any applicable cure period, the Association shall have the right to cure on behalf of the Unit Owner and such Unit Owner shall promptly reimburse the Association for the cost thereof within ten (10) days after receipt of written demand therefor. Alternatively, the Association may, at the option of the Association, levy such amounts against the Unit as a Special Assessment under Article VII. In addition to all other remedies available to the Association, the Association shall have the right to collect from any Unit Owner who is in violation beyond any applicable cure period of this Declaration, the Association's Articles or Bylaws, or any Rules and Regulations promulgated hereunder, a fine for each day such violation continues in such amount as is from time to time set forth in the Bylaws or Rules and Regulations.

ARTICLE XV

GENERAL

15.01. Utility Easements. The Declarant hereby reserves for the Association acting by and in the discretion of its board of directors, the rights to grant to the Village of Cross Plains and County of Dane or public or semi-public utility companies, easements and rights-of-way for the erection, construction, and maintenance of all poles, wires, pipes, and conduits for the transmission of electricity, gas, water, telephone, and for other purposes, for sewers, stormwater drains, gas mains, water pipes and mains, and similar services and for performing any public or quasi-public utility function that the board of directors may deem fit and proper for the improvement and benefit of the Condominium. Such easements and rights-of-way shall be confined, so far as possible in underground pipes or other conduits, with the necessary rights of ingress and egress and with the rights to do whatever may be necessary to carry out the purposes for which the easement is created.

15.02. Right of Entry. By acceptance of a Condominium Deed, each Unit Owner shall have granted a right of entry and access to its Unit to the Association to correct any condition originating in its Unit and threatening the other Unit or the Common Elements, to install, alter, or repair mechanical or electrical services or other Common Elements in its Unit or elsewhere in the Condominium, and to maintain and repair Common Elements and other areas as described in Section 7.04. Such entry shall be made with prior notice to the Unit Owners, and shall be scheduled for a time reasonably convenient to the Unit Owners, except in the case of an emergency when injury or property damage will result in delayed entry. Such entry shall be done with as little inconvenience to the Unit Owners as practical, and any damage caused thereby shall be repaired by the Association and treated as a Common Expense, except as allocable to an individual Unit or Units for cause in the discretion of the board of directors.

15.03. Notices. All notices and other documents required to be given by this Declaration or by the Bylaws of the Association shall be sufficient if given to one (1) registered owner of a Unit regardless of the number of owners who have an interest therein. Notices and other documents to be served upon Declarant shall be given to the agent for service of process specified in Section 15.06. All owners shall provide the secretary of the Association with an address for the mailing or service of any notice or other documents and the secretary shall be deemed to have discharged his or her duty with respect to the giving of notice by mailing it or having it delivered personally to such address as is on file with him or her.

15.04. Severability. The provisions hereof shall be deemed independent and severable, and the invalidity or partial invalidity or unenforceability of any one provision or portion thereof shall not affect the validity or unenforceability of the remaining portion of said provision or of any other provision hereof.

15.05. Resident Agent. The name and address of the resident agent under Section 703.23 of the Wisconsin Statutes is Douglas F. Schwartz. The resident agent may be changed by the Association in any manner permitted by law.

15.06. Assignment of Declarant's Rights. The rights, powers, and obligations of the party named as "Declarant" may be assigned by a written, recorded amendment to any other party who assumes such rights, powers and obligations. Upon the recording of any such amendment, such assignee shall become "Declarant" under this Declaration and shall succeed to all such rights, powers and obligations. Such amendment need be signed only by the assignor and assignee named therein.

15.07. Conflicts. If a conflict exists among any provisions of this Declaration, the Articles, the Bylaws, and the Rules and Regulations, the Declaration shall prevail over the Articles, Bylaws, and Rules

and Regulations; the Articles shall prevail over the Bylaws and the Rules and Regulations; and the Bylaws shall prevail over the Rules and Regulations.

IN WITNESS WHEREOF, Declarant has caused this instrument to be signed this day ___ of _____, 2014.

DECLARANT

Douglas F. Schwartz

Laurel L. Schwartz

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this _____ day of _____, 2014, Douglas F. Schwartz and Laurel L. Schwartz who acknowledged the foregoing document for the purposes recited therein.

Name: _____
Notary Public, State of Wisconsin
My Commission: _____

This document drafted by:
Attorney Jay D. Moretti

Exhibit F

RULES AND REGULATIONS OF THE BOURBON ROAD BUSINESS CONDOMINIUM UNIT OWNER'S ASSOCIATION

The following rules and regulations are adopted by Bourbon Road Business Condominium Unit Owner's Association (the "Association") for the purpose of assuring that the Condominium is operated in an efficient and orderly manner so as to create a pleasant business environment.

ARTICLE I

GENERAL

1.01. Applicability to All. All rules and regulations shall apply to and shall be complied with by all Unit Owners, and their employees, guests, invitees, and tenants.

1.02. Winter Heating. Whether occupied or vacant, all Units shall be heated to at least 60° Fahrenheit during the winter months.

ARTICLE II

APPEARANCE

2.01. Signs. No sign of any kind shall be displayed to the public view on any Unit without the written consent of the Association and, if Declarant owns at least one Unit, the Declarant. The Declarant reserves the right to erect signs, gates, or other entryway features at all entrances to the Condominium and to erect appropriate signs for the sale of Units.

2.02. Protrusions. No awning, machines, air conditioning units, wiring for electrical or telephone installation, or other similar protrusions shall be allowed on the exterior of the Condominium without the prior written consent of the Association.

2.03. Antennae. To the extent this restriction is permitted by applicable law, no exterior antennas, windmills, or satellite dishes shall be erected on any Unit without the prior written approval of the Association.

2.04. Entryways. All entryway areas in public view shall be kept in a neat and orderly condition. No personal property shall be stored thereon that would impact access or appear disorderly.

ARTICLE III

USE RESTRICTIONS

3.01. Permitted Use. No use of a Unit shall be allowed unless it complies with zoning codes and regulation of the Village of Cross Plains, Dane County and the State of Wisconsin.

3.02. Damage to Common Elements. Damages to any Common Elements caused by a Unit Owner, its employee, agent, invitee or guest shall be the responsibility of the Unit Owner or the person causing such damage.

3.03. Maintenance of Unit. All Unit Owners shall promptly perform or shall have promptly performed all maintenance and repair work within their own Unit which would adversely affect any portion of the Condominium. Each Unit Owner shall be responsible for all damages and liabilities that any failure to maintain or repair may engender.

3.04. Maintenance of Common Elements. Unit Owners shall be prohibited from discarding any materials from the windows, balconies, or doors of the Units and shall be prohibited from discarding any materials into the Common Elements.

3.05. Nuisances. No offensive or unlawful activity shall occur in the Condominium. No offensive or unlawful use shall be made of the Condominium. All Unit Owners at their own expense shall comply with all city, state, and federal laws applicable to their Unit. No Unit shall be used or maintained as a dumping ground for garbage.

3.06. Storage. No outside storage impacting the use of available parking spaces shall be permitted. The Association shall not be liable for any loss or damage to property placed in any Unit or Common Elements. No materials prohibited by law or local ordinance may be stored in any of these areas.

3.07. Landscaping. Unit Owners are hereby prohibited from planting outdoor vegetation anywhere within the Condominium without the prior written approval of the Association.

ARTICLE IV

VEHICLE RESTRICTIONS

4.01. Obstructions. Driveways shall not be used for any purpose other than the ingress and egress to and from Units.

4.02. Parking. Each Unit Owners shall be allowed four assigned spaces and shall be responsible for marking those spaces with signage if they wish to restrict their use to that Unit. The remainder of the parking spaces on the Condominium shall be available to either Unit Owner as needed. It is expressly acknowledged that the institutional use of Unit 1 results in occasional higher need for parking spaces than Unit 2 and may result in significantly greater proportional use of spaces for portions of the day. Unit Owners shall not park, nor shall they permit their families, guests, invitees, or tenants to park upon or to block access to, the parking areas of other Unit Owners. Improperly parked vehicles shall be subject to removal at the vehicle owner's expense. Unit Owners shall not leave their vehicles idling in any garages.

4.03. Service and Recreational Vehicles. Parking of service and recreational vehicles, including but not limited to trailers, boats, campers, vans, or other vehicles, shall be prohibited ~~unless such vehicles are kept in the Unit Owner's assigned parking area.~~ These provisions shall not prohibit temporary parking of such vehicles for the purpose of loading and unloading. A temporary waiver of these prohibitions may be obtained at the discretion of the Association.

Strike

4.04. Garage Door. The garage door to any Unit shall remain closed at all times except when in use for ingress or egress purposes.

ARTICLE V
AMENDMENTS

This document may be amended at any time by the Board of Directors of the Association.

ARTICLE VI
FINES

In addition to all other remedies available to the Association or to other Unit Owners under the Declaration, the Bylaws, or applicable law, the Association shall have the right, following delivery of notice of violation and expiration of any cure period required under the Declaration, to impose against any Unit Owner in violation of the Declaration, the Bylaws, or these Rules and Regulations, a fine against such Unit Owner according to the following schedule:

- (a) For the first offense in a given twelve-month period: \$50.00.
- (b) For the second offense in a given twelve-month period: \$100.00.
- (c) For the third offense in a given twelve-month period: \$150.00.

Fines are to be paid immediately to the Association. Any fine not paid within ten days after billing therefor by the Association shall accrue a late charge in the amount of \$20.00 for every month the fine is not paid. The Association shall have the right, following imposition of any fine, to collect the same as a Special Assessment against the Unit Owner's Unit.

Regular Plan Commission Meeting

REVISED Meeting Minutes

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

Monday, February 2, 2015
7:00 pm

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

President Andreoni called the regular Plan Commission meeting to order at 7:00 pm.

Present: Commissioners Todd DuQuette, Mitch Hogan, Randy Case, Ron Hilmanowski, Judy Ketelboeter and President Pat Andreoni.

Absent: Commissioner Doug Brunner.

II. Public Comment – None.

III. General Business

1. Discussion and action regarding minutes of regular meeting held December 1, 2014

– A motion was made by Commissioner DuQuette, seconded by Commissioner Case, and unanimously carried by the Plan Commission to approve the regular meeting minutes held December 1, 2014.

2. Consideration of a request from Northwest Dane Senior Services for a Conditional Use Permit as an Indoor Institutional use located at 1837 Bourbon Road.

a. Public Hearing – A motion was made by Commissioner DuQuette, seconded by Commissioner Hilmanowski and unanimously carried by the Plan Commission to open the Public Hearing at 7:03 pm.

- No comments were made.

A motion was made by Commissioner DuQuette, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to close the Public Hearing at 7:04 pm.

b. Discussion and action to make a recommendation to the Village Board – Commissioner Duquette made a motion, seconded by Commissioner Case and unanimously carried by the Plan Commission to recommend approval of a Conditional Use Permit as an Indoor Institutional use located at 1837 Bourbon Road with the following conditions:

1. The front and back parking lot be restriped within 6 months of approval.
2. A landscape plan for the ~~south-north~~ part of the lot shall be developed using the Village’s landscaping regulations in the Zoning Code, with a cap of \$1,000.
3. The Plan Commission concurs with the written report prepared by the Zoning Administrator.

3. Discussion and action to make a recommendation to the Village Board regarding a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05 – Following discussion, a motion was made by Commissioner Ketelboeter, seconded by Commissioner Case, and unanimously carried by the Plan Commission to recommend approval to the Village Board regarding a request from Douglas Schwartz located at 1841 Bourbon Road to create condominiums according to Section 83.05 with the condition that section 4.03 being struck from the Articles of Organization document.

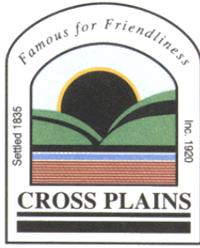
V. Adjournment

A motion was made by Commissioner Hogan, seconded by Commissioner Ketelboeter, and unanimously carried by the Plan Commission to adjourn the meeting at 7:30 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Thomas E. Malone
Assistant Village Administrator



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
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: February 20, 2015
Re: **Northwest Dane Senior Services – Conditional Use Permit Request**

Executive Summary

The Village is in receipt of a request from Northwest Dane Senior Services (NWDSS) to locate their Black Earth facility within an existing facility located at 1837-1841 Bourbon Road. The property is located within the Community Mixed Use (CMU) District and conditionally allows for NWDSS as an “Indoor Institutional” Use. The space within the facility they will be using is currently vacant and the space next door is occupied by a telecommunications business. The Plan Commission held a public hearing and reviewed this request at its February 2, 2015 meeting. This memorandum will summarize the request by reviewing the submittals against the relevant sections of the Zoning Code.

Project Background

The facility was constructed in 1997-1998 as the new home for what is now Innovation Technologies Worldwide that was located in the current Village Hall/Police Department building. This use occupied half the space while the remaining half of the facility housed the Dane County offices for Social Services. Dane County has vacated this space for several years and it has never been filled by a new occupant. The property owner is moving forward with plans to turn the building into two condominiums allowing for Innovation to retain ownership of its half of the building and for NWDSS to own its share of the facility. NWDSS has been offering senior services as a not for profit entity out of its offices in Black Earth since 1975 serving the areas including and surrounding Cross Plains, Black Earth, and Mazomanie. They specialize in providing activities specialized for seniors as well as providing meals and transportation services. The acquisition of this new space allows the organization to move their existing operation into a larger space that is more accommodating to the growth they have experienced. Enclosed with this memorandum as Appendix A is their application for a Conditional Use Permit as required by the Zoning Code.

Code Review

Section 84.35 – CMU Community Mixed Use District (Appendix B)

The CMU District is intended to provide a wide range of large and small scale office, retail, service, and lodging uses that are compatible with the desired community character. The Village of Cross Plains has funded the largest amount of the local government partners over the years recognizing the benefits their services offer to the senior community. By definition,

NWDSS is a Community Center that is allowed conditionally as an Indoor Institutional Use (Section 84.35(c)(6)). The building footprint and parking lot dimensions are not scheduled to change and are generally in compliance with the lot requirements within the code. The project as proposed appears to meet all aspects of the CMU Zoning District for existing facilities as presented.

Section 84.57 – Institutional Land Uses (Appendix C)

This portion of the code defines the parking requirements necessary to support the use requested. The calculation for NWDSS indicates that 25 parking spaces will be needed to support the users, employees, and volunteers. There are presently 27 marked spaces on site that could be 40 if restriped. It should be noted that NWDSS reports that some luncheon events host in excess of 100 attendees which will require parking to spill over onto Bourbon Road. This is one of our main thoroughfares in the Village and may not be compatible with the added congestion from the parking not currently experienced. The information provided is acceptable to meet the code; however, the applicant should be required to restripe the parking lot as listed in their application and encouraged to reach agreement with neighboring property owners for off street parking in order to limit on street usage.

Section 84.161 – Conditional Uses (Appendix E)

The proposal is to locate an Indoor Institutional Use (i.e. – NWDSS) within an existing facility as allowed through a conditional use permit. There are certain uses defined within the code, which because of their unique characteristics make them impractical to predetermine their permissibility. In these cases, specific standards, regulations, and/or conditions may be established by the Plan Commission and Village Board upon review of a request for a Conditional Use Permit. The application is included with this memorandum as Appendix A. Please note that the standards by which a conditional use permit must meet are listed in Section 84.161(e)(3)(a)-(e). A Class I notice was published on January 22nd in the News Sickle Arrow as notification of the meeting and public hearing. Notices were also distributed to property owners within 100 feet of the property. The application is sufficient to meet the requirements of the code in order for the Plan Commission to hold the hearing, conduct its review, and consider any conditions. Following hearing and their review, the Plan Commission recommended approval of the application subject to the following conditions:

- The front and back parking lot will be restriped within 6 months of approval.
- A landscape plan for the north part of the lot shall be developed using the Village’s landscaping regulations in the Zoning Code, with a cap of \$1,000.
- The Plan Commission concurs with the written report prepared by the Zoning Administrator.

The landscaping plan was discussed at the Plan Commission meeting; however, specific requirements as the code might require were not immediately available in the meeting. Included as Appendix E is an email to the applicant regarding the Village’s proposal to meet the condition levied by the Plan Commission. This would require a combination of tall and medium evergreen trees that will serve as a screen along the north side of the property.

Recommendation

Village Staff recommends reviewing the recommendation from the Plan Commission and taking action regarding the application.

Appendices

Appendix A – Application for Conditional Use Permit, Site Plan, and Other Submittals

Appendix B – Section 84.35: CMU Community Mixed Use District

Appendix C – Section 84.57: Institutional Land Uses

Appendix D – Section 84.161: Conditional Use

Appendix E – Proposed Landscaping Plan

Appendix A

**Application for Conditional Use Permit
Northwest Dane Senior Services, Inc.
Date of Submission: January 22, 2015**

I. Property Description:

Currently: Lot Three (3) of Certified Survey Map No. 5788, recorded in the Dane County Register of deeds office in Volume 27 of Certified Survey Maps, Page 172 as Document No. 2130571, in the Village of Cross Plains, Dane County, Wisconsin.

Proposed: Unit 1, Bourbon Road Business Condominium in the Village of Cross Plains, Dane County, Wisconsin.

Parcel Nos. Currently: 070703298731
Address: 1837 Bourbon Rd., Cross Plains

Current Owner: Douglas & Laurel Schwartz

Authorized Agent for purposes of this Application: Northwest Dane Senior Services, Inc., by Kay Millonzi, attorney-in-fact.

See attached Exhibits:
A: Original Certified Survey Map;
B: Last available Floor Plan;
C: Proposed Condominium Plat;
D: Aerial photo

II. Zoning description

Current zoning classification: *as of 12/31/14 zoning code adoption:* Community Mixed Use.

Proposed Conditional Use: Indoor Institutional. Northwest Dane provides case management, mobile and congregate meals, wellness and social activities for seniors ages 60+ and intends in the future to offer an Adult Day Center on the 2nd floor of the property. Business hours expected: 7:30-5:00. Typical largest occupancy during normal daily operations is 25-30 for lunch offered on site. Northwest Dane has five employees, 2-4 volunteers are on site at various times of the week. Capacity rating for building not known, but special occasion events may result in up to 100 attendees. Shuttle service is utilized to transport 15-20.

No immediate changes are intended to the current building exterior or structure. Future changes are intended to include the addition of an elevator and reconfiguration of internal non-structural room dividing walls. Northwest intends to reconfigure two or three walls

and move the current first floor kitchen back to the original locations. An elevator will be installed as soon as financing is available. Exhibit B is the most recent available professionally drawn floor plan in our possession. Exhibit E is a hand drawing of the current configuration. Future changes intended are installation of an elevator in the location of the small office to the left of the staircase near the main entrance; moving the “lunch” room/kitchen to its original location on Exhibit B; and removing the wall separating the two large rooms on the first floor, to allow for one large meeting space. Second floor changes anticipated at this time are removal of the divider wall directly in front of the fireplace. Signage is intended and will be submitted for approval under the Village’s sign permitting process.

See Exhibit C & D for parking areas and spaces serving the property. Total non-warehouse space in the building is approximately 5246 sq ft (counting both floors). Warehouse space on first floor is approximately 2013 sq ft.. The condominium conversion taking place concurrently with this CUP will include the development of unit owner rules allowing for maximum efficient shared use of parking on the property. Draft enclosed as Exhibit F. Currently 27 total off-street spaces are available for the entire property. Initial evaluation of the pavement markings by the developer indicates that re-striping within allowable space size restrictions could result in additional spaces, raising the total up to 40. Northwest Dane’s current facility has less parking and was workable. The increase is expected to be an improvement and sufficient for needs of the population being served.

II. Supporting Reasons for Approval of Application

A. The Proposed Changes are Consistent with Comprehensive Plan:

The proposed conditional use is consistent with the Village of Cross Plains Comprehensive Plan (the “Plan”). “Consistent” in these situations has been defined by Wisconsin courts to mean that it “furthers or does not contradict the objectives, goals and policies contained in the comprehensive plan.” The overall vision for the Village of Cross Plains (the “Village”) described in the Plan includes the desire for a “safe, clean, attractive and prosperous community . . . and a sustainable business environment”. (Plan, p.15). Further, the Plan’s “Land Use” section states that it is intended to “guide development and redevelopment in a manner that maintains community character” and establishes the important need to “manage the rate of community expansion, preserve farmland and maximize developable land.” (Plan, p.37). Finally, the Plan calls for ensuring a complete range of land uses in the Village as well as compact and efficient development.

Redevelopment Opportunity. This application helps move more toward Plan goals, including the concept of neighborhood business zoning integrating residential and services that benefit the neighborhood.

Minimizing Land Use Conflicts. The Plan has a goal of minimizing land use conflicts by thoughtful placement of new uses. The placement sought here, given

Bourbon Road will not be a substantial change affecting the existing nearby housing and likely provides a service to many residents of the area.

Opportunity to Support Economic Development. The Plan discusses the need for redevelopment and infill within the Village. The physical limitations, mainly resulting from the location of the environmental resources surrounding the Village, constrain development of new Village lands. As such, redevelopment of existing properties is one very reasonable and necessary approach to meeting Plan goals. As such, converting the existing business zoning to a permitted use, in an area adjacent to currently existing commercial uses is consistent with the Plan. Although the form of ownership of the building is being converted to condominium ownership, no external building modifications are expected. In the future, it is anticipated that an elevator will be added. Development at this location also continues the goal of clustering of businesses in the Village.

The Plan calls for consideration of the impact of the rezone on the economic viability of existing commercial areas. No existing commercial lot's economic viability would be negatively impacted by this rezone. While existing commercial properties may have vacancies, or development potential, their preexisting economic development viability issues are not impacted by this proposed new use at this location. Existing commercial properties with potential for redevelopment in the Village, generally due to environmental, parcel size, demand due to Hwy 14 location, and access constraints make them not viable for the intended use of this Applicant.

B. The Proposed Changes Meet CUP Standards for Approval

Village Ordinance, 4.25(6) requires consideration of the following standards for CUPs:

(A) The establishment, maintenance or operation will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare. *A conditional use for Indoor Institutional at this location that will improve the services available to the community, and not be a detriment to the public.*

(B) That the uses, values and enjoyment of other property in the neighborhood for purposes already permitted shall be in no foreseeable manner substantially impaired or diminished by the establishment, maintenance or operation of the conditional use and the proposed use is compatible with the use of adjacent land. *The proposed use is compatible with adjacent commercial uses and no negative impact given expected standard business hours of business tenants.*

(C) That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. *The proposed use with similar access points of*

existing use and no external redevelopment within the existing lot would not impede other improvements in the area.

(D) That adequate utilities, access roads, drainage and other necessary site improvements have been or are being provided. *The property has existing utilities, access points and site drainage in compliance.*

(E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Owners will work closely with Village staff to develop ingress/egress plans in compliance.*

(F) That the conditional use shall, except for yard requirements, conform to all applicable regulations of the district in which it is located. *The conditional use in the Community Mixed Use district, meets the requirements of that district.*

(G) That the proposed use does not violate flood plain regulations governing the site. *The pre-existing structure and parking, if modified in the future, will comply with any flood plain regulations.*

(H) That adequate measures have been or will be taken to prevent and control water pollution, including sedimentation, erosion and runoff. *No modifications will be made to the existing drainage on the lot.*

(I) Additional considerations: The Village board is also to consider the effect of the proposed use upon: maintenance of safe and healthful conditions; prevention and control of water pollution; existing topographic, drainage and vegetative cover; floodplain locations; erosion, slopes, soil and vegetative cover; location related to access roads; shoreland location; adjacent land compatibility; and capacity of waste systems. *Consideration of these additional items further supports the application as the services provided by applicant, as well as the move to this location will not impact these issues.*

IV. Owners of Properties Located Within 100 feet of Subject Property

Parcel No. 113/0707-031-9265-8

Parcel Address: 1843 Bourbon Road

Description: Pet kennel

Owner: JOSEPH C VALENTA

Parcel No. 113/0707-032-9862-4

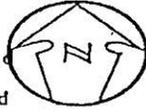
Parcel Address: 1823 Bourbon Rd.

Description: Business offices

Owner: BOURBON ROAD PROPERTIES LLC

Exhibit A

CERTIFIED SURVEY MAP VOL 12583 PAGE 30



The North Right-of-Way Line of Bourbon Road bears N 84°-41'W assumed

SURVEYOR'S CERTIFICATE

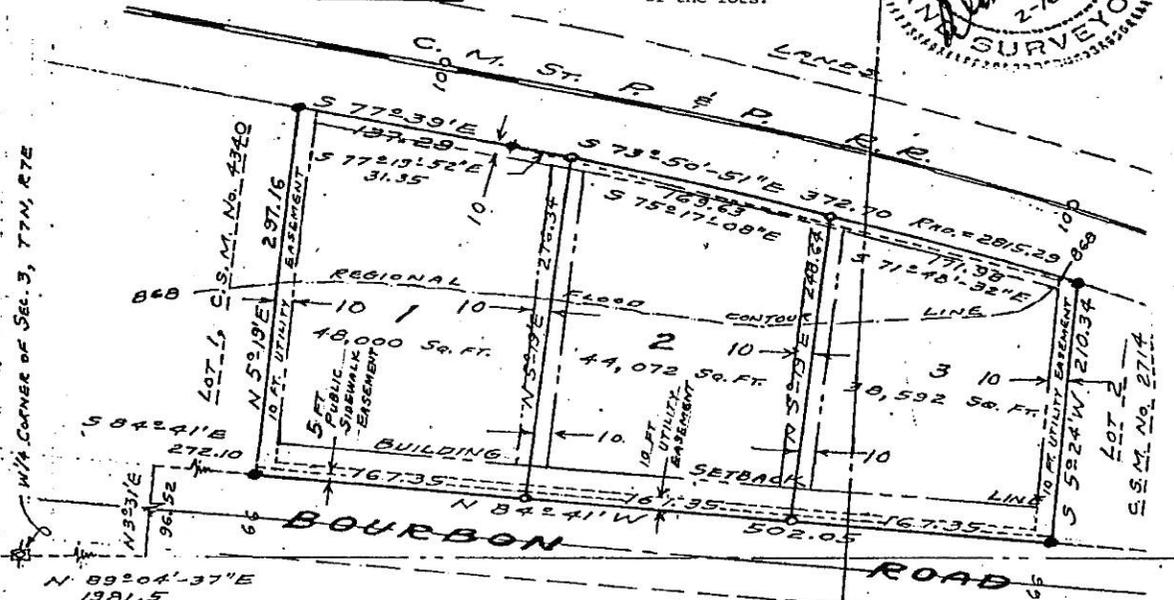
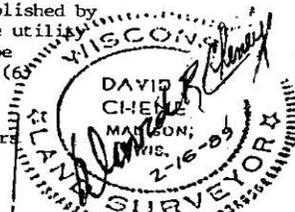
I, David R. Cheney, S-45, Registered Wisconsin Land Surveyor, do hereby certify that by order of owner Mr. Charles Roessler, 2312 Center Street, Cross Plains, Wi. I have surveyed, divided & mapped the lands herein described according to the information furnished, that said map is a correct representation of the lands surveyed and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, and Chapter 13 of the Village of Cross Plains Code and Ordinances.

David R. Cheney
Date FEB 16, 1989

LEGAL DESCRIPTION

Lot 2, Certified Survey Map No. 4340, Recorded in Volume 18 of Certified Surveys on page 262, Document No. 1831542, Dane County Registry, Village of Cross Plains, Dane County, Wisconsin.

The final grade established by the subdivider on the utility easements shall not be altered by more than (6) six inches. By the subdivider, his agent or by subsequent owners of the lots.



- Denotes stake found
- o Denotes iron stake set (1"x24", 1.13 lbs/ft min.)

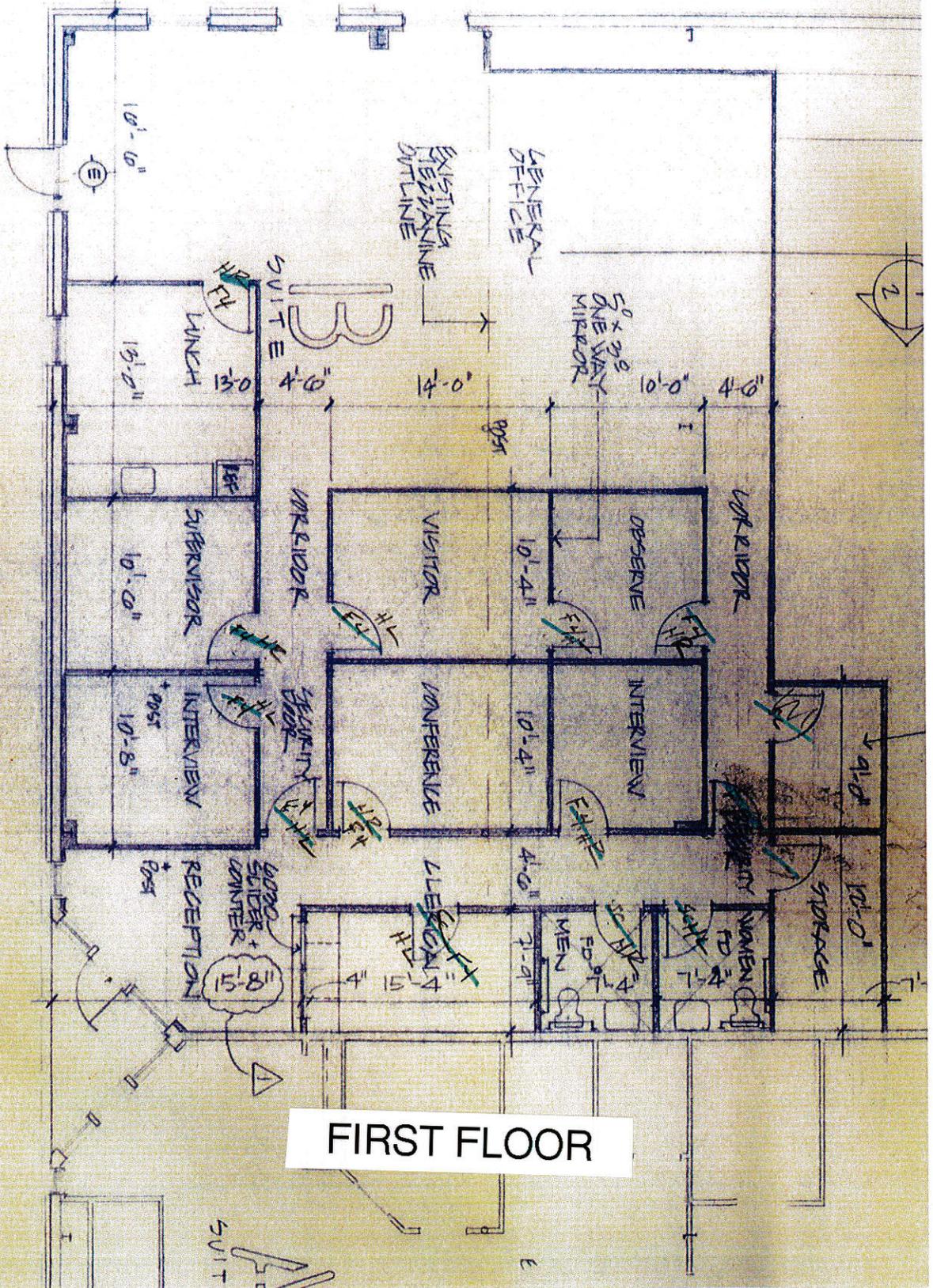
This certified survey, including any dedications shown thereon, has been duly filed with and approved by the Village Board of the Village of Cross Plains, Dane County, Wisconsin.

Janel J. Klock
Clerk 3-7-89

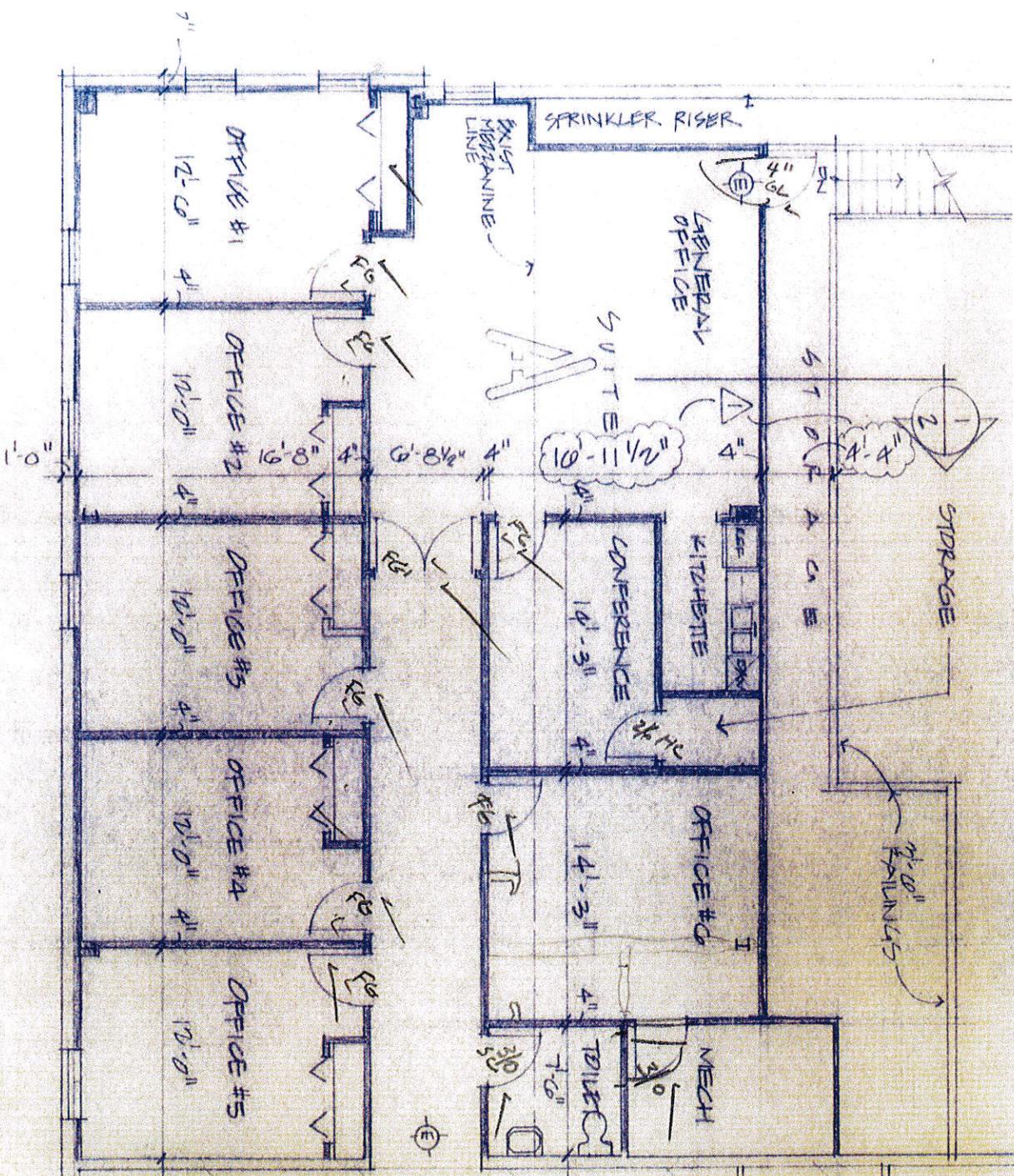
RECEIVED FOR RECORDING on this 10 day of March 1989 at 3:17 o'clock P.M. and recorded in Volume 27 CERTIFIED Surveys on Page 172.

by: *Jane Licht* Register of Deeds
Deputy **2130571**
Certified Survey Map 5788

Exhibit B



FIRST FLOOR



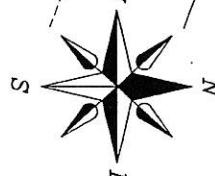
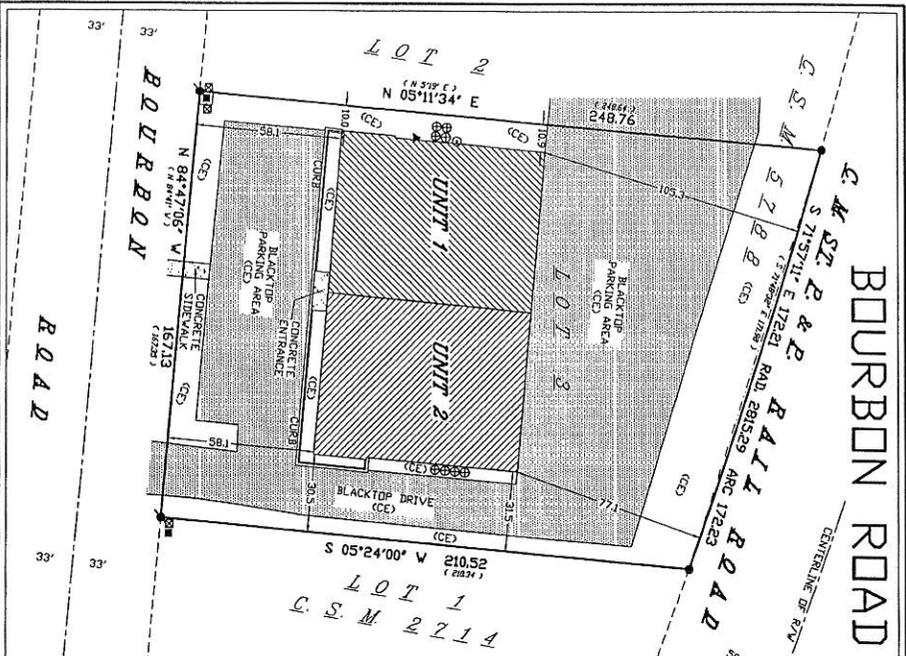
SECOND FLOOR

Exhibit C

BOURBON ROAD BUSINESS CONDOMINIUM PLAT

DANE COUNTY, WISCONSIN

WILLIAMSON SURVEYING & ASSOCIATES, LLC



DESCRIPTION:
 LOT 2, CERTIFIED SURVEY MAP NO. 5798, RECORDED AS DOCUMENT NO. 230571
 IN VOLUME 27 OF CERTIFIED SURVEYS ON PAGE 172 IN THE VILLAGE OF
 CROSS PLAINS, DANE COUNTY, WISCONSIN.

- NOTES:**
- 1) SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE CURATIVE ACT.
 - 2) SUBJECT TRACT OR ADJACENTS ARE IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND ENCUMBRANCES.
 - 3) AREA, DIMENSIONS AND DIMENSIONS ARE BASED ON FIELD MEASUREMENTS OR ARCHITECTURAL PLANS DIMENSIONS AND DO NOT REPRESENT THE UNIT BOUNDARIES AS SET FORTH IN THE COMMON DECLARATION.
 - 4) ALL AREAS NOT DESIGNATED AS UNITED COMMON ELEMENT ARE A COMMON ELEMENT.
 - 5) AREA = 38425 SQ FT OR 888 ACRES
 - 6) VETLANDS, IF PRESENT, HAVE NOT BEEN DESIGNATED OR SHOWN.
 - 7) FLOOD PLAIN, IF PRESENT, HAS NOT BEEN LOCATED OR SHOWN.

- LEGEND**
- = FOUND 1 1/2" PIPE
 - = FOUND 3/4" REBAR
 - (with 'R') = RECORDED AS
 - (with 'E') = ELEC. METER
 - (with 'U') = UTILITY RESTR.
 - (with 'M') = UTILITY BOX
 - ▲ = GAS METER

SURVEYOR'S CERTIFICATE:

I, Chris W. Adams, Registered Land Surveyor, hereby certify that I have personally examined the above described plat and identified and located the units and the common and limited common elements can be determined from the plat.

Williamson Surveying and Associates, LLC
 by Rob T. Prievé & Chris W. Adams

DATE: _____ Chris W. Adams S-2748
 Registered Land Surveyor - Damer

RECEIVED FOR RECORDING THIS _____ DAY OF _____ AT _____ O'CLOCK _____ AND _____ ON PAGES _____ AND _____ REGISTER OF DEEDS



WILLIAMSON SURVEYING & ASSOCIATES, LLC
 104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597
 NORA T. PRIEVE & CHRIS W. ADAMS
 REGISTERED LAND SURVEYORS
 PHONE: 608-255-9702 FAX: 608-849-9700 WEB: WILLIAMSONSURVEYING.COM

There are no objections to this common plat being approved for recording.
 Dated this _____ day of _____ 20____
 Dan County Planning and Zoning

SURVEYORS SEAL

SEARCHED	INDEXED
SERIALIZED	FILED
APR 1 2011	11:43 AM
REGISTRY	

187 Exhibit D

070703192210

1843

070703192658

05M 05788
Lot3

210.34'

070703298731

1841

05M 05788
Lot3

167.35'

070703296911

1708

248.64'

05M 05788
Lot2

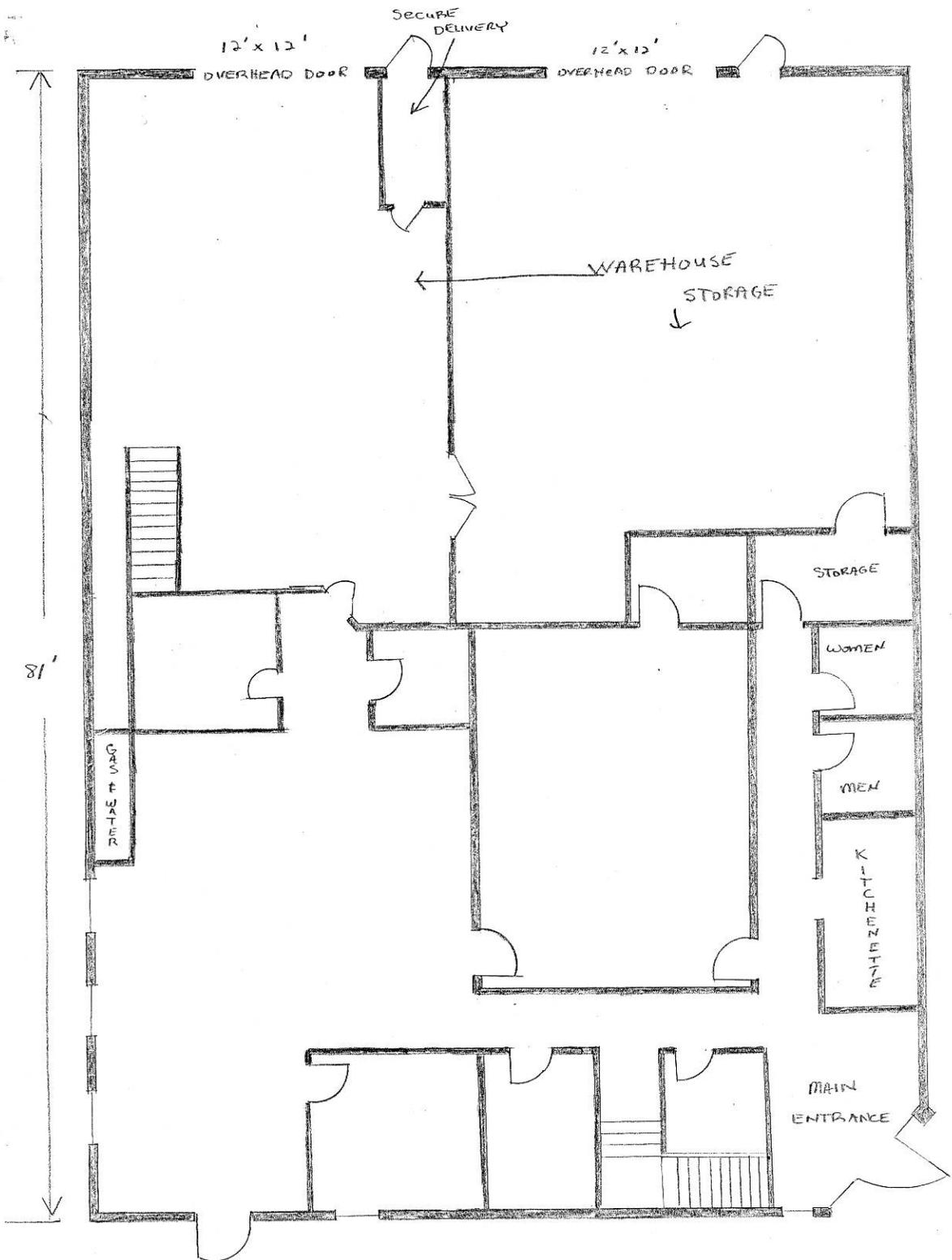
1825
1823

070703298624

67.35'

Exhibit E

1/8" = 1' Approximate
Not to scale
Accuracy not guaranteed



Second Floor

1/8" = 1' Approximate
Not to scale
Accuracy not guaranteed

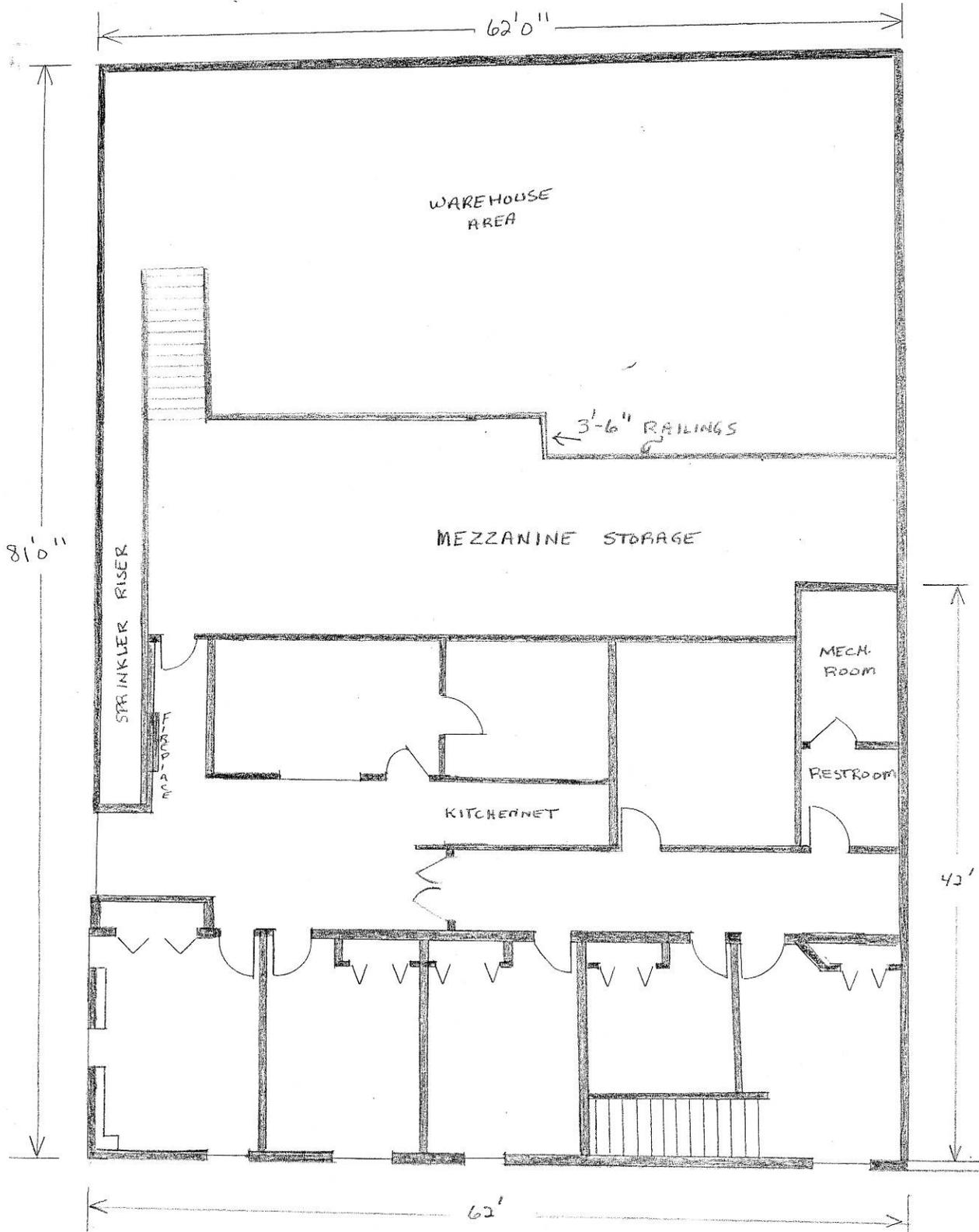


Exhibit F

RULES AND REGULATIONS OF THE BOURBON ROAD BUSINESS CONDOMINIUM UNIT OWNER'S ASSOCIATION

The following rules and regulations are adopted by Bourbon Road Business Condominium Unit Owner's Association (the "Association") for the purpose of assuring that the Condominium is operated in an efficient and orderly manner so as to create a pleasant business environment.

ARTICLE I

GENERAL

1.01. Applicability to All. All rules and regulations shall apply to and shall be complied with by all Unit Owners, and their employees, guests, invitees, and tenants.

1.02. Winter Heating. Whether occupied or vacant, all Units shall be heated to at least 60° Fahrenheit during the winter months.

ARTICLE II

APPEARANCE

2.01. Signs. No sign of any kind shall be displayed to the public view on any Unit without the written consent of the Association and, if Declarant owns at least one Unit, the Declarant. The Declarant reserves the right to erect signs, gates, or other entryway features at all entrances to the Condominium and to erect appropriate signs for the sale of Units.

2.02. Protrusions. No awning, machines, air conditioning units, wiring for electrical or telephone installation, or other similar protrusions shall be allowed on the exterior of the Condominium without the prior written consent of the Association.

2.03. Antennae. To the extent this restriction is permitted by applicable law, no exterior antennas, windmills, or satellite dishes shall be erected on any Unit without the prior written approval of the Association.

2.04. Entryways. All entryway areas in public view shall be kept in a neat and orderly condition. No personal property shall be stored thereon that would impact access or appear disorderly.

ARTICLE III

USE RESTRICTIONS

3.01. Permitted Use. No use of a Unit shall be allowed unless it complies with zoning codes and regulation of the Village of Cross Plains, Dane County and the State of Wisconsin.

3.02. Damage to Common Elements. Damages to any Common Elements caused by a Unit Owner, its employee, agent, invitee or guest shall be the responsibility of the Unit Owner or the person causing such damage.

3.03. Maintenance of Unit. All Unit Owners shall promptly perform or shall have promptly performed all maintenance and repair work within their own Unit which would adversely affect any portion of the Condominium. Each Unit Owner shall be responsible for all damages and liabilities that any failure to maintain or repair may engender.

3.04. Maintenance of Common Elements. Unit Owners shall be prohibited from discarding any materials from the windows, balconies, or doors of the Units and shall be prohibited from discarding any materials into the Common Elements.

3.05. Nuisances. No offensive or unlawful activity shall occur in the Condominium. No offensive or unlawful use shall be made of the Condominium. All Unit Owners at their own expense shall comply with all city, state, and federal laws applicable to their Unit. No Unit shall be used or maintained as a dumping ground for garbage.

3.06. Storage. No outside storage impacting the use of available parking spaces shall be permitted. The Association shall not be liable for any loss or damage to property placed in any Unit or Common Elements. No materials prohibited by law or local ordinance may be stored in any of these areas.

3.07. Landscaping. Unit Owners are hereby prohibited from planting outdoor vegetation anywhere within the Condominium without the prior written approval of the Association.

ARTICLE IV

VEHICLE RESTRICTIONS

4.01. Obstructions. Driveways shall not be used for any purpose other than the ingress and egress to and from Units.

4.02. Parking. Each Unit Owners shall be allowed four assigned spaces and shall be responsible for marking those spaces with signage if they wish to restrict their use to that Unit. The remainder of the parking spaces on the Condominium shall be available to either Unit Owner as needed. It is expressly acknowledged that the institutional use of Unit 1 results in occasional higher need for parking spaces than Unit 2 and may result in significantly greater proportional use of spaces for portions of the day. Unit Owners shall not park, nor shall they permit their families, guests, invitees, or tenants to park upon or to block access to, the parking areas of other Unit Owners. Improperly parked vehicles shall be subject to removal at the vehicle owner's expense. Unit Owners shall not leave their vehicles idling in any garages.

4.03. Service and Recreational Vehicles. Parking of service and recreational vehicles, including but not limited to trailers, boats, campers, vans, or other vehicles, shall be prohibited unless such vehicles are kept in the Unit Owner's assigned parking area. These provisions shall not prohibit temporary parking of such vehicles for the purpose of loading and unloading. A temporary waiver of these prohibitions may be obtained at the discretion of the Association.

4.04. Garage Door. The garage door to any Unit shall remain closed at all times except when in use for ingress or egress purposes.

ARTICLE V
AMENDMENTS

This document may be amended at any time by the Board of Directors of the Association.

ARTICLE VI
FINES

In addition to all other remedies available to the Association or to other Unit Owners under the Declaration, the Bylaws, or applicable law, the Association shall have the right, following delivery of notice of violation and expiration of any cure period required under the Declaration, to impose against any Unit Owner in violation of the Declaration, the Bylaws, or these Rules and Regulations, a fine against such Unit Owner according to the following schedule:

- (a) For the first offense in a given twelve-month period: \$50.00.
- (b) For the second offense in a given twelve-month period: \$100.00.
- (c) For the third offense in a given twelve-month period: \$150.00.

Fines are to be paid immediately to the Association. Any fine not paid within ten days after billing therefor by the Association shall accrue a late charge in the amount of \$20.00 for every month the fine is not paid. The Association shall have the right, following imposition of any fine, to collect the same as a Special Assessment against the Unit Owner's Unit.



Your Connection

Staying Connected with NWDSS

December 2014

Celebrate A Life Annual Fundraiser

Thursday, December 4

4:30—7 PM

Cross Plains State Bank in Black Earth

Chili Supper

Tree Lighting Ceremony

Honor a special person, past or present, who has enriched your life and the lives of others by making a tax-deductible donation to NWDSS in 2014.

Consider making your gift with appreciated stock or mutual funds - rather than selling the assets and donating the cash - to make your gift to the most tax efficient way to make a difference.

Contact Marn Turley @ 767-3757 x 224.



A MESSAGE FROM OUR EXECUTIVE DIRECTOR

Dear Friends of NWDSS,

I am writing to you about an urgent need that you can help us meet.

After many months of planning and hard work, it is with great pleasure we announce we have an accepted offer on a new space in Cross Plains. We share your commitment to enhance the lives of the people we serve.

Our goal in 2015 is to acquire this space, grow our current programs, including case management, mobile and congregate meals, wellness and social activities for seniors ages 60+ and offer an Adult Day Center on the 2nd floor. **Adult Day Centers** offer people with Alzheimer's or other related dementia the opportunity to be social and participate in activities in a safe environment while also offering their caregiver some respite.

I want to thank you all in advance for your generosity as we continue to make a difference in many lives in the communities we serve. **Every dollar donated this year helps our dream become a reality, sooner rather than later.**

Sincerely,

Paulette Glunn, Executive Director

Northwest Dane Senior Services, Inc.

(608) 767-3757 ext. 222

Visit our website to donate today: www.nwdss.org



Adding an elevator to access the second floor and open Adult Day Program in 2015

\$64,000



Down payment needed by Dec. 31, 2014 in order to purchase building

\$58,000

Please visit our website, www.nwdss.org to watch our progress and **get extra donation forms to share!**



Your support is needed,
for us to make the move!
1837 Bourbon Rd, Cross Plains

Watch for more details about our new location and services in the upcoming months!

Holiday Luncheon

By donation

Thursday, Dec. 18 at 11:30AM

Cross Plains State Bank, 1030 Mills St,
Black Earth

RSVP by Mon. Dec. 15, 1:00 PM

608-767-3757, dial 0

Surprise visitor expected!!

Support & Services—Nutrition & Wellness 3

My primary goal is to provide seniors and their families the support, services and resources necessary to be healthy, active in their community and remain safe and independent in their home.



CALL VICKI, Case Manager
767-3757x-223 for more details,
 information and an appointment.



☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆
 ☆☆ From Joan's Kitchen ☆☆
 ☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆



The BIG 8

I recently attended a training that covered “The Big Eight” food allergies. What that means is these **8 foods** account for 90% of food allergy reactions. Even trace amounts, including steam particles can be fatal.

- Eggs
- Fish
- Milk
- Peanuts
- Shellfish
- Soy
- Tree nuts
- Wheat

Milk allergies and lactose intolerance are not the same. Not having enough lactase, (an enzyme that breaks down the sugars in milk and other dairy products), causes lactose intolerance. Milk allergy is caused by an allergic reaction to the protein in milk.

Allergic reaction symptoms include: Hives, rash or flushed skin, itching, tingling, and metallic taste in mouth, diarrhea/ or vomiting, cramps, abdominal cramps, swelling of face, lips, tongue, throat and/ or body, difficulty breathing, coughing or wheezing, dizziness or lightheadedness, swelling of the throat and vocal cords and loss of consciousness.

Avoid cross contamination by washing your hands often, and always use different utensils and cutting boards when preparing food.



December 12, 2014

Soup & Sandwich

Lunch & Learn

12:00 PM

The 2nd Friday of each month
 November—March

Town of Mazo Hall

711 Hudson St, Mazomanie

“Healthy Grieving through the Holidays”

Presented by Agrace Hospice

Cost \$5.00

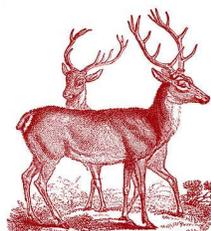
Happy December Birthdays!!

Join us on Wed., Dec 17th for cake and BINGO

2 Marie Ballweg	15 Lennie Redders
4 Diana Smith	15 Mary Schultz
5 Willie Lee McElhaney	19 Jeanette Hruby
7 Diana Studnicka	22 Don Wallace
9 Lenita Georgiles	23 Alice Wryosek
9 Delores Hosking	25 Roy Carley
11 Kathleen Warner	28 Elaine Ziegler
12 Jake Ganzer	30 Cindy Danz
15 Marlene Malec	

***Reminder: We want to keep everyone safe; Check the expiration date on food items before donating.**

December Activity Calendar 4

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>10:15a Stretch & Strength Class 12:15p BP/Euchre 7:00p Tai Chi</p>	<p>2</p> <p>10:00a Coffee at The Connection 12:15p Dominoes 12:30p CP Shopping</p>	<p>3</p> <p>8:30a Tai Chi 12:15p BINGO</p> 	<p>4</p> <p>10:00a Coffee 12:30p Madison Shopping & Dine out 4:00—7:00p Celebrate a Life, Chili Supper</p>	<p>5</p> <p>12:15p Game Day</p> 
<p>8</p> <p>10:15a Stretch & Strength Class 12:15p BP/Euchre 7:00p Tai Chi</p>	<p>9</p> <p>10:00a Coffee at The Connection 12:15p Dominoes 12:30p CP Shopping</p> <p style="background-color: red; color: white; text-align: center; padding: 5px;">National Pastry Day</p>	<p>10</p> <p>8:30a Tai Chi 12:15p Nickel-BINGO</p>	<p>11</p> <p>10:00a Coffee 12:30p Baraboo Shopping & Dine Out.</p>	<p>12</p> <p>NEW!!! Lunch & Learn @ Town of Mazo - 711 W Hudson St., Mazomanie</p>
<p>15</p> <p>10:15a Stretch & Strength Class 12:15p BP/Euchre 7:00p Tai Chi</p>	<p>16</p> <p>10:00a Coffee at The Connection 12:15p Dominoes 12:30p CP Shopping Foot care at Mazo EMS</p>	<p>17</p> <p>8:30a Tai Chi 12:15p B-Day-BINGO</p>	<p>18</p> <p>10:00a Coffee 12:30p Madison Shopping & Dine out</p>	<p>19</p> <p>12:15p Game Day</p> <p style="background-color: red; color: white; text-align: center; padding: 5px;">Oatmeal Muffin Day</p>
<p>22</p> <p>10:15a Stretch & Strength Class 12:15p BP/Euchre 7:00p Tai Chi</p>	<p>23</p> <p>8:30a Newsletter mailing 10:00a Coffee at The Connection 12:30p CP Shopping 1:00p Vet to Vet Meeting</p>	<p><i>Christmas Holiday—CLOSED</i></p>		<p>26</p> <p>12:15p Game Day</p> 
<p>29</p> <p>10:15a Stretch & Strength Class 12:15p BP/Euchre 7:00p Tai Chi</p>	<p>30</p> <p>10:00a Coffee at The Connection 12:30p CP Shopping</p>	<p><i>NEW YEAR'S EVE</i> — CLOSED</p>		

REMINDER: Please call 767-3757 before 1:00 the previous day to reserve your lunch!

December Menu



5

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Lasagna Italian Salad Jell-O Pineapple French Bread Brownie</p>	<p>2</p> <p>California Blend Cream Soup Egg Salad on Wheat w/ lettuce Dill Pickle Crackers Peach Slices Cookie</p>	<p>3</p> <p>Baked Chicken Mashed Potatoes/Gravy Corn White Bread Pears Chocolate Pudding</p>	<p>4</p> <p>Glazed Ham Cheesy Hashbrowns Green Beans Dinner Roll Mixed Fruit Pumpkin Bar</p>	<p>5</p> <p>Baked Cod Roasted Sweet Potato Cole Slaw Biscuit Oranges Apple Pie</p>
<p>8</p> <p>Chopped Steak in Burgundy Mushroom Sauce Buttered Egg Noodles Broccoli Dinner Roll Fruit Cocktail in Cool Whip over Angle Food Cake</p>	<p>9</p> <p>Baked Pork Ribs Baked Potato Sauerkraut Wheat Bread Applesauce Cookie</p>	<p>10</p> <p>Mac & Cheese Ring Bologna California Blend Vegetables White Bread Mandarin Oranges Lemon Bar</p>	<p>11</p> <p>Liver and Onions Twice Baked Potatoes Carrots Fruited Jell-O Wheat Bread</p>	<p>12</p> <p>Shrimp Baked Sweet Potato Chunks Coleslaw Dinner Roll Ice Cream w/ Strawberries</p>
<p>15</p> <p>Chicken Cordon Bleu Long Grain Wild Rice California Blend Vegetables Wheat Bread Mixed Berries Apple Crisp</p>	<p>17</p> <p>Pork Roast Mashed Potatoes/Gravy Corn Dinner Roll Applesauce Rice Krispie Bar</p>	<p>16</p> <p>Meat Loaf Au gratin Potatoes Broccoli White Bread Apricot Halves</p>	<p>18</p> <p>Ham Mashed Potatoes/Gravy Stuffing Scalloped Corn, Squash Cranberries Dinner Roll Pumpkin Pie /Whipped Cream</p>	<p>19</p> <p>Parmesan Crusted Cod Steamed Baby Reds Spinach Salad w/Hot Bacon Dressing Dinner Roll Pumpkin Bar</p>
<p>22</p> <p>Porcupine Balls in Sauce Mashed Potatoes California Blend Vegetables White Bread Cookie</p>	<p>23</p> <p>Turkey Wrap Vegetable Soup Cottage Cheese Crackers Peaches Vanilla Pudding</p>	<p>24</p> <p>CHRISTMAS EVE CLOSED</p> 	<p>25</p> <p>CHRISTMAS CLOSED</p> 	<p>26</p> <p>Tuna Casserole Noodles Veggie Salad w/ Ranch Breadstick Banana Cherry Crisp</p>
<p>29</p> <p>Spaghetti and Meatballs Veggie Salad w/ Ranch Garlic Bread Pears Lemon Bar</p>	<p>30</p> <p>Chili Cornbread Cheese Chunks Crackers Peas Peaches Ice Cream</p>	<p>31</p> <p>NEW YEAR'S EVE CLOSED</p> 		



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WINTER



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—Daughter of Resident

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Rhinelander 715-493-0610 Woodruff 715-892-1339 Faribault, MN 507-323-0199



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Adolf G. Gundersen, Ph.D., President

FROM NOW ON PLAN LLC
2207 Eton Ridge, Madison WI 53726
phone: 608.282.5055
email: gundersen@fromnowonplan.com
web: fromnowonplan.com

FROM NOW ON

NWDSS Wish List

- 500 Forever stamps
- Copy Paper
- Monetary Donations by year end for tax planning
- Paper towels

Celebrate A Life 2014

Honor the special people, past or present, who have enriched your life and the lives of others by making a tax-deductible gift to NWDSS in their memory or honor.

Yes, I would like to support NWDSS in 2014!

___ In Honor of ___ In Memory of

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

___ Celebrate A Life ceremony remembrance (\$25)

___ Celebrate A Life personalized yard sign* (\$50)

(*Donation must be received by 12/12; for delivery week of 12/15)

___ Celebrate A Life personalized card (\$50)

From: _____

Message: _____

(for additional names, please attach a separate sheet)

.....

Your name: _____

Email: _____

Phone: _____

Total Amount Donated: \$ _____

Return this form, along with a check made payable to:
Northwest Dane Senior Services

1940 Blue Mounds St., Suite 2, Black Earth, WI 53515

(for Paypal payment, or additional forms, please

visit www.nwdss.org)

NWDSS Capital Campaign Fundraising Goals

Return this form, along with a check made payable to **Northwest Dane Senior Services** and mail or drop off at

1940 Blue Mounds St., Suite 2, Black Earth, WI 53515

(for Paypal payment or additional forms, please visit our website www.nwdss.org)

2014 Friends of NWDSS

Join our Friends of NWDSS group to show your support and stay in touch with NWDSS as we grow. Membership includes our monthly e-newsletter, The Connection, and Friends of NWDSS updates.

___ \$15 Individual ___ \$25 Household ___ \$50 Business
___ Other amount \$ _____

___ \$100—\$499 Supporter*

Major Gift Partners

___ \$500-\$999 Silver Sponsor*

___ \$1000-\$4999 Gold Sponsor*

___ \$5000+ Platinum Sponsor*

*these sponsors will receive special recognition in our lobby.

Want to learn more? Join the staff and members of the NWDSS Board of Directors at our first Friends of NWDSS Meeting on

Tuesday, Nov. 18th 4:30-6:00 p.m.

Rosemary Garfoot Library Community Room

2107 Julius Street Cross Plains

Yes!

I would like to help NWDSS grow.

Enclosed is my tax-deductible donation for 2014.

Name: _____

Email: _____

Phone: _____

For a \$25 donation, your loved one's name will be posted in The Connection, our gathering space here at NWDSS, and an ornament will be hung on our holiday tree as their *name is announced on December 4th* and continuing weekly throughout December.

New this year!—For a \$50 donation, our dedicated group of volunteers will **also** deliver (within a 25 mile radius of NWDSS) a *personalized Celebrate a Life* yard sign or send a **Celebrate A Life** personalized card **during the week of December 15th** to your home or business to remember them in a very special way.

Your gift makes a huge difference, as county funding only assists us with 1/3 of our total budget. **Please be generous**—we count on your support to enable us to continue providing services to seniors in our community throughout the year including...*coming in 2015, our Adult Day Respite Program*. Thank you!! (See donation form above.)



Northwest Dane Senior Center
 1940 Blue Mounds Street, Ste 2
 Black Earth, WI 53515

Non-Profit Org
 U.S. Postage Paid
 Permit No. 14
 Black Earth, WI
 53515

Contact Us . . .

- **Executive Director, Paulette Glunn**
x-222 or ednwdss@tds.net
- **Development Specialist, Marn Turley**
x-224 or developnwdss@tds.net
- **Case Manager, Vicki Beres**
x-223 or cmnwdss@tds.net
- **Accounting Assistant, Lynn Davis**
x-225 or acctassinstnwdss@tds.net
- **Nutrition Coordinator, Joan Thony**
x-227 or ncnwdss@tds.net



Northwest Dane Senior Services

1940 Blue Mounds Street, Suite 2
 Black Earth, WI 53515
 608-767-3757, dial 0

to sign up for rides, activities, meals

Hours: 8:30 am—4:30 pm (M-F)

www.nwdss.org

Please donate today!

Northwest Dane Senior Services

Please make checks payable to: NWDSS

Send to: 1940 Blue Mounds St. Suite 2, Black Earth, WI 53515

Or visit our website at www.nwdss.org to donate via PayPal

Your donation provides programs activities & services for adults 60 and over.

Your donation is tax deductible as allowed by law.



Appendix B

- (2) Article VII: Performance Standards
- (3) Article VIII: Landscaping Regulations
- (4) Chapter 87: Signage Regulations

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
 - (2) Indoor Commercial Entertainment
 - (3) Outdoor Commercial Entertainment
 - (4) 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 ~40,896
Maximum Density	8 dwelling units per acre		N/A
Minimum Lot Frontage	50 feet	✓	50 feet ~163
Maximum Building Coverage of Lot	50 percent	✓	50 percent ~27%
Minimum Landscape Surface Ratio	30 percent	✗	30 percent ~25%
Minimum Lot Width (per building, not unit)	80 feet	✓	80 feet ~184
Minimum Front Setback	25 feet	✓	25 feet ~54
Minimum Street Side Setback	25 feet	✓	25 feet ~54
Minimum Side Setback	10 feet	✓	10 feet ~15(w), ~25(e)
Minimum Rear Setback	25 feet	✓	25 feet ~97
Maximum Principal Building Height	35 feet	✓	35 feet 2 Story
Minimum Principal Building Separation (multi-structure developments on shared lots)	20 feet	✓	20 feet Single Structure
Minimum Pavement Setback (lot line to pavement; excludes driveway entrances)	5 feet from side or rear, or 0 feet for shared driveway; 10 feet from right of way	✓	5 feet from side, or 0 feet for shared driveway; 10 feet from right of way or rear ~10 side ~15 ROW
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 N/A
Accessory Building Side Setback	3 feet		10 feet N/A
Accessory Building Rear Setback	3 feet		10 feet N/A
Maximum Accessory Building Height	Lesser of 20 feet or principal building height		20 feet N/A

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

- ✓ Article VI: Overlay Zoning Districts No overlay districts.
- ✗ ~~Article VII: Performance Standards~~ Not new construction, does not apply.
- ✗ ~~Article VIII: Landscaping Regulations~~
- ✓ Chapter 87: Signage Regulations
To be applied for under separate permit once designed.

Appendix C

- (3) The following structures are permitted in Community Gardens: tool sheds, shade pavilions, barns, rest-room facilities with composting toilets, and planting preparation houses, benches, bike racks, raised/accessible planting beds, compost bins, picnic tables, seasonal farm stands, fences, garden art, rain barrel systems, and children's play areas.
 - (4) Signs shall be limited to identification, information, and directional signs, including sponsorship information where the sponsorship information is clearly secondary to other permitted information on any particular sign and shall comply with the regulations of Chapter 87.
 - (5) Fences shall comply with the regulations in Section 84.108.
 - (6) The applicant shall demonstrate adequate off-street parking availability.
- (i) **Market Garden.** An area for cultivation and related activities divided into one or more plots to be cultivated by more than one operator or member. These areas may be on public or private lands, with on-site sales of crops grown on-site permitted. Market Gardens shall adhere to the following listed regulations.
- Regulations:
- (1) All activity areas, signs, and structures shall be located a minimum of 5 feet from the lot line.
 - (2) A site plan shall be submitted to the Zoning Administrator for approval. Said site plan shall list the property owner, established sponsoring organization, and garden manager, and demonstrate consideration for and indicate locations of structures, materials storage, equipment storage, access for deliveries and pickups, water availability, shaded rest area, and availability of public parking.
 - (3) The following structures are permitted within Market Gardens: tool sheds, shade pavilions, barns, rest-room facilities with composting toilets, and planting preparation houses, benches, bike racks, raised/accessible planting beds, compost bins, picnic tables, seasonal farm stands, fences, garden art, rain barrel systems, and children's play areas.
 - (4) Seasonal farm stands shall be removed from the premises or stored inside a building on the premises during that time of the year when the garden is not open for public use.
 - (5) Signs shall be limited to identification, information, and directional signs, including sponsorship information where the sponsorship information is clearly secondary to other permitted information on any particular sign and shall comply with the regulations of Chapter 87.
 - (6) Fences shall comply with the regulations in Section 84.108.
 - (7) The applicant shall demonstrate adequate off-street parking availability.

SECTION 84.57 Institutional Land Uses.

- (a) **Indoor Institutional.** Indoor public and not for profit recreational facilities (such as gyms, swimming pools, libraries, museums, and community centers), schools,

churches, hospitals and walk-in clinics, nonprofit clubs, nonprofit fraternal organizations, convention centers, private institutional businesses, jails, prisons, and similar land uses.

Regulations:

(1) An off-street passenger loading area shall be provided if the majority of the users will be children (as in the case of a school, church, library, or similar land use).

(2) **Minimum required parking:** Generally, one space per three expected patrons at maximum capacity; however, the following specific requirements may apply.

- a. **Church:** One space per five seats at the maximum capacity.
- b. **Community or Recreation Center:** One space per 300 square feet of gross floor area, or one space per four patrons to the maximum capacity, whichever is greater, plus one space per employee on the largest work shift.
- c. **Funeral Home:** One space per three patron seats at the maximum capacity, plus one space per employee on the largest work shift.
- d. **Library or Museum:** One space per 300 square feet of gross floor area or one space per four seats to the maximum capacity, whichever is greater, plus one space per employee on the largest work shift.
- e. **Elementary or Junior High:** One space per two employees.
- f. **Senior High:** One space per two employees, plus 30 percent of maximum capacity.
- g. **College or Trade School:** One space per staff member on the largest work shift, plus one space per two students of the largest class attendance period.

(b) **Outdoor Open Space Institutional.** Cemeteries, privately held permanently protected green space areas, open grassed areas not associated with any particular active recreational land use, and similar land uses.

Regulations:

- (1) All structures shall be located a minimum of 50 feet from any residentially zoned property.
- (2) Shall comply with Section 84.161, standards and procedures applicable to all conditional uses.
- (3) Minimum required parking: No parking is required; however, for uses accessory to cemeteries (e.g., mausoleums), parking may be required per the recommendation of the Plan Commission or Zoning Administrator.

(c) **Passive Outdoor Recreation.** Recreational land uses located on public property which involve passive recreational activities, such as arboretums, natural areas, wildlife areas, hiking trails, bike trails, cross country ski trails, horse trails, picnic areas, picnic shelters, botanical gardens, fishing areas, and similar land uses.

Regulations:

5,246 office space/
300 square feet =
17.49 parking spaces

5 employees plus volunteers

25 Required Spaces

Did not provide maximum
capacity.

Appendix D

request further information and/or additional reports from the Plan Commission, Zoning Administrator, and/or applicant.

- (2) The Village Board may take final action (by ordinance) on the application to the Official Zoning Map at the time of its initial meeting, or may continue the proceedings by its own decision or the applicant's request. The Village Board may approve the amendment as originally proposed, may approve the proposed amendment with modifications, or may deny approval of the proposed amendment.
 - (3) If the Village Board wishes to make significant changes in the proposed amendment to the Official Zoning Map, as recommended by the Plan Commission, the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Village Board action. Any action to amend the Official Zoning Map requires a majority vote of the Village Board, except that in case of adverse recommendation by the Plan Commission or of a protest against such change signed and acknowledged by the owners of 20 percent of the frontage proposed to be changed or the frontage immediately in the rear thereof or directly opposite thereto, such amendment shall not be passed, except by a $\frac{3}{4}$ vote of all members of the Village Board. The Village Board's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment.
- (h) **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.

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.
- ✓ **Initiation of Request.** Proceedings for approval of a conditional use may be initiated by an application of the owner(s) of the subject property. NWDSS
- (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:
 - ✓. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.

- ✓ 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.
 - ✓ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ✗ All lot dimensions of the subject property.
 - ✓ 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. [See Appendix A](#)
 - (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. N/A
 - ✓ Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan. [See Appendix A](#)
 - (5) For Group and Large Development, a Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation N/A 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:
 - ✓ Is in harmony with the recommendations of the Comprehensive Plan.
 - ✓ 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.
 - ✓ Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - ✓ 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

Normal parking usage ok, concern is around special events.

improvements, facilities, utilities or services provided by public agencies serving the subject property.



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.



See memorandum.

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.



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.

App Date: Jan 5(draft), Jan 22(final)

Class I Notice: January 22

Hearing Date: February 2



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.

SECTION 84.162 Temporary Use Permit Procedures.

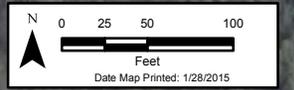
- (a) **Purpose.** The purpose of this Section is to provide regulations that govern temporary uses. All temporary uses are required to meet the general requirements of this Chapter and the requirements of the zoning district in which the subject property is located.
- (b) **Review and Approval by the Zoning Administrator.** There is no formal application requirement or process for temporary uses. However, temporary uses have the potential to create undesirable impacts on nearby properties that cannot be determined except on a case-by-case basis. In order to address unforeseen

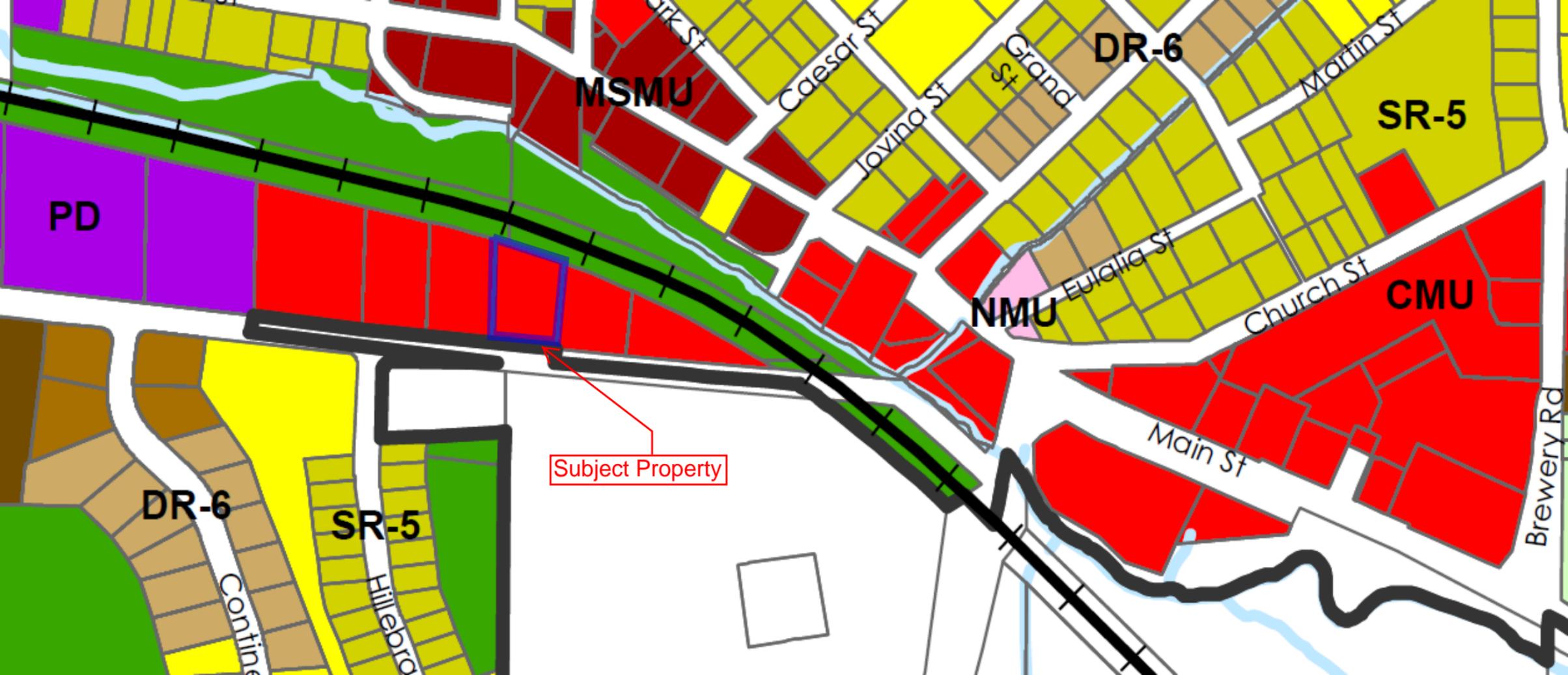
Village of Cross Plains



LEGEND

- Streets
- Tax Parcels
- Municipal Boundary
- Lakes
- Rivers





Subject Property

MSMU

DR-6

SR-5

PD

NMU

CMU

DR-6

SR-5

Main St

Caesar St

Jovina St

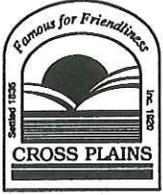
Grand St

Morrin St

Contine

Hillbra

Brewery Rd



VILLAGE OF CROSS PLAINS

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

January 13, 2015

RE: Proposed Conditional Use Permit Application for Northwest Dane Senior Services located at 1837 Bourbon Road

Dear Property Owner and/or Resident:

Please find on the back of this letter the public hearing notice for a proposed Conditional Use Permit for Northwest Dane Senior Services to be located at 1837 Bourbon Road. The permit is required in order for an Indoor Institutional use to be allowed at this location.

You are receiving this notice because you either reside or own property within the vicinity of the proposed conditional use permit.

Please contact me if you have any questions, (608) 798-3241 x 105.

Sincerely,

Matthew G. Schuenke
Zoning Administrator

VILLAGE OF CROSS PLAINS

2417 Brewery Road
Cross Plains, WI 53528
(608) 798-3241

Plan Commission – Public Hearing Notice

Notice is hereby given that a public hearing will be held at the Village Hall located at 2417 Brewery Road, Cross Plains, WI 53528 at 7:00 pm on February 2, 2015 before the Plan Commission regarding the following items:

1. A request from Northwest Dane Senior Services for a Conditional Use Permit as an Indoor Institutional use located at 1837 Bourbon Road.

Dated this 22nd day of January, 2015.



Matthew G. Schuenke
Administrator/Clerk-Treasurer

NWDSS Conditional Use Permit - Public Hearing Notice Distribution

Parcel #	Name	Address	City	State	Zip Code	Notes
	Douglas F & Laurel L Schwartz	6065 Whippoorwill Road	Cross Plains	WI	53528	Property Owner
0707-032-9873-1	Current Resident	1837 Bourbon Road	Cross Plains	WI	53528	Subject Property
0707-032-9873-1	Current Resident	1841 Bourbon Road	Cross Plains	WI	53528	Subject Property
0707-031-9265-8	Current Resident	1843 Bourbon Road	Cross Plains	WI	53528	within 100'
	Joseph C Valenta	1845 Bourbon Road	Cross Plains	WI	53528	within 100'
0707-034-8550-1	Gary & Kristine Brunner	4597 County Highway P	Cross Plains	WI	53528	within 100'
0707-033-8000-7	James W Buntrock	8589 Bourbon Road	Cross Plains	WI	53528	within 100'
0707-032-9862-4	Bourbon Road Properties LLC	1825 Bourbon Road	Cross Plains	WI	53528	within 100'
0707-032-9691-1	WI DOT	2101 Wright Street	Madison	WI	53704	within 100'
0707-031-9221-0	WI DOT	2101 Wright Street	Madison	WI	53704	within 100'
	Northwest Dane Senior Services	1940 Blue Mounds St, Suite 2	Black Earth	WI	53515	Petitioner
	Town of Cross Plains	3734 County Road P	Cross Plains	WI	53528	within 1,000'

From: Matt Schuenke
To: ["Kay Millonzi"](#)
Cc: [Paul Johnson \(pjohnson@boardmanclark.com\)](#); [Paulette Glunn \(ednwdss@tds.net\)](#); [Mel Bankes \(mbankes@tds.net\)](#); [Mike Roessler \(mroessler@c21affiliated.com\)](#); [Jay D. Moretti \(moretti@chorus.net\)](#)
Subject: RE: Plan Commission meeting - February 2
Date: Wednesday, February 11, 2015 10:01:00 AM
Attachments: [Pages from contact@millonzilawfirm.com_20150123_085949.pdf](#)
[image001.png](#)
[Chapter 84, Article VIII - Landscaping Requirements.pdf](#)

Kay,

I think that sounds fine. Attached is what I will give to the Village Board. They can adopt the change when they approve the permit. I doubt they will have a problem with it.

As I stated previously, the Plan Commission desires some screening via landscaping of the north parking lot. They have set a timeline of 1 year from approval of the conditional use permit plus a \$2,000 budget (\$1,000 for each tenant). Attached are the Landscaping Requirements contained in Article VIII of Zoning Code Chapter 84. This would be an absolute requirement if this was new construction; however, since it is existing they are not mandatory. The Plan Commission is recommending a landscaping type condition that would typically be handled by this portion of the code, and Staff is advising that whatever condition gets levied should follow the code in some manner in order to be consistent.

There are four landscaping components listed on page 5 in Figure 84.133a that determine the points necessary to meet the landscaping components. I am suggesting that we apply the requirements for Paved and Yard Areas as they relate to Community Mixed Use (CMU) which is the district this property is located. With 40 parking stalls the paved area would require 160 points, and the yard area would be approximately 160 points (based on 10,600 square foot building) for a total need of 320 points.

Page 10 in Figure 84.133d lists the plant categories and related points per plant to help meet the landscaping requirements. Whatever the applicant wants to do to achieve 320 points, if approved, that is on this list and also screens the back parking lot is acceptable. We would suggest that an alternating combination of tall (i.e. – black hills spruce) and medium (i.e. – arborvitae) evergreen trees would yield the desirable effect. The tall trees are 40 points and medium trees at 20 points and using 5 of each would be 300 points. This is less than 320 but I know Paulette mentioned wanting to save some green space for activities, gardening, etc. That space could account for the remaining difference as long as the screening is achieved as desired. I believe this would also fit within the budget established by the Plan Commission.

I know this is a long narrative to a short condition, but wanted to be thorough so everyone understands how the requirement was derived. Hopefully in the end this is simple enough in order for the condition to be met and fit within the budget. Please

Committee of the Whole

Meeting Minutes

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, February 9, 2015

7:00 pm

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

President Andreoni called the regular Committee of the Whole meeting to order at 7:00 pm.

Present: Trustees William Brosius, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk (arrived at 7:03 pm), Lee Sorensen, and President Pat Andreoni.

II. Public Comment – None.

III. Consent Agenda – A motion was made by Trustee Lengfeld, seconded by Trustee Brunner, and unanimously carried by the Committee of the Whole to approve the Consent Agenda as follows:

1. Approval of the regular meeting minutes of January 12, 2015.
2. Referral to the Village Board for approval regarding Policy 2015-01 Recycling Compliance Assurance Plan.

IV. Reports

1. Village Officers

a. Village President

- Stated that the Village met with WisDOT on Wednesday, February 4, 2015 to address their concerns regarding the Highway 14 detour route at the intersection of Bourbon Road and County Highway P. County Highway P at Bourbon Road will not be closed for the duration of the detour route as a result of this meeting.

b. Village Trustees

- Trustee Ketelboeter thanked both EMS and Fire Volunteers for their service, especially in the current winter weather conditions. She also commented on proposed developments on or around Bourbon Road and Ludden Drive.
- Trustee Brosius stated that he had received a phone call from a town resident about the ordinance approved last month by the Village Board.

2. Village Departments – Presentations of the Department Monthly Report were provided during the budget discussion.

V. Committee Discussion

1. Discussion regarding electrical services for Main Street as part of the Highway 14 Reconstruction Project – A proposal to financially assist in the electrical service conversion on Main Street as part of the Highway 14 Reconstruction Project will be considered by the Village Board on February 23, 2015 pending input from impacted property owners regarding the desirability of the proposal.

2. Review of the 2015 Borrowing Plan for capital projects – The Village Administrator/Clerk-Treasurer reviewed the 2015 Borrowing Plan as authorized in the 2015 Budget pending the opening of bids for the Highway 14 Reconstruction Project scheduled for February 10th. The borrowing resolution is scheduled to be initiated at the Village Board meeting for February 23, 2015 and will incorporate the results of the bid opening.

3. Discussion regarding a Request for Proposals for a Stormwater Quality Management Plan to meet requirements of WPDES MS4 General Permit No. WI-S050181-1 – Village Staff provided an update regarding WPDES MS4 General Permit No. WI-S050181-1 and the RFP advertised for a Stormwater Quality Management Plan to help comply with this permit. Results of the RFP will be shared with the Village Board for action on February 23, 2015.

4. Discussion regarding plan to develop Committee Meeting System – The Committee discussed a variety of format alternatives and possible scenarios with the use of a Committee Meeting System versus a Committee of the Whole system. The Village President and Administrator will use the input provided to prepare alternatives for the Committee to consider at its March 9, 2015 meeting.

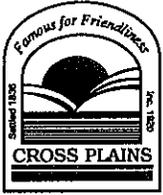
VII. Adjournment

A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Committee of the Whole to adjourn at 8:41 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer



VILLAGE OF CROSS PLAINS

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

February 10, 2015

Dear Property Owner;

MGE will soon begin the reconstruction of their electrical facilities in and around Main Street in advance of the Highway 14 Reconstruction Project being led by WisDOT. They will be working to convert all of their mainline facilities from the current overhead system to a new underground system. As a result of this action, Charter and TDS will also have to convert their infrastructure from overhead to underground as they share use of the facilities installed by the utility.

MGE's current plan is to install a riser pole at each property that currently has an overhead service. A riser pole allows the wires (for all three users) to come from underground, go up the pole, and then connect to the property overhead as it is currently configured. An example of a riser pole can be viewed in the rear of 2002 Main Street adjacent to Mill Creek Parkway (formerly Lagoon Street).

A riser pole can be avoided at each property if the property owner hires an electrician to convert their service from overhead to underground as well as coordinating with Charter and TDS for their conversion needs. The electrical work is estimated to cost approximately \$900 while the costs for Charter and TDS as applicable are unknown. Each property will be different, and the actual cost may be more or less based on the work that is needed once the electrician is allowed in the structure and can assess the existing service. **The Village Board is considering the development of a program where the Village would pay the Property Owner for 75% of the conversion costs up to a maximum contribution of \$1,500.** The Property Owner would be responsible for entering into an agreement with the Village, coordinating the work between the three entities to facilitate the conversion, and producing receipts/invoices to justify payment as well as the project's completion.

Please turn over for more information.

As part of the process to determine the feasibility of this program, the Village Board would like to know from Property Owners if they want to convert their services to underground in order to eliminate the placement of the riser pole on their property. Please contact Matt Schuenke at (608) 798-3241 x 105 or matt@cross-plains.wi.us to indicate the following:

- 1) As Property Owner, **I wish to pursue** the underground electrical service conversion and request the Village Board to implement the program to financially assist in this effort.

- 2) As Property Owner, **I do not wish to pursue** the underground electrical service conversion.

The responses received will be provided to the Village Board as part of their consideration to implement the program described above. You may also contact Matt to ask questions about the project or provide other general comments. Please plan to make your responses by Wednesday, February 18th.

The Village Board is scheduled to consider this program at its meeting on Monday, February 23, 2015 at 7:00 pm. You are welcome to attend to listen to the discussion on this issue and provide additional input as may be necessary.

Sincerely,



Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

Electrical Service Conversion Survey

Name	Number	Street	Type	City	State	Zip Code	Yes/No	Notes	
Sandlewood Properties LLC	1114	Main	Street	Cross Plains	WI	53528			
JPH Properties LLC	1118	Main	Street	Cross Plains	WI	53528			
Amacher Properties LLP	1312	Main	Street	Cross Plains	WI	53528			
Heidi & Michael Cunningham	1404	Main	Street	Cross Plains	WI	53528			
Christopher & Catherine Lewis	1408	Main	Street	Cross Plains	WI	53528	No	Does not bother him.	
Leora Ann Richgels	1414	Main	Street	Cross Plains	WI	53528			
William Hutter	1501	Main	Street	Cross Plains	WI	53528			
Corey & Lynne Ballweg	1504	Main	Street	Cross Plains	WI	53528			
Christopher Reinhart & Kylie Schmidt	1513	Main	Street	Cross Plains	WI	53528			
Jill Schuchardt	1516	Main	Street	Cross Plains	WI	53528			
Glen & Debra Meister	1519	Main	Street	Cross Plains	WI	53528			
Foxville Apartments LLC	1522	Main	Street	Cross Plains	WI	53528	Yes		
Daniel & Bobbi Zauner	1602	Main	Street	Cross Plains	WI	53528	Yes	Conversion complete with home remodel.	
Justin & Emily Spahn	1603	Main	Street	Cross Plains	WI	53528	Yes		
Jarid Scott	1614	Main	Street	Cross Plains	WI	53528			
Ben & Kathryn Brintlinger	1703	Main	Street	Cross Plains	WI	53528			
John Yrios	1708	Main	Street	Cross Plains	WI	53528	No	Would be yes if it were 100%.	
Carlos Cruz Jr.	1709	Main	Street	Cross Plains	WI	53528	Yes		
Leif Hansen	1712	Main	Street	Cross Plains	WI	53528			
Thomas & Jennifer Wankerl	1715	Main	Street	Cross Plains	WI	53528	Yes		
Daniel & Bobbi Zauner	1718	Main	Street	Cross Plains	WI	53528	Yes		
KEMK LLC	1904	Main	Street	Cross Plains	WI	53528			
Kenneth Ransom	2104	Main	Street	Cross Plains	WI	53528			
Jay Moretti	2305	Main	Street	Cross Plains	WI	53528	No		
	24	properties					Yes	6	25%
							No	3	13%
								9	38%

AGREEMENT

This Agreement made between _____ (hereinafter “Owner”) and the Village of Cross Plains, a Wisconsin Municipal Corporation (hereinafter “Village”) effective this _____ day of _____, 2015.

WHEREAS, Owner is the owner of real property located at _____ (“the Property”), and Owner has been informed by Village that as part of the Highway 14 reconstruction project, MG&E will soon begin the reconstruction of the Owner’s electrical facilities, moving the facilities from the current overhead system to a new underground system. Further, Charter Cable and TDS Telephone will also be converting their infrastructure from overhead to underground; and

WHEREAS, to facilitate this reconstruction, MG&E plans to install a riser pole at each property to allow the wires for MG&E, Charter and TDS to come from underground, go up the pole and then connect to the Owner’s Property overhead as it currently configured; and

WHEREAS, Owner may avoid having a riser pole installed on the Property, and may have underground service to the Property upon certain terms and conditions.

NOW, THEREFORE, the parties to this Agreement do hereby agree as follows:

1. Owner desires to have underground electrical, cable and phone service to the Property.
2. Owner shall be solely responsible for hiring an electrician of Owner’s choice to convert the existing electrical service to the Property from overhead to underground.
3. Owner shall also be solely responsible for coordinating the conversion of the Charter Cable and TDS phone lines from overhead to underground, and shall take all steps necessary to retain the services of qualified professionals to complete this project.
4. Upon completion of the work necessary to convert the above-referenced utilities from overhead to underground, the Owner shall provide Village with copies of all invoices for work completed on the Property. In order to complete the conversion Owner shall also provide proof of payment.
5. Upon receipt of invoices and proof of payment, the Village shall reimburse the Owner for 75% of the costs of conversion, up to a maximum of \$1,500.00.
6. The sole obligation of the Village pursuant to this Agreement is to reimburse Owner for the cost of conversion. The Village shall have no other obligation regarding this project and the Owner is solely responsible for making all arrangements, choosing its own contractors, and verifying that the work has been done pursuant to industry standards.
7. Owner agrees to indemnify and hold harmless Village for any and all claims and causes of action made pursuant to the terms of this Agreement.

VILLAGE OF CROSS PLAINS:

J. Patrick Andreoni, President

Matthew G. Schuenke, Clerk

OWNER:

Resolution No. 01-2015

RESOLUTION PROVIDING FOR THE SALE OF
\$1,055,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the Village of Cross Plains, Dane County, Wisconsin (the "Village") is presently in need of approximately \$1,055,000 for public purposes, including financing street improvements, park improvements, storm water management planning, projects within tax increment districts and the acquisition of equipment; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Notes. The Village shall issue its General Obligation Promissory Notes in the approximate amount of \$1,055,000 (the "Notes") for the purposes above specified.

Section 2. Sale of Notes. The Village Board hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Village Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Note Sale. The Village Administrator/Clerk-Treasurer (in consultation with the Village's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Village Administrator/Clerk-Treasurer may determine and to cause copies of a complete, official Notice of Note Sale and other pertinent data to be forwarded to interested bidders as the Village Administrator/Clerk-Treasurer may determine.

Section 4. Official Statement. The Village Administrator/Clerk-Treasurer shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate Village officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

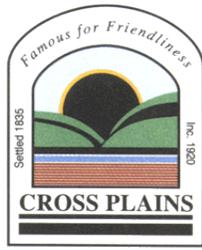
Adopted, approved and recorded February 23, 2015.

Pat Andreoni
President

ATTEST:

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer

(SEAL)



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
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer
Date: February 20, 2015
Re: **2015 Borrowing Plan**

Executive Summary

Enclosed with this memorandum is a spreadsheet detailing over \$7.5 million in capital needs authorized within the 2015 Budget. This is significantly higher than what is typical mainly due to the reconstruction of Highway 14 and our plan to rebuild the underlying water and sewer infrastructure. Capital projects are almost entirely funded with borrowed money as they serve to fulfill a long term need. Four sources of revenue have been identified in order to provide these funds including general borrowing (~\$1,018,550), Safe Drinking Water Loan Program for water projects (~\$2,421,500), Clean Water Fund Program for sewer projects (~\$2,518,500), and other non-borrowing revenue (~\$1,590,000). This memorandum will summarize the process in order to complete our borrowing needs for 2015.

General Borrowing

This process is very common for the Village as annually we consider various options to borrow money to provide for basic capital needs. In 2015 that will include video recording equipment (Police), Stormwater Management Plan (Public Facilities), building maintenance (Public Facilities), new/replacement equipment (Parks & Public Facilities), street maintenance (Public Facilities), conceptual trail design (Parks), and a new basketball court (Parks). This also includes funds for consulting services and streetscape amenities related to the reconstruction of Highway 14 to be paid for jointly by the Capital and TID funds, representing less than half of the planned capital expenditures. This total number has been increased within the introductory resolution by \$150,000 to account for rising costs associated with the Highway 14 project. The bid for the project has not been reviewed as of yet and the plan for Streetscape will be finalized next month helping to better determine actual expenditures. If the additional \$150,000 listed in the introductory resolution is determined in March that it is not needed, then the award can be reduced to what the actual borrowing need. The debt service for these funds is supported primarily by the tax levy unless supplemented by other funds (i.e. – TID contribution for Highway 14 streetscape). The total amount of this borrowing is estimated at \$1,018,550 with the process as follows:

- February 23 – Village Board: Presentation from Ehlers to review financing options, discuss process, and adopt introductory resolution.
- March 23 – Village Board: Ehlers will present the borrowing sale results.
- April 15 – Village Staff will complete closing and receive money as approved.

The key next step is to review available options with Ehlers at the February 23 Village Board meeting.

Safe Drinking Water Loan Program

Water main projects are commonly funded through the DNR in their Safe Drinking Water Loan Program (SDWLP). This offers low interest loans around 1.65% for a 20 year period to help municipalities reconstruct their aging water infrastructure. The main purpose for this borrowing is to fund the reconstruction of water main underneath Main Street and related planning/design work associated with the project. Additionally, a generator will be added to Well #2 as approved in the Water Budget for 2015. The debt service for this borrowing is paid for by user fees charged for water consumption. There is currently no debt issued by the utility and only responsible for a small contribution to the Capital Fund.

The DNR requires that the Village undergo a rate analysis and if necessary a rate increase application to the PSC in order for the money to be borrowed. Adding this much capital to any utility puts pressure on the rates (revenue) to keep up with the debt service (expense), and the DNR requires that adequate revenue be provided to avoid default within their program. Please note the following process to complete the borrowing within the SDWLP:

- March 9 – Committee of the Whole: Auditor will present findings from their rate analysis and possible recommendation regarding rate adjustment.
- March 23 – Village Board: Consideration regarding recommendation from the Auditor on rate adjustment.
- March 24 – Village Staff: Make application to PSC for rate adjustment.
- June 30 – Completion of PSC Review and Public Hearing.
- July 13 – Committee of the Whole: Introduce bond resolution.
- July 27 – Village Board: Consideration of bond resolution.
- August 12 – Close on SDWLP loan.

This schedule will vary greatly based on our ability to complete the rate analysis and send to the PSC for review as well as the PSC's role to complete their process in a timely manner which is currently estimated at 90-120 days. The key next step is for the Auditor to present their findings and begin the rate discussion with the Committee of the Whole in March.

Clean Water Fund Program (CWFP)

Sewer main projects are also funded by the DNR through their Clean Water Fund Program (CWFP). This program also provides a term of 20 years with an interest rate around 2.25%. The main purpose for this borrowing is to fund the reconstruction of sewer main underneath Main Street and related planning/design work associated with the project. Additionally, creek monitoring equipment and SCADA software would be added to the treatment plant as approved in the Sewer Budget for 2015. There is one outstanding loan issued by the Sewer Fund that was in 2008 for the treatment plant reconstruction plus some contributions to the Capital Fund for smaller items. The debt service for this borrowing is paid through user fees for waste water treatment.

The DNR requires that a rate increase in order to support the additional debt service has been approved prior to loan closing. Only Water Rates have to be approved by the PSC following Village Board review. The Sewer Rates are controlled solely at the discretion of the Village Board but must

be set at such a level that is enough to pay for general operations and debt service. As has been the case in the past, the Village will work with Town and Country Engineering to prepare a rate analysis and make recommendations regarding a rate adjustment. Please note the following schedule in order to complete the borrowing through the CWFPP:

- April 13 – Committee of the Whole: Consultant will present findings from their rate analysis and possible recommendations regarding rate adjustment.
- April 27 – Village Board: Consideration regarding recommendation from the Consultant on rate adjustment.
- May 15 – Village Staff: Make application to CWFPP.
- July 13 – Committee of the Whole: Introduce bond resolution.
- July 27 – Village Board: Consideration of bond resolution.
- August 12 – Close on CWFPP loan.

The Village has a little more flexibility with this loan application since the rate adjustment does not have to be reviewed and approved by the PSC. The timing of the work for the sewer financing needs to flow with the timing for the water financing in order for both loans to close at the same time potentially saving the Village on closing costs. The key next step is for the Consultant to present their findings and begin the rate discussion with the Committee of the Whole in April.

Other Revenue

There are several other funding sources that eliminate the need for borrowing helping to save the Village in the financing costs for approximately \$1.5 million dollars. These other revenue sources range from grants, State-Municipal agreements, and fund balance used to help diversify our funding stream for larger projects. Please note the following other revenue sources and their project:

- Police – The Village has been awarded a \$4,000 grant from the State to assist in the cost of the video recording equipment scheduled for upgrade this year.
- Public Facilities
 - Stormwater – Grant funding through the State in the amount of \$55,000 will go towards the creation of a new Stormwater Management Plan.
 - Lagoon Street – Left over borrowed money from 2014 will be used to fund the remaining work to finish the project. Does not require any new borrowed money as adequate funds were loaned last year. This is estimated at \$25,000 but may be more or less depending on the final work needed.
 - Highway 14 – Nearly all of the \$555,000 is coming from WisDOT to fund street lighting, stormwater treatment, and other streetscape related amenities. Of that total number, \$15,000 will also be provided by the Water Utility to pay for the drinking fountains.
 - County Highway P – EPIC Systems is paying for the design work to reconstruction the county highway in 2017. They are providing these funds to assist them in the design of their electrical infrastructure in order to connect the wind turbines north of the Village to their campus in Verona. There is a small portion being borrowed to cover our share of the bridge replacement cost from 2014. The rest is paid for by EPIC in its entirety.

- Parks/Recreation – The local baseball association will be providing funds to pay for a new scoreboard on the smaller baseball field adjacent to Mary’s Place in Baer Park. This is estimated at \$6,000.
- Sewer – The Sewer Fund for several years has been setting asides funds collected from user fees to go towards Collection System Improvements. This has collected to the amount of \$840,000 and will go towards the Highway 14 project to help pay for items that are not eligible for borrowing in the State’s program and eliminate the need for the Village to have to borrow this amount saving on interest expense.

Recommendation

The first step in this process will begin Monday with consideration of the introductory resolution for the general borrowing. Village Staff recommends approving this resolution as presented while the final review of bids and plans is completed in the coming months in preparation for the award at the March Village Board meeting.

2015 Anticipated Borrowing - Village of Cross Plains

Account Number	Fund	Account Name	Line Item	Description	2015 Budget	2015 Projected Borrowing					Budget vs. Projection	
						120 - Capital Fund	310 - TID	660 - Water	670 - Sewer	Other Revenue		Total Projection
120-57210-803	Capital	Police	Equipment	Video Recording Equipment	\$ 30,250	\$ 26,250				\$ 4,000	\$ 30,250	\$ -
120-57300-207-101	Capital	Public Facilities	Support Services	General - Lagoon, Hwy 14	\$ 50,000	\$ 50,000					\$ 50,000	\$ -
120-57300-207-102	Capital	Public Facilities	Support Services	Stormwater Management Plan	\$ 85,000	\$ 30,000				\$ 55,000	\$ 85,000	\$ -
120-57300-802	Capital	Public Facilities	Facility	Maint. for Bourbon Rd. Facilities	\$ 18,000	\$ 18,000					\$ 18,000	\$ -
120-57300-803	Capital	Public Facilities	Equipment	Skid Steer Replacement Equip.	\$ 19,800	\$ 19,800					\$ 19,800	\$ -
120-57300-805-101	Capital	Public Facilities	Infrastructure - Gen	Street Maintenance	\$ 160,000	\$ 160,000					\$ 160,000	\$ -
120-57300-805-102	Capital	Public Facilities	Infrastructure - Lag	Final Lagoon Street Restoration	\$ 25,000				\$ 25,000		\$ 25,000	\$ -
120-57300-805-103	Capital	Public Facilities	Infrastructure - Main	Streetscape, Aesthetics, Lighting	\$ 1,000,000	\$ 345,000	\$ 250,000		\$ 555,000		\$ 1,150,000	\$ 150,000
120-57300-805-104	Capital	Public Facilities	Infrastructure - Church	Design Services paid by Epic, Bridge	\$ 140,000	\$ 35,000			\$ 105,000		\$ 140,000	\$ -
120-57620-207	Capital	Parks, Rec, Cons	Support Services	Conceptual Trail Design	\$ 50,000	\$ 50,000					\$ 50,000	\$ -
120-57620-803	Capital	Parks, Rec, Cons	Equipment	Small Tractor, Field Marker, Sprinkler	\$ 30,500	\$ 24,500			\$ 6,000		\$ 30,500	\$ -
120-57620-805	Capital	Parks, Rec, Cons	Infrastructure	New Basketball Court	\$ 10,000	\$ 10,000					\$ 10,000	\$ -
660-57000-207	Water	Capital Outlay	Support Services	Highway 14 Project Management	\$ 120,000			\$ 114,000			\$ 114,000	\$ (6,000)
660-57000-803	Water	Capital Outlay	Equipment	Well #2 Generator	\$ 69,000			\$ 69,000			\$ 69,000	\$ -
660-57000-805-103	Water	Capital Outlay	Infrastructure - Main	Main St Water Main Reconstruction	\$ 2,256,500		\$ 1,119,250	\$ 1,119,250			\$ 2,238,500	\$ (18,000)
670-57410-207	Sewer	Capital Outlay	Support Services	Highway 14 Project Management	\$ 180,000			\$ 171,000			\$ 171,000	\$ (9,000)
670-57410-803	Sewer	Capital Outlay	Equipment	SCADA Update, Sampling Equip	\$ 107,000			\$ 107,000			\$ 107,000	\$ -
670-57410-805-103	Sewer	Capital Outlay	Infrastructure - Main	Main St Sewer Main Reconstruction	\$ 3,463,500		\$ 1,540,250	\$ 700,250	\$ 840,000		\$ 3,080,500	\$ (383,000)
				Total Borrowing	\$ 7,814,550	\$ 768,550	\$ 2,909,500	\$ 1,302,250	\$ 978,250	\$ 1,590,000	\$ 7,548,550	\$ (266,000)

Village of Cross Plains

Department of Public Facilities

P.O. Box 97
Cross Plains, WI 53528

Jerry Gray
Director of Public Facilities

PH 608.235.1054
FAX 608.798.0314

Date: February 20, 2015

To: Matt S. and Cross Plains Village Board

From: Jerry Gray – DPF

Re: Review and Recommendation of Proposals for WPDES MS4 General Permit Compliance Services.

Matt and Village Board,

Following is my comparison review and recommendation of the two (2) proposals received for the WPDES MS4 General Permit Compliance Service as requested by Village Staff. Proposals were submitted by Town and Country Engineering (TCE) and Strand Associates (SA).

Historical Background – The Village, due to its proximity to the Madison Metropolitan Area, has been mandated by the DNR to comply with stormwater discharge regulations contained within a WPDES MS4 that encompasses the Madison Metropolitan Area. Due to the financial burden of compliance, the DNR made grant funding available to local communities to cover a percentage of the cost for engineering services to fulfill the requirements of obtaining the MS4 Permit.

In 2014, The Village retained the services of Strand Associates Engineering to apply for the grant funds. That application was successful.

The Village then submitted its “Intent to Apply for Permit Coverage” application in January of 2015. The Village of Cross Plains now has until 12/31/2016 to preform an analysis of the existing conditions within the Village of Cross Plains and prepare a “Compliance Plan” for submittal to the DNR.

RFP Intent - This RFP was requested with the intent of engaging engineering services necessary to provide the needed engineer analysis, documentation and submittals for the Village to satisfy the requirements and comply with the mandatory regulations relative to the new WPDES MS4 Stormwater Discharge Permit over the two (2) year period of 2015 and 2016.

RFP Review and Comparison -

	Strand Associates	Town and Country Engineering
Base Cost	\$ 52,000	\$ 46,000 to \$ 54,000
Required Optional Costs	\$ 8,700	None

Town and Country provided a range of “not to exceed” cost. Upon clarification via telephone it was clarified that the \$ 46,000 amount covered completion of the requirements for obtaining the completed permit. The additional amount up to the \$ 54,000 amount (\$8,000) was intended by TCE to cover physical engineering costs for construction of stormwater treatment facilities **after** the permit was obtained. Although the range is presented in the proposal, the requirements of the proposal will be met with the \$ 46,000 amount.

Strand Associates, as depicted on pages 14 and 15 of their proposal, would require much more Village Staff time than the TCE proposal requires. This is primarily due to TCE’s familiarity of the existing conditions within the Village as well as overlap with previous work done in the Village i.e.: Existing Stormwater Utility Study, Existing reference maps, aerial photograph and contour maps, soil tests etc.

Recommendation –

I would ask that the Village Board authorize Town and Country Engineering to perform the tasks necessary to complete the WPDES MS4 General Permit Compliance analysis, documentation and submittal prior to the 12/31/2016 deadline using a Time and Material billing system with the total cost not to exceed \$ 46,000.

I will be attending the meeting Monday night to provide any additional information needed or answer questions. You can also feel free to contact me by phone 608-235-1054 or email jerry@cross-plains.wi.us prior to the meeting.

Jerry

February 17, 2015

Matt Schuenke, Village Administrator / Clerk-Treasurer
Village of Cross Plains
2417 Brewery Road
P.O. Box 97
Cross Plains, WI 53528

Subject: Request for Proposals for WPDES MS4 General Permit Compliance Services

Dear Matt:

Thank you very much for the opportunity to submit this proposal for Engineering Services to the Village of Cross Plains. We appreciate your time and effort reviewing our submittal.

Town & Country Engineering, Inc. specializes in municipal engineering services for municipalities throughout the State of Wisconsin and has been fortunate to work with the Village of Cross Plains on projects in the past 30 years.

Our best asset is and always will be our clients. We always appreciate it when people take the time to contact them about our performance. Several years ago, we completed similar projects for both the Village of McFarland and City of Jefferson. In addition, we created the Cross Plains Area Stormwater Management Plan in 1996 which took a detailed look at both the Village and surrounding areas, and modelled runoff quantity and quality for 1995, 2015, and 2035 land uses.

We understand the Village has already secured grant assistance thru the DNR's Urban Non-Point Stormwater Program (UNPS). As part of our proposal, we recommend continuing investigating outside grants, such as the UNPS and also DNR Clean Water Fund and Dane County Urban Stormwater Grant. We feel strongly that low interest loans and opportunities for grant money (depending on availability and qualifying factors) will be available for the improvements identified during the study and permitting effort. We have been very successful in Cross Plains and other communities with securing partial grant/loan money for stormwater improvement projects.

We feel that in order for a project to be successful, relationships are important. We feel that we are the most familiar with the community, and we provide a level of service you desire at an economical cost. We have worked with the Village of Cross Plains and the Dane-Iowa Wastewater Commission for decades. We have similarly worked with your downstream neighbors of Black Earth and Mazomanie for many years, and have a keen understanding of the value and importance of Black Earth Creek. We value this relationship and appreciate the opportunity to work with the Village. We feel that our expertise and experience working with contractors will also greatly reduce your construction cost on future projects.

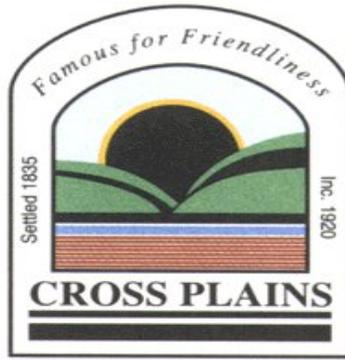
We appreciate the opportunity to submit this proposal. If you have any questions, please feel free to contact me.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "Brian Berquist".

Brian Berquist, P.E.
Vice President

BRB:slj



Engineering Services Proposal for WPDES MS4 General Permit Compliance



Creative Solutions for Your Community Since 1981

Firm Description 1

- Brief History of Town & Country Engineering, Inc.
- Our Approach to Consulting Services
- General Services Provided
- General Project Approach
- Subconsultants and Billing Practices
- Commitment to Project Schedules
- Grants and Loans

Project Team and Qualifications 2

- Serving the Village of Cross Plains
- Personnel Assigned to Project

Project Scope, Timeframe and Cost..... 3

- Project Scope
- Project Approach
- Projected Time Schedule and Cost

Related Project Experience..... 4

References..... 5

- Testimonials
- Town & Country Engineering, Inc. Client Reference List

Appendix

- Resumes



2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350

1512 Eagle Street, P.O. Box 598
Rhinelander, WI 54501
(715) 420-0579

www.tcengineers.net

Firm Description

Brief History of Town & Country Engineering, Inc.

Our firm was founded in 1981 to fill a gap left by larger consulting engineering firms by:

- Providing Personalized Service to Municipalities
- Minimizing the Cost of Engineering Services
- Providing Practical Designs and Analyses Equal to or Exceeding Those Available from Larger Firms

Our company, with the main office located in Madison, Wisconsin and a regional office in Rhinelander, Wisconsin, is dedicated to providing quality service at the lowest possible overhead cost. Clients of large firms often must deal with frequent changing of personnel, inexperienced personnel, high overhead costs, and the inability of principals to exercise personal control over the quality of the work and working relationships with clients. An experienced Principal of Town & Country Engineering, Inc. will supervise the work for each of our clients.

Our Approach to Consulting Services

Town & Country Engineering, Inc. was formed with a unique philosophy of service. We try to become closely acquainted with client officials and staff. We strive to become a part of the community by making ourselves readily available for questions and consultation. We subscribe to the local newspaper in our client communities to become acquainted with the attitudes and concerns of the community as a whole.

We encourage the client officials and staff to telephone our office with questions whenever they may arise. We do not charge for such telephone consultation unless a substantial commitment of our time is required. We feel that a relatively minor commitment of our time can often save much of our clients' time and expense. Nor do we charge for preparing cost estimates for public works construction projects or assisting in the development of capital improvement plans.

Town & Country Engineering, Inc. always puts its clients' interests above its own. We recognize that we are professional advisors only, and the ultimate decisions regarding projects belong with the staff and elected officials of our municipal clients.

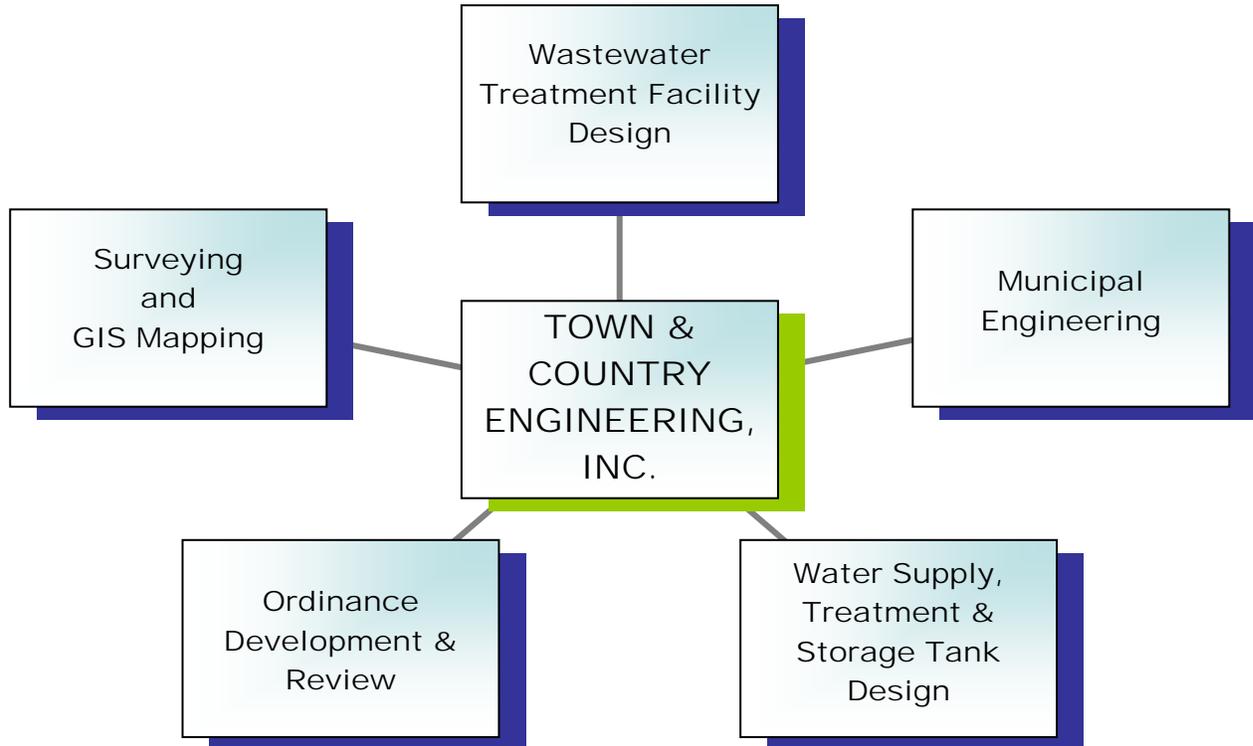
Ninety-nine percent of our work is for governmental bodies. To avoid even the appearance of a conflict of interest, we do not work for developers in any community for which we provide engineering services.

Our specialty is water and wastewater engineering. We are one of the very few small firms to specialize in this area.

Whatever the type of contract, we believe the client should know in advance what range of cost to expect. Therefore, on all projects, regardless of the type of contract, we provide an estimate of the cost of our services before those services begin. Should additional engineering expenditures become necessary, we notify the client in advance to obtain the client's concurrence before proceeding with the extra work.

As a standard practice, our invoices provide detailed descriptions of the services performed, referenced to the contract or authorization under which the services were performed, and, person-hour breakdowns by position and charge-out rate.

General Services Provided



WASTEWATER

- Facilities Planning
- Engineering Reports
- Treatment Facility Design
- Infiltration/Inflow Studies
- SCADA System Design
- Plant Operation Assistance
- Sewage Pumping Station Design
- Industrial Negotiations
- Permit Evaluation and Negotiations

WATER

- Well and Wellhouse Design
- Water Storage Tank Design
- Water Treatment System Design
- Water Quality Evaluations
- Groundwater and Geologic Investigations
- Computer Modeling of Distribution Systems
- SCADA System Design
- Operational Analysis
- Capacity Analysis
- Engineering Reports

MUNICIPAL

- Water Main Design
- Storm Sewer Design
- Stormwater Detention Pond Design
- Biofiltration Design
- Recreational Facility Planning & Design
- Stormwater Utility Studies
- Street Rating System Assistance (WISLR)
- Street Design
- Sanitary Sewer Design

GENERAL

- Ordinance Development & Review
- Grant /Loan Applications
- Rate Studies
- Review of General Planning Applications
- Construction Administration & Inspection
- Special Assessment Reports
- Long Range Capital Improvement Planning
- CSM Review
- Developer Plan Review
- GIS & Utility Mapping

General Project Approach

At Town & Country Engineering, Inc. our overall approach to any project involves the following major elements:

- Assemble a project team and establish lines of communication
- Meet with the client to establish overall objectives and completion dates
- Develop a schedule of work to address goals and objectives
- Undertake all necessary tasks to complete the project
- Provide quality assurance and control for all work completed
- Communication and service to our client

The project team will include a client liaison position and a project manager. The majority of communication between Village of Cross Plains and Town & Country Engineering will take place through these individuals. The project manager will coordinate the activities of the project team and will also be in direct contact with staff for project related issues and back-up to the client liaison. Of course, direct access to all project team members will always be possible. We expect operation and maintenance staff to have significant input to decisions made by the project team. Our overall goal is to provide comprehensive service that addresses our client needs in a timely and efficient manner.

Subconsultants and Billing Practices

Town & Country Engineering, Inc. focuses its practice on municipal engineering and water & wastewater engineering. We employ subconsultants for those types of services which we do not provide. Included in such subconsultant services are electrical engineering, heating and ventilating design and structural engineering. This approach has worked well for our municipal clients over the years. It allows us to maintain a lower overhead than larger “full-service” engineering firms, while allowing us to select among the personnel from subconsultants that we feel are particularly well-suited for each unique project. **We do not mark up subcontractors.**

Commitment Project Schedules

Our business is to provide engineering services to municipalities and meeting their schedule, especially when deadlines exist for funding. We have not missed a critical deadline for any of our projects. An example is the City of Rhinelander’s WWTP Upgrade. We prepared the City for potential grant funding by completing the I/I Studies and the facilities plan in 2006 and 2007. The initial plan was to complete design in 2010 and have it constructed by 2012. When ARRA funds became available we fast tracked the design to meet a June 30, 2009 deadline, bid out and awarded by September 30, 2009 to meet the funding deadlines which resulted in **\$12.5 million in grant money.**

Grants and Loans

Town & Country Engineering, Inc. investigates the potential for grant and low interest loans for each project undertaken. Over the past several years our clients have received Community Block Grants, Flood Grants, Clean Water Fund Grants, Safe Drinking Water Fund, Stormwater Management Grants, Focus on Energy Grants, Rural Development Grants, and stimulus funds, just to name a few.

In the last four years, these have totaled over \$15 million in **Grants** for the City of Rhinelander alone and over \$9 million in **Grants** for other communities. These Grants are over and beyond the low interest loans that have been obtained. We are in a position to provide these services to the Village of Cross Plains.

The most likely grants that would be available to the Village of Cross Plains would be the CWF Principal Forgiveness Grant, the Urban Non-Point Source Stormwater Grant, (both administered by DNR), and Dane County's Urban Stormwater Improvement Grant. We understand that the Village has already secured a UNPS grant to fund both the application stage and subsequent modelling, planning, and permit compliance. We have used this same grant program for many of the related projects we have completed in other communities.

Project Team and Qualifications

Serving the Village of Cross Plains

Town & Country Engineering, Inc. has been fortunate to provide engineering service to the Village of Cross Plains for the past 30 years. We completed a comprehensive Village-wide stormwater study in 1996 that analyzed stormwater runoff quantity and quality for projected conditions in 2015 and 2035. Warren Myers, the company's founder, has been the primary engineer for most of these projects and will continue to have overall responsibility for the oversight and overall client satisfaction. Brian Berquist, P.E. has also worked on many projects with the Village, will be the project manager with overall responsibility for the technical approach, modelling, and report preparation. Tom TeBeest, P.E. will be the project engineer assisting with modelling and cost estimates. Dustin Esser has recently assisted the Village with a significant upgrade with the GIS mapping system and will be providing all the drafting and mapping services necessary.

Personnel Assigned to Project

Mr. Brian Berquist, P.E., Principal and Design Engineer

Mr. Berquist is the Vice-President of Municipal Services managing our Municipal Engineering, surveying and GIS. Mr. Berquist has provided engineer support for Village street and utility projects, including Lagoon Street. He has extensively utilized WinSLAMM while maintaining and updating the MS4 permitting for Shorewood Hills and McFarland. He had previously worked for the City of Rockford, Illinois, as project manager for street/utility construction and manager of the infrastructure planning division. This experience along with his many years at Town & Country Engineering provides a considerable depth of knowledge. Mr. Berquist will be the primary contact for this project and will perform the project management, modelling, and document preparation.

Mr. Warren Myers, P.E., Senior Project Manager

Mr. Myers is the founder of Town & Country Engineering, Inc. Mr. Myers has worked with the Village of Cross Plains for over 30 years on project of all types and sizes, including the 1996 Stormwater Master Plan, 2014 Lagoon Street Project, and the 2015 Main Street Project.

Mr. Thomas TeBeest, P.E., Project Engineer

Mr. TeBeest is a Project Engineer receiving specialized training in WinSLAMM. Mr. TeBeest has many year of consulting engineering experience in Southern Wisconsin.

Mr. Dustin Esser – Engineering Technician/GIS Coordinator

Mr. Esser is in charge of Town & Country Engineering's GIS and CAD system. Mr. Esser has almost 10 years of experience in this field. He has been the primary drafter and mapper on many municipal street, utility, wastewater plant, and mapping projects. He has extensive experience with AutoCAD Civil 3D and Arc GIS ArcEditor.

Project Scope, Approach and Cost

Project Scope

The project is to provide engineering services for WPDES MS4 General Permit Compliance. The village recently submitted its notice for intent to apply in January 2015. Permit coverage is anticipated in February or March 2015, with the assorted timelines described in the permit beginning at that point. The purposes of the project are to provide the Village with modelling, documentation, and planning documents, which can be used demonstrate permit compliance, secure funding, and to guide decision making in both construction of new stormwater management facilities or modification of existing stormwater management facilities. These activities should also be coordinated with the Village's master stormwater plan and capital improvement planning efforts.

Project Approach

Our approach will be based on the maximum use of existing data, on-site inspections of existing stormwater system features, and ongoing input from Cross Plain's staff. Historical knowledge of stormwater issues, concerns, and priorities of the Village will be a very valuable tool for this effort. We feel it is particularly important to have staff input on an ongoing basis because the staff is best acquainted with the existing systems strengths and liabilities. Because the project team has experience working in the Village and with staff, maintaining communication throughout the process will be simplified.

A sequential outline of our proposed approach is as follows:

- Kick-off meeting to discuss project scope, methodology, timing and available information.
- Perform on-site inspections of the existing stormwater management system.
- Perform a "True-up" of the current land use conditions and the projected 2015 land uses from the 1996 report.
- Using computer models (HydroCAD, SLAMM, etc.) prepare a stormwater model of the existing Village system.
- Develop a list of stormwater-related capital improvements projects for both quantity control of runoff and for stormwater quality control including infiltration, where possible. Identify areas where it may be desirable to limit infiltration due to groundwater and Black Earth Creek concerns.
- Re-run the model with selected projects in place.

Project Approach (continued)

- Estimate the costs of implementation of the most needed or beneficial projects.
- With the help of Village staff, prioritize the list and develop a utility capital improvements programs for the stormwater system.
- Prepare a report, and submit an appropriate number of copies to the Village for review.
- Meet with Village staff and/or Committee to critique the report.
- Amend the report as appropriate, prepare a final report, provide ten (10) copies of the report to the Village, together with a computer files as applicable.
- Prepare required modelling, mapping, planning, and other documents for Village review.
- Submit required documents to DNR according to their compliance schedule.

Projected Time Schedule and Cost

Town & Country Engineering, Inc. can adapt to any time schedule the Village may desire. The following is a suggested time schedule:

March / April 2015 (pending permit issuance)	Kick-off meeting, data collection, field inspections.
May 2015 – July 2015	Begin data collection and field inspections.
July 2015 – July 2016	Prepare analysis, complete base scenario modelling, identify potential improvement areas.
March 2016	Submit annual report to DNR outlining progress on items required in permit.
August 2016 – December 2016	Upon Village review, comment, and direction prepare Stormwater Master Plan, including Capital Improvements Plan for the stormwater system.
February 2017	Complete Stormwater Master Plan.
March 2017	Submit annual report to DNR outlining completed items.

The estimated cost for all of the items to be completed is \$46,000 to \$54,000.

The broad range of estimated cost is primarily dependent upon the sophistication of the modeling desired, the number of alternatives evaluated, and the level of detailed design desired for the alternatives selected. As has been our practice for past projects, we suggest using the estimated cost for budgeting purposes, paired with frequent communication regarding project progress and budget status. Our invoiced costs would be based on only the time and materials utilized for the modelling and permit submittal, using our current charge out rates for the anticipated project team.

Current Charge Out Rates: (these will remain static throughout the project)

Principal/Senior Project Manager	\$140.00 per hour
Senior Project Engineer	\$120.00 per hour
Project Engineer II.....	\$110.00 per hour
Project Engineer I.....	\$105.00 per hour
Staff Engineer II	\$90.00 per hour
Staff Engineer I	\$80.00 per hour
Senior Engineering Technician	\$80.00 per hour
Engineering Technician II.....	\$70.00 per hour
Secretary II.....	\$50.00 per hour
Secretary I.....	\$45.00 per hour
Mileage.....	\$0.65 per mile
Robotic Total Station/GPS Survey Equip.	\$20.00 per hour of actual use
Computer used for CADD	\$15.00 per hour of actual use
Plotter.....	\$15.00 per plan sheet

Related Project Experience

MS4 Permit Coverage and Maintenance - Village of McFarland

The project began in 2006 in much the same way as the Cross Plains MS4 project. The DNR directed that all communities' contiguous to Madison must complete a community-wide stormwater analysis and plan to achieve total suspended solids and other goals laid out in the permit. We delineated drainage basins, identified alternatives to the Village and partnered with a subconsultant to perform the modelling. This initial project was funded in large part by a DNR Urban Non-Point Source and Stormwater Grant.

We have continued to maintain and adjust the Village's model with internal staff throughout the subsequent permit cycles to reflect new construction and provide assistance to Village staff to submit the biennial permit updates.

Contact: Allan Coville, Director of Public Works, Phone: (608) 838-7287

Stormwater Quality Master Plan – City of Jefferson

This project also began in 2006 and was driven by the City's desire to analyze their existing stormwater system, identify potential improvements, and explore establishing a stormwater utility to fund future projects. This work was also funded in part by an Urban Non-Point Source Stormwater Grant. While Jefferson is not a MS4 permittee, the analysis and modelling completed is similar in scope and methodology to the upcoming Cross Plains effort. A subconsultant was also utilized on this project to setup the model and assist with the report.

Contact: Tim Freitag, City Administrator, Phone: (920) 674-7700

Cross Plains Area Stormwater Management Plan – Village of Cross Plains

This 1996 project was a multi-year effort with the Village, DNR, and Dane County Regional Planning Commission to supplement an earlier DNR study of the Black Earth Creek Watershed in 1989. The scope of the study was to analyze the entire Village (and some surrounding areas) to provide recommendations for controlling stormwater runoff quantity, quality, and increase public awareness of stormwater issues and enhance participation of the general public. The analyses included flow rate modelling using TR-55 methods and quality modelling using early versions of WinSLAMM. Both of these models will be used for the proposed MS4 permitting effort.

The finished reports and its recommendations was used extensively in formulating portions of the Village's Comprehensive Master Plan.

Contact: Jerry Gray, Director of Public Works, Phone: (608) 798-4060

References

Testimonials

Mark Pelletier, Chairman, City of Rhinelander Water & Wastewater Committee

“Although I have not had the opportunity to speak with you in person yet, I wish to take this moment to thank you from the bottom of my heart for the work you have done on both the upcoming treatment plant and aligning us for the grant money. The City of Rhinelander is permanently indebted to you and my thanks seem to be only a drop in the bucket. You have proven to me without a doubt why we have hired you and your firm for the biggest project in the City’s history.”

Ken Patterson, Director of Public Works (retired) City of Tomah

“Our wastewater treatment plant project with Town & Country Engineering, Inc. went excellent. The project was extremely well organized from start to finish. They kept the Public Works & Utilities Commission and the City Council up to date and informed on all aspects of design, construction and the financial impacts. Several Council Members commented to me about how well the project was handled and how well informed they were during the whole process. Our facility is currently up and running very well.

Town & Country Engineering, Inc. did an excellent job on this project and was able to keep the project under budget for both construction and operational costs.”

Frank Fiorenza, President Village of Potosi

“...You provide services and we pay, but the relationship between the Village and your firm is more to me than just business. Seeing the end product of our latest project prompts me to write and say, “Thank you.” It turned out better than I could have envisioned. I am grateful for your attention to detail, the prompt way you responded to questions and problems, your knowledge of the Village and our needs, and your willingness to work with us. I sometimes feel guilty bothering Mike so often, but he is always willing to take my calls....”

Town & Country Engineering, Inc. Client Reference List

<u>CLIENT</u>	<u>TELEPHONE #</u>
Village of Argyle Tom Moore, Superintendent	(608) 543-3112
Village of Arlington Dan Mulhern, Director of Public Works	(608) 635-4781
Village of Black Earth Shellie Benish, Clerk-Treasurer	(608) 767-2563
Village of Blanchardville Kathryn Kammerude, Clerk-Treasurer	(608) 523-4521
Village of Blue Mounds Audra Anderson, Village President	(608) 437-5197
Cambridge/Oakland Sanitary District Steve Sainsbury	(608) 423-4306
Village of Cambridge Steve Struss, Village President.....	(608) 423-3712
Village of Cross Plains Jerry Gray, Director of Public Works	(608) 798-4060
City of Cuba City Kathy Schultz, Clerk	(608) 744-2152
George Morrissey, Director of Public Works	(608) 744-2152
Dane-Iowa Wastewater Commission Brian Sroda, Superintendent.....	(608) 795-0024
Village of Deerfield John Doyle, Director of Public Works.....	(608) 764-5404
City of Evansville Sandy Decker, Mayor.....	(608) 882-2266
Village of Marshall Sue Peck, Clerk/Treasurer	(608) 655-4017
City of Jefferson Todd Clark, Sewer Superintendent	(608) 674-7705
Tim Freitag, City Administrator.....	(608) 674-7700
Jefferson Utilities Jill Weiss, Director.....	(920) 674-7711
Village of Maple Bluff Tim Krueger, Village Administrator.....	(608) 244-3048
City of Marshfield Sam Warp, Jr., Wastewater Utility Superintendent	(715) 591-2022
Village of Mazomanie Sue Dietzen, Clerk/Treasurer.....	(608) 795-2100
Village of McFarland Allan Coville, Director of Public Works	(608) 838-7287
City of Monroe Al Gerber, City Engineer	(608) 329-2535

Town & Country Engineering, Inc. Client Reference List (continued)

<u>CLIENT</u>	<u>TELEPHONE #</u>
City of Mosinee Kevin Breit, Director of Public Works	(715) 693-3840
New Glarus Water Utility Jason Borth, Water Superintendent	(608) 527-2913
Village of Orfordville Sherri Waege, Clerk.....	(608) 879-2004
Village of Patch Grove Kim Curtis, Clerk	(608) 994-2200
Village of Potosi Sheila Horner, Clerk.....	(608) 763-2261
Frank Fiorenza, Village President	(608) 763-2261
Casey Schaefer, Wastewater Treatment	(608) 763-2830
Poygan Poy Sippi Paul Wesner, President	(920) 582-9797
City of Reedsburg Steve Zibell, Director of Public Works	(608) 524-6404
Chris Kleinschmit, Wastewater Treatment	(608) 524-3615
City of Rhinelander Tim Kingman, Director of Public Works.....	(715) 362-4731
City of Richland Center Todd Fischer, Wastewater Utility Superintendent	(608) 647-3917
City of Tomah Kirk Arity, Director of Public Works & Utilities	(608) 374-7453
Village of Shorewood Hills Karl Frantz, Administrator	(608) 267-2680
City of Viroqua Sarah Grainger, City Engineer	(608) 637-7154
Waterloo Utilities Eugene Weihert, Utilities Superintendent.....	(920) 478-2260
West Central Wisconsin Biosolids Facility Randy Lindquist, Superintendent	(715) 273-6461
Wisconsin Department of Administration Division of Facilities Development Kathy Kalscheur, P. E.	(608) 267-0509

APPENDIX

Resumes

EDUCATION:

Michigan Technological University, Houghton, MI
Bachelor of Science in Civil Engineering

REGISTRATIONS:

Professional Engineer, Wisconsin
Professional Engineer, Michigan

EXPERIENCE:

Specialized Expertise

- Street Layout and Design
 - Reconstruction of existing streets
 - New streets
- Stormwater Management
 - Infiltration Systems
- Water Distribution and Storage Design
 - Landscaped bio-retention areas
 - Vegetation swales
 - Ponds
- Sewer Collection and Design
 - Gravity and pressure sewers
 - Pump stations
- GIS Mapping
- Utility System Modelling
- Capital Improvement Plan Assistance and Preparation
- Review of Private Developments on Behalf of Communities
- Grant Writing
- AutoCAD Civil 3D

PROJECTS:

City of Tomah – Hollister Avenue and Surrounding Street Utility and Street Improvements

- Two-year project
- 5.2 miles of complete street reconstruction
- Separated work into three (3) contracts each year to obtain most competitive bids for city

Village of Shorewood Hills Stormwater Improvements

- Designed several bio-retention basins constructed concurrently with street reconstruction
- Controlled total suspended solids (TSS) to beyond 40% removal
- Project funded by three (3) different grants via State DNR and Dane County programs
- Included urban settings, commercial areas and residential neighborhoods

Village of Maple Bluff – Village Wide Street & Utility Improvements

- 2.5 miles of complete street reconstruction
- Provided construction observation services for three (3) separate crews.
- Project involved extensive use of asphalt Carlson screened gutters to maintain rural aesthetic desired by Village
- Many large sump structures included to address stormwater runoff total suspended solids (TSS)

EDUCATION:

University of Michigan, Ann Arbor, Michigan; Bachelor of Science in Civil Engineering, 1968
Master of Science in Civil Engineering, 1969

REGISTRATIONS:

Registered Professional Engineer, Wisconsin 1972

EXPERIENCE:

Specialized Expertise

- Street Layout and Design
 - Reconstruction of existing streets and sidewalks
 - New street design
- Stormwater Management
 - Storm sewer systems
 - Stormwater treatment systems
 - Stormwater utilities
- Water Distribution and Storage
 - Water towers and reservoirs
 - Wells and pumphouses
 - Pressure filters
 - Pressure booster stations
 - Water mains
 - Water system computer modelling
- Water Collection and Treatment
 - Gravity sewers
 - Infiltration/inflow studies
 - Sewer lining design
 - Sewage pumping stations and force mains
 - Wastewater treatment facilities
- General Municipal Services
 - Ordinance review and drafting
 - Review of developments on behalf of communities
 - Grant applications
 - Recreational facility layout design
 - Assessment reports

RECENT PROJECTS:

City of Rhinelander Stormwater Utility (2012)

- Complete feasibility study
- Conduct information sessions and public hearings
- Develop utility ordinance and credit manual

Village of Deerfield 2012 Street & Utility Improvements

- Work with Village of budgeting for the work
- Design street reconstruction of six blocks of street, including water main and storm sewer replacement
- Construction assistance; Assessment report and hearing

Village of Cross Plains Main Street Utility Reconstruction - Ongoing

- Design of one mile of water main and deep sanitary interceptor sewer construction
- Inclusion of project into Wisconsin Department of Transportation US Highway 14 reconstruction project
- Groundwater dewatering is a major issue in the deep sanitary sewer construction

Village of Cross Plains Black Earth Creek Re-meandering & Lagoon Street Reconstruction - Ongoing

- Re-meandering of exceptional Resource Water Trout Stream that had been straightened many years ago
- Design of a new creekside street to access downtown businesses and refocus downtown area away from busy highway onto the creek.

EDUCATION:

Bachelor of Science Degree – Civil Engineering
University of Wisconsin – Milwaukee
University of Wisconsin – Platteville

EXPERIENCE:

Specialized Expertise

- Urban and Rural Street Layout & Design
- Stormwater facilities design
 - Storm sewers
 - Grass swales and drainage channels
 - Detention/retention ponds
- Water Distribution Design
- Sanitary Sewer Design
- Review of Private Developments on Behalf of Communities
- Grant Writing
- AutoCAD Civil 3D

PROJECTS:

Village of Menomonee Falls – TIF District #4 Phase I and II

- Design of several stormwater ponds for development of the TIF District
- Addressed quantity and quality of runoff
- Coordinated design to meet needs of individual developers as well as meet the Villages stringent standard for runoff quantity and quality

Village of Menomonee Falls – TIF District #5 Phase III

- Briggs and Stratton World Wide Distribution Center – Site Plans
- Designed stormwater detention and retention ponds to accommodate present and future conditions
- Stormwater design

Village of Whitefish Bay – Klode Park

- Design of storm sewer for street and parking lot at Klode Park
- Included slope stabilization of sensitive bluff along Lake Michigan following construction

Washington County – CTH A

- 5.5 miles arterial highway reconstruction
- Included 1000 feet of stream relocation and restoration using native plant species to restore the natural habitat

Town of Cedarburg – Fire Station

- Designed site plan and stormwater detention basin
- Reviewed numerous stormwater facilities for new developments as consultant to the Town Board

Johnson School Bus Service – Site Plan and Storm Sewer for Bus Facility

- Designed storm sewer for bus facility
- Utilized underground storage to handle drainage capacity

Oak Creek Assembly of God – Site Plan and Drainage Facilities

- Design parking lot and site plan
- Included storm sewer and drainage facilities



EDUCATION:

University of Wisconsin-La Crosse, La Crosse, WI
Bachelor of Science in Geography-Geographic Information Science Concentration

EXPERIENCE:

GIS Mapping with ArcGIS

- Water, Sanitary Sewer, Storm Sewer, and Electric Utilities
- Custom database design
- Handheld GPS units
- Cloud based data updates and remote data backups

Auto CAD Drafting with Civil 3D

- Street and utility plans
- Wastewater treatment facility plans
- Well and well house plans

Inflow and Infiltration Studies

- Nighttime flow monitoring
- Desktop evaluation and mapping coordination

PROJECTS:

City of Tomah – Citywide GIS

- Survey grade mapping for water, sanitary sewer, and storm sewer systems
- Trained staff to edit data using ArcGIS with Arcview license
- Created GPS procedures and trained staff how to collect/locate features
- Daily data syncing and cloud backups at multiple locations throughout City

City of Richland Center – Citywide GIS

- Water, sanitary sewer, storm sewer, and electric system mapping
- Perform electric system GPS updates and other utilities as-built updates
- Create and maintain custom databases for data entry at each utility
- Document linking of sanitary easements for USDA Rural Development project

City of Evansville – Citywide GIS

- Low cost and basic setup
- Combined existing GIS data into one easy to use platform
- Custom database with document linking for LOMA's and other permits
- Coordinate electric updates from City's electrical engineer

Village of Mazomanie – Stormwater Utility and Zoning Map

- Converted paper zoning map to digital GIS format
- Custom database allows edits by staff for zoning changes and permits
- Digitized impervious areas throughout entire Village
- Classified specific land use of each area using multiple spatial analysis tools

City of Richland Center – WWTF

- AutoCAD Coordinator for entire project
- Developed plans for new 2.6 MGD facility
- 7 miles of new 20-inch sanitary force main

Professional

Engineering

Services

Stormwater Quality Management Plan

Proposal

Village of Cross Plains, WI

February 17, 2015





February 17, 2015

Mr. Matthew Schuenke
Village Administrator
Village of Cross Plains
2417 Brewery Road
PO Box 97
Cross Plains, WI 53528

Re: Proposal for Stormwater Quality Management Plan

Dear Matt,

We are pleased to submit this proposal to provide engineering services to assist the Village with meeting the requirements of the newly issued Municipal Separate Storm Sewer System (MS4) permit. Our team has proven experience with assisting MS4 communities and is excited at the prospect of working with the Village of Cross Plains. We are confident this proposal will demonstrate that we are the Village's best choice for this project because our:

- **Project approach provides base permit compliance activities while identifying optional services advantageous to the Village.** While the Village's Request for Proposal (RFP) only requests base permit compliance, our experience-based knowledge of stormwater modeling requirements enables us to include optional double-ring infiltrometer testing of the Village's grass-lined swales to boost the Village's total suspended solids (TSS) reduction. Likewise, an optional concept-level stormwater utility feasibility study will provide valuable information on whether a stormwater utility makes sense for the Village. Also listed as optional, an alternatives analysis to meet 20 percent TSS reduction may not be necessary if the base stormwater quality modeling shows that the Village is at or above a 20 percent TSS reduction.
- **Awareness of the Village's Urban Nonpoint Source and Stormwater (UNPS) Grant maximizes grant dollars for the Village.** Performing all items listed in the Village's grant application will maximize grant dollars for the Village. While we list three services above as optional, only the alternatives analysis would be considered optional by the DNR (and only if the Village is at or over a modeled 20 percent TSS reduction). Our recent experience working with the Village on submittal of the grant application will not only keep the Village in compliance with grant requirements, but will also provide continuity for the Stormwater Quality Management Plan.
- **Team provides understanding through diverse experience.** We have been involved in numerous stormwater quality plans, including those that require stormwater best management practices (BMPs) within municipal limits and partnerships with the agricultural community and/or wastewater treatment plants to meet water quality requirements. These include more than 20 stormwater quality plans for individual municipalities, as well as our Clean Lakes Alliance Plan that seeks to reduce Phosphorus by 50 percent in the Yahara Chain of Lakes with a combination of urban and rural actions. This diverse experience will give confidence that the Village is served by a leader in the industry.

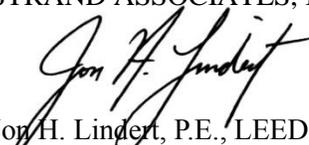
Mr. Matthew Schuenke
Village of Cross Plains
Page 2
February 17, 2015

- **Familiarity with DNR modeling protocol provides budgetary relief.** Our stormwater engineers have been successfully implementing the DNR's modeling protocol on numerous stormwater quality plans since the initial protocol came out 7 years ago. This experience allows us to recognize specific ways that the Village can maximize the TSS reduction for its existing BMPs, ultimately reducing or eliminating costly BMPs constructed to achieve 20 percent TSS reduction. Specifically, we will utilize guidance to maximize the modeled performance of the Village's grass-lined swales, as well as understand how the Village's dry detention/infiltration basins (implemented to protect coldwater creeks) can be cost-effectively retrofitted to gain/maximize TSS reduction credit. Our Project Manager, Jon Lindert, is a member of the DNR's TMDL/MS4 Urban Stormwater Technical Team working on WDNR's latest guidance, which gives the Village a resource to consult, should pollutant reduction requirements become more stringent in the future. As we have done for other communities, this stormwater quality model can also be used as a tool for smart and environmentally-sound growth as the village expands in the future.
- **Partnering with Madison-Area Municipal Stormwater Partnership (MAMSWAP) extends Village dollars.** Buying into MAMSWAP for public education/outreach and public/involvement/participation efforts will not only extend Village dollars, but also be more effective in getting the word out on stormwater-related issues. We attend MAMSWAP meetings on behalf of a number of our stormwater permitted clients, and we envision that cost of attendance and advocating on behalf of the Village could be shared amongst our stormwater permitted clients.
- **Funding know-how provides options for future needs.** Should stormwater quality modeling reveal that stormwater BMPs are necessary to achieve a 20 percent TSS reduction, we are well-versed in utilizing WDNR's construction side of the UNPS grant program, as well as Dane County's Urban Water Quality Grant program. We have obtained more than 17 UNPS construction grants, most recently for stormwater treatment devices in the City of Monona in 2014. We have utilized Dane County's program to provide funding for stormwater treatment devices to protect the UW-Madison Arboretum in 2012.

We look forward to working with Village staff on this important project that will help protect the Black Earth Creek watershed. Please call if there are questions or if additional information is needed regarding our proposal.

Sincerely,

STRAND ASSOCIATES, INC.®


Jon H. Lindert, P.E., LEED AP
Project Manager

9901972/JHL:bsg


Thomas G. Stetzer, P.E.
Client Liaison

Table of Contents

Section
Page No.

Firm Profile

- More Than 69 Years of Service Signifies Our Organizational Strength and Commitment to Quality 1

Approach, Schedule, and Fee

- Comprehensive Understanding of Permit and Grant Requirements Provides Multi-Benefit Permit Compliance..... 1
- Team Has the Expertise and Availability to Complete Services in 2015..... 15
- Familiarity with MS4 Program and Regulators Provides Understanding of Appropriate Level of Effort 15

Project Team

- Project Team’s Stormwater Experience Delivers Efficient Plan with Cost-Effective Solutions 1
- Resumes

Project Experience

- Similar Projects and Diverse Experience Lead to Successful Project Implementation..... 1
- Stormwater Utility Implementation 15
- Stormwater Best Management Practice (BMP) and Green Infrastructure Design 20
- Stormwater Management System Funding 21

References

- References Attest to Our Project Success 1
- Letters of Commendation

Firm Profile

More Than 69 Years of Service Signifies Our Organizational Strength and Commitment to Quality

Our years of experience and vast service capabilities enable us to meet engineering needs effectively.

Strand Associates, Inc.[®] has been providing civil and environmental engineering services since 1946. We attribute our organizational strength to our talented engineers, effective management, and most of all, commitment to nurturing long-term client relationships.



Corporate office in Madison, Wisconsin.

Our Corporate Mission states that we are dedicated to helping our clients succeed through excellence in engineering. In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions to our clients' needs.

Wide range of services meet all project needs.

Our services reflect the needs of our clients.

Our areas of specialization include:

- Stormwater management
- Wastewater treatment and conveyance engineering
- Civil and municipal engineering
- Water supply engineering
- Transportation engineering
- Electrical and HVAC engineering
- Building/Facility engineering, architecture, and sustainable design
- Environmental services
- Wetland delineation, mitigation, and restoration
- Ecosystem study and restoration
- GIS and mapping
- Surveying and right-of-way acquisition
- Land development
- Construction-related services
- Financial assistance

More information on these engineering disciplines can be found on our website, www.strand.com.

Strategic office locations conveniently serve clients throughout the region.

To conveniently offer services to our national client base, we have 11 offices throughout the country.



Civil and environmental engineering and science services are provided from 11 offices throughout the United States.

Reliable consulting service has cultivated long-standing client relationships.

Our commitment to long-term client relationships is a major factor in our success.

Our clients rely on us as a partner in addressing their engineering and science needs. We have developed and maintained long-standing affiliations, many extending into several decades of service. For some clients, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis. With all of our clients, our service is flexible and tailored to their unique needs.

We understand the value our clients place on *consistency* of personnel and *continuity* in project development. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

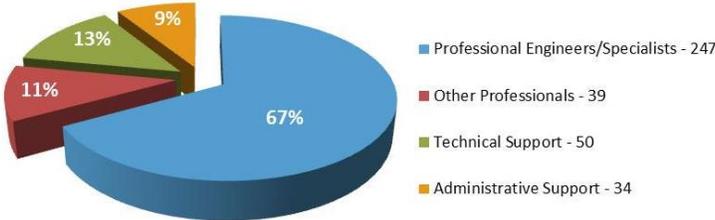
Effective management practices provide a stable foundation.

We employ a *horizontal project management structure*. For each project, a principal engineer is assigned to provide technical and office resource support. Other day-to-day decisions, however, are made at the project level by the engineers most familiar and involved with the work.

Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplinary engineering firm. This approach enables use of all our firm's resources while maintaining the personal involvement associated with a single point of contact; a person who has been trained to provide assistance through planning, design, and implementation.

High level of service made possible because of dedicated, results-oriented staff.

Only with solid management practices could a company in this industry establish such an impressive tenure. We are owned and operated by our active engineering staff.



Our expert staff of 370 employees represents the academic backgrounds and experience of all disciplines normally necessary to successfully complete a project. More than 60 colleges and universities are represented on our staff. Impressively, our engineers have an average of more than 10 years of experience and the majority are licensed or have advanced degrees.

2015 Staff Resources

Our staff demographics offers our clients one-stop services.

- **Total Staff**..... **370**
- **Engineers** **247 (67%)**
 - Environmental engineers/specialists 63
 - Civil engineers 86
 - Transportation engineers 60
 - Structural engineers 15
 - Electrical engineers 17
 - Mechanical engineers 6
- **Other Professionals**..... **39 (11%)**
 - LEED® Accredited Professionals 5
 - Landscape architects 2
 - Business development 15
 - Architects 2
 - Information technologists 7
 - Right-of-Way acquisition agents 2
 - Registered Land surveyors 6
- **Technical Support**..... **50 (13%)**
 - Field technicians 17
 - Office technicians/CADD operators 33
- **Administrative Support**..... **34 (9%)**
 - Clerical and accounting 31
 - Maintenance 3

Approach, Schedule, and Fee

Comprehensive Understanding of Permit and Grant Requirements Provides Multi-Benefit Permit Compliance

Having recently assisted the Village in receiving a Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source and Stormwater grant that will fund the Village's Stormwater Quality Management Plan, we are well aware of the efforts necessary for the Village to achieve compliance with the Wisconsin Pollutant Discharge Elimination System (WPDES) Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050181-1. With submittal of the Notice of



Recent Black Earth Creek restoration.

Intent to Apply for Coverage for the general permit, the Village now awaits a letter from the DNR that will time stamp the Start Date of permit conditions listed in the table on the next page.

While it may appear that the WDNR is imposing these requirements on the Village, in reality the requirements build on existing sustainable efforts by the Village to protect its water resources. The Village has a long history of “doing the right thing” in terms of environmental stewardship to protect its coldwater fisheries: Black Earth Creek (Class 1 trout stream and Outstanding and Exceptional Resource Water) and Brewery Creek. We approach this project seeking to provide stormwater permit compliance efforts that are complementary to existing Village efforts.

By utilizing our firm, the Village will realize the following benefits:

- **Public Education/Outreach and Public Involvement/Participation Efforts Enhanced By Buy-In to the Madison Area Municipal Stormwater Partnership (MAMSWAP)**
- **Illicit Discharge Detection and Elimination (IDDE) Program Optimized Through Use of DNR's March 2012 IDDE Guidance Document**
- **Ordinance Review and Modification Efforts Streamlined Through Use of New WDNR Model Ordinances and Knowledge of Upcoming Changes to Dane County Ordinances**
- **Municipal Pollution Prevention Plan Inventories Existing Village Practices and Recommends Modifications**
- **Stormwater Quality Management Efforts Maximize TSS Reduction With Thorough Knowledge of Modeling Nuances and WDNR Guidance**
- **Annual Report Template Will Streamline Reporting Efforts**

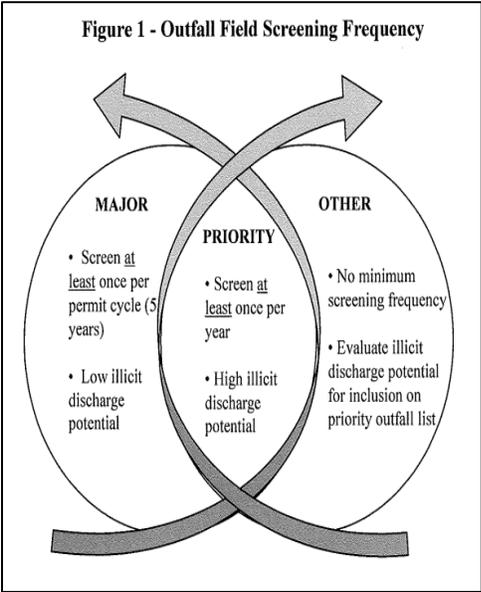
In this manner, MAMSWAP communities cost-effectively fulfill many of the public education requirements of the stormwater permit. The yearly contribution to buy into MAMSWAP for this initiative would be approximately \$1,750, a cost that all of the MAMSWAP communities have found to be palatable, especially when considering what can be done collectively, rather than individually. Jon Lindert has attended all of these quarterly meetings in the last 14 years, providing input and advocating for our client communities. If desired, we could attend these meetings on behalf of the Village and share the cost to do so among the permittees that we serve. Jon is able to provide insights to the Village that others simply cannot due to his long history with stormwater issues in Dane County.

Illicit Discharge Detection and Elimination (IDDE) Program Optimized Through Use of DNR’s March 2012 IDDE Guidance Document

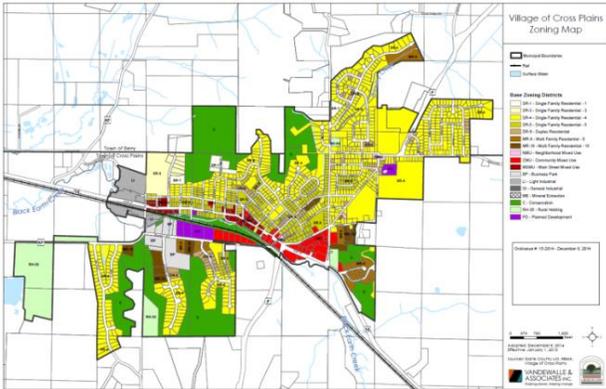
This component consists of preparation of an illicit discharge ordinance, initial field screening of outfalls, and preparation of an illicit discharge program/procedures. It is our understanding that the Village does not currently have an ordinance that specifically addresses illicit discharges. We will develop an illicit discharge ordinance based on previous ordinances that we have prepared and provide to the Village for review.

Cursory review of the Village’s stormwater system map indicates that there are approximately 45 outfalls in the village. The Village’s permit requires that all major outfalls be initially screened. *Major outfalls are defined as outfalls that are 36 inches in diameter (or equivalent cross sectional area) or larger and associated with a drainage area of 50 acres or larger. Outfalls with an inside diameter of 12 inches or more are also classified as major outfalls if they receive stormwater runoff from land zoned for industrial activity with 2 or more acres of industrial activity.*

After reviewing the Village’s storm sewer map (at right) and zoning map, it appears that there are approximately six major outfalls in the village. We will provide screening for up to six outfalls. While this is the case, we have found that performing illicit discharge screening at every outfall may be beneficial to the environment and will provide a detailed inventory for Village maintenance crews. We propose that the remaining



Graphic from WDNR March 2012 IDDE Guidance.



prevention, and other Village good housekeeping practices. Existing programs will be reviewed and improvements/modifications recommended to achieve identified stormwater management goals and objectives.

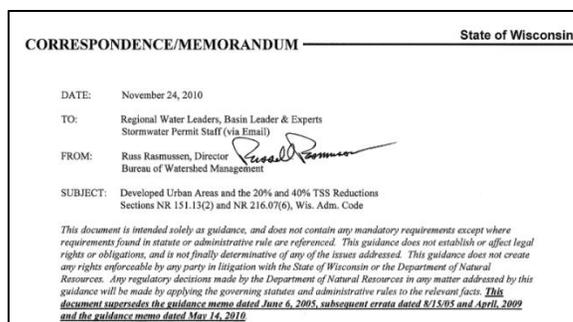
For Village Garages/Storage Areas, we will meet at the Public Facilities Shop (1225 Bourbon Road) with Village staff after the kick-off meeting. Stormwater pollution prevention activities at this facility will be discussed and documented, a map of the facility will be provided, and additions or refinements will be identified. The deliverable will be a Stormwater Pollution Prevention Plan (SWPP) for the facility.



Public Facilities Shop.

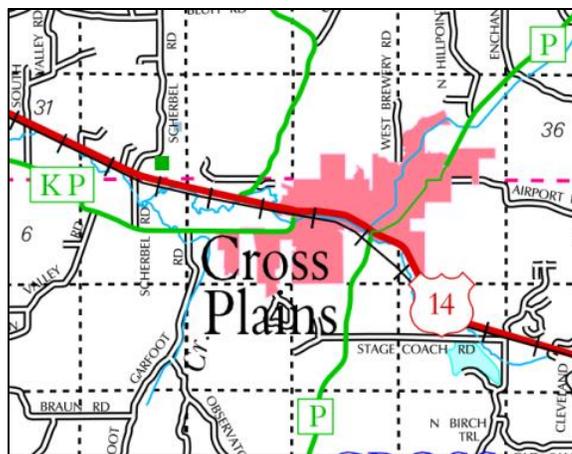
Stormwater Quality Management Efforts Maximize TSS Reduction With Thorough Knowledge of Modeling Nuances and WDNR Guidance

The stormwater permit requirement that needs the most attention is the assessment of compliance with the 20 percent total suspended solids (TSS). If not done correctly, this permit requirement has the potential to add significant cost to permit compliance. These significant costs can come in the form of the WDNR not approving the modeling (because modeling doesn't fully follow WDNR guidance) or because the modeling isn't performed in a manner that maximizes TSS reduction (and thus potentially unnecessary BMPs are identified for construction to meet the 20 percent TSS reduction). We have significant state-wide experience in performing this modeling, and our approach as described below will alleviate these concerns.



WDNR Modeling Guidance

- **WDNR Modeling Guidance:** We will utilize the following DNR MS4 modeling guidance documents to comply with specific modeling nuances. It should be noted that street/road right of ways that are not owned and operated by the



STH 14 and portions of CTH KP and CTH P can be excluded from modeling.

Village can be excluded from the modeling (STH 14, CTH P, and CTH KP, unless the Village has taken over ownership and operation of the roadway within the village limits).

- MS4 Modeling -NR 151.13 (20 percent /40 percent Standard) – November 24, 2010
- Process to Assess and Model Grass Swales (TSS Reduction) – November 24, 2010
- Internally Drained Areas – April 6, 2009
- Double-Ring Infiltrometer Procedures – August 2008

■ **Maximization of TSS Reduction:** For numerous communities, we have fully analyzed the grass-lined swales to maximize TSS reduction in their communities. The table on the following page shows the improvements in TSS reduction that these communities experienced. As shown in at the end of this section, the Village has a number of grass-lined swales. We propose to maximize the TSS reduction credit with the following approach.

- *Water Quality Swales Investigation* – We will provide a Water Quality Swales Investigation consisting of the following as required by the WDNR guidance document.
 - Determine the longitudinal swale slope using topographic maps.
 - Identify swales with longitudinal slope of less than 1 percent and check these swales in the field for evidence of reduced infiltration rate. Where evidence is identified, model these lengths of swale with a clay infiltration rate.
 - Identify swales with longitudinal slope of greater than 4 percent and model these lengths of swale to not receive TSS reduction credit.
 - Survey a representative number of swale cross sections that represent the average swale cross section in the community.
 - Break out drainage basins served by grassed-swale separately from those served by curb and gutter.
 - Model undeveloped roadside drainage as a very broad, flat swale.



Simply put, this investigation identifies “good swales” and “bad swales” in the Village, those that may or may not be given full TSS reduction credit by the DNR.

Community	Original TSS Reduction	Revised TSS Reduction	Change	Likely Cost Savings
Village of Fox Point	33 %	38%	5%	\$1.2 million
Town of Omro	26%	42%	16%	\$200,000
Town of Lisbon	26%	45.7%	NA	Not calculated
Town of Brookfield	20 %	28%	8%	\$1.5 million

- *Double-Ring Infiltrometer Testing –*

To provide additional TSS reduction, the DNR encourages communities with grass-lined swales to provide in-field infiltration rate testing to boost the infiltration used in the stormwater quality modeling. Without this testing, modeling is required to be performed with “book values” of infiltration rates for a given soil type. In many communities



Double ring infiltration apparatus.

throughout the state, it has been found that “book values” are far less than the in-field infiltration rate. The effect of using a higher infiltration rate is a higher TSS reduction for a community. For example, after completing double-ring infiltration testing and re-running the Village of Fox Point’s stormwater quality model, we were able to increase the TSS reduction from 38 percent to 85 percent. Not only did this meet the stormwater permit required 40 percent reduction, it eliminated the need for construction of any additional stormwater BMPs and saved the village more than \$1 million. Given the length of swales in the village, we propose to complete up to one day of double-ring infiltration testing.

- **Alternatives Analysis:** If the stormwater quality modeling shows less than a 20 percent TSS reduction, an alternatives analysis will be required to identify methods to close the TSS reduction gap. Our approach to the alternatives analysis is to identify the most cost-effective mix of ways to close the TSS reduction gap, including the following. Due to the presence of thermally sensitive coldwater streams in the Village, we will rely on green infrastructure (infiltration and bioretention) should structural BMPs be needed to close the TSS reduction gap.

- *Inclusion of Private BMPs –* Should the Village have or want to pursue getting stormwater maintenance agreements for private BMPs in the village, these private BMPs can be included in the modeling and their TSS reduction credited to the Village’s TSS reduction.

- *Assessment of Flood Control Facilities for Retrofit –* As part of the field work for this project, we will be assessing the Village’s existing flood control facilities to see if there are cost-effective ways to increase their TSS reduction performance. Many times, this

consists of conversion of a dry detention basin to a wet detention basin. However, due to the thermally sensitive waterbodies flowing through the village, this would likely not be feasible or prudent. Regardless, there may be improvements to certain flood control facilities that would accomplish increased TSS reduction such as raising the outlet of a dry basin above the invert elevation of the basin.

- *Ordinance Review and Updates* – Many communities are increasing the TSS reduction requirement on redevelopments to assist in permit compliance over time.
- *Structural Management Practices* – Identification of open areas within developed portions of the village where existing stormwater can be treated by a stormwater BMP.
- *Operational Management Practices* – The TSS reduction gap may be small enough that a change in operational management practices (e.g., increased street sweeping) may be sufficient to close the gap.
- *Streambank Stabilization* – At this time, the WDNR doesn't give numeric TSS reduction credit for streambank stabilization projects. However, the DNR will give qualitative credit to these projects as benchmarks along the path to compliance.

Stormwater System (MS4) Map

The beginnings of the Village Stormwater System Map are included at the end of this section. This map will be augmented with permit required items, including drainage basin boundaries, wetlands, outfalls, existing WPDES permit holders based on information provided by WDNR, existing municipally-owned stormwater BMPs, existing privately-owned stormwater BMPs (based on information provided by the Village), parks/recreational lands/open lands, municipal garages/storage areas, and streets.

Annual Report Template Will Streamline Reporting Efforts

We currently provide annual reporting services for several communities. For each of these communities, we provide an annual report template that organizes submittal of required information in a user-friendly format. We propose to provide a customized template to the Village for annual reporting purposes. It should be noted that based on the Village's 2010 population of 3,538, the DNR's annual permit fee is \$500.

State of Wisconsin Department of Natural Resources dnr.wis.gov		Annual Report under MS4 General Permit No. WI-S050075-2 Form 3400-195 (R 10/14) Page 1 of 7	
Due by March 31, 2015			
<small>Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.). This form is for reporting on activities undertaken in calendar year 2014.</small>			
<small>Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2015, to the appropriate address indicated on the last page of this form.</small>			
SECTION I. Municipal Information			
Name of Municipality		Facility ID No. (FIN)	
Mailing Address	City	State	ZIP Code
		WI	
County(s) in which Municipality is located	Municipality Type: (select one)		
	<input type="radio"/> County <input type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		
SECTION II. Municipal Contact Information			
Name of Municipal Contact Person		Title	
Mailing Address (if different from above)	City	State	ZIP Code
		WI	
Email	Phone Number (include area code)	Fax Number (include area code)	
SECTION III. Certification			
<small>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for</small>			

WDNR Annual Report template.

Stormwater Utility Feasibility Efforts Will Determine if a Utility Makes Sense in the Village

While not technically required for compliance with the stormwater permit, we recommend that a concept level stormwater utility feasibility study be included in the UNPS grant application. This not only increases the scoring of the grant application, it also gives the Village the opportunity to see if a stormwater utility that provides a dedicated revenue source for stormwater-related activities in the village makes sense. As the Village will find in our *Project Experience* section, we have considerable experience with stormwater utility planning and implementation.

Because implementation of a stormwater utility takes significant political will and resident/business buy-in, we propose to hold a Public Involvement meeting to educate the public on the stormwater permit and other stormwater issues within the village. This will provide a springboard, should the Village choose to pursue full implementation of a stormwater utility. Stormwater utility implementation would be eligible for an UNPS grant (70 percent state/30 percent local share).

Meeting Framework Engages WDNR and Community To Create Buy-In

Our meeting framework consists of the following and provides timely engagement of Village staff, WDNR, and the public.

- Meeting No. 1 (Kickoff Meeting) – At this meeting, we will review the project scope and gather data critical to development of the stormwater plan. The WDNR will be invited to this meeting to gain their insight prior to beginning the project. After the meeting, we will tour the Village Public Facilities Shop as the first step in establishing a SWPP for the facility.

- Meeting No. 2 (Progress Meeting with Village) – Once preliminary stormwater quality modeling is complete, we will meet with the Village to discuss the results as well as the need for the Alternatives Analysis if the Village’s TSS reduction appears to be less than 20 percent.

- Meeting No. 3 (Review of Draft Plan) – After submittal of the draft plan to the WDNR and the Village, a meeting with the WDNR and Village will be scheduled. WDNR generally indicates that they need 2 months to review draft stormwater quality management plans and our Project Schedule accounts for this as shown in the table on the following page.



Jon Lindert presents at a public forum.

- Meeting No. 4 (Public Involvement Meeting and Village Board Meeting Presentation) – A public involvement meeting is planned just prior to the Village Board meeting to inform the public of stormwater permit-related issues. Afterward, a presentation will be given to the Village Board summarizing the results of the Stormwater Quality Management Plan.

Funding Know-How Provides Budgetary Relief During Implementation

Stormwater modeling will show if the Village is in compliance with the stormwater permit-required 20 percent TSS reduction. If the Village is below the 20 percent requirement, the Village will need to implement a variety of stormwater BMPs to achieve compliance. This could consist of a variety of stormwater BMPs (e.g., increased street sweeping, infiltration basin, bioretention basins, stormwater treatment devices). The DNR’s construction side of the UNPS grant program will fund up to 50 percent of the design and construction of structural stormwater BMPs, such as infiltration basins, bioretention basins, and bioretention basins.

As shown in our *Project Experience* section, we have been very successful in assisting communities with the construction grants (17 construction grants totaling \$1.9 million). We expect that a construction grant would rank similarly to the planning grant that we assisted the Village with (4th out of 27 grants), leading to additional budgetary relief during implementation. Likewise, the Dane County Urban Water Quality Grant program will provide funding for stormwater BMPs.

UNPS-Planning Scoring and Rank for CY 2015

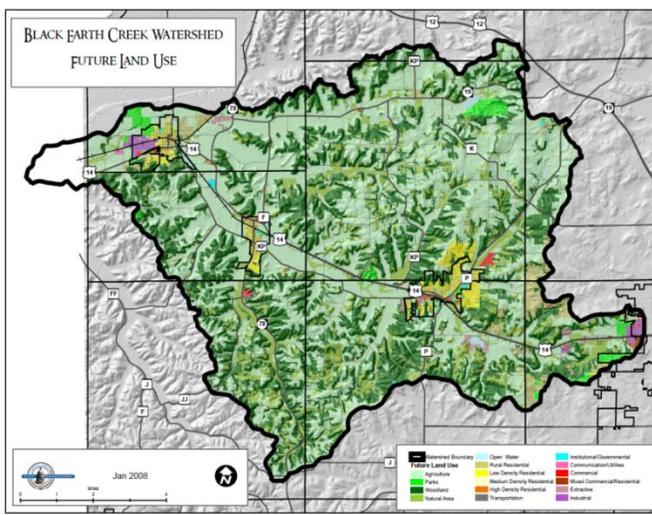
Maximum possible points = 163.9
 * Projects proposed for grant funding.

Rank	Applicant Name	Project Name	Region	Final Score	Total Eligible Project Cost	Amount Requested	Cumulative Requested
1 *	Slinger, Village	Storm Water Management Planning	SER	121.4	\$120,747	\$84,523	\$84,523
2 *	Janesville, City	Stormwater Management Plan Update	SCR	116.6	\$80,000	\$48,000	\$132,523
3 *	Whitefish Bay, Village	Whitefish Bay TMDL Stormwater Plan	SER	114.4	\$104,900	\$69,234	\$201,757
4 *	Cross Plains, Village	Stormwater Quality Management Plan	SCR	112.2	\$84,300	\$55,638	\$257,395
5 *	Pleasant Springs, Town	Stormwater Quality Management Plan	SCR	112.2	\$69,500	\$48,650	\$306,045
6 *	Hartland, Village	Storm Water Management Plan	SER	111.1	\$109,584	\$76,709	\$382,754

WDNR UNPS Planning Grant ranking.

Framework for Interaction with Ag Community Guides Future Efforts

Situated in the urban fringe where farming and urban landuses impact the health of Black Earth Creek and Brewery Creek, holistic stormwater management in the village should consider both urban and agricultural lands. The Village's general WPDES MS4 permit addresses only urban lands. Research has well documented that agricultural lands contribute close to two-thirds of the sediment and phosphorus that reach our streams and creeks. In Black Earth Creek at the Village's wastewater treatment plant outfall, the WDNR estimates that closer to 90 percent of the phosphorus loading comes from agricultural sources.



Black Earth Creek Watershed showing substantial agricultural land use.

Agricultural lands are regulated under NR 151 and there have been a number of initiatives in the Black Earth Creek watershed focused on implementation of agricultural Best Management Practices (BMPs); however, farmers are only required to implement BMPs if they are provided with cost-sharing dollars. Therefore, many agricultural lands remain unmanaged. Depending on the results of the stormwater quality modeling, the village may need to provide stormwater controls to increase total suspended solids reduction in the Village to meet the 20 percent reduction permit requirement. Within the Stormwater Quality Management Plan, we will be assessing ways to meet this requirement within village limits. Should that prove unfeasible or only partially feasible, there are options, such as Watershed Adaptive Management and Water Quality Trading, that could be explored. Watershed Adaptive Management would also help the Village's wastewater treatment plant comply with its future phosphorus compliance requirements. We will provide a framework for pursuing these options in the future in the Stormwater Quality Management Plan. Our recent experience with the Clean Lakes Alliance project and the MMSD Yahara WINS Watershed Adaptive Management project, and elsewhere provide valuable insights that we will bring to the Village.

Scope of Services

Based on our understanding of the Village's January 27, 2015, Request for Proposal (RFP) and those services committed to in the Village's UNPS grant application, we will provide the following scope of services.

ENGINEER will provide the following Services to OWNER.

1. Administration and Meetings

- a. Assist OWNER in submittal of up to four quarterly grant progress reports and reimbursement requests. Prepare and submit Wisconsin Department of Natural Resources (WDNR) Final Report (Form 3400 189).
- b. Participate in up to four meetings with OWNER as follows:
 - (1) Meeting No. 1–Kickoff meeting
 - (2) Meeting No. 2–Progress meeting
 - (3) Meeting No. 3–Progress meeting to discuss draft plan
 - (4) Meeting No. 4–Presentation of final plan to OWNER including Public Informational Meeting.

2. Stormwater Quality Modeling, Alternatives Analysis, and Implementation Plan

- a. Provide up to two days of field survey and inventory of existing stormwater Best Management Practices (BMP). Provide up to one day of double ring infiltrometer testing.
- b. Provide an updated stormwater system map for OWNER consistent with the proposed Wisconsin Pollutant Discharge Elimination System (WPDES) Permit No. WI S505181 1 based on information provided by OWNER.
- c. Provide a tabular summary for OWNER consistent with the proposed WPDES Permit No. WI S505181 1.
- d. Perform Village wide stormwater quality modeling to be consistent with the WDNR's MS4 guidance. Modeling will be performed in WinSLAMM for Total Suspended Solids (TSS).
- e. Identify and analyze up to three alternatives to assist in meeting the 20 percent TSS reduction requirements within the Village limits consisting of a combination of the implementation methods being considered listed below. Provide a figure, analysis, and opinion of probable cost for each alternative.
 - (1) Ordinance Review and Updates
 - (2) Structural Management Practices
 - (3) Operational Management Practices
 - (4) Streambank Stabilization

- f. Provide a written section in the plan discussing the mechanism for achieving 20 percent TSS reduction compliance through water quality trading and watershed adaptive management. A concept level cost to achieve 20 percent TSS reduction compliance will be developed for comparison with compliance within the Village limits.
- g. Develop a project implementation plan considering engineering requirements, amount of benefit, available funding, land availability, and related issues. The implementation plan will consist of a table within the Stormwater Quality Management Plan and include prioritization of improvements, potential schedule of improvements, and budgeting plan including identification of potential funding sources.

3. Stormwater Program Creation and Updates

- a. Develop a Public Education and Outreach/Public Involvement and Participation plan for OWNER's implementation.
- b. Create a Village Illicit Discharge Detection and Elimination program and ordinance to be consistent with WDNR's March 2012 Guidance document. Provide up to one day of illicit discharge field screening in 2015.
- c. Recommend revisions to OWNER's construction site erosion control ordinances to be consistent with the most recent version of NR 151.
- d. Recommend revisions to OWNER's stormwater management ordinances to be consistent with the most recent version of NR 151.
- e. Review and update OWNER's existing Stormwater Pollution Prevention programs.
- f. Evaluate OWNER's flood control structures.

4. Concept Level Stormwater Utility Feasibility Study

Provide a rate base estimate to evaluate potential annual revenues for a range of stormwater utility rates. The rate base estimate will be based on development of a preliminary assessment of total impervious area in the Village using available land use global information system data and parcel data. The amount of impervious area on various parcels will be based on typical percent impervious for each land use classification. Estimate potential impacts to various land use classes and up to five parcels by comparing costs under a tax based and a fee based funding mechanism.

5. Stormwater Quality Management Plan

Prepare a Stormwater Quality Management Plan documenting the plan efforts and submit to OWNER and WDNR in draft and final formats. Two copies of the draft and final plan will be submitted to OWNER in hard copy format. A portable document format file copy of the draft and final plan will also be provided.

Village Responsibilities

The following are Village Responsibilities for this project.

1. Provide a stormwater inlet sump inventory consisting of visual observation and measurement of each stormwater inlet/catch basin on OWNER's property. This information will be used in the water quality model to give OWNER full credit for the inlets that have sumps in them. ENGINEER will provide an inlet inventory form for use by OWNER. OWNER shall provide a map of the locations of inlets with sumps.
2. Provide a list with description of existing stormwater quality issues, if any, and a map showing each location.
3. Provide information relative to existing stormwater management practices including education and public outreach, public involvement and participation, illicit discharge detection and elimination, stormwater and erosion control ordinance administration, pollution prevention for municipal operation/maintenance of stormwater BMPs, street sweeping, catch basin cleaning, deicing and snow removal, leaf and grass clipping management, municipal garage and storage area management, and turf maintenance policies.
4. Provide a list of new, redevelopment, and in-fill development projects with a Notice of Intent submitted on or after October 1, 2004, and a map showing each location.
5. Provide a list/description (and map indicating each location), design drawings (grading plans/details), and stormwater management reports for all known existing stormwater BMPs (including privately-owned) and practices for which stormwater quality credit is pursued.
6. Provide available existing soil borings at dry detention basins, infiltration basins, and other stormwater facilities.
7. Provide a list of all OWNER's WPDES permit holders and a map showing each permit holder's location.
8. Provide most recent version of the following maps in digital format:
 - a. Stormwater system map including locations of grass-lined ditches
 - b. Village boundary map
 - c. Existing land use map
 - d. Zoning map
 - e. Street map
 - f. Public works facilities map

- g. Parks, recreational lands, open space map
- h. Wetlands map
- i. Most recent aerial photography map
- j. Most recent two-foot contour map

9. Provide OWNER’s Pavement Surface Evaluation and Rating database for village streets.

10. Submit quarterly grant progress reports and reimbursement requests to the WDNR.

Team Has the Expertise and Availability to Complete Services in 2015

Services will be completed in 2015 budget year.

The schedule for the Stormwater Quality Management Plan project assumes a Notice-to-Proceed by February 24, 2015. Because the DNR has recently been requesting that they be allowed to have 2 months to review the draft report and provide comments, we allot 3 months from the date of the Draft Report Meeting to the Final Report Submittal. The individual task completion dates for this project are as follows:

Task	Milestone
Proposal Submittal	February 17, 2015
Notice-to-Proceed	February 24, 2015
DNR Approval of Professional Services Contract	March 20, 2015
Meeting No. 1-Kick-off Meeting with Village Staff	March 25, 2015
Infiltrometer Testing (weather dependent)	April 2015
Meeting No. 2-Progress Meeting with Village	May 15, 2015
Draft Report Submittal to Village and DNR	July 1, 2015
Meeting No. 3-Draft Report Meeting with Village and DNR	July 31, 2015
Final Report Submittal to Village and DNR	October 30, 2015
Meeting No. 4-Presentation to Public and Village Board	November 23, 2015
Submit DNR Final Report (Form 3400-189)	December 15, 2015

Familiarity with MS4 Program and Regulators Provides Understanding of Appropriate Level of Effort

We work with our clients to fully understand the scope of work in order to reduce future change orders and overall project costs.

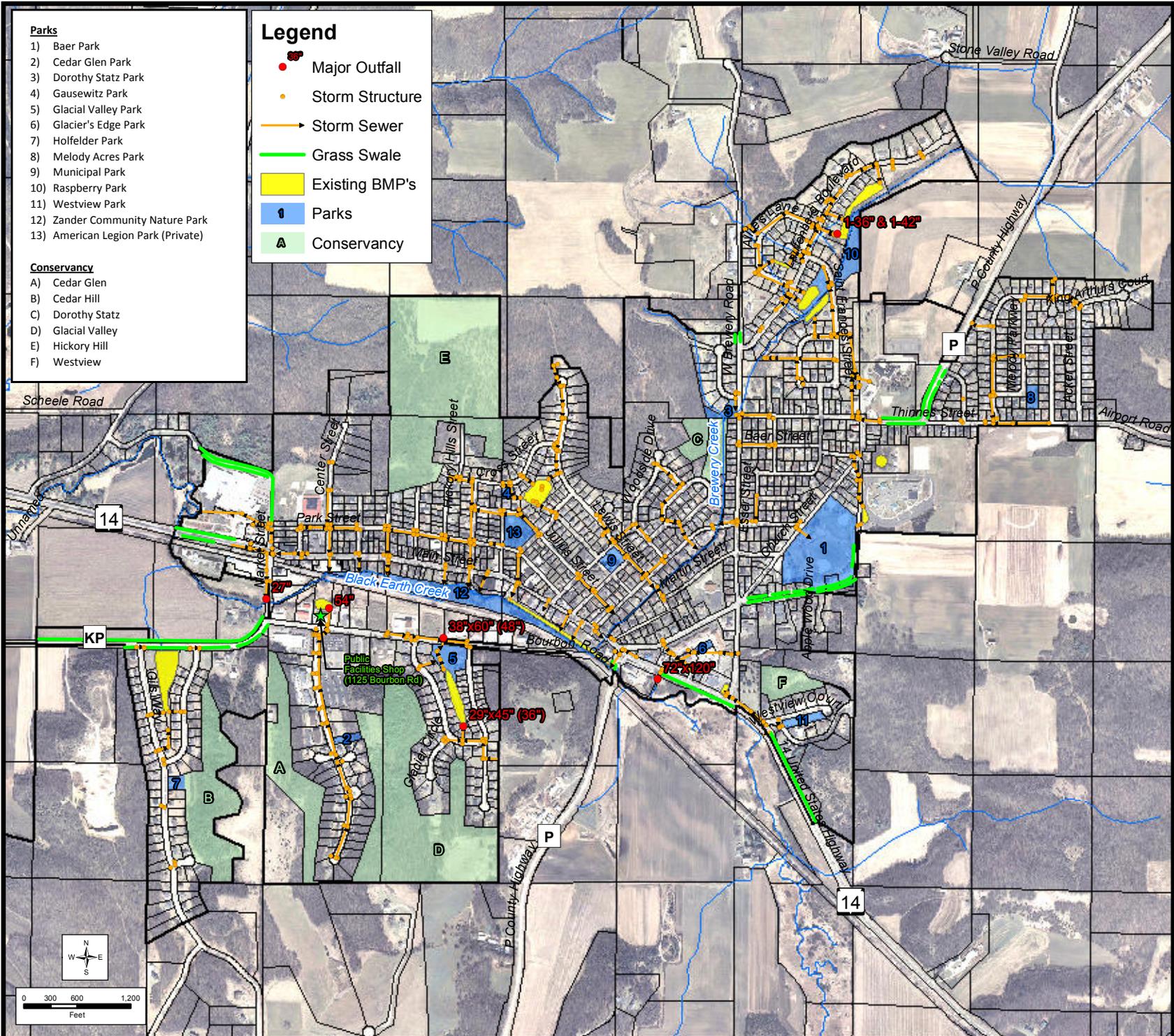
Our engineering fee is based on a detailed Scope of Services developed in close coordination with the Village before any work is completed on the project. The engineering services for the project, as described in the RFP and defined in our project approach, will be performed for an estimated total fee of \$72,000, including expenses. Of this total, the Village’s share under the grant would be \$24,480 (\$21,600 after requesting full 70 percent funding as described below). The project cost and level of effort represent our understanding of the scope of the project and are separated by costs for services that are required by the MS4 permit and optional services that the Village may desire to complete.

The following provides the cost and hour breakdown for each task.

Stormwater Quality Management Plan		
Base Project Costs	Hours	Fee
Meetings and Administration	71	\$9,400
Ordinance Review	20	\$2,300
Survey	26	\$3,000
Modeling and Report	306	\$37,300
Explore Funding and Financing Options	---	No Cost
Base Project Costs Subtotal	423	\$52,000

Stormwater Quality Management Plan		
Optional Project Costs	Hours	Fee
Concept Level Stormwater Utility Feasibility Study	48	\$6,300
Double-Ring Infiltrometer Testing	15	\$1,400
Alternatives Analysis to Meet 20% TSS Reduction: Within Village Limits	72	\$8,700
Alternatives Analysis to Meet 20% TSS Reduction (Conceptual): Water Quality Trading and Watershed Adaptive Management	29	\$3,600
Optional Project Costs Subtotal	164	\$20,000

As we further refined the total cost for this project based on the final version of the permit, the number of major outfalls in the village, the length of grass-lined swales in the village, and the Village's timeline (i.e. completion of project in 2015), the proposal amount is \$12,300 less than that reported in the grant application. In order to gain additional points in the grant application, the Village originally requested less than the maximum 70 percent WDNR funding (e.g., 66 percent). Due to the reduction in overall cost of the project, we propose to request 70 percent of the overall proposed cost of the project (\$50,400). This is less than the WDNR's share in the grant (\$55,638). This would reduce the Village share by \$2,880 if this request of additional funding was not made.



- Parks**
- 1) Baer Park
 - 2) Cedar Glen Park
 - 3) Dorothy Statz Park
 - 4) Gausewitz Park
 - 5) Glacial Valley Park
 - 6) Glacier's Edge Park
 - 7) Holfelder Park
 - 8) Melody Acres Park
 - 9) Municipal Park
 - 10) Raspberry Park
 - 11) Westview Park
 - 12) Zander Community Nature Park
 - 13) American Legion Park (Private)

- Conservancy**
- A) Cedar Glen
 - B) Cedar Hill
 - C) Dorothy Statz
 - D) Glacial Valley
 - E) Hickory Hill
 - F) Westview

- Legend**
- Major Outfall
 - Storm Structure
 - Storm Sewer
 - Grass Swale
 - Existing BMP's
 - Parks
 - Conservancy

EXISTING STORMWATER BMPs
STORMWATER QUALITY MANAGEMENT PLAN
VILLAGE OF CROSS PLAINS
DANE COUNTY, WISCONSIN

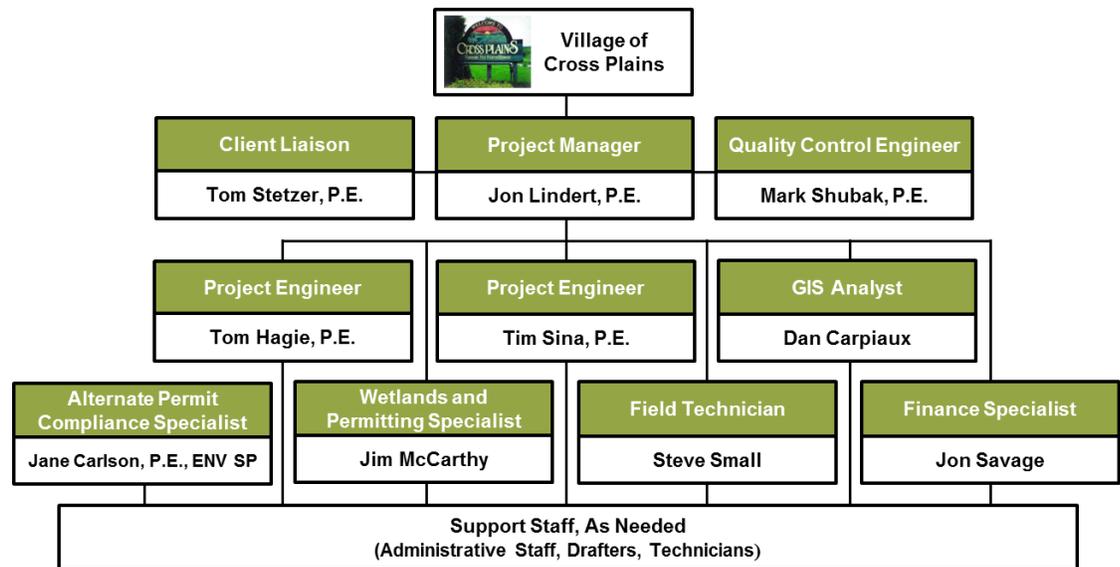


FIGURE 1
P150.137

Project Team

Project Team’s Stormwater Experience Delivers Efficient Plan with Cost-Effective Solutions

Following is information on the experience and designated responsibilities of the key personnel who will comprise our team. These team members were chosen based on their level of experience and creativity with similar projects and design criteria, as well as their prior experience working together as a team. The team will be led by Jon Lindert. Jon, along with the team, will be responsive to the Village’s needs and provide smooth and effective communication to the Village. The following organizational chart indicates the assigned responsibilities of each team member. Brief descriptions of each member’s specific qualifications follows and full resumes are included at the end of this section.



Project Manager

Jon is a leader in Wisconsin’s stormwater industry and regularly attends MAMSWAP and MMSD Yahara WINs meetings.

- **Jon H. Lindert, P.E., LEED® AP**, will serve as the Project Manager and be responsible to the Village for management, administration, and the day-to-day technical progress of the project. Jon has been with our firm for more than 21 years and is one of the leading stormwater experts in Wisconsin. Jon’s expertise lies in all aspects of stormwater management from planning/analysis to design to construction, including stormwater quality modeling/analysis, watershed planning/ management, hydrologic/hydraulic modeling, stormwater utilities, floodplain management, NR 216 WPDES permitting, and design of storm sewers, culverts, streambank and natural area restoration, wet and dry detention basins, bioretention basins, bioswales, infiltration basins, and rain gardens.



Jon is our corporate technical advisor on stormwater funding, stormwater policy, urban stormwater analysis, and green infrastructure planning and design. He currently serves on WDNR's TMDL/MS4 Urban Stormwater Technical Team that recently produced the modeling guidance that will guide future stormwater quality modeling efforts. Jon is involved in ongoing permitting for four Madison Area Municipal Stormwater Partnership (MAMSWAP) permittees (Village of Waunakee, Town of Westport, Town of Pleasant Springs, and UW-Madison). Jon has attended all of the MAMSWAP quarterly meetings over the last 14 years and advocates for our clients at the meetings. Likewise, he attends all of the all of the Madison Metropolitan Sewerage District's Yahara WINs (Watershed Improvement Network) meetings on behalf of the Village of Waunakee and the Town of Westport. He, along with other members of our firm, produced the Clean Lakes Alliance Plan that seeks to reduce phosphorus in the Yahara Chain of Lakes with a combination of rural and urban actions.

Outside of work, Jon serves as the Past-President of the Wisconsin Section of American Society of Civil Engineers (ASCE) and is a regular technical presenter on stormwater quality topics at the Fox Wolf Watershed Alliance (FWWA), American Public Works Association (APWA), and ASCE conferences.

Client Liaison

- **Thomas G. Stetzer, P.E.**, will serve as the overall Client Liaison for the project. Tom is a professional engineer in Wisconsin, has more than 9 years of municipal engineering experience, and currently serves as the Municipal Engineer for the Village of Prairie du Sac. His engineering experience includes planning, surveying, design, and construction-related services of sanitary sewers, water main, stormwater management improvements, curb and gutter, sidewalk, site plans, rural and urban streets, bike paths, utility and railroad coordination, agency and public involvement, and right-of-way plats and acquisition. Tom is currently working with the Village on the Black Earth Creek Trail project and formerly completed the Stormwater Plan grant application for the Village to receive funding for this work.



Quality Control Engineer

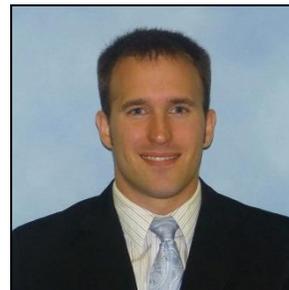
- **Mark K. Shubak, P.E.**, has more than 21 years of practical experience as a stormwater and water resource engineer. His background includes hydrologic and hydraulic analyses using a variety of software packages; watershed master planning; design and construction-related services of stormwater conveyance and storage facilities; stormwater utility planning and implementation;



floodplain and floodway studies/mapping; Phase 1 and 2 NPDES stormwater permitting; stormwater grant writing; providing municipal plan review services; and floodplain and stormwater ordinance development and enforcement. Through Mark's quality control reviews, he will make sure that project benefits are both sound and maximized.

Project Engineers

- **Thomas F. Hagie, P.E.**, has been with our firm since 2006 and will serve as a Project Engineer. Tom's stormwater experience includes stormwater management planning for compliance with WDNR's MS4 permitting (Town of Lisbon and Town of Brookfield), hydrologic and hydraulic modeling, design and construction of storm sewers, streambank restoration, and wet detention basins. He will serve as the lead stormwater engineer and will work with Jon to complete the development of the stormwater quality management plan including WinSLAMM modeling, alternatives analysis, and stormwater management programs.

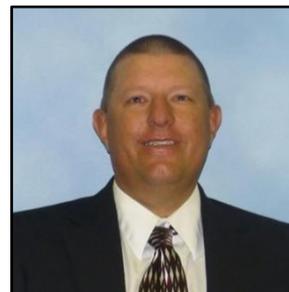


- **Timothy J. Sina, P.E.**, will serve as a Project Engineer. He has significant experience in the analysis and design of wet detention basins, infiltration basins, storm sewers, open channels/ditches, bioretention basins, bioswales, and rain gardens utilizing state-of-the-art modeling software such as StormCAD, HydroCAD, XPSWMM, CulvertMaster, WinSLAMM, P8, and RECARGA. Tim's technical skill in preparing bidding documents allows him to be highly responsive to and efficient in making on-the-fly project design changes. Due to his extensive field representative experience, Tim is able to provide practical and buildable designs.



Field Technician

- **Steven S. Small** has more than 20 years of experience in the environmental science field. Steve's field experience includes the collection, field screening, and analysis of soil, air, biological, and surface and subsurface water samples collected for industrial land-based wastewater treatment projects, water quality projects, and contaminated site investigations. He has also coordinated and implemented field investigations involving construction and sampling of soil borings, geoprobe borings, temporary wells, water table observation wells, monitoring wells, and double-ring infiltrometer field testing. Steve has also been involved with many of our biological assessments, wetland and wildlife habitat evaluations, riparian habitat assessments, and river bottom contouring using advanced GPS, sonar, and both motored and



nonmotored watercraft. He has completed all of our WPDES stormwater permit-related double-ring infiltrometer work to assess the infiltration rate of grass-lined swales in the Village of Fox Point, Village of Bristol, Town of Brookfield, and Town of Lisbon.

Alternate Permit Compliance Specialist

- **Jane M. Carlson, P.E., ENV SP**, will serve as the Alternate Permit Compliance Specialist consultant to the Village as necessary given the outcome of the 20 percent TSS reduction compliance assessment efforts. If the 20 percent TSS reduction is not met, Jane is adept at assessing compliance through Watershed Adaptive Management (that would involve partnering with the Village waste water treatment plant and the agricultural community) and Water Quality Trading.



Jane has 26 years of environmental engineering experience, all with our firm, primarily in the areas of municipal and industrial wastewater, water quality technology, and environmental science. Jane's wastewater experience includes planning, antidegradation analyses, design, and/or construction-phase services; anaerobic digestion evaluations; discharge permitting issues, including TMDLs; funding assistance; and user charge system development. Jane serves on several professional committees, including the Illinois Association of Wastewater Agencies (IAWA) Interim Phosphorus Limit Subcommittee and the Central States Water Environment Association Governmental Affairs (land application and nutrients) and Watershed Management Committees.

Jane, through our firm, was hired as a peer reviewer of the Rock River TMDL for the Rock River TMDL Group. The Rock River TMDL Group is a consortium of affected municipalities in the Rock River watershed that came together to hire our firm and another consultant to review the results of the TMDL. Through this process, Jane has developed close relationships with WDNR staff. This experience will be valuable to the Village of Cross Plains in that our firm will have its finger on the pulse of evolving TMDL implementation requirements for the Rock River. As Project Manager for the Clean Lakes Alliance project, Jane worked with Jon to complete the project while further developing relationships with the stormwater quality players in the watershed, including the Yahara Pride Farms group, Madison Metropolitan Sewerage District (MMSD), Dane County, WDNR, and others.

Wetlands and Permitting Specialist

- **James R. McCarthy** will lead any necessary wetland delineations, environmental assessments, and agency permitting associated with this project. Jim is our biologist and environmental specialist who will assist in project evaluation and assessments regarding wetlands, environmentally-sensitive areas, permitting, and agency coordination. Jim's experience with the identification, delineation, evaluation, and mitigation of wetlands and/or sensitive areas will be needed during the alternative analysis and WDNR permitting. Jim also provides 404 permitting. He is very familiar with environmental project development, management, and agency coordination involving local, county, state, and federal agencies.



GIS Analyst

- **Dan A. Carpiaux** will serve as the GIS technician in charge of the development of the necessary mapping tools and report products. Dan has 13 years of experience in various GIS applications in both the public and private sectors. He is our Lead GIS Analyst and has developed and updated utility databases utilizing ArcGIS for many municipalities. He was involved in GIS system creation and mapping for WisDOT's Stormwater Mapping and Illicit Discharge Detection project. He has extensive experience in geodatabase design and creation and is highly knowledgeable in map data creation and conversion, coordinate systems, GPS technology, 3-D modeling, and database design. His experience includes collecting/obtaining existing mapping/data sources and molding them into a usable GIS format with supporting databases. Dan is also well-versed in ArcGIS, AutoCAD, and Microstation.



Finance Specialist

- **Jonathan D. Savage** has experience in structuring (amortization, documentation and municipal ratings), marketing, and underwriting of more than \$25 billion in municipal and infrastructure debt for municipal issuers (states, counties, cities and their agencies) around the country (completed financings in 35 states). Jon's financing expertise includes financings for public utilities, municipal infrastructure (buildings and facilities), transportation projects (highways, toll roads, ports and airports), and education (K-12 schools and higher education).



Resumes

Project Manager

- Jon H. Lindert, P.E., LEED® AP

Client Liaison

- Thomas G. Stetzer, P.E.

Quality Control Engineer

- Mark K. Shubak, P.E.

Project Engineers

- Thomas F. Hagie, P.E.
- Timothy J. Sina, P.E.

Field Technician

- Steven S. Small

Alternate Permit Compliance Specialist

- Jane M. Carlson, P.E., ENV SP

Wetlands and Permitting Specialist

- James R. McCarthy

GIS Analyst

- Dan A. Carpiaux

Finance Specialist

- Jonathan D. Savage



Jon H. Lindert, P.E., LEED[®] AP

Education

B.S. Civil/Environmental Engineering – University of Wisconsin-Platteville, 1993

Registration

Professional Engineer in Wisconsin, Illinois, Ohio, and Iowa
LEED[™] Accredited Professional – US Green Building Council

Field of Expertise

Stormwater Conveyance and Management, Stormwater Quality Management, Floodplain Analysis and Mapping, Stormwater Utilities, Green Infrastructure, Streambank and Natural Area Restoration, Civil Site Design, Municipal Engineering, Geographic Information Systems (GIS), Pumping and Conveyance Systems, Park and Recreational Facility Design/Planning, and Surveying

Positions Held

Strand Associates, Inc. [®]	1993 – Present	Project Manager
Westbrook Associated Engineers, Inc.	1991 – 1992	Civil Engineering Intern
MSA Professional Services	1990	Civil Engineering Intern

Professional Experience

Jon's background is a unique blend of municipal, stormwater, water resource, and green infrastructure engineering experience. Many years of field experience in these areas alongside the necessary technical analyses have led to practical, buildable, and permissible designs of many types as further described below.

- **Stormwater Grants/Funding Coordinator** includes overseeing our stormwater grant writing program and writing and obtaining grants for the following programs: Urban NPS and Stormwater Grant, Targeted Runoff Management (TRM) Grant, Municipal Flood Control Grant, Lake Planning/Management Grant and others. From these programs over the past 14 years, we have assisted our clients in obtaining 62 grants worth \$5.9 million in Wisconsin for planning, design, and implementation of Stormwater BMPs.
- **Sustainable Design: LEED/ISI Envision**-Collaboration with Strand's sustainability team and clients to integrate sustainable elements into all aspects of project designs.
- **Streambank Stabilization/Restoration** – Planning, design, permitting, and construction observation of eight streambank restoration projects totaling 3.5 miles for the Town of Brookfield, City of Madison, University of Wisconsin-Madison, of Fitchburg, and Milwaukee Metropolitan Sewerage District, Wisconsin and City of Mundelein and the Forest Preserve District of DuPage County, Illinois. *Streambank restoration techniques designed include* vegetated geogrids, vegetated boulder revetments, littoral shelves, paddling access, in-line stormwater treatment devices, rip rap, coir fiber rolls, turf reinforcement mat (TRM), j-hook vanes, root wads, sack gabions, gabion mattress, in-stream ledge rock drops, and native plantings.
- **Stormwater Best Management Practice (BMP)/Green Infrastructure and Storm Sewer Design** – Analysis and design of storm sewers, culverts, detention ponds, dry to wet pond conversions, wet pond rehabilitation, porous pavement, bioretention basins, bioswales, rain gardens, energy dissipaters, and infiltration basins for City of Whitewater, City of New Berlin, Town of Bristol, Madison Metropolitan Sewerage District, University of Wisconsin-Madison, Town of Omro, Cities of Cincinnati and Cleveland, Ohio, City of Louisville, Kentucky, Sanitation District No. 1 of Northern Kentucky, and City of Aurora, Illinois, among others.



Jon H. Lindert, P.E., LEED[®] AP

- **Municipal/Civil Site Design/Park and Natural Area Design** experience includes survey, analysis, design, permitting, easement writing, public informational meetings, construction observation, and project management for new streets, street reconstructions, utility extensions/rehabilitation, pump/lift stations, commercial and institutional building sites, public works facilities, and park and recreational facilities with projects for the University of Wisconsin-Madison, City of Waupun, Town of Omro, Ashippun Sanitary District No. 1, City of Monona, Town of Omro Sanitary District No. 1, Madison Metropolitan Sewerage District, and Verona Area School District.
- **Stormwater Management Master Plans (SMP) and Floodplain Management** – Project Manager for more than 15 stormwater management plans (including numerous floodplain and bridge analyses and mapping) aimed at reducing flooding utilizing state of the art modeling software (XPSWMM, HydroCAD, StormCAD, HEC-1, TR-55, HEC-HMS, Hydraflow Hydrographs, HEC-RAS, and HEC-2). Select client list City of Kenosha, Town of Omro, Village of Bonduel, City of Waupun, City of Dodgeville, City of Madison, City of Oshkosh, City of Marshfield, City of Whitewater, WisDOT, and University of Wisconsin-Madison among others.
- **Phase 1 and 2 NPDES/WPDES Stormwater Permitting and Stormwater Quality Management Plans** – From 2001 to 2015, performed permitting/planning services for *nine* Phase 1 communities (Monona, Shorewood Hills, Maple Bluff, UW-Madison, Waunakee, Westport, Fox Point, Town of Brookfield, Town of Lisbon) and *seven* Phase 2 communities (City of Onalaska, Town of Cedarburg, Town of Omro, Town of Pleasant Springs, Cross Plains, UW-La Crosse, UW-Platteville). Services included services ranging from stormwater system mapping, stormwater and erosion control ordinances, public information and education programs, illicit discharge detection and elimination, stormwater pollution prevention plans (SWPPs), annual reporting and stormwater quality management planning including *Stormwater Best Management Practice (BMP)* alternatives analysis and design. Stormwater BMPs considered in the plans includes: bioretention basins, porous pavement, green roofs, wet detention ponds, cisterns/rain barrels, grassy pavers, infiltration, removal of impervious surfaces, vacuum street sweeping, and in-line stormwater treatment devices. State of the art modeling software utilized: WinSLAMM, P8, RECARGA.
- **Stormwater Pond Dredging/Rehabilitation** includes planning, design, permitting, and construction observation of degraded stormwater ponds for the UW-Madison (Pond 2, Pond 4, Marion-Dunn Pond, Nielsen Pond and Secret Pond) and Town of Bristol (Pond A) as well as new stormwater detention facilities such as the Tipler Dry Detention Basin in Oshkosh, Wisconsin.

Professional Affiliations/Committees

- **Professional Affiliations** – American Society of Civil Engineers-Southwest Branch – *Wisconsin Section (2008-2014)*: Past-President 2014-2015, President 2013-2014, Various Positions 2008-2013; *Southwest Branch (2001-2007)*: President 2007, Various Committees and Positions 2001 to 2007; Fox-Wolf Watershed Alliance
- **Committees** – WI DNR's TMDL-MS4 Urban Stormwater Technical Team (2012-2014); Central States Water Environment Association-WI Section: Watershed and Stormwater Committee (2014-2015); Madison Area Municipal Stormwater Partners (MAMSWAP) Permit Formatting and Stormwater Monitoring Committee (2001-2008)

Awards/Presentations/Publications

- **Awards** – **Secret Pond and Channel Restoration, UW-Madison Arboretum (2012)**: *APWA WI Public Works Project of the Year and ASCE Engineering Achievement Award*; **Angler's Cove Restoration, UW-Madison (2006)**: *ACEC Best of State Award and WI DOA Excellence in Engineering Design Award*



Jon H. Lindert, P.E., LEED[®] AP

- **Publications – XPSWMM Website White Paper:** *Urban Stormwater Analysis: Entering the 2nd and 3rd Dimension*; **Rock River Reflections Newsletter:** *UW-Madison Arboretum Secret Pond: Restoration Project Addresses Erosion and Water Quality Issues*
- **Presentations: Wisconsin Association of Floodplain, Stormwater, and Coastal Management (WAFSCM):** *Yahara CLEAN Engineering Report for the Clean Lakes Alliance (2012)*; **Fox Wolf Watershed Alliance (FWWA):** *Yahara CLEAN Engineering Report for the Clean Lakes Alliance (2012)*, *Green Infrastructure-When Mandated Meets Discretionary (2011)*, *BMPs and Rehabilitation in the University of Wisconsin-Madison Arboretum (2005)*; **American Public Works Association (APWA)-Chicago Metro Chapter:** *Small-Scale and Large-Scale Green: Two Approaches (2010)*; **Southwest Counties of Public Works Employees (SCOPE):** *Proposed NR 151 Runoff Management Rule Revisions (2008)*, *Detention Basin Dredging/Rehabilitation and Detention Basin Maintenance (2006)*



Thomas G. Stetzer, P.E.

Education

B.S. Civil Engineering – University of Wisconsin-Platteville, 2005

Registration

Professional Engineer

Field of Expertise

Municipal and Transportation

Positions Held

Strand Associates, Inc. [®]	2005 – Present	Professional Engineer
Gilbane Building Company	2004	Assistant Project Engineer
Mead & Hunt	2002 – 2003	Assistant Project Engineer

Professional Experience

- **Village Engineer** experience with the Village of Prairie du Sac, Wisconsin. Experience includes acting as the primary client contact, attending Village Board/Public Works Committee/Plan Commission meetings, site plan review, project manager for municipal improvement projects, contract development, funding applications, agency coordination, and public involvement facilitation.
- **Municipal Project Management** experience throughout all phases from conceptual design to project closeout. Duties include scope development, budgeting, scheduling, contract execution, shop drawing review, payment request reviews, construction administration, and project closeout.
- **Municipal Engineering** experience includes the design of site plans, municipal rehabilitation, storm sewer and sanitary sewer, water main, street, bike path, and parking lots on local and Wisconsin Department of Transportation (WisDOT) projects. A select list of projects include:
 - **Village of Prairie du Sac, WI** – 4th Street Reconstruction | 9th Street Reconstruction | 15th and 17th Street Reconstruction | Prairie Street Path Extension | 2014 Public Works Improvements | Veterans Memorial Park Boat Launch 2012 CTH PF and Broadway Street Water Main Extensions | Village Hall Parking Lot Improvements | 2011 Local Street Improvements | Library Site Improvements | 2008 Public Works Improvements
 - **City of Middleton, WI** – Valley Ridge Road Improvements | Terrace Avenue Reconstruction | Downtown Terrace Brick Replacement | Deming Way Bike Path and Intersection Improvements | Parmenter Street Water Main Extension
 - **Village of Waunakee, WI** – Peaceful Valley Parkway and CTH Q Improvements
- **Construction** experience includes surveying, construction observation, scheduling, budgeting and payment process, quantity takeoffs, change orders, scope review, and progress meetings on highway, bridge, utility, and building projects.
- **Transportation Design and Project Management** for WisDOT municipal urban projects including project controls, public involvement, horizontal and vertical alignments, roadway geometry, plans, plat preparation, incorporation of municipal utility plans, preparation of estimates and utility coordination.



Thomas G. Stetzer, P.E.

- **Assistant Project Management** experience on WisDOT construction projects. Responsibilities included contractor coordination, schedule review, traffic control analysis, and the evaluation of monthly quantities and payments.
- **CAD** experience using AutoCAD, Microstation, Eagle Point, Geopak, and Power Civil.
- **OSHA** - 10-hour certified.

Professional Affiliations

- American Society of Civil Engineers



Mark K. Shubak, P.E.

Education

B.S. Civil Engineering – University of Wisconsin-Platteville, 1993

Registration

Professional Engineer in Wisconsin, Illinois, and Iowa

Field of Expertise

Stormwater Conveyance and Storage Design, Stormwater Green Infrastructure Planning and Design, Stormwater Management Planning, Stormwater and Floodplain Ordinance Development and Interpretation, Floodplain and Floodway Studies, Hydrologic and Hydraulic Modeling, Stormwater Utilities, Highway Drainage Engineering, Municipal Engineering, Street and Highway Design, and Site Civil Planning and Design

Positions Held

Strand Associates, Inc. [®]	2000 – Present	Project Engineer
Engineering Enterprises, Inc.	1994 – 2000	Project Engineer
Northern Environmental Technologies, Inc.	1993 – 1994	Project Engineer

Professional Experience

- **Stormwater Management and Permitting** experience includes stormwater master planning, conservation and sustainable site design, stormwater conveyance and storage facility design for residential and commercial developments, soil erosion control design and monitoring, stormwater review engineer for municipal and county governments, and permitting experience with various municipalities, counties, and regulatory agencies. Performed permitting/planning services that included stormwater system mapping, stormwater and erosion control ordinances, public information and education programs, illicit discharge detection and elimination, stormwater pollution prevention plans (SWPPs), annual reporting and stormwater quality management planning including Stormwater Best Management Practice (BMP) alternatives analysis and design.
- **Stormwater Utility** experience includes assisting municipal clients with development of stormwater utility feasibility studies and implementation plans, performing stormwater utility rate studies and cash flow analyses, leading and facilitating stormwater utility task force groups and technical advisory committees, generating public education and information programs, drafting stormwater utility ordinances and credit policies.
- **Best Management Practice Evaluation and Design** experience includes managing wet weather with various stormwater green infrastructure technologies such as wet detention basins, bioretention ponds, constructed wetlands, infiltration basins, vegetated swales, rain gardens, green roofs, rain harvesting, downspout disconnection, permeable pavements, and establishment of riparian buffers.
- **Floodplain and Watershed Management** experience includes hydraulic and hydrologic modeling, watershed planning, shoreline and streambank stabilization/restoration, bridge hydraulics, floodplain and floodway analysis, floodplain mapping, and FEMA NFIP requirements and standards.



Mark K. Shubak, P.E.

- **Streambank Restoration** project experience includes several projects in Wisconsin, Illinois, Iowa, and West Virginia to restore highly degraded urban streams. These projects incorporated the following streambank restoration techniques: vegetated geogrids, vegetated boulder revetments, sack gabions, gabion mattress, instream ledge rock drops, coir fiber rolls, rip-rap, erosion mat (temporary and permanent), articulated concrete blocks, and in-line stormwater treatment devices. Project highlights have included serving as the lead stormwater and hydraulic engineer on the \$25 million Bee Branch Creek Restoration project in the City of Dubuque, Iowa.
- **Highway Drainage Engineering** experience includes comprehensive stormwater drainage analysis and design for major highway and bridge projects for Wisconsin Department of Transportation (WisDOT), Illinois Department of Transportation (IDOT), and Illinois State Toll Highway Authority. Projects have included stormwater master planning and design for the Highway 51/29 corridor in Marathon County, Wisconsin, Highway 12 between Baraboo and Lake Delton, Wisconsin, Verona Road/West Madison Beltline in Madison, Wisconsin, and Open Road Tolling Plazas in DeKalb and Dixon, Illinois.
- **Municipal Engineering** experience includes design and construction of urban and rural streets, sanitary sewers, water mains, and stormwater conveyance and storage facilities as well as intercepting sewers and separation of combined sewers, construction observation and contract administration, and review of new development site plans and improvement plans for municipalities.
- **Site Civil Planning and Design** experience with major site development projects involving parking, grading, soil erosion and sedimentation control, stormwater drainage and management, lighting, traffic, permitting, landscaping, utilities, and roadway systems with commercial, industrial, institutional, and/or retail developments.

Professional Affiliations

- American Society of Civil Engineers
- Illinois Association of Floodplain and Stormwater Management
- Wisconsin Association of Floodplain, Stormwater, and Coastal Management



Thomas F. Hagie, P.E.

Education

B.S. Civil Engineering – University of Wisconsin-Milwaukee, 2006

Registration

Professional Engineer in Wisconsin

Field of Expertise

Municipal and Stormwater Engineering Services include Utility Design, Stormwater Facilities Design, Hydrologic and Hydraulic Modeling, and Database Management and Analysis

Positions Held

Strand Associates, Inc. [®]	2006 – Present	Project Engineer
RA Smith and Associates	2004 – 2006	Co-op Student

Professional Experience

■ Stormwater Engineering experience includes:

- **Stormwater Utility Studies** – Performed stormwater utility feasibility studies for the City of Dodgeville, City of Lancaster, Village of Hartford, City of Whitewater, Town of Bristol, City of Lake Mills, Village of New Glarus, City of Portage, and the City of Onalaska, Wisconsin.
- **Stormwater Utility Implementation** – Aided in the successful implementation of the stormwater utility for the City of Whitewater, City of Lancaster, Town of Bristol, Village of New Glarus, and the City of Onalaska, Wisconsin.
- **Stormwater Modeling** – Completed HEC-RAS Hydraulic modeling for the Wingra Creek Streambank Restoration project for the City of Madison. Completed HEC-GeoRAS modeling for the Portage Road Tributary Floodplain Analysis and the Wingra Creek Streambank Restoration project for the City of Madison.
- **Storm Sewer and Facilities Design** – Project Engineer for the design of a regional detention pond and storm sewer for the Corporate Drive Extension project in the City of Whitewater. Project Engineer for the design of a wet detention basin and site grading for the CTH V Substation in the City of Lake Mills.
- **Stormwater Planning** – Completed WinSLAMM modeling and alternatives analysis for the Town of Algoma, Town of Brookfield, and Town of Lisbon to meet WPDES permit requirements.

■ Municipal Engineering experience includes:

- **Utility Design** – Project engineer for the design of a sanitary sewer interceptor and water main extension in the City of Beloit, Wisconsin. Assisted with design drafting and utility layouts for the 2006 Sewer and Water Improvements project for the City of Bayfield, Wisconsin.
- **Utility Planning** – Provided a conceptual utility plan for a future gravity sewer, force main, and pumping station in the Town of Bristol.

- **Construction Management** experience includes assistance in staking for street construction and observation of sanitary and storm sewer and water main installation. Served as the Resident Project Representative for the construction of two wet detention ponds in the Village of Hartland for the BRC Basin construction project. Provided construction observation for two phases of subdivision construction in the Village of Prairie du Sac, Wisconsin, three developments in the Town of Brookfield, Wisconsin, and a water main extension in the City of Stoughton, Wisconsin.



Steven S. Small

Education

B.S. Natural Resource Management – Emphasis: Environmental Education and Interpretation – University of Wisconsin-Stevens Point, 1993

Field of Expertise

Environmental, Biological, and Contaminated Site Field Investigation Coordination and Sampling, Groundwater Monitoring, Remediation System Construction/Observation, Wetland, Stream, Riparian and other Aquatic Reviews and Assessments, Interpretive Trails Design; Interpretive Publication Design for Nature Center; Biological Inventory; Surface Water Analysis; and Habitat Manipulation, Surface and Piped Flow Monitoring and Sampling

Positions Held

Strand Associates, Inc. [®]	1994 – Present	Environmental Scientist, Lab Technician, Survey Crew member
Wisconsin Department of Natural Resources	1994 1991 – 1992	Water Resource Technician II Fisheries Technician Assistant

Professional Experience

- **Environmental Scientist and Laboratory Technician** – Participated in the collection, preservation, filtration, field screening, and analysis of soil, air, biological, and surface and subsurface water samples collected for contaminated site investigations and water quality projects. Installed flow metering and automated sampling equipment to aid in the collection of water, wastewater, and sludge samples from a variety of industrial and municipal sites. Coordinated and implemented field investigations involving construction and sampling of soil borings, geoprobe borings, temporary wells, water table observation wells, and monitoring wells. Coordinated and implemented field investigations involving capturing, identifying, measuring, and releasing fish using various electroshocking devices, seines, nets, and hook and line surveys. Wildlife habitat evaluations, riparian habitat assessments and river bottom contouring using advanced GPS, sonar, and both motored and nonmotored watercraft. Conducted storm and sanitary sewer evaluations including dye and smoke testing. Considerable survey experience including assistance on WisDOT projects. Completion of all aspects of Phase 1, 2, and 2.5 Environmental Site Assessments including record review, site reconnaissance, sample collection, and report generation. Other reporting experience including Discharge Monitoring Reports, permitting, status reporting, Turn Around Documentation completion and filing for clientele and regulatory agencies. Completion of wetland delineations including on and off-site wetland reviews.
- **Assistant Fisheries Technician** – Performed trout stream habitat evaluations and improvements. Daily outdoor work included the use of backpack, stream, and boom shocking devices; catching, measuring, tagging, and releasing fish; habitat manipulation.
- **Water Resources Technician II** – Determined the extent of pollutants carried by major Wisconsin tributaries into Lake Michigan. Daily use and maintenance of automated samplers, advanced filtration devices, flow meters, and Hydrolab for determining physical and chemical characteristics of waters. Strictly adhered to state and federal protocols to ensure sample integrity.
- **Natural Resource Management** – Taught one semester of environmental principles to grade school children at the Central Wisconsin Environmental Center. Guided interpretive walks/talks at a variety of community and educational centers throughout Wisconsin highlighting floral and faunal diversity.



Steven S. Small

- **Surveying and Data Collection** experience includes use of GPS, Total Station, and Robotic Total Station equipment for topographic surveys, construction staking and layout, construction staking verification, and final cross sections. A select list of survey projects include:
 - City of Prairie du Sac Utility Survey
 - Meister Cheese Well Survey
 - Verona Road/Beltline Final Cross Section Survey
 - City of Monona/Broadway Avenue Final Cross Section Survey
 - WIS 29 Service Road Topographic Survey
 - US 51, Stoughton – McFarland Wetland Delineation Survey for the Wisconsin Department of Transportation.

Professional Affiliations

- American Fisheries Society
- 2007 Midwest Fish and Wildlife Conference Steering Committee
- Wisconsin Wetland Association

Continuing Education Seminars and Courses

- United States Coast Guard Water and Boating Safety Course
- OSHA 40-hour HAZWOPER Course – Hazardous Materials and Site Investigations, June 1996
- OSHA 8-hour Site Supervisor Course – Hazardous Materials and Site Investigations, January 1997
- OSHA 8-hour HAZWOPER Refresher Courses, Annual (Current)
- Certified Site Assessor, Wisconsin Department of Commerce (Current)
- Boat Smart Course – Madison Sail and Power Squadron of the U.S. Power Squadron – 2004
- First Aid/CPR Yearly Training
- University of Wisconsin-La Crosse – Wisconsin Sponsored Plant Identification Course-18 hours – May 2007
- University of Wisconsin-La Crosse – Basic Wetland Delineation Training – 18 hours July 2007
- Wisconsin Department of Natural Resources – Workshop on the Midwest Supplement to the 1987 Manual, February 2009.
- University of Wisconsin-La Crosse – Critical Methods in Wetland Delineation, March 2010
- Wetland Training Institute – Regional Supplement Seminar and Field Practicum, May 2011



Jane M. Carlson, P.E., ENV SP

Education

M.S. Civil/Environmental Engineering – University of Iowa, Iowa City, 1988

B.S. Civil/Environmental Engineering – Michigan Technological University, Houghton, Michigan, 1986

Registration and Credentials

Professional Engineer in Wisconsin, Illinois, Minnesota, and Texas

Institute for Sustainable Infrastructure Envision Sustainability Professional

Fields of Expertise

Watershed and Water Quality Management, Municipal and Industrial Wastewater Treatment, and Environmental Science

Positions Held

Strand Associates, Inc.®	1988 – Present	Senior Associate, Project Manager and Project Engineer
University of Iowa	1986 – 1988	Research Assistant
Michigan Department of Transportation	1984 and 1985	Student Engineer Summer and Fall

Professional Experience

- **Water Quality** experience includes watershed-based planning and management and regulatory and permitting assistance for municipal and industrial clients. Watershed-based experience includes total maximum daily load (TMDL) assistance such as developing cost data for TMDL implementation, technical review of TMDLs, representing clients on watershed stakeholders groups, and engineering input on third-party TMDL; evaluation of compliance options such as water quality trading and watershed adaptive management for phosphorus; and surface water sampling program design including Quality Assurance Project Plan (QAPP) development. Related experience includes sediment sampling and evaluation; evaluating and implementing best management practices (BMPs) for nonpoint sources, wastewater land application, and Green Infrastructure projects; and research and development in the areas of nonpoint source pollution control. Regulatory and permitting assistance experience includes providing detailed review of the potential impact of current and projected regulatory initiatives on NPDES permittees, evaluating surface water quality data, evaluating toxicity-related discharge mixing zones and thermal dissipative cooling of discharges, draft NPDES permit review and negotiation, antidegradation analyses for proposed increased discharges, and use attainability analysis for combined sewer overflow discharge.
- **Municipal Wastewater** experience includes designing treatment facility improvements including pumping and hydraulics, physical and chemical treatment, biological treatment, biological and chemical nutrient removal, clarifiers, advanced filtration, disinfection, and biosolids management facilities, and including innovative and sustainable solutions. Studies include bench and pilot testing for phosphorus removal and facilities and master plans for wastewater treatment and biosolids handling facilities. Studies also include energy and sustainability-related issues. Construction general observation experience includes reviewing contractor shop drawings and payment applications, monitoring construction progress, and onsite construction observation for compliance with contract documents. Startup assistance includes preparing operation and maintenance manuals, operator training, and technical support to operators.
- **Industrial Wastewater** experience includes waste characterization; evaluating existing treatment facilities; designing improvements and new systems for wastewater treatment; preparing plans for solids and byproduct management; assisting with monitoring, permit assistance/negotiation, and reporting; and preparing operation and maintenance manuals and operational plans. Facilities include land treatment, spray irrigation, physical-chemical treatment, and biological treatment processes for dairy, whey processing, vegetable processing, baked goods, and petroleum industries.



Jane M. Carlson, P.E., ENV SP

- **Environmental Science** experience includes determining responsible parties for contamination through historical reviews and field investigations, determining the extent of contamination, evaluating the feasibility of alternatives for remediation of soil and groundwater contamination, designing systems for soil and groundwater remediation, and providing bidding and construction observation services for remediation. Clients include the State of Wisconsin, municipalities, industries, and commercial businesses. Projects also include Brownfields redevelopment.

Professional Affiliations and Activities

- Water Environment Federation
- Central States Water Environment Association (CSWEA) (Wisconsin Section Watershed Management and Government Affairs Committees)
- Illinois Association of Wastewater Agencies
- Associate Member DuPage River Salt Creek Workgroup
- Rock River Coalition Board (President-Elect)

Continuing Education Courses and Seminars

- **American Consulting Engineering Council of Wisconsin** – Management Seminar, Business Practice Seminar, and, The Uncommon Project Manager Series
- **Practice Management Associates, Ltd.** – Project Management Boot Camp, July 1992
- **WEF TMDL Specialty Conference Workshops** – Watershed-Based Trading 2003 and 2005

Presentations (Partial Listing)

- *The Phosphorus Adaptive Management Option: Stoughton Utilities' Experience*, CSWEA 86th Annual Meeting, May 2013.
- *Taking the Next Steps from the [Yahara River Watershed Phosphorus] CLEAN Plan: The Detailed Engineering Report*, North American Lake Management Society 32nd International Symposium, November 2012.
- *Simple, Early Steps Toward Meeting Lower Phosphorus Effluent Limits*, CSWEA 85th Annual Meeting, May 2012.
- *Options for Avoiding, Delaying, or Implementing a Sensible TMDL*, CSWEA 84th Annual Meeting, May 2011.
- *Phosphorus Rule Implementation*, WWOA North Central Region Meeting, February 2011.
- *Wisconsin's New Phosphorus Regulations*, IAWA Technical Meeting, November 2010.
- *New Wastewater Treatment Plant Phosphorus Removal Limits and How They Affect You*, co-presented with Troy A. Larson, League of Municipalities Annual Meeting, October 2010.
- *Will it be Under a Billion? The Capital and Long Term Costs of Complying with Proposed Nutrient Criteria*, by Jane Carlson and David S. Taylor, CSWEA 83rd Annual Meeting, May 2010.
- *In the Billions: The Capital and Long-Term Costs of Complying with Proposed Phosphorus Criteria*, CSWEA 82nd Annual Meeting, May 2009.
- *Phosphorus Issues: The WWTP Perspective*, presented to the Wisconsin Government Affairs Seminar, February 2009.
- *The Rock and Fox River Basin TMDLs*, Wisconsin Alliance of Cities Clean Water Conference, July 2008.



Jane M. Carlson, P.E., ENV SP

- *What Do We Do When Designated Uses Are Not Attainable?*, The Kokomo Use Attainability Analysis (UAA) for Bacteria, CSWEA 81st Annual Meeting, May 2008.
- *TMDLs: Their Status in Wisconsin and Treatment Technologies to Meet Them*, WWOA Southern Region Annual Meeting, May 2007.
- *Advanced Wastewater Treatment Filtration and Other Technology Options*, Protecting the St. Croix 8th Annual Workshop, April 2007.
- *TMDLs: The Rock River and Beyond*, co-presented with Paul G. Kent, Wisconsin Government Affairs Seminar, March 2007.
- *Achieving High Quality Effluent Voluntarily at the Greater Bayfield WWTP (GBWWTP)*, CSWEA 79th Annual Meeting, May 2006.
- Co-Presenter, *Phosphorus Removal Wastewater Treatment Training Course*, held at Strand Associates, Inc.®, July 2005.
- *Providing Fiscal Responsibility in the TMDL Process: A WWTP Stakeholder Group's Perspective*, panel presentation to the CSWEA 77th Annual Meeting, Madison, Wisconsin, May 2004, and podium presentation at WEFTEC, October 2004.
- *IAWA Comments on IEPA's TMDL Process*, panelist, Illinois Association of Wastewater Agencies' Spring Mini Conference, March 2004.
- *Using Mixing Zone Studies to Relieve NPDES Toxicity-Related Requirements*, Central States Water Environment Association (CSWEA) 76th Annual Meeting, Rockford, Illinois, May 2003.
- *Process Options for Nutrient Removal from Wastewater*, 39th Annual ASCE Environmental and Water Resources Design Conference, Iowa Section ASCE, March 29, 2001.
- *Land Application of Industrial Wastewater in Northern Climates*, 29th Annual United Engineering Foundation Environmental Engineering in the Food Processing Industry Conference, March 1999.
- *Stoughton, Wisconsin Effectively Reduces Effluent Phosphorus Biologically*, presented to the Central States Water Environment Association 69th Annual Meeting, St. Cloud, Minnesota, May 1996 and the Wisconsin Wastewater Operators Association 30th Annual Conference, Oconomowoc, Wisconsin, October 1996.

Awards

Project Manager of our Greater Bayfield Regional WWTP project. This project won the following awards in 2006 and 2007 for use of innovative and sustainable technologies and funding sources:

- ACEC – Wisconsin Engineering Excellence Grand Award and Best of State Award
- ACEC National Recognition Award
- APWA – Wisconsin Chapter Project of the Year Award
- APWA – National Environmental Project of the Year in the \$2 million to \$10 million category
- Midwest Construction Best of 2006 Award of Merit – Environmental
- Clean Water State Revolving Fund Pisces Award – USEPA Region 5
- The Daily Reporter and Wisconsin Builder – Top Projects of 2006



James R. McCarthy

Education

M.S. Plant Biology/Restoration Ecology – Southern Illinois University, Carbondale, Illinois, 1996
B.S. Environmental Studies – Wilmington College, Wilmington, Ohio, 1987

Field of Expertise

Environmental Analysis, Review, and Design with Additional Emphasis in Land Acquisition, Restoration and Management. Training and Professional Expertise in Land Management, Property Transfer, Conservation and Protection: Environmental Impact Statements; Broad-Based Environmental Assessments including HazMat, Endangered Species, Wetland Delineation, Habitat Assessments, Agency Coordination and Permitting

Positions Held

Strand Associates, Inc. [®]	1993 – Present	Ecologist: Land Management and Environmental Science Emphasis
Cooperative Wisconsin Department of Natural Resources (WDNR) and U.S. Fish and Wildlife Service, Horicon and Madison, Wisconsin	1991 – 1993	Horicon National Wildlife Refuge, Private Lands and Waterfowl Production Area-Biological Technician
National Mined Land Reclamation Center Carbondale, IL	1989 – 1991	Forest Ecology, Soils and Restoration Research Assistant/Fellow
Monsanto Agricultural Company, St. Louis, MO	1988 – 1989	Field Research Biologist for Rice, Trees, Nuts and Vines

Professional Experience

- **Wetland, Waterway, and Riparian Area Design** involving traditional, native landscaping, urban channel restoration, bioengineering, green infrastructure, and ecological restoration techniques. Efforts include delineating more than 285 sites in commercial/public sector and assessing impacted wetlands/habitats, implementing appropriate avoidance techniques, and implementing innovative restoration/stabilization methods and Best Management Practices (BMPs). Recent water resources project services have identified quantity and quality of riparian wetlands/parkland habitat and design of appropriate mitigative, ameliorative, or corridor preservation restorations.
- **Ecological Restoration and Environmental Coordination** experience includes project evaluations and review, habitat delineation, mitigation, restoration, landowner contact, acquisition feasibility, agency coordination, Section 404/401 and Endangered Species Act permitting, stream and wetland site construction management, and coordination of interagency mitigation sites and municipal/state/federal projects. Personally involved in selection, evaluation, and/or design of more than 30 wetland and riparian mitigation, stormwater and “green-build” sites in the greater Midwest region. Responsible for regional (Wisconsin, Illinois, Indiana, Ohio) environmental impact statements and reports, collection and review of natural community resource data, and alternatives analysis to minimize harm/impacts.
- **Stormwater Corridor Assessment and Green Infrastructure Design** – Assessment and design of site-specific wetland, rain garden, stream, and channel restoration plans. Recent efforts have included watershed and environmental corridor designs for Wingra Creek and UW Arboretum (Madison, Wisconsin), Nine Springs Creek/Golf Course (Fitchburg, Wisconsin) and Wetland and Urban Stream Corridor Improvements in Sterling, Mundelein, and Wheaton Illinois and Ohio and Lawrence County, Indiana. Recent large-scale regional wetland replacement efforts include Wisconsin, US 51/I-39 Wausau, Wisconsin and Leadership for Energy and Environmental Design (LEED)/green Wastewater Treatment Plant facilities in Wisconsin, Illinois and West Virginia.



James R. McCarthy

- **Right-of-Way Acquisition** has included the broad aspects of eminent domain procedures for municipal, state and federal projects involving right-of-way acquisition for road and utility projects, and landowner contact and preliminary land acquisition feasibility for wetland or habitat restoration projects. Primary agent and negotiator for various municipal/ transportation/conveyance projects. Works with surveyors, designers, plat developer, and management agencies on access control and right-of-way projects. Tasks performed include public involvement meetings, landowner contact and “blitz” meetings and coordination for grant funded projects. Includes parcel negotiation and record keeping, and payment/parcel coordination for roadway expansion and new alignment eminent domain projects totaling more than \$12 million of acquisition.
- **Private Lands/Wetlands and Habitat Restoration and Management** experience includes performing biological surveys and biological assessments; proposals/analysis for site acquisition, preparation of grants, compiling land use information, program participation and wildlife surveys; restoration of historical grassland, forest, and wetland communities. Includes state or federal land management experience utilizing low-impact vegetative management of waterfowl production areas through alternative mechanical/chemical techniques. Assisted with cooperative farming agreements, updating USDA/FWS Food Security Act manuals, land acquisition proposals; survey, design, and construction of restorations. Banded waterfowl, conducted bird surveys, assessed land use.

Continuing Education

- WDNR Certification Program Training, 2011
- Principles of Land Acquisition, and Eminent Domain, Negotiation Project Management, and Corridor Study Project Management, International Right-of-Way Association, 1999/2011, 2005, and 2008, respectively
- Hydrology of Constructed Wetlands, Wetland Training Institute, Hastings, Michigan, 2003
- USACE-approved, Wetland Delineation (1996) and Advanced Wetland Delineations, 2008, Waupaca, WI
- Certified Wetland Specialist, Lake and Kane County, Illinois, 2002, 2008, 2010, 2012-current

Professional Affiliations

- Certified Arborist No. 163108, International Society of Arboriculture
- Member of Wisconsin Wetland Association, International Right-of-Way Association
- Past President and Past C-4 Area Governor 2009-2010, District 35, Toastmasters International
- Past USDA-NRCS Code 580-Streambank and Shoreline Protection – Assessment, Standards Revision Team Member



Dan A. Carpiaux

Education

B.S. Urban and Regional Planning – University of Wisconsin-Green Bay, 1997

Field of Expertise

Geographic Information Systems (GIS), Project Management, and Surveying

Positions Held

Strand Associates, Inc.®	2004 – Present	GIS Project Manager
Vierbicher Associates, Inc.	2002 – 2004	GIS Specialist
Dodge County	2000 – 2002	Planning GIS/CAD Specialist
Gannett Fleming, Inc.	2000	GIS Technician

Professional Experience

GIS experience includes use of ArcGIS, AutoCAD, and GPS technologies for data analysis and facilities management as follows:

- Developed long-range plans, goals, objectives and priorities to improve GIS operational efficiency and effectiveness for numerous clients throughout the Midwest.
- Implemented Azteca's Cityworks asset management utility software application on SQL Server 2007 for the City of Seymour, Indiana and Waupun Utilities.
- Edited and reconciled digital data to match client specifications; utilized custom menus, applications, and GIS software. Actively participated in prototype development and implementation of the company's quality control/data reconciliation application design and process for Henrico County, Virginia.
- Analyze/consult GIS needs and business requirement for clients to determine proper technical solutions.
- Supervised GIS projects and personnel internally at Strand and externally for clients.
- Designed, created, and maintained datasets in enterprise, personal, and file geodatabases for numerous clients.
- Responsible for coordination of mobile mapping applications (GPS and ArcPad/TerraSync) and field inspections (Outfalls, Poles, Manholes, Trees)
- Designed and developed GIS Desktop Applications using VB.NET, VBA and ArcObjects
- Various types of mapping/analysis in the Esri ArcGIS environment, including crime, transportation/addressing, planning, utility, and demographic.
- Computer software experience includes ArcGIS, AutoCAD, MicroStation, SQL Server, VB programming, TerraSync, ArcPad, 3-D modeling and rendering, and Access Database creation and manipulation.

Professional Affiliations

- Wisconsin Land Information Association
- ESRI Wisconsin User Group



Jonathan D. Savage

Education

B.A. Economics with Honors – Wheaton College, Wheaton, Illinois, 1976

Field of Expertise

Municipal and Infrastructure Finance (tax exempt and taxable debt)

Positions Held

Strand Associates, Inc. [®]	2013 – Present	Registered Municipal Advisor/Project Funding/ Bond Development Review/Financial Analysis
Various Financial Institutions (see below)	1980 – 2013	

During municipal finance career, served as

- Managing Director at Bank One/J.P. Morgan – Chicago, Illinois
- A.G. Edwards & Sons, Inc. – St. Louis, Missouri
- J.C. Bradford & Company – Nashville, Tennessee

At both A.G. Edwards and J.C. Bradford, served as Manager of Public and Municipal Finance – Senior Vice President, Assistant Treasurer and Member of the Board (A.G. Edwards) and Partner (J.C. Bradford).

Professional Experience

Experience in structuring (amortization, documentation, and municipal ratings), marketing and underwriting of more than \$25 billion in municipal and infrastructure debt for municipal issuers (states, counties, cities, and their agencies) around the country (completed financings in 35 states).

Financing expertise includes financings for:

- Public utilities (water, sewer, electricity, and natural gas)
- Municipal infrastructure (buildings and facilities)
- Transportation (highways, toll roads, ports, and airports)
- Education (K-12 schools and higher education)
- Statewide financing agencies (state revolving funds and water development authority funds)
- Private activity debt (private industrial and manufacturing)

Publications

- Certificates of Participation in the Municipal Industry, 1980
- Interest and Financial Derivatives in the Municipal Industry, 2003
- Fundamental Federal Tax Aspects of Municipal Finance, 1986, 1998, 2000

Project Experience

Similar Projects and Diverse Experience Lead to Successful Project Implementation

We have provided stormwater services to our municipal clients for more than 60 years. As a result of our involvement, we have become extremely familiar with current state-of-the-art technologies in watershed modeling and planning. Below we list our experience in the following areas.

- WPDES Stormwater Planning and Permit Assistance
- Stormwater Utility Implementation
- Stormwater Best Management Practice (BMP) and Green Infrastructure Design
- Stormwater Management System Funding

We have, or are currently providing, WPDES stormwater management plans, permit assistance, and/or stormwater utilities, stormwater BMP/green infrastructure design, and funding services in many different sized communities. As can be seen, the Village of Cross Plains, with a 2010 population of 3,538, fits well into the size communities that we serve. The table and project examples below are provided to give a general sense of our previous experience. We will apply this diverse experience to provide the Village’s Stormwater Quality Management Plan and permit compliance services.

MS4 Clients	2010 Population	WPDES Stormwater Planning
Village of Lannon - Phase 2	1,107	●
Village of Maple Bluff – Phase 2	1,313	●
Town of Omro – Phase 2	2,116	●
Village of Bristol – Phase 2	2,584	●
Town of Pleasant Springs – Phase 2	3,154	●
Town of Westport – Phase 2	3,950	●
Town of Cedarburg – Phase 2	5,760	●
Town of Brookfield – Phase 1	6,116	●
Village of Fox Point – Phase 1	6,701	●
Town of Algoma – Phase 2	6,822	●
City of Monona – Phase 2	7,533	●
Village of Pewaukee – Phase 2	8,166	●
Village of Hartland – Phase 2	9,110	●
Town of Lisbon – Phase 2	10,157	●
Village of Waunakee – Phase 2	12,097	●
City of Whitewater – Phase 2	14,390	●
City of Onalaska – Phase 2	17,736	●
UW-Madison – Phase 1	N/A	●

MS4 Clients	2010 Population	WPDES Stormwater Planning
UW-Platteville – Phase 2	N/A	●
UW-Whitewater – Phase 2	N/A	●
UW-La Crosse – Phase 2	N/A	●
Wisconsin Department of Transportation	N/A	●

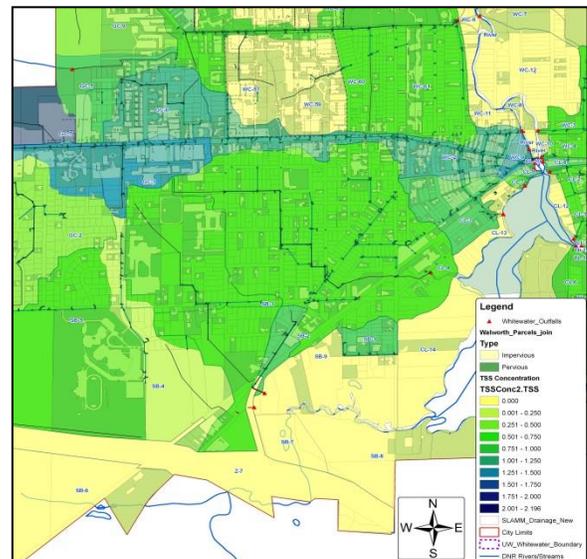
WPDES Stormwater Planning and Permit Assistance

Stormwater Management Plan and Stormwater Utility – Whitewater, WI

The City of Whitewater was designated by the USEPA and WDNR as a permitted municipality under Phase 2 Stormwater Rules. In response to this designation and in an effort to protect Whitewater Creek and other local resources, the City budgeted funds to develop a Stormwater Management Plan. We obtained funding on behalf of the City through completion and submittal of an Urban Nonpoint Source Pollution Control Grant application to the WDNR.

Stormwater Management Report recommendations will provide a basis for compliance with USEPA and DNR stormwater permit conditions and state performance standards.

The primary objective of the plan is to reduce the adverse impacts of nonpoint source stormwater runoff discharging from the City to adjacent water resources, including Whitewater Creek, Cravath Lake, Tripp Lake, nearby wetlands, and groundwater resources. The project included mapping of urban discharge points and drainage basins within the city, evaluating current City practices and programs, developing WinSLAMM computer models to estimate pollutant loadings to each identified outfall, identifying and evaluating potential types and locations of BMPs to address impacts on stormwater runoff, developing a Capital Improvements Plan on prioritization of stormwater management practices, preparing a stormwater management report, and assisting with grant administration. Report recommendations provided a basis for compliance with USEPA and WDNR stormwater permit conditions and NR 151 performance standards. We are currently in the process of updating the Stormwater Management Plan for the City to address compliance with the recently approved Rock River TMDL.

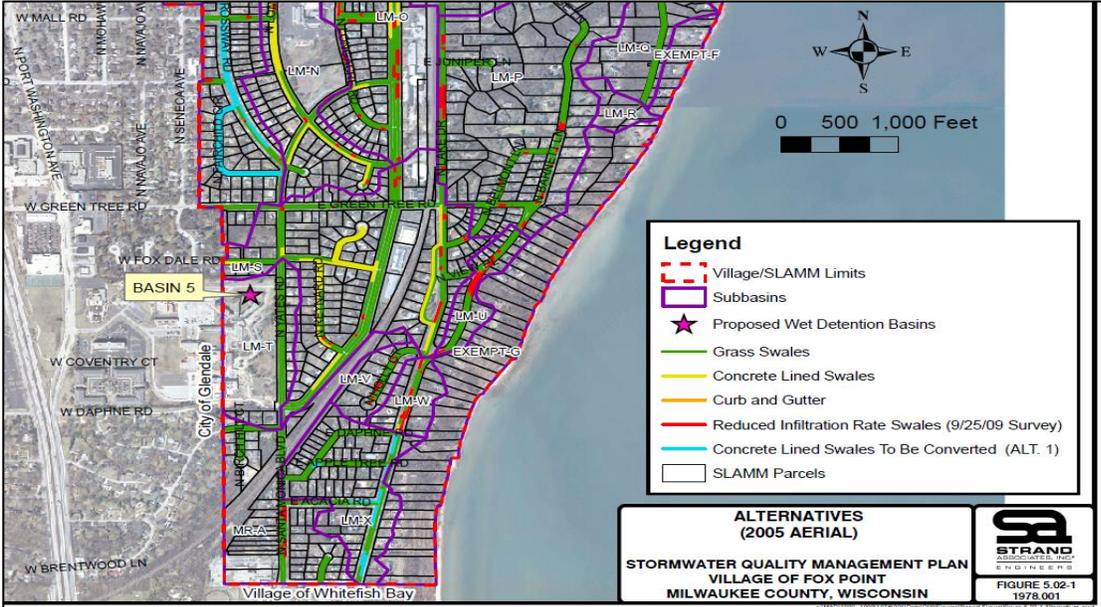


Color-coded mapping showing TSS hot spots in Whitewater.

In conjunction with this plan, we completed a Stormwater Utility Feasibility Study and Implementation Plan. Our work included facilitating Stormwater Utility Task Force meetings, completing an impervious area analysis, and estimating Equivalent Runoff Units (ERU). The Task Force, consisting of representatives from the commercial, manufacturing, tax exempt, and governmental sectors of the City, provided input in the development of the rate structures, credit policy, and overall Utility organization. The City Council approved both the Feasibility Study and Implementation Plan unanimously. The Stormwater Utility was subsequently adopted in 2008.

Stormwater Quality Management Plan – Fox Point, WI

This is one of 15 stormwater quality management plans completed for municipalities in Wisconsin to comply with NPDES permit with focus on integration of green infrastructure into a comprehensive stormwater quality plan.



Alternatives map showing locations of grassed swales, concrete-lined swales, and curb and gutter drainage.

In June 2010, we finalized the Village of Fox Point’s Stormwater Quality Management Plan to assist the Village in meeting their WPDES Phase 1 Stormwater Permit. This project incorporated previous planning activities into a new stormwater master plan for the Village. The plan evaluated the Village’s current stormwater policies and practices related to the required 6 minimum control measures and recommended improvements to meet multi-regulatory agency requirements. The plan also addressed the Wisconsin-specific requirement that the Village achieve a 40 percent TSS reduction in runoff from the village. WinSLAMM modeling showed that the Village was currently achieving a 38 percent TSS reduction, thus leaving a 2 percent TSS reduction gap. Analysis of ten alternatives resulted in recommendation of diversion of low flows from a major drainage way in the village to an existing Milwaukee Metropolitan Sewerage District (MMSD) dry detention area, at a cost of \$1.4 million. As the WDNR regulations evolved, it became apparent that the Village would benefit from performance of double-ring infiltrometer testing and modeling updates in the spring of 2011 to more accurately determine the Village’s existing TSS reduction percentage. These activities resulted in the Village’s TSS reduction increasing from 38 percent to 85 percent due to higher than expected infiltration rates in the grass-lined swales throughout the

village. Our awareness of the implication of regulatory rules and application to the advantage of the Village, thus, eliminated the need for more than \$1.4 million in stormwater improvements that would have otherwise been necessary to achieve the 40 percent TSS reduction. The Village was provided with an Implementation Plan that was used to analyze existing stormwater utility rates.

Stormwater Quality Management Plan – University of Wisconsin-Madison, WI

We completed a Stormwater Quality Management Plan for a 2,200-acre area campus (41,466 students), including the UW-Madison Arboretum, to assess existing nutrient loads and to analyze stormwater BMP alternatives to reduce those loads to receiving waters.



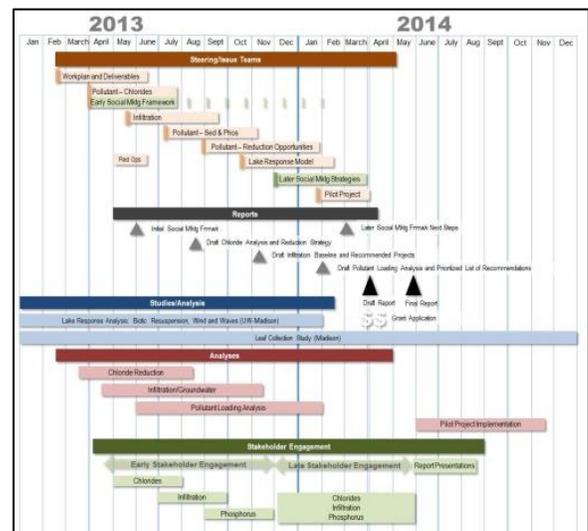
Stormwater Plan – campus and Arboretum lands.

Stormwater quality plan integrates previous plans into a comprehensive master plan for the University and provides an implementation plan for green infrastructure throughout the campus.

Stormwater BMPs considered in the plan include bioretention basins, porous pavement, green roofs, wet detention ponds, cisterns/rain barrels, grassy pavers, infiltration, removal of impervious surfaces, vacuum street sweeping, and in-line stormwater treatment devices. Existing conditions analysis show a 24.5 percent total suspended solids (TSS) reduction leaving a 15.5 percent TSS reduction to be closed by construction of stormwater BMPs. The implementation plan includes 11 projects (bioretention, porous pavement, wet ponds, and vacuum street sweeping) costing \$3 million, constructed over a 4-year period, to meet the WPDES-permit mandated 40 percent TSS reduction.

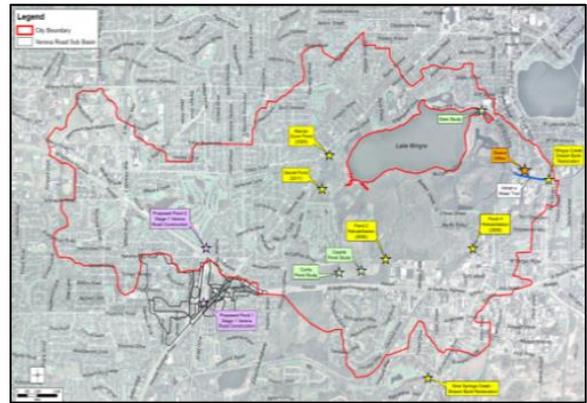
Lake Wingra Watershed Management Plan – City of Madison, WI

For years, the Friends of Lake Wingra have been the stewards of Lake Wingra, including completion of the document *Lake Wingra, A Vision for the Future, 2009* that lays out the goals for the lake-clean, clear water; restored spring flow; abundant native plants and animals; stewardship and enjoyment. Partnerships developed between the City of Madison, University of Wisconsin-Madison, Edgewood College, Wisconsin Department of Natural Resources (WDNR), and Dane County led to the commissioning of an engineering and behavior change-based watershed management plan.



Wingra watershed work plan.

A comprehensive work plan was developed that integrates project partners. The plan is guided by a Steering Team and breakout Issue Teams to develop an engineering plan supported by a social marketing plan to affect change in the watershed. The engineering plan analyzes and identifies opportunities for total suspended solids (TSS) and total phosphorus (TP) load reductions, incremental increase in infiltration and groundwater recharge, and chloride reduction with the intent of providing solid implementation costs. The social marketing implementation plan includes the engagement of project stakeholders (landowners, primary decision makers, agency staff, key citizen leaders, citizen groups, and those responsible for critical actions) in the planning process to develop a social marketing strategy for critical actions.



Wingra Creek Watershed.

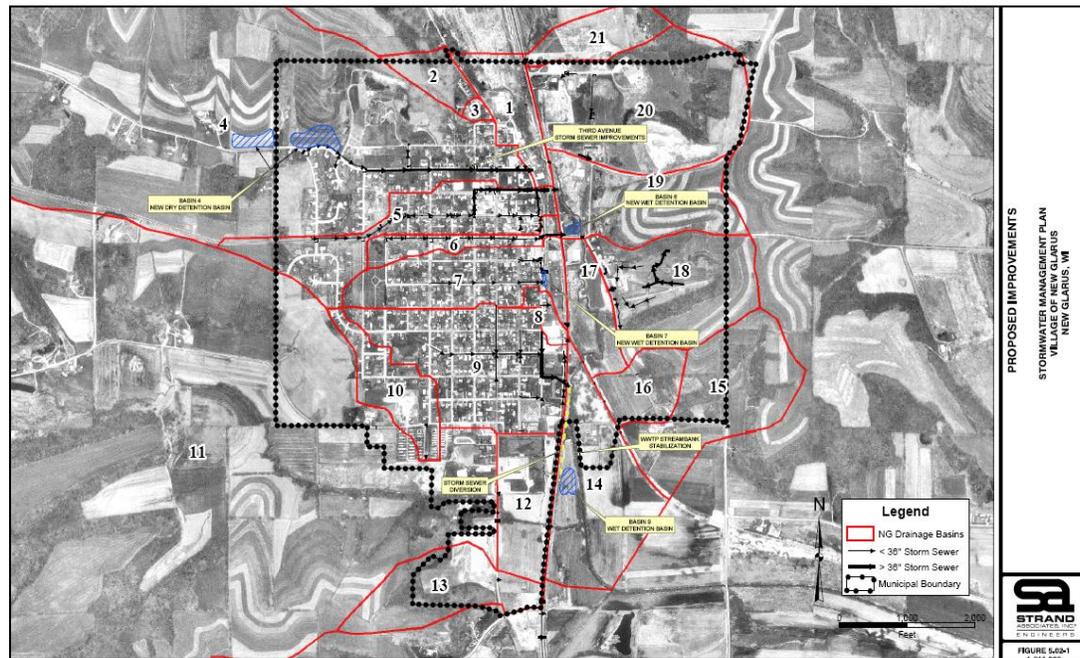
Unique aspects to this project include the integration of a UW-Madison Lake Response study that will identify the relationship between watershed phosphorus inputs in relation to the phosphorus resuspension due to wind and carp. It also includes completion of a social marketing Pilot Project for one of the critical actions that includes the following elements: identify barriers and partnerships, recruit partners, obtain baseline data, pilot project implementation, and pilot project evaluation.

Stormwater Management Plan – Village of New Glarus, WI

On behalf of the Village of New Glarus, we submitted an Urban Nonpoint Source Stormwater Grant to the Wisconsin Department of Natural Resources (WDNR) to partially fund preparation of their Stormwater Management Plan. The grant was approved by the WDNR and we were hired by the Village to complete the plan, which included completion of the following tasks:

- Development of stormwater system GIS mapping.
- Stormwater modeling analysis of the Village’s existing drainage system to address recurring flooding issues and water quality impacts to the Little Sugar River.
- Evaluation of the Durst Valley Watershed to develop potential drainage improvements to mitigate repetitive flooding in the village and to address future development impacts in the watershed.
- Development of a stormwater management Capital Improvements Plan and evaluation of available funding options.

- Preparation of a final Stormwater Management Plan Report, including a final presentation to the Village Board.



Proposed stormwater improvements for the Village of New Glarus.

Stormwater Quality Management Plan – Town of Lisbon, WI

For the Town of Lisbon to meet its group Wisconsin Pollutant Discharge Elimination System (WPDES) permit, we were hired in 2010 to provide stormwater quality management planning services for the Town. The main component of this stormwater plan was water quality modeling using SLAMM software to assess the Town’s baseline, current stormwater controls, and proposed stormwater controls to comply with the 40 percent total suspended solids (TSS) reduction required by NR 151 by March 10, 2013. The Town owns and maintains a drainage system consisting of limited storm sewers, one dry detention pond, one wet detention pond, and grass-lined ditches. The Town drains through these systems to the Upper Fox River, Bark River, Lannon Creek, Spring (Sussex) Creek, Oconomowoc Creek, Pewaukee River, and an unnamed creek. The SLAMM analysis resulted in a total TSS reduction of 45.69 percent, meeting the Town’s permit requirements without implementation of BMPs.

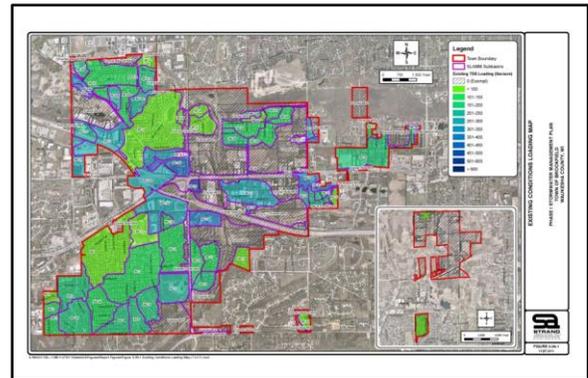
The overall project consists of the following components:

- Public Education and Outreach Plan
- Public Involvement and Participation Plan
- Illicit Discharge Detection and Elimination Plan
- Construction Site Pollution Control Plan

- Stormwater Management Facilities Plan
- Pollution Prevention Plan
- Postconstruction Facilities Inventory
- Public Works Stormwater Pollution Prevention Plan
- Source Loading and Management Model (SLAMM) analysis
- Analysis of stormwater quality management alternatives to meet 40 percent compliance
- A Compliance Plan
- Evaluation of 303(d) listed waters

Stormwater Quality Management Plan – Town of Brookfield, WI

In 2009, we were asked by the Town of Brookfield to update their Stormwater Quality Management Plan to comply with Phase 2 WPDES permit requirements after it was found that the previous consultant’s calculations were out-dated. The main component of the plan was to develop a stormwater quality model using WinSLAMM software to establish the Town’s baseline total suspended solids (TSS) loading and to



Town of Brookfield Watersheds.

verify that they had met the March 10, 2008, 20 percent TSS reduction requirement as described in NR 151. Proposed stormwater controls were also analyzed to assist the Town in reaching the the 40 percent TSS reduction requirement by March 10, 2013.

Seventeen alternatives were analyzed and the most cost-effective alternative for meeting the 40 percent TSS reduction was identified. As part of the alternatives analysis, existing dry detention ponds were assessed for the potential to convert them to water quality ponds. Other treatment options analyzed include modifications to the street sweeping program, purchase of a high efficiency regenerative air vacuum street sweeper, conversion of concrete or asphalt lined swales to grassed swales, and obtaining maintenance agreements with existing private wet detention ponds. An implementation plan was also provided as a tool for budgeting purposes.

Stormwater Quality Management Plan – Town of Cedarburg, WI

Various portions of the Town of Cedarburg, have been designated as a Phase 2 WPDES Permit area. To comply with the Phase 2 WPDES Permit, we were hired in 2007 to provide stormwater quality management planning services for the Town. The Town of Cedarburg drains to Cedar Creek and to the Milwaukee River, both are WI 303(d) listed impaired waterways.



Town Hall and Public Works Facility.

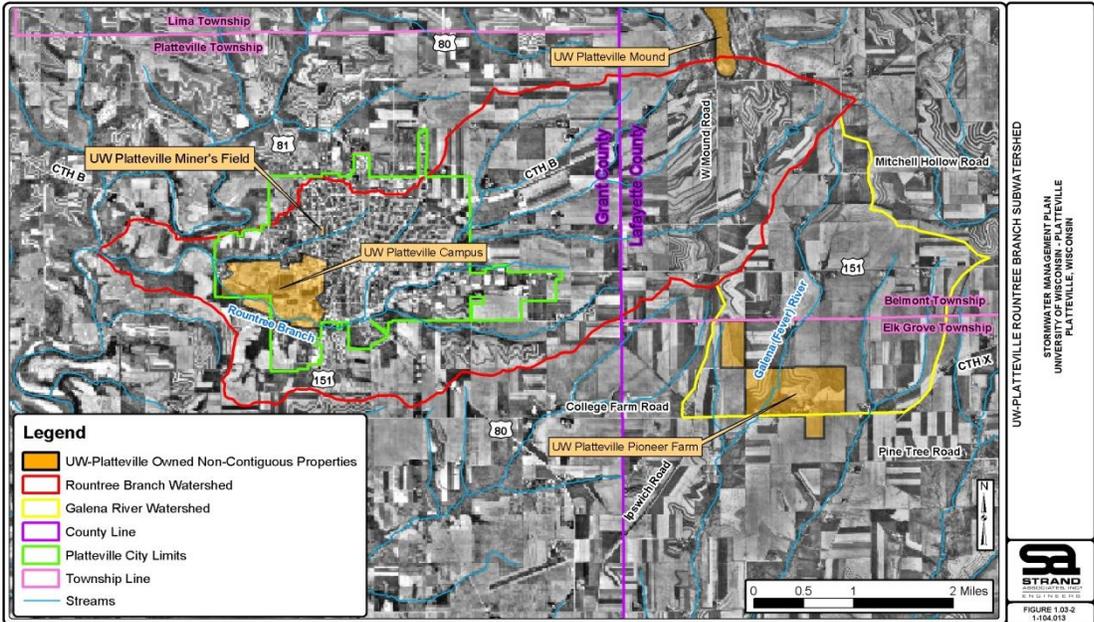
The main component of this stormwater plan is water quality modeling using SLAMM software to assess the Town's baseline, current stormwater controls, and proposed stormwater controls to comply with the 20 and 40 percent total suspended solids (TSS) reduction required by NR 151 by March 10, 2008, and March 10, 2013, respectively.

The overall project consisted of the following components:

- Drainage basin and outfall mapping
- Stormwater system map in GIS format
- Public Information and Education Plan
- Illicit Discharge Ordinance and Tracking Program
- Stormwater and Erosion Control Ordinance Revisions
- Stormwater Pollution and Prevention Plan (SWPPP) for Town stormwater practices
- SLAMM modeling of baseline, existing conditions, and alternatives analysis
- Implementation Plan

Stormwater Plan – UW-Platteville, WI

We completed the UW-Platteville Stormwater Plan for the WI DOA/DSF. This project was initiated because UW-Platteville will likely be designated as a Phase 2 municipality set to receive a Phase 2 permit in 2010 after the City population exceeds 10,000 as well as because the campus is proposing future development that will need to meet NR 151 Urban Runoff Performance Standards plus the NR 151 Agricultural Runoff Performance Standards at the campus farm (Pioneer Farm). In addition, the campus currently experiences stormwater quality and flooding problems. The campus rests on 330 acres of land within the city, which has an approximate population of just less than 10,000. The Pioneer farm is in adjacent Lafayette County and is comprised of 430 acres of land. The campus has an approximate enrollment of 5,700 students, 2,200 of whom live on campus.



UW-Platteville stormwater planning location map.

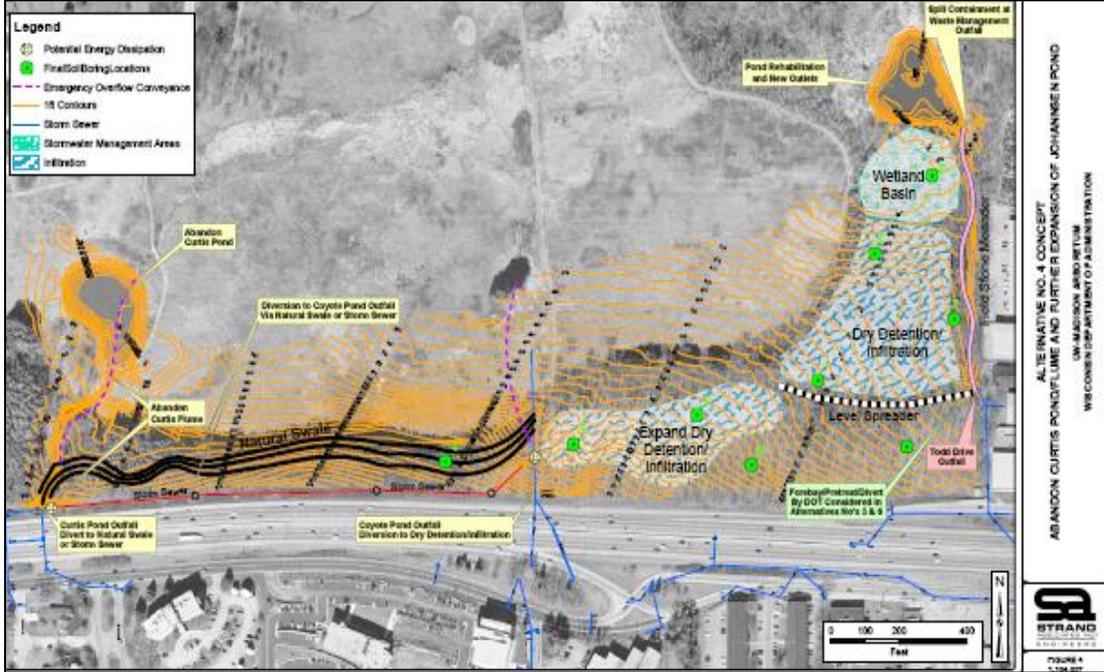
To address the Phase 2 requirements, the NR 151 performance standards, and the existing stormwater quality and flooding problems, we were hired to develop a comprehensive stormwater management plan. The components of our project consisted of stormwater system mapping, identification of proposed/anticipated development in the 6-year Campus Physical Development Plan (2005 to 2011) as well as long-term Master Plan projects; assessment of existing stormwater management practices on campus, including review of SWPP, SPCC Plans, identification of stormwater quality and quantity problem areas, development of a stormwater and erosion control ordinance matrix assessing existing NR 151, City of Platteville, County of Grant, County of Lafayette, and Town of Elk Grove stormwater regulations to propose stormwater management guidelines for the campus; creation of stormwater plan identifying anticipated stormwater management efforts to comply with Phase 2 and NR 151 requirements; infiltration assessment for future infiltration requirements, including discussion of possible Karst formations in the area; development of the framework for an Information and Education

Plan for the campus; development of policies and practices for responding to and documenting existing and future stormwater issues; and an implementation plan considering costs, schedule, and possible funding opportunities.

UW-Arboretum Stormwater Quality Planning – Madison, WI

UW-Arboretum lands are being threatened by untreated stormwater draining from upstream urbanized areas. The area immediately north of the Beltline has seen particular degradation and has been targeted for a stormwater treatment train approach involving diverting, infiltrating, and filtering stormwater prior to its release to sensitive Arboretum lands.

We were hired to use SLAMM to analyze options for this stormwater treatment train approach. The project is currently in the planning phase with the design and construction being funded by a Wisconsin DNR Urban Nonpoint Source and Stormwater Grant.

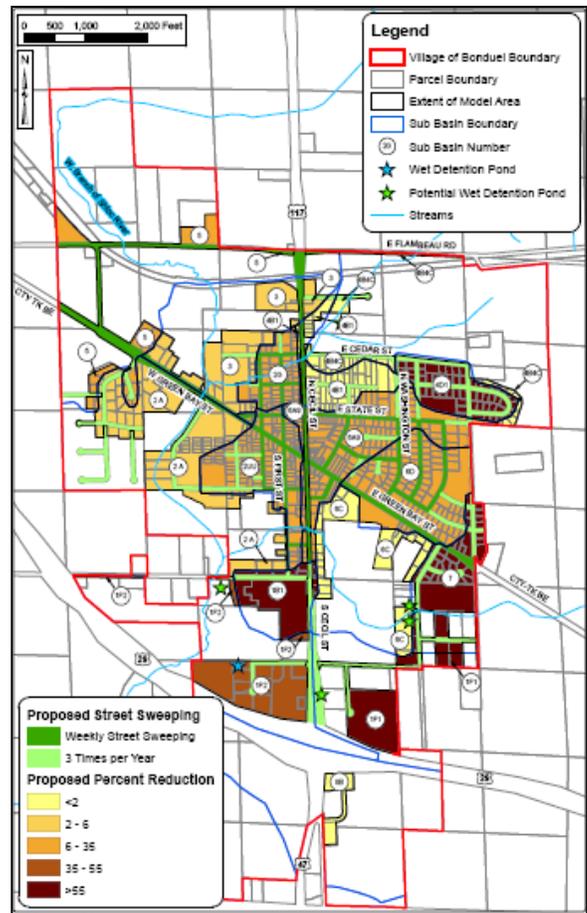


Potential stormwater treatment train in UW-Madison Arboretum.

Phase II Stormwater Management Plan – Town of Algoma, WI

The majority of the Town of Algoma is located within the City of Oshkosh Urbanized Area and has been designated as a Phase 2 WPDES Permit area. To comply with the Phase 2 WPDES Permit, we assisted the Town in obtaining a DNR Urban Nonpoint Source and Stormwater grant to cover 70 percent of the cost of the plan. The Town of Algoma is adjacent to Lake Butte des Morts, a WI 303(d) listed impaired waterway. This plan is currently in development and has full community support knowing its intent is to improve water quality in the lake.

The main component of this stormwater plan is water quality modeling using SLAMM software to assess the Town's baseline, current stormwater controls, and proposed stormwater controls to comply with the 20 and 40 percent total suspended solids (TSS) reduction required by NR 151 by March 10, 2008, and March 10, 2013, respectively.



Potential water quality BMPs to meet 40 percent TSS reduction.

The overall project consisted of the following components:

- Drainage basin and outfall mapping
- Stormwater system map in GIS format
- Public Information and Education Plan
- Illicit Discharge Ordinance and Tracking Program
- Stormwater and Erosion Control Ordinance Revisions
- Stormwater Pollution and Prevention Plan (SWPPP) for Town stormwater practices
- SLAMM modeling of baseline, existing conditions, and alternatives analysis
- Implementation Plan
- Grant Administration

Stormwater Quality Management Plan – Town of Omro, WI

A portion of the Town of Omro, adjacent to the City of Oshkosh Urbanized Area, has been designated as a Phase 2 WPDES Permit area.

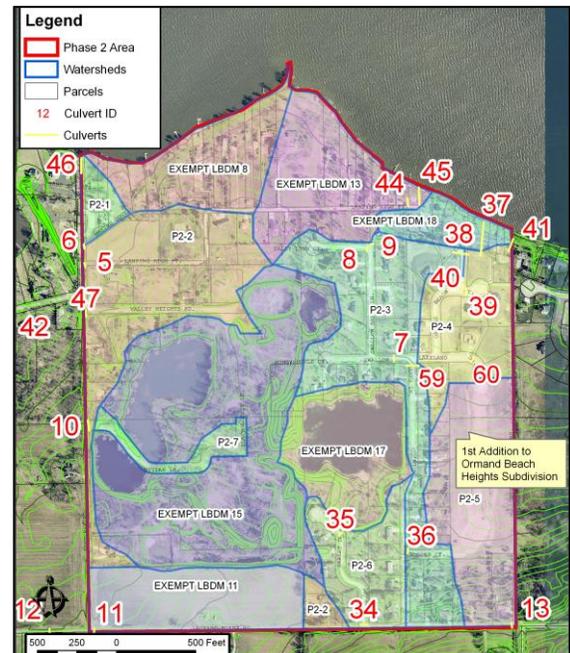
To comply with the Phase 2 WPDES Permit, we assisted the Town in obtaining a DNR Urban Nonpoint Source and Stormwater grant to cover 70 percent of the cost of the plan. The Town of Omro is adjacent to Lake Butte des Morts, a WI 303(d) listed impaired waterway. This plan is currently in development and has full community support knowing its intent is to improve water quality in the lake. The main component of this stormwater plan is water quality modeling using SLAMM software to assess the Town's baseline, current stormwater controls, and proposed stormwater controls to

comply with the 20 and 40 percent total suspended solids (TSS) reduction required by NR 151 by March 10, 2008, and March 10, 2013, respectively. In addition, existing dry detention ponds were assessed for the potential to convert them to water quality ponds.

The overall project consisted of the following components:

- Drainage basin and outfall mapping
- Stormwater system map in GIS format
- Public Information and Education Plan
- Illicit Discharge Ordinance and Tracking Program
- Stormwater and Erosion Control Ordinance Revisions
- Stormwater Pollution and Prevention Plan (SWPPP) for Town stormwater practices
- SLAMM modeling of baseline, existing conditions, and alternatives analysis
- Implementation Plan

The SLAMM modeling showed approximately 26 percent reduction in TSS with existing controls, which consisted mainly of grass-lined ditches. We analyzed three alternatives to reach the 40 percent reduction in TSS requirements. The most cost-effective alternative was converting an existing dry detention basin to a wet detention basin to achieve a 40.2 percent TSS reduction. In 2007, we assisted the Town in writing a grant application for design and construction of this pond and associated land/easement acquisition.



Omro Phase 2 – designated areas.

Yahara CLEAN Engineering Report, Yahara Chain of Lakes – Dane County Wisconsin, Clean Lakes Alliance

The Yahara Chain of Lakes is a series of four lakes (Mendota, Monona, Waubesa, and Kegonsa) situated in the City of Madison greater metropolitan area. These waters experience significant eutrophication because of high nutrient loading from both urban and rural sources. Resultant algae blooms, bacteria, and other water quality issues have caused frequent beach closures and a general decline in mid-summer lake usage.



Stormwater Quality Plan for the Yahara Chain of Lakes.

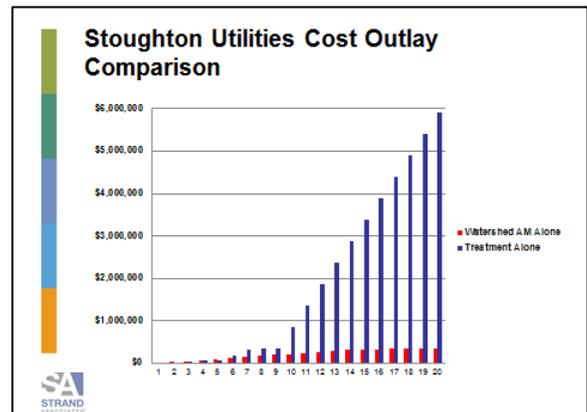
The Yahara CLEAN (Capital Lakes Environmental Assessment and Needs) partnership began in 2008 as a result of these water quality issues. The non-profit Clean Lakes Alliance was formed in 2010 to further the goals and objectives of the partnership. We were hired in 2011 to develop a plan to reduce the total annual phosphorous (P) loads to the lakes by 50 percent.

The project consisted of an assessment and ranking of more than 70 rural and urban action items in terms of cost-effectiveness/ relative cost, immediate implementability, social acceptance, pollutant reduction, and benefits visible to the public. Further refinement of the Top 10 ranked actions resulted in the identification of both traditional (e.g., maintain permitted urban stormwater facilities, improved urban leaf management, increased rural conservation practices, enhanced rural nutrient management) and innovative (urban pond alum treatment, rural event-based in-stream alum treatment, rural companion cropping, rural community manure digesters with P export from the watershed) techniques to achieve a 50 percent reduction in P.

The Yahara CLEAN Strategic Action Plan for Phosphorus Reduction was rolled out at the 2012 North American Lake Management Society conference detailing a \$78.6 million plan after a deduction of \$49.5 million in private business investment in community manure digesters. The plan includes 29 percent urban actions (38 percent of cost \$29.8 million) and 71 percent rural actions (62 percent of cost at \$48.8 million) and relies on a diverse group of public and private partnerships for implementation.

Long Range Strategic Planning-Adaptive Management Alternative – Stoughton Utilities, WI

We assisted Stoughton Utilities in tracking the development of P regulations in Wisconsin and providing comments on the draft regulations, including an evaluation of compliance costs should the Stoughton WWTP be required to meet new P effluent limits using available WWTP technologies. The water quality-based effluent limit for Stoughton was projected to be 0.1 mg/L because upstream P concentrations exceed the 0.1 mg/L P criterion. Costs had previously been developed by us for tertiary membrane filtration treatment to 0.1 mg/L.



Fiscal analysis showing watershed adaptive management benefit.

Two major developments occurred after the P regulations were adopted that affected Stoughton. First, the Rock River TMDL was approved, which included P waste load allocations for Stoughton equivalent to 0.3 to 0.4 mg/L P, providing some relief. Second, MMSD initiated a pilot watershed adaptive management program called Yahara WINS, which involves essentially all of the permitted point sources in the Yahara River Watershed. Before Stoughton agreed to sign on to Yahara WINS, we completed a 20-year present-worth analysis of the pilot and full-scale watershed adaptive management option compared to removal of P to less than 0.3 mg/L at the WWTP. This analysis showed the Yahara WINS program was most cost-effective at meeting the TMDL-based P limits. Since Stoughton Utilities joined Yahara WINS, we have been following their activities and representing Stoughton Utilities in the group.

Stormwater Utility Implementation

We have provided stormwater utility (SWU) consulting services to more than 25 municipal clients throughout the Midwest. As a result of our involvement, we have become thoroughly familiar with state-of-the-art technologies in geographic information systems (GIS) mapping and database management that are integral to stormwater utility creation. Our designated team members played critical roles on the successful stormwater projects identified in the table below.



CLIENT (City/Utility)	SWU Feasibility	SWU Implementation	MS4	SWMP	SW Ordinances	Funding	Watershed Plans	Water Quality Plans	Best Management Practices	Stakeholder Groups	Inventory/Modeling/GIS	NPDES Negotiations
Algoma, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aurora, IL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bristol, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Brookfield, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clermont Co, OH				✓								✓
Clinton, IA	✓				✓							
Dodgeville, WI	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Elgin, IL	✓		✓	✓		✓				✓		
Fort Wayne, IN	✓	✓			✓	✓			✓		✓	✓
Frankfort, KY	✓		✓		✓				✓	✓	✓	✓
Franklin County, KY	✓		✓		✓		✓	✓	✓	✓	✓	✓
Georgetown, KY			✓									
Hartland, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Henderson, KY	✓	✓	✓	✓	✓				✓	✓		✓
Hope, IN	✓	✓			✓	✓				✓		
Huntingburg, IN		✓		✓	✓							
Janesville, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lake Mills, WI	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Lancaster, WI	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Merrillville, IN	✓	✓			✓	✓						
New Castle, IN	✓	✓			✓							
New Glarus, WI	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Onalaska, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paragon, IN	✓	✓		✓	✓	✓				✓	✓	
Portage, WI	✓		✓		✓					✓	✓	
Prairie du Sac, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Sterling, IL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stoughton, WI	✓		✓	✓	✓	✓			✓	✓	✓	
University of Wisconsin			✓	✓			✓	✓			✓	
Whitewater, WI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Our staff has successful stormwater utility creation experience in the following areas:

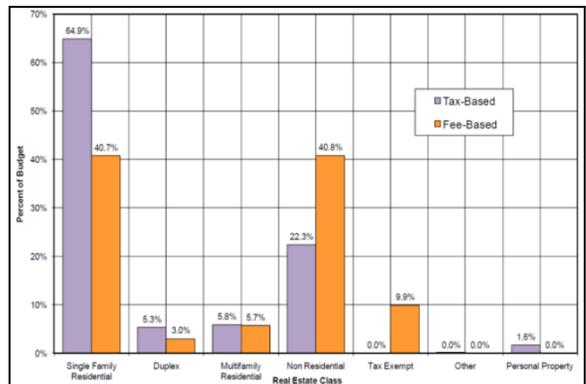
- Public Education and Outreach
- Feasibility Studies
- Administrative Policy Development
- Governance and Organizational Development
- Jurisdictional Analysis

- Level-of-Service Analyses
- Cost-of-Service Analyses
- Master Plan Development to Identify Future Capital Needs and Priorities
- Funding Analysis
- Rate Structure Analyses Utilizing Various Methodologies
- Rate Setting
- Stormwater Billing and Associated Billing Appeal Processes
- Credit Policy Development
- Stormwater Management Program Implementing Rules and Regulations to Include Design and Performance Standards
- Stormwater Utility Ordinance Development

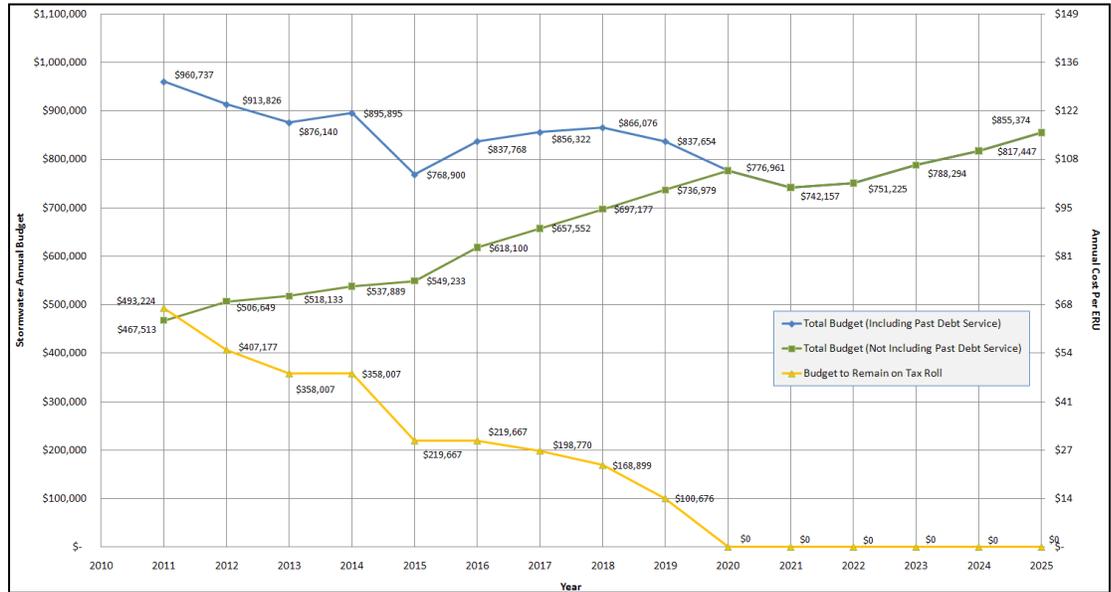
The following pages include detailed descriptions of SWU projects that we feel further demonstrate our experience and excellent record of work on projects directly relevant to the Village of Cross Plains.

SWU Feasibility Study and SWU Implementation – Stoughton, WI

The City of Stoughton has a population of 13,000 and is located in the southeast portion of Dane County, Wisconsin. Our Project Team Leader, Mark Shubak, served as the Project Manager and assisted the City in evaluating alternative funding mechanisms to pay for various stormwater management elements, including operation, maintenance, and capital improvements to the storm sewer infrastructure, as well as with Phase 2 NPDES permit compliance activities.



Stoughton reallocation of stormwater cost chart.



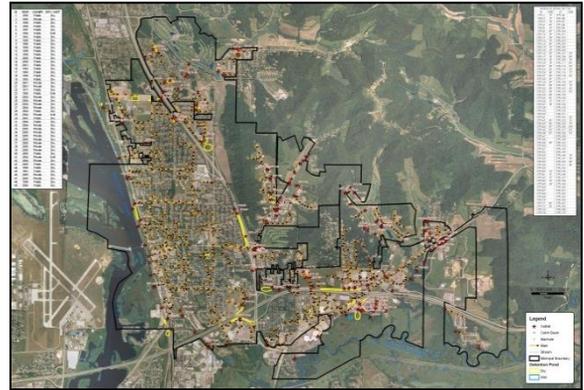
Stoughton SWU budget options.

The City hired our team to evaluate various funding options and, ultimately, assist in the development of a SWU. Stormwater management within the city was previously funded by revenue collected through property taxes.

We worked closely with City staff and a Stormwater Technical Advisory Committee (TAC) comprised of potentially affected stakeholders to evaluate options and develop recommended policies relating to key elements of utility formation. Mark Shubak facilitated and led each of the six TAC meetings, which included discussions concerning SWU organization and functions, existing and future City stormwater management costs, alternative rate structures, potential SWU budget, public education materials and programs, and credit policy. We assisted the City with development of public presentations relating to the proposed utility, including participation in two public meetings to solicit input from the general public on the proposed program. The SWU Feasibility Study was unanimously approved by the City Council and the SWU was adopted in December 2012.

Stormwater Quality Management Plan, Stormwater Utility Feasibility Study, and Stormwater Utility Creation – Onalaska, WI

In 2008, we completed the City of Onalaska Stormwater Quality Management Plan. In 2009, we complemented the plan with a stormwater utility feasibility study to gauge if a stormwater utility was feasible and warranted for the City. The feasibility study was approved by the City Council in mid-2009 and the utility was adopted in 2010. Additional details on the stormwater quality management plan and stormwater utility follow.



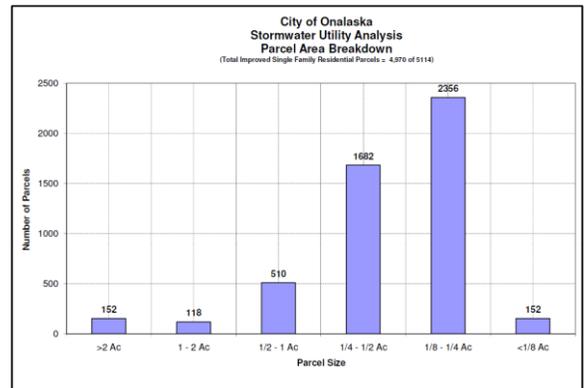
City of Onalaska stormwater system.

■ Stormwater Quality Management Plan –

The main component of the stormwater plan was stormwater quality modeling using WinSLAMM software to assess the City's baseline, current stormwater controls, and proposed stormwater controls to comply with the 20 and 40 percent total suspended solids (TSS) reduction.

In addition, existing dry detention ponds were assessed for the potential to convert

them to water quality ponds to gain significant stormwater quality treatment. The overall project consisted of the following components: drainage basin and outfall mapping, stormwater system map, public information and education plan, illicit discharge ordinance and tracking program, stormwater and erosion control ordinance creation, stormwater pollution and prevention plan (SWPP) for City facilities, stormwater quality modeling utilizing WinSLAMM (baseline, existing conditions, and alternatives analysis), and implementation/financial strategy to implement the plan.

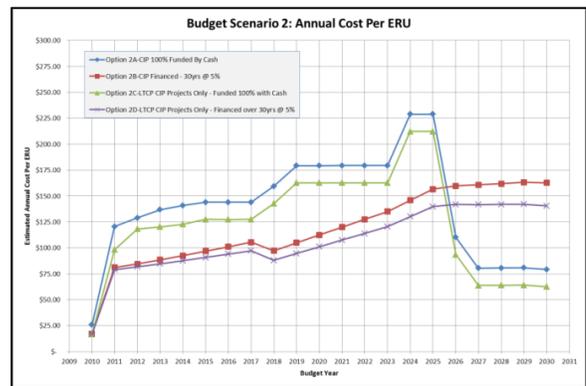


In December 2008, the stormwater quality management plan was approved by the City, contingent upon adequate funding being available. The implementation plan consists of implementation of Alternative 4B, which includes monthly street sweeping of all City streets, pretreatment for four internally drained dry detention basins, and conversion of two dry ponds to wet ponds (Ponds 2 and 5). The cost of Alternative 4B is approximately \$4 million to be implemented over the years.

- **Stormwater Utility Feasibility Study and Creation** – The stormwater utility feasibility study consisted of the following main tasks:
 - Identify stormwater needs/budget and financial plan.
 - Delineate impervious area.
 - Develop potential stormwater utility rates.
 - Compare impacts on residential and nonresidential parcels.
 - Orchestrate open house for the public.

Stormwater Utility Development – Aurora, IL

The City of Aurora has been designated by the Illinois Environmental Protection Agency (IEPA) as a permitted municipality under the National Pollution Discharge Elimination System (NPDES) program for discharges from Small Municipal Separate Storm Sewer Systems. In addition, the City of Aurora was required to prepare a combined sewer overflow (CSO) Long-Term Control Plan (LTCP) to control CSOs to an acceptable



level. The City’s LTCP was completed by our firm and addresses the CSOs by setting forth a multimillion-dollar plan to meet the permit requirements. In response to these two regulatory requirements, existing stormwater needs in the community, and in an effort to protect the Fox River and other local resources, the City hired our firm to formalize their stormwater utility. The primary objective of our work was to develop a stormwater utility rate structure, ordinance, and credit policy, all based on accurate measurement of impervious areas within the community. Aurora is the second largest City in Illinois, with a population of 172,000. The size of the community combined with its diverse needs has led to a complex City budget process. We assisted the City in preparing a budget with which to fund the City’s stormwater-related projects. With the impervious area measurements, we were able to predict the total number of Equivalent Residential Units (ERU) within the city to set user fees that will fund the updated stormwater utility budget.

A key component in this effort was creation of a spreadsheet tool that automated the budget/level of service scenario analysis in terms of impact to the typical residential parcel, the median non-residential parcel (10 ERUs), and the 25 largest nonresidential owners. We used this tool to analyze stormwater utility budgets ranging from \$2.6 million to \$12.2 million to compare projected utility fees to existing fees.

Flat and tiered rates were analyzed under cash-based funding and financing-based funding scenarios, including investigation into the following two rate structures:

- Base fee with ERU-based service fee.
- ERU-based service fee.

The task of credit policy creation included a nationwide credit policy investigation that revealed trends in credit policies for both residential and nonresidential to incentivize stormwater management.

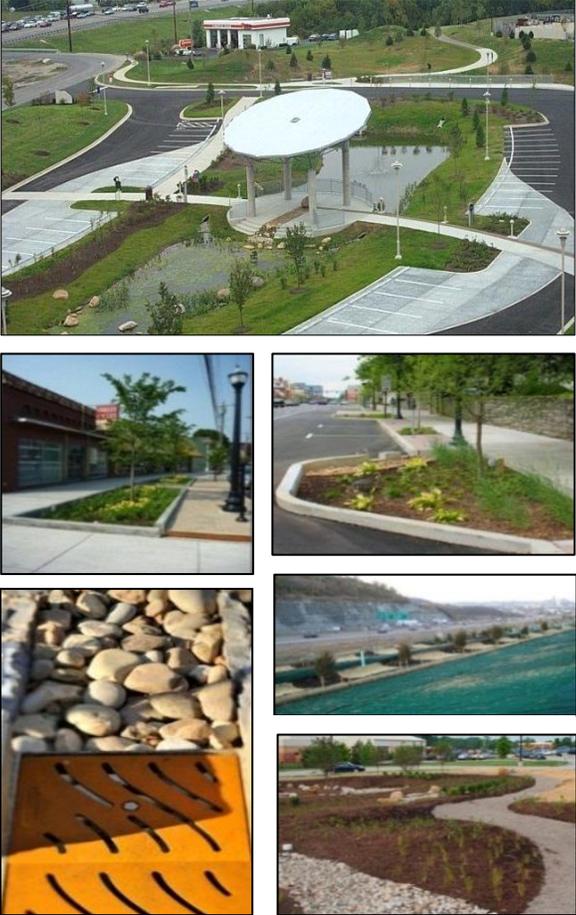
Deliverables for the project included assisting the City with public informational meetings, stormwater utility narrative for the City website, a newsletter, a newspaper article, a frequently asked questions (FAQ) document, and a stormwater utility brochure.

Stormwater Best Management Practice (BMP) and Green Infrastructure Design

Our firm was creating solutions that reflected our desire to implement more natural, sustainable, and holistic approaches to stormwater management long before “green” became mainstream.

Our firm has distinguished itself nationally as a leader in sustainable infrastructure planning and design for the purpose of addressing a wide array of stormwater-related issues, ranging from water quality to flooding to combined sewer overflow (CSO) control. Stormwater projects have traditionally been driven by a single issue, such as flooding; however, with the development of new federal and state stormwater regulations that focus on improving the quality of runoff, stormwater projects now need to address multiple objectives. Additionally, in today’s economic climate, it is imperative that public investments be made in a manner that demonstrates efficiency and cost-effectiveness to avoid public criticism.

Because of the Village’s cold water creeks and their thermal sensitivity, our stormwater BMP and green infrastructure designs would focus on infiltration, bioswales, and bioretention basins rather than on wet detention basins that warm stormwater before its release. We also have rock crib design experience to help cool stormwater before reaching a cold water aquatic community.



Various green infrastructure applications.

Stormwater Management System Funding

We recognize that a proposed stormwater management strategy is only as good as a client’s ability to fund it. No matter how effective a potential solution may be on paper, if it cannot be funded, it cannot be built. We have vast knowledge of available potential funding sources applicable to the Village’s needs. The WDNR and the Federal Emergency Management Association (FEMA) have a long history of providing funding for stormwater management planning, design, and construction. During the past 13 years, we have successfully assisted our clients in procuring the following stormwater grants. In 2014, we were successful in obtaining seven grants for projects ranging from TMDL Stormwater Plans to Stormwater Treatment Devices to Detention Basins.

Stormwater Grant Experience		
Grant Type	Total Number Awarded to Various Communities	Total Grant Amount
Lake Planning and Management Grants (WDNR)	3	\$27,500
Municipal Flood Control Grants (WDNR)	6	\$1,863,600
Targeted Runoff Management Grants (WDNR)	1	\$150,000
Urban Nonpoint Source and Stormwater Construction Grants, (WDNR)	17	\$1,922,300
Urban Nonpoint Source and Stormwater Planning Grants, (WDNR)	32	\$1,250,700
Hazard Mitigation Grant (FEMA)	1	\$350,500
Urban Water Quality Grant (Dane County)	2	\$300,000
Total	62	\$5,864,600

References

References Attest to Our Project Success

The following references can attest to our expertise and leadership in positioning communities for stormwater permit compliance, most of which have received grants for planning and/or implementation of construction projects. We have also attached letters of commendation that attest to our abilities in service to our clients.

Reference and Contact Information	Projects
Scott Brandmeier, P.E., Esq. DPW/Village Engineer Village of Fox Point 414-351-8900 sbrandmeier@vil.fox-point.wi.us	NR 215 WPDES Compliance (2009 – Present): Stormwater Quality Management Plan, IDDE Program, Ordinances, and Grant Writing.
Jarrod Holter, P.E., City Engineer City of Onalaska 608-781-9537 jholter@cityofonalaska.com	Stormwater Utility Feasibility Study and Creation (2010) NR 216 WPDES Compliance (2008 – Present): Stormwater Quality Management Plan, IDDE Program, Ordinances, Grant Writing, Site Reviews, BMP Design and Construction.
Brian Noe, Town Chairman Town of Omro 920-279-3181 noe@ntd.net	Town Engineer (2002 – Present) NR 216 WPDES Compliance: Stormwater Quality Management Plan, Annual Reporting, IDDE Program, Design and Construction of BMPs, Ordinances, Site Reviews, and Grant Writing.
Rick Czopp, Town Administrator Town of Brookfield 262-796-3788 administrator@townofbrookfield.com	Town Engineer (2007 – Present) NR 216 WPDES Compliance: Stormwater Quality Management Plan, Annual Reporting, IDDE Program, Site Reviews, and Grant Writing.
Kevin Even, Engineer/Director of Public Works Village of Waunakee 608-849-6276 keven@vil.waunakee.wi.us	Village Stormwater Engineer (2014 – Present) NR 216 WPDES Compliance: Stormwater Quality Management Plan, Annual Reporting, IDDE Program, Site Reviews, and Grant Writing. Also, provide on- going consulted municipal engineering services for a wide variety of projects since 1998.
Tom Wilson, Town Attorney/Administrator/Clerk/Treasurer Town of Westport 608-849-4372 twilson@townofwestport.org	Town Stormwater Engineer (2014 – Present) NR 216 WPDES Compliance: Stormwater Quality Management Plan, Annual Reporting, IDDE Program, Site Reviews, and Grant Writing.



November 6, 2013

Re: Strand Letter of Recommendation

To Whom It May Concern:

The Village of Fox Point retained Strand Associates in 2009 to begin preparations on updating its Stormwater Management Plan. Over the course of the next year, Village staff worked in conjunction with the professionals at Strand, predominantly Mr. Jon Lindert, to evaluate the then existing Stormwater Management Plan, consider the necessary updates, investigate any changes to the State law and administrative code, and analyze conditions in the Village that may have changed since the adoption of the previous Stormwater Management Plan.

Strand effectively represented the Village's interests in undertaking this task and was active in advocating our interests in front of the Department of Natural Resources. More specifically, Strand proposed performing a double ring infiltrometer analysis in order to boost our Total Suspended Solids (TSS) and Total Phosphorus (TP) results in lieu of having to perform additional, more costly construction projects. Further, they identified grant opportunities, particularly those related to the update of our current Stormwater Management Plan in light of the proposed TMDL requirements which are planned to be adopted in December 2013.

In each of the tasks performed by Strand for the Village, it was readily apparent that their staff were well versed and knowledgeable in the areas of stormwater management and the associated regulatory requirements. I am of the firm belief that their knowledge contributed to the successful implementation of alternative technologies that were proposed in our Stormwater Management Plan.

Finally, and probably most importantly, Mr. Lindert attended the necessary Village Board meetings when the update to our plan was being considered and was able to convey the updates in a way that was easy for each of the Village Board members to understand.

For these reasons, I write to indicate that Strand is well qualified to serve as a storm water expert in any community in the State of Wisconsin.

Respectfully submitted,

Scott Brandmeier, P.E., Esq.



CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
www.cityofonalaska.com

Engineering/Public Works Dept.
PHONE: (608) 781-9537
FAX: (608) 781-9506

November 4, 2013

To Whom It May Concern:

The City of Onalaska has worked on numerous storm water related projects with Strand Associates, Inc. Strand prepared the City's Stormwater Quality Management Plan to obtain MS4 Permit compliance and meet Wis. DNR Stormwater Regulations. Strand also prepared a Stormwater Utility Feasibility Study which led to a Stormwater Utility Implementation Project. The City of Onalaska has relied upon the expertise and professionalism from the Strand team to achieve multiple stormwater permits, projects and goals over the past ten (10) years. Strand has been crucial to the City's success for a number of reasons including: staff knowledge, quality of work, creative ideas, working relationships with regulatory agencies and trying to find solutions that worked for the City of Onalaska.

Some points that stand out:

- **Formation of Stormwater Utility Task Force:** Strand recommended the City assemble a variety of community leaders and stakeholders to go over the proposed stormwater utility. This was instrumental in gaining public education and support for formation of the stormwater utility.
- **Grant Funding Opportunities:** the City had previously applied for Wis. DNR grant funding for its Stormwater Quality Management Plan through another consultant. Strand was then hired for the next grant cycle and the City score went from the low end to one of the highest of those submitted.
- **ARRA Funding:** Strand was able to perform necessary work to meet ARRA funding requirements for a City stormwater ponding area retrofit project. Strand worked within tight timelines to ensure the project was completed.
- **Stormwater Pumping Station Design:** Strand worked on hydraulic modeling for the proposed pump station to show the City it would be capable of a 1% annual rain event with a smaller sized station and footprint, thereby saving on construction costs for the City.
- **Meeting Regulatory Requirements:** Strand has worked with Wis. DNR on the City's behalf on many projects to ensure that innovative means are used to meet stormwater requirements for City projects, including the use of maximum extent practicable.

Strand Associates Inc. has been an integral partner in providing stormwater guidance, planning and engineering for the City of Onalaska. I would recommend Strand Associates, Inc. to others needing assistance in any facet of stormwater engineering.

If you have any questions please contact me at (608) 781-9537 or by e-mail at jholter@cityofonalaska.com.

Sincerely,

C. Jarrod Holter, P.E.
City Engineer

Town Officials Serving You:

Brian Noe, Chairman

Charles Whittaker, Supervisor

Allen Knurr, Supervisor

Paula Beulen, Treasurer

Beverly Searvogel, Clerk

Thomas Tuschl, Planning Commission Chair



4205 Rivermoor Road

Omro, WI 54963

(920) 685-2111

www.townofomro.us

November 1, 2013

Dear Sir or Madam,

The Town of Omro would like to extend a sincere Thank You for the excellent service provided by Strand Associates Inc.® to the Town of Omro and its residents. We have recently had a number of projects that have required quick turn-around and tight deadlines and Strand has not only been able to meet those deadlines, but gone above and beyond in being able to do so.

The Town has had the good fortune of working with Strand on a number of grant applications: from the first Urban Nonpoint Source grant the town was awarded in 2002, two additional UNPS grants received in 2005 and 2009, ARRA funding for converting a dry pond to a wet pond to meet Phase II storm water permit requirements in 2009 and a Stewardship Grant the Town received this year. In completing these grant applications Strand worked with the regulatory agencies to get clarification and advocate for the town.

Strand Associates has talented team of people that are able to provide a wide range of knowledge and experience in a wide area of expertise. The Town of Omro has been well served in working with Jon Lindert from Strand who has served as the Project Manager for all the Town's projects. The Town is fortunate to be led by a leader; it is no surprise that Jon currently serves as president for the Wisconsin Section of the American Society of Civil Engineers. His involvement in this and other technical committees has helped him become a well-respected engineer in the stormwater regulatory community. Clearly this credibility has aided the town in successfully obtaining a number of grants and working to clarify what rules the town had to comply with in obtaining its storm water discharge permit.

We have also utilized Strand's services in reviewing new developments in the Town and have been well served by those reviews not being distracted by developer's interests. Strand has been able to review these developments and provide direction based on what is best for the Town, explaining to the board where the Town should uphold its rules and where if the Town desired it might allow for compromise where required if not detrimental to the Town. These reviews have been conducted with a quick turnaround while still being complete and thoughtful.

On behalf of the Town of Omro, I want to thank all of Strand's staff, including project engineer Tim Sina, for their hard work and dedication. Based on the work they have performed for the Town of Omro, I would recommend Strand Associates to other communities in need of assistance with engineering design and construction oversight services.

Sincerely,

A handwritten signature in black ink that reads "Brian Noe". The signature is written in a cursive style.

Brian Noe

Town Chairman

Town of Brookfield
645 N. Janacek Road
Brookfield, WI 53045



Telephone: 262-796-3788
FAX: 262-796-0339

October 1, 2013

Dear Sir or Madam,

The Town of Brookfield has had the pleasure of working with Strand Associates, Inc.[®] on our Poplar Creek Streambank Restoration project. Strand's knowledge and experience in the area of green infrastructure design solutions was a key component in the overall success of this project.

Strand lead the design efforts for the project, which included 800 LF of streambank restoration utilizing a variety of stabilization measures. The biological shoreline erosion control, spanning approximately 300 LF, included coir fiber rolls planted with native plantings, improved bank grading, and turf reinforcement matting (TRM). The integrated streambank protection measures included the stabilization of approximately 500 LF of the streambank. The protection measures utilized on this project included vegetated boulder revetment consisting of large diameter boulders covered with topsoil and vegetated with native plantings. Other treatments installed as part of the project were J-hook vanes to assist in deflecting flows toward the center of the creek and in-stream boulders for fish habitat.

While working on this project, Strand provided us with engineering design services, construction oversight, and contract administration assistance. Green infrastructure projects such as streambank restorations, require specialized construction techniques and Strand's knowledge of green infrastructure and streambank restoration was extremely valuable throughout this project. With Strand's assistance, Brookfield was able to successfully complete this project on time and under budget during construction.

On behalf of the Town of Brookfield, I want thank Strand for all their hard work and dedication. Based on their exceptional work they have performed for us, I would recommend Strand Associates to other agencies needing assistance with sustainable engineering design and construction oversight services.

Sincerely,



Richard Czopp
Administrator

Please respond to: Capitol Square Office
Direct Line: 608-252-9322
Email: jcg@dewittross.com

January 29, 2015

VIA U.S. MAIL

Matthew G. Schuenke, Village Administrator
Village of Cross Plains
2417 Brewery Road
Cross Plains, WI 53528

RE: KEMK, LLC and Schlicht, Inc. v. Village of Cross Plains

Dear Mr. Schuenke:

This letter will confirm our rejection of the Village's offer to purchase the real property of KEMK, LLC.

You have offered the remaining value of the property after the Village taking, as outlined in the Forensic Appraisal Group's report dated February 1, 2014 (the "Report"), page 10, \$187,000. The Village's analysis of value is, at best, naive. There are a number of points you have ignored in your offer.

First, the Village did not pay \$66,000 for the taking – the amount identified on page 10 of the Report. Rather, the Village's offer leaves my clients with your arbitrary value for the taking, \$36,600, and the value of the remainder, \$187,000. A total amount of \$223,600. There is no valid basis for my clients to accept such a discount.

Second, the Report concerns the value of the real estate, *only*. Indeed, because my clients' business continued after the condemnation, the Report did not include any value for the business. That business would be completely lost by the sale you suggest. It has a great deal of value independent from the value of the real property. Remember, the Village would be purchasing the business, in addition to the property, if it purchased Kurt's On Main. Among other things, my clients' liquor license and established customer base have a great deal of value. The Village completely ignored these facts in its offer.

Third, the Village Offer does not resolve or value a number of other critical issues, including my clients' claims relating to the parking lot lease [which you did not include or address in the offer], the continuing trespass on my clients' property by city

Matthew G. Schuenke, Village of Cross Plains

January 29, 2015

Page 2

contractors, and the additional suits we are about to commence against the neighboring properties.

Finally, the offer does not resolve the Wisconsin DOT condemnation, which is still pending.

I would also note that the \$187,000 the Village has offered is *less* than what KEMK, LLC, paid for the property to start with, including the business and liquor license. That business was created and has been built up substantially by Kurt and Erica Schlicht since they purchased the property, and has provided their primary source of income for a number of years. The profitability of the business is completely ignored by the Village's unrealistic offer.

Please let me know if the Village intends to make a serious offer to purchase my clients' property. Assuming it does not, my clients will continue to move forward with the many legal actions they have already initiated against the Village.

Best Regards,

DeWitt Ross & Stevens s.c.



John C. Gardner

cc: Attorney Paul Johnson
Village of Cross Plains, Village Board
Kurt and Erica Schlicht

The Village did make an offer to purchase the property at 1904 Main Street. This is the Property Owner's response to that offer. This letter is being provided to the Village Board at the request of their attorney who "cc'd" the Village Board on the second page. This statement is meant to provide a brief background regarding this letter.

As you review the letter from the Property Owner's attorney, you will see that the Property Owner does not make any counter offer to the Village's original proposal. The Village has requested from the Property Owner on several occasions their position regarding settlement of all of their claims. This letter still does not offer a value for any of their demands. The Village will not be making any additional offers or proceeding with the purchasing of this property until the Property Owner decides to become a willing participant in the negotiation of a settlement. The Property Owner has made three claims against the Village demanding compensation for things they feel entitled to be paid for, and the Village will continue to abide by the legal process to contest said claims unless an opportunity for settlement presents itself.

Matt Schuenke, February 20, 2015

Matt Schuenke

From: Renee Bratton
Sent: Thursday, February 12, 2015 7:45 AM
To: Matt Schuenke
Subject: FW: blk earth creek letter.doc

From: sue schuetz [mailto:blkdog@tds.net]
Sent: Wednesday, February 11, 2015 4:42 PM
To: Renee Bratton
Subject: blk earth creek letter.doc

hi renee: please include this letter in each of the trustee's (and andreoni's) packets for the next meeting.
thank you
sue schuetz

10 Feb 2015

To the members of the Cross Plains Village Board:
Re: the Water Quality Corridor along the Black Earth Creek

A referendum regarding the Water Quality Corridor was on the 2005 spring ballot. The referendum was passed by 55%, with high voter turnout. A village Task Force was created between 2005 and 2007 and OPEN MEETINGS were held to encourage input from professionals and citizens. Among the groups that weighed in included the Department of Natural Resources, U.S. Geological Survey and the village engineer, Warren Myers. It was approved by the village board in January 2007. Does this mean nothing to our current village board? The WQC protecting our creek has been in place for 10 years. The decision to rescind it makes our village board look very bad, indeed, especially since it was made with no advice or input from citizens or professionals.

Does the village board want development along our creek? At one time I heard Cross Plains wanted more "tourism"...is building along our creek going to show we care about our world-class trout stream?

Please reconsider; and get input from people who care about the Black Earth Creek.

Sue Schuetz
Cross Plains

Matt Schuenke

From: Greg Kosharek <GKosharek@crossplainspolicewi.com>
Sent: Sunday, January 25, 2015 4:26 PM
Subject: Thank You

Hello everyone,

I just wanted to say thank you for helping to spread the word about the child car seat check event we held this past Saturday (January 24th). With your assistance we had the most successful event to date.

We had four Child Passenger Safety Technicians volunteering their time. We also had one senior checker (verifies correct installation/use) and one instructor from Safe Kids – Madison Area Coalition (an instructor verifies correct installation/use for a technician's recertification).

During the four hours that the event occurred we were able to assist 19 families and 22 children. These are wonderful numbers considering that each family's education takes approximately 30 – 45 minutes. In a nutshell, this means that your assistance helped ensure that 22 more children are given the best protection that we and their families can offer them while on the roadways.

Once again, I thank you for your assistance. I truly appreciate your willingness to spread the word about our events, as well as, the desire to keep children safe on the roadways.

Take care and have a great week,

--Greg

*Gregory Kosharek
Police Officer
Cross Plains Police Department*

*2417 Brewery Road, P.O. Box 97
Cross Plains, WI 53528
Phone: 608-798-4100 ext. 132
Fax: 608-798-4001*

LWMMI

League of Wisconsin Municipalities Mutual Insurance

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www.lwmmi.org



LEAGUE
OF
WISCONSIN MUNICIPALITIES

MUTUAL INSURANCE

TO: LWMMI / LGPIF INSUREDS

RE: LOCAL GOVERNMENT PROPERTY INSURANCE FUND

You may have read that the Governor's proposed budget would eliminate the LGPIF as of January 2017. We were as surprised as everyone else since the Fund has operated to the benefit of local governments since 1913.

Here is our game plan:

First, we will work with the League of Municipalities to remove the provision that would eliminate the Fund from the proposed budget. Commercial rates and deductibles would increase if the Fund is gone. The Fund's overhead expenses are one third that of commercial carriers.

Second, if the provision remains and is approved, LWMMI has alternatives available. Last year, after seeing several large rate increases by the Fund, we had an actuarial study conducted on the Fund's municipal business. Based on that analysis, we could not have improved on the rates charged by the Fund.

However, the analysis is still valid for LWMMI's use should LWMMI decide to write property. We are licensed to do property insurance. In addition, several of our reinsurers are licensed to write separate property insurance.

Finally, remember -- you and we have time -- 23 months, to find replacement coverage IF needed. We will keep you informed as we get more information.

The Fund is the best choice for 1,004 Cities, Villages, Towns, Counties, Schools and Special Districts. The Fund has been the standard setter in coverage, claims handling and pricing for 102 years. I believe it will continue to serve League members well going forward.

Dennis Tweedale, CEO
League of Wisconsin Municipalities Mutual Insurance

LWMMI

League of Wisconsin Municipalities Mutual Insurance

To: LWMMI / LGPIF Insureds

From: Dennis Tweedale, CEO for League of Wisconsin Municipalities Mutual Insurance Company

Here is an update to my original email (copy attached) on what we know and what we are doing with regard to the possible runoff of the Local Government Property Insurance Fund (the Fund).

1. Has anything changed since the Governor's Budget was first introduced on February 3rd?

Yes – The Wisconsin Office of the Commissioner of Insurance (OCI) has clarified that the Fund will allow renewals for policies through and including 1/1/2016 effective dates. If, for example, your current policy has an effective date of 1/1/15 or earlier, you will have a chance to renew one more time with the Fund. If, however, your current policy has an effective date of 1/2/15 or after, the Fund will not renew your policy when it expires.

2. Why is the Fund being discontinued?

Based on the wording within the proposed State Budget, property insurance is an area that the Governor believes is best handled by the private sector. The Fund's surplus is currently in a deficit position, so the move is not an attempt by the State to take money from the Fund for use in the General Fund.

3. When will I know whether the Fund is being changed or discontinued?

The proposal to close the Fund is part of the State Budget Proposal, which is currently being considered by the State Legislature. The process of reviewing, amending, and adopting the budget typically takes until June. We will keep you updated as that process unfolds. We will also keep you updated regarding our evaluation of alternatives.

4. Will Fund coverages and pricing change?

According to the OCI and ASU, coverage will remain the same. Pricing could change based on each insured's experience and the experience for all municipalities in the Fund.

5. How many LWMMI insureds are currently insured by the Fund?

Currently, 286 of the 395 municipalities insured by LWMMI are covered by the Fund, with total property premiums of \$3.5 million and total property coverage in force of \$4.7 billion. Looking at all cities, villages, and special districts (separate sewer, fire, housing, etc.), the total Fund premiums are \$10.2 million, with coverage in force of \$19.5 billion, from 508 insureds.

402 Gammon Place
Suite 225
Madison, WI 53719

608.833.9595 p
608.833.8088 f
dennis@lwmmi.org



LWMMI

League of Wisconsin Municipalities Mutual Insurance

6. Where are the other non-Fund cities and villages insured?

Some of LWMMI's insureds choose to insure with commercial companies using LWMMI agents. In many cases, the coverages and pricing are similar to the Fund and the LWMMI member wants the services of an agent.

7. What is LWMMI working on as our alternative to the Fund?

LWMMI, together with others that have a vested interest in the Fund, is looking at three alternatives should the provision that eliminates the Fund remain in the final State Budget (local opposition by Fund insureds may be strong enough to remove the provision).

The goal of LWMMI is to offer coverage, administration, and claims handling services similar to those currently provided by the Fund.

The three alternatives are:

- Contract with a commercial property insurance carrier using the combined city/village purchasing power to keep expenses low.
- Add property coverage to those currently offered by LWMMI.
- Create a new insurance company to replicate the Fund.

8. What if I have been contacted by an agent that said I have to get bids?

The contacts you may receive from other parties are their attempt to scare you by capitalizing on a change that may not even happen.

See Question 1 above, you have plenty of time and the provision may not even remain in the State Budget. Your current LWMMI agent has access to the same commercial property carriers. LWMMI will have a property option available to you if the Fund is eliminated.

9. So what should I be doing right now, if anything?

Wait until more information is available. LWMMI will keep you up to date on the State Budget negotiation on this item to the best of our ability. When LWMMI zeroes in on an alternative that matches the coverages, low expense, and services the Fund currently provides, we will let you know.

As always, please contact me directly with any questions. Rest assured, having administered the Fund for 12 years, LWMMI for 12 years, and more than 20 years working with the LWM Insurance Trust, I have your interests as the top priority.



Dennis Tweedale, CEO
League of Wisconsin Municipalities Mutual Insurance Company

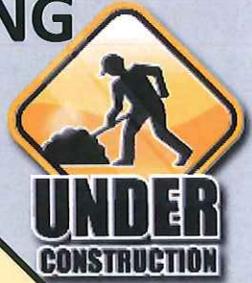
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dennis@lwmmi.org



Cross Plains Area Chamber of Commerce

ANNUAL CELEBRATION AND MEETING



OPEN FOR BUSINESS

Thursday March 12, 2015 from 5 p.m.—8 p.m.

American Legion Post 245

2217 American Legion Drive, Cross Plains, WI 53528

5:00 - 7:00 Networking, Food, Drinks, Live Music & More

7:00 - 8:00 Annual Meeting and Awards

Tickets \$35 - Payable prior to the meeting

Please join us for an evening of networking, appetizers, wine and beer tasting, information, awards and live music.

A Silent Auction and Cash Bar will also be available.

RSVP REQUIRED: Please complete the reservation form & mail along with your check to Amy Hansen, 2016 Continental Lane, Cross Plains, WI 53528 no later than March 2, 2015. Contact Amy at 843-3166 (or amy.cpchamber@yahoo.com) with any questions.

Please print the full name of all representatives of your business who will attend the annual meeting (For name tags).

Enclose a check payable to: Cross Plains Area Chamber of Commerce (CPACC).

Business Name: Village of Cross Plains

People Attending: Matt Schwenke

RSVP TODAY!

Check out www.crossplainschamber.net for more information

Thank you to our 2014 Corporate Sponsors:



Matt Schuenke

From: League of Wisconsin Municipalities <witynski@lwm-info.ccsend.com> on behalf of League of Wisconsin Municipalities <witynski@lwm-info.org>
Sent: Monday, February 16, 2015 10:06 AM
To: Matt Schuenke
Subject: Legislative Bulletin - DOR Information Sheet on County Assessment

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To continue receiving email newsletters from League of Wisconsin Municipalities, please add our 'From' address (witynski@lwm-info.org) to your address book. This will help ensure against overzealous spam filters. Thanks!

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League of Wisconsin Municipalities

Legislative Bulletin

2015-16, No.7
February 16, 2015

In this Issue:

- DOR Publishes Info Sheet on County Assessment**
- Additional Information on Property Tax Bills**
- TIF Study Committee Recommendations to be Introduced**
- New Board of Review Forms**
- Lower Streetlight Utility Rates for Some**
- Join League's Lobbying Team**
- Recently Introduced Legislation**

DOR Publishes Info Sheet on County Assessment; League Communicates Municipal Concerns

Last week, the Department of Revenue released an FAQ further explaining the Governor's county assessment proposal in the state budget bill. The memo outlines what the proposal means for local governments, assessors, property owners, and property tax bills. We have posted the memo on our website, [here](#).

Thanks to all who have sent us comments on the county assessment proposal. If you haven't already, please e-mail me your comments and concerns about the Governor's proposal. We e-mailed the following to DOR Secretary Richard Chandler last week:

The League is still formulating its position on county assessment. The feedback we have received from our members has been mixed with some supporting the concept, more opposing the concept because of concerns over the loss of local control, and some neutral. Many have raised questions about the proposal. I've listed several of

**Hearings on Municipal
Bills**

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Ph: (608) 267-2380
(800) 991-5502

witynski@lwm-info.org

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**Legislative Bulletin
Archive**

those questions, comments, and concerns below:

- *The 2017 implementation date is very ambitious and probably not doable, given that counties (other than Kenosha) have never been involved in any aspect of the assessment process. The entire statutory framework in place for allowing property owners to challenge an assessment, including the board of review process, has been administered exclusively by municipalities. Municipalities have also been the jurisdictions responsible for defending assessor determinations against court challenges by property owners. Counties have no experience in this area. The shift from municipal to county assessment should probably occur gradually over several years.*
- *It doesn't make sense for the cost of county assessment to be a part of the municipal levy. It is more efficient and probably more equitable to make it part of the county levy. The municipality is only one of the several users of the assessment, and not the majority user.*
- *The cost of assessing all properties annually at full value, reportedly to be about \$25 per parcel, will exceed the payments the county receives from its cities, villages and towns, which may only currently be paying \$6-\$8 per parcel. The state or more likely county taxpayers will need to supplement the payments received from cities, villages and towns.*
- *Towns historically have paid much less per parcel for assessment services than medium to large municipalities. Consequently, larger municipalities in a county will be paying disproportionately more of the county's assessment costs than the towns. Cities and villages will be supplementing the towns contribution to the cost of county assessment.*
- *Randomly establishing 2015 as the base year for determining a municipality's payment to the county will leave some communities who happened to be in the midst of a revaluation paying substantially more than they would in a maintenance year. The base amount should be averaged over at least a three year period.*
- *Some communities have informed us that they recently entered into long-term contracts with their assessor. How would the change in the law impact the contract? Will these communities continue to be*

responsible for making payments under the contract?

- *Allowing only first and second class cities to opt out leaves other communities that are efficiently providing assessment services at or nearly at 100% of full market value annually unable to make such a choice. The City of Brookfield, for example, which is just under 39,000, is particularly interested in being allowed to opt out. The opt out threshold should be more fluid and depend on other factors besides population. Also, the proposal should allow neighboring cities and villages to collaborate together on assessments as an option.*
- *Under County assessment most taxpayers interested in appearing before the county Board of Review will need to travel outside of their community to do so.*

We will share more comments, questions, and concerns about the proposal as we receive them from our members. Thanks.

Governor's Budget Proposal Requires Additional Information on Property Tax Bills

As we continue to analyze the state budget bill, we find additional items affecting municipalities. We learned this week that the Governor recommends that additional information be added to property tax bills. The budget bill, AB 21/SB 21, creates sec. 74.09(3)(de), which requires that the following new information be included on property tax bills:

1. The amount of the debt service from bonds issued by each taxing jurisdiction and the taxpayer's proportionate share of that amount.
2. The the amount of any fees or charges assessed by each taxing jurisdiction that is collected in the tax levy and the taxpayer's proportionate share of that amount.
3. The amount of the taxes levied for the maintenance and operation of each county, city, village, town, school district, and technical college district where the property is located.
4. The amount of the taxes levied to pay for all of the following: a. The redemption charges on any bonded indebtedness or other long-term obligation incurred by each taxing jurisdiction where the property is located. b. Additional amounts levied pursuant to a referendum to

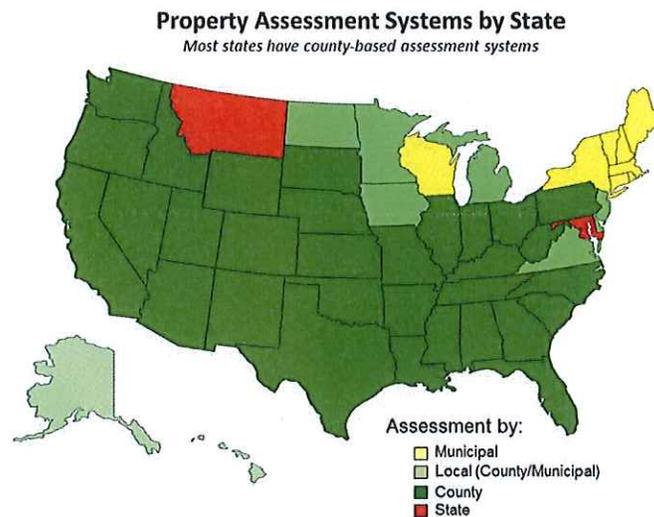
Property Assessment Reform

Making government more efficient, effective and accountable

February 11, 2015

What is being proposed?

- Move property assessment functions to a county-based model from the current municipal-only model:
 - Counties could choose to form multi-county assessment units.
 - First and second class cities could opt to do assessment themselves because they have economies of scale.
 - Manufacturing property would still be assessed by the Department of Revenue.
 - Move from 1,851 assessment units to about 90.
- Require all property to be assessed annually at full value when the reformed system is in place.
- Open Book meetings to review assessments would be held in each municipality. Board of Review meetings to resolve appeals of assessments would be held at multiple locations, with centrally available public notice.
- Forty states have county-based assessment systems.



Sources: CCH Intelliconnect, State Tax Departments

Wisconsin Has Highest Number of Assessment Jurisdictions Nationwide at 1,851 Municipal Units

What are the benefits?

- Cost savings due to economies of scale at the local level and elimination of the state's complex equalization process.
- Improved quality of property assessments.
- A clear and understandable process that strengthens accountability for property owners.
- Maintaining involvement of local government.

What will it mean for property owners?

- Property owners will see their property assessments reflect full market value every year.
- Some communities already assess property at full market value each year. Other municipalities conduct assessments that vary widely from market value. Having a consistent standard will avoid large swings in assessed value that can happen if values have not been reviewed for a number of years.
- This will improve uniformity among property owners with similar properties in the same community.
- Open Book: Property owners would continue to be able to attend an Open Book meeting in their municipality to ask their assessor for assessment changes.
- Board of Review: Property owners would continue to be able to appeal values to a county Board of Review (BOR) and have increased opportunity to attend BOR since multiple meetings would be held in several locations. BOR members would also receive annual training.

Will property taxes go up because of this?

- No. The total amount of property taxes collected will be the same as it would be with the current system.
- The budget proposal protects property taxpayers by maintaining county, municipal, and technical college levy limits at the greater of zero percent growth or the percentage change in property values due to net new construction.
- Property tax limits restrict the total amount your local government can collect in property taxes.
- The value your assessor gives your property is used to distribute the total amount of property taxes among a municipality's property owners.

What will it mean for assessors?

- Certified assessors will continue to assess property throughout the state. The county, multi-county or municipal assessment units could either directly employ assessors or contract with private assessors, as municipalities do now.

What will it mean for local governments?

- All local governments would have property assessed at full market value each year.
- Local cost savings: A county or multi-county unit can leverage economies of scale to produce more accurate and uniform values while reducing administrative costs.
 - Counties will be reimbursed by municipalities for the costs of conducting property assessment.
 - Municipalities will pay counties up to 95% of their base budgeted costs for assessment, thus ensuring a reliable funding source and overall cost savings.

What will it mean for state government?

- The state will no longer need to "equalize" local assessments, which will result in state cost savings.
- When fully phased in, this reform will result in a phased down Bureau of Equalization at the Department of Revenue, now consisting of 39.5 FTE.
- Equalization is currently needed because different communities assess property on different timetables and at different percentages of full value. Property values need to be "equalized" at a common level before tax bills and state aids can be sent out, which is a costly and complex process.