

## **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, May 18, 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 regular meeting held April 27, 2015 and special meeting held May 1, 2015.
  2. Total Disbursements from 4/28/2015 through 5/13/2015 in the amount of \$160,532.57 broken down as follows:
    - 110 – General Fund: \$88,000.70
    - 120 – Capital Fund: \$5,143.00
    - 130 – Library Fund: \$6,254.11
    - 140 – Parks/Rec Fund: \$7,757.09
    - 150 – Debt Service Fund: \$0
    - 310 – TID Fund: \$15,104.28
    - 660 – Water Utility Fund: \$15,746.41
    - 670 – Sewer Fund: \$22,526.98
  3. Approval of a Temporary Class “B” License and Special Event Permit for the Memorial Day Chicken Barbeque located at the American Legion.
  4. Approval of an action to disallow a claim from US Bank National Association to recover an unlawful tax levied to Personal Property Tax Account #42-00907.
  5. Approval of a Chicken License for Jennifer Dederling located at 4005 Creekside Way.
- 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 request from the Gallina Companies for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD) in order to construct a 53-unit apartment building.

2. Committee of the Whole

a. Discussion regarding TIF Redevelopment Grant Application #2015-02 for the Gallina Companies.

b. The Village Board may meet in Closed Session pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss TIF Redevelopment Grant Application #2015-02 from the Gallina Companies.

c. Reconvene into Open Session: To take action, if appropriate, concerning item(s) discussed in Closed Session.

d. Discussion and action regarding Resolution #09-2015 establishing Special Committees for Parks/Recreation and Public Safety.

e. Discussion and action regarding 2015 Commission and Committee Appointments.

VI. General Business – None.

VII. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

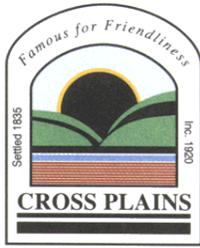
a. 2014 Performance Evaluation of the Village Administrator/Clerk-Treasurer.

b. 2014 Merit Pay Plan for Village Employees.

2. Reconvene into Open Session: To take action, if appropriate, concerning the item(s) discussed in Closed Session.

X. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [matt@cross-plains.wi.us](mailto: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: May 15, 2015  
Re: Village Board Meeting – **May 18, 2015**

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### III. Consent Agenda

**1. Minutes of regular meeting held April 27, 2015 and special meeting held May 1, 2015 –**  
For approval.

**2. Total Disbursements from 4/28/2015 through 5/13/2015 in the amount of \$160,532.57**  
**broken down as follows –** For approval.

110 – General Fund: \$88,000.70	150 – Debt Service Fund: \$0
120 – Capital Fund: \$5,143.00	310 – TID Fund: \$15,104.28
130 – Library Fund: \$6,254.11	660 – Water Utility Fund: \$15,746.41
140 – Parks/Rec Fund: \$7,757.09	670 – Sewer Fund: \$22,526.98

**3. Approval of a Temporary Class “B” License and Special Event Permit for the Memorial Day Chicken Barbeque located at the American Legion** - Included in your packet is the application from the Cross Plains Chamber of Commerce for a Temporary Class “B” License and Special Event Permit. Parking and vehicle travel before, during, and after the event will be challenging this year with the reconstruction of Highway 14 underway. Included in your packets is a map being circulated to help provide some direction on how to get to available parking. The remainder of the event is similar to years past. Both applications have been reviewed by Village Staff and are recommended for approval.

**4. Approval of an action to disallow a claim from US Bank National Association to recover an unlawful tax levied to Personal Property Tax Account #42-00907** – US Bank has filed a claim with the Village requesting they be reimbursed a portion of their 2014 Personal Property Tax Bill payable in 2015. The requested amount is due to an error on their part in reporting their assets that are used to determine the value and ultimately calculate the tax. This issue is considered by them to be a request for reimbursement of an unlawful tax. Statutes require that a claim be filed in writing to the Village Clerk prior to January 31<sup>st</sup> of the year in which it is due stating the amount and the circumstance by which their issue is determined as an unlawful tax. Errors made on their part do not fit within the Statutory definition of an unlawful tax, and furthermore the claim was filed officially with the Clerk in April. Village Staff recommends disallowing this claim as it does not meet the Statutory requirements for the reimbursement of an unlawful tax.

**5. Approval of a Chicken License for Jennifer Dederling located at 4005 Creekside Way** – An application to keep chickens and notices were sent out to properties within 200 feet for the applicant’s property. No responses were received. The next step in the process is for the Village Board to approve the permit. A copy of the application is included in the packet. For approval.

V. Committee/Commission Recommendations

**1. Plan Commission**

*a. Discussion and action regarding a request from the Gallina Companies for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD) in order to construct a 53-unit apartment building* – Included within your packet is a request for a Zoning Map Amendment and consideration of a General Development Plan for 1400 Bourbon Road to create a new 53 unit apartment building. The project required higher density than the underlying district allowed, and these are the first two steps in the pursuit of a rezone to Planned Development (PD). Following this approval, the developer will have a year to bring forward a Specific Implementation Plan (SIP) in order to be permitted for construction. Included within your packet is a memorandum summarizing the project and appendices documenting the submittal/review. The Plan Commission reviewed this project at its May 4<sup>th</sup> meeting following Public Hearing, and recommended approval.

**2. Committee of the Whole**

*a. Discussion regarding TIF Redevelopment Grant Application #2015-02 for the Gallina Companies* – Continuing the discussion from the May 11<sup>th</sup> Committee of the Whole meeting, Joe Gallina and Craig Enzenroth will be present on behalf of the Gallina Companies to present their application for TIF support for their project.

*b. The Village Board may meet in Closed Session pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss TIF Redevelopment Grant Application #2015-02 from the Gallina Companies.*

*c. Reconvene into Open Session: To take action, if appropriate, concerning item(s) discussed in Closed Session.*

*d. Discussion and action regarding Resolution #09-2015 establishing Special Committees for Parks/Recreation and Public Safety* – Included within your packets is a resolution to officially establish the two new Special Committees along with providing for some basic formatting to help facilitate their meetings and relationship with the board. The resolution as prepared is merely a proclamation to get some of things into writing without going so far as to rewrite our ordinances at this time. If it is desired later to rewrite the code to make these committees permanent, then the resolution can easily be converted into the ordinance with other modifications as desired. Staff recommends approval.

*e. Discussion and action regarding 2015 Commission and Committee Appointments –*  
The Village President is in the process of confirming all desired appointments but was not able to complete this list by the time the packets were distributed. The final list of appointments will be distributed to the board prior to the meeting Monday night.

VII. Closed Session

**1. The Village Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:**

*a. 2014 Performance Evaluation of the Village Administrator/Clerk-Treasurer.*

*b. 2014 Merit Pay Plan for Village Employees.*

**2. Reconvene into Open Session: To take action, if appropriate, concerning the item(s) discussed in Closed Session.**

## **Village Board**

### *Meeting Minutes*

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

Monday, April 27, 2015

#### I. Call to Order and Roll Call – **6:00 pm**

President Andreoni called the regular Village Board meeting to order at 6:01 pm.

Present: Trustees William Brosius, Judy Ketelboeter, Jay Lengfeld, Steve Schunk, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

#### II. Closed Session

**1. The Village Board met in Closed Session pursuant to 19.85(1)(g) at 6:02 pm 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 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, Ketelboeter, Lengfeld, Schunk, Sorensen, and Zander. No – None. The motion carried 7 – 0.**

**2. Reconvene into Open Session: To take action, if appropriate, concerning the item(s) discussed in Closed Session:**

- A motion was made by Trustee Sorensen, seconded by Trustee Brosius, and unanimously carried by the Village Board to reconvene into Open Session at 6:58 pm.
- A motion was made by Trustee Sorensen, seconded by Trustee Schunk, for the Village Board to authorize the Village Clerk and Village Attorney to negotiate with KEMK, LLC the final settlement of KEMK, LLC's condemnation appeal, dismissal of all claims, acquisition of land, improvements, and ongoing business concern at 1904 Main Street for a total price not to exceed \$425,000. A roll call vote was requested. Yes – Andreoni, Ketelboeter, Schunk, Sorensen, and Zander. No – Brosius and Lengfeld. The motion carried 5 – 2.

#### III. Pledge of Allegiance – **7:00 pm**

President Andreoni led the Pledge of Allegiance beginning at 7:02 pm.

IV. Public Comment – None.

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

1. Minutes of the regular meeting held March 23, 2015 and special meeting held April 7, 2015.

2. Total Disbursements from 3/25/2015 through 4/22/2015 in the amount of \$2,051,269.08 broken down as follows:

- 110 – General Fund: \$554,330.28
- 120 – Capital Fund: \$40,838.38
- 130 – Library Fund: \$13,052.82
- 140 – Parks/Rec Fund: \$16,379.89
- 150 – Debt Service Fund: \$445,794.72
- 310 – TID Fund: \$54,901.81
- 660 – Water Utility Fund: \$20,208.90
- 670 – Sewer Fund: \$895,762.28

3. Approval of an Operator’s (Bartender’s) License for Andrea K. Eckert.

4. Approval of a Temporary Class “B” License and Special Event Permit for the Cross Plains World’s Fair located at Baer Park.

5. Approval of Resolution #05-2015 to seek grant funds from the Knowles-Nelson Stewardship program to assist in recreational trail development as recommended by Committee.

6. Approval of a facility agreement with Cross Plains Stingrays for the use of the swimming pool as recommended by Committee.

7. Approval of an agreement with Montgomery Associates: Resource Solutions, LLC to provide consulting support for floodplain management as recommended by Committee.

8. Approval of Resolution #06-2015 to create a temporary 3-way stop sign controlled intersection at Julius and Valley Streets.

## VI. Report of Village Officers

### **1. Village President**

*a. Discussion and action regarding 2015 Board, Commissions, and Committee Appointments* – The Village President made the following appointments (term limit in parenthesis):

- Cross Plains Area EMS District Board – Reappoint Trustee Lengfeld (2016).
- Cross Plains-Berry Fire District Board – Reappoint Trustee Brosius (2016), Trustee Lengfeld (2016), and President Andreoni (2016).
- Library Board – Reappoint Trustee Schunk (2016) and Jane Bautch (2018). Appoint Ellen Alberts (2018) of the Town of Berry to replace Charity Hirsch and Carolyn Abbott (2017) to replace Denise Baylis.
- Plan Commission – Reappoint President Andreoni (2016) and Trustee Ketelboeter (2016). Appoint Trustee Zander (2016) to replace Doug Brunner.
- Police Commission – Reappoint Paul Bartleson (2020).
- Zoning Board of Appeals – Reappoint Bob Green (2018) and Paul Yochum (2018).
- Cross Plains Area Chamber of Commerce Board – Appoint Trustee Sorensen (2016).

A motion was made by Trustee Schunk, seconded by Trustee Brosius, and unanimously carried by the Village Board to confirm the appointments made by the Village President.

### **2. Village Administrator/Clerk-Treasurer**

*a. Discussion and action regarding the scheduling of the May Village Board meeting* – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Village Board to hold the May regular Village Board meeting on May 18, 2015.

### **3. Miscellaneous Trustee Reports**

- Trustee Brosius commented that traffic along the detour route for the Highway 14 Project continues to be flowing unimpeded.
- Trustee Schunk commented that the recently created 4-way Stop Sign at Park and Market Street continues to challenge drivers.

VII. General Business

**1. Presentation from Craig Enzenroth of the Gallina Companies regarding a Planned Development at 1400 Bourbon Road** – A presentation was provided by Craig Enzenroth of the Gallina Companies regarding their proposed project to redevelop 1400 Bourbon Road as a 53 unit apartment building. No action was taken, and the review of the project begins at the Plan Commission meeting on May 4<sup>th</sup>.

**2. Discussion and action to approve the filling of the Police Officer vacancy within the Police Department** – A motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve the filling of the Police Officer vacancy within the Police Department.

VIII. Committee/Commission Recommendations

**1. US Highway 14 (Main Street) Streetscape Workgroup**

*a. Discussion and action to accept the US 14 Streetscape and Signage Plan for the US Highway 14 (Main Street) Reconstruction* – Following presentation and discussion, a motion was made by Trustee Schunk, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to accept the US 14 Streetscape and Signage Plan for US Highway 14 (Main Street) Reconstruction project.

**2. Committee of the Whole**

*a. Discussion and action regarding a donation to Park School towards a Parcourse (youth friendly exercise course)* – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Village Board to make a gold level sponsorship of the Parcourse at Park School in amount of \$2,500 to be paid out of the equipment line item in the Parks/Recreation Capital Budget.

*b. Discussion and action regarding Resolution #07-2015 stating the Village's opposition to the elimination of the Personal Property Tax by the State of Wisconsin* – A motion was made by Trustee Sorensen, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve Resolution #07-2015 stating the Village's opposition to the elimination of the Personal Property Tax by the State of Wisconsin.

*c. Discussion and action regarding Resolution #08-2015 to set the speed limit for Mill Creek Parkway* – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Lengfeld, and carried by the Village Board to approve Resolution #08-2015 to set the speed limit for Mill Creek Parkway at 20 mph as a "service road" defined within State Statutes.

*d. Discussion and action regarding a proposal to implement a Committee Meeting System – Please note the following action items:*

- Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Brosius, and carried by the Village Board to create the Parks/Recreation Special Committee and the Public Safety Special Committee according to Section 5.02(i) of the Village Code, and to suspend the Committee of the Whole on a trial basis until the end of the current term (i.e. – April 18, 2016).
- The Village President will prepare the appointments for consideration by the Village Board at its meeting on May 18, 2015 according to the composure/format discussed in the meeting.

IX. Closed Session

**1. A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, for the Village Board to meet in Closed Session at 8:35 pm pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the 2014 Performance Evaluation of the Village Administrator/Clerk-Treasurer – A roll call vote is required. Yes – Andreoni, Brosius, Ketelboeter, Lengfeld, Schunk, Sorensen, and Zander. No – None. Motion carried 7 – 0.**

**2. Reconvene into Open Session: *To take action, if appropriate, concerning the item(s) discussed in Closed Session – Please note the following action items:***

- A motion was made by Trustee Schunk, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to return to Open Session at 8:59 pm.
- A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to accept the Job Description for the Village Administrator/Clerk-Treasurer position as presented.

X. Adjournment

A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to adjourn the meeting at 9:00 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,

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Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

**Village Board**  
*SPECIAL Meeting Minutes*

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

Friday, May 1, 2015  
12:30 pm

I. Call to Order and Roll Call

President Andreoni called the special Village Board meeting to order at 12:33 pm.

Present: Trustees Judy Ketelboeter, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

Not-Present: Trustee William Brosius, Jay Lengfeld, and Steve Schunk.

II. General Business

**1. Discussion and action to approve a Temporary Class “B” License for Cross Plains Home Talent Baseball located at 2820 Military Road (Baer Park) for 2015 home baseball games** – A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Village Board to approve a Temporary Class “B” License for Cross Plains Home Talent Baseball located at 2820 Military Road (Baer Park) for the 2015 home baseball games.

III. Adjournment

A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Village Board to adjourn the meeting at 12:35 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,

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Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 1

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee		Amount
39004	4/28/2015	Jason Klock		
		Refund for Coach Pitch	Manual Check	
140-00-46725-000-000		RECREATION		30.00
			Total	30.00
39005	4/29/2015	REGISTRATION FEE TRUST		
		Vehicle Registration, See Receipt #21223	Manual Check	
110-00-26111-000-000		MISCELLANEOUS COLLECTIONS		175.00
			Total	175.00
39006	4/30/2015	DANE COUNTY TREASURER		
		Court Fines & Assessments	Manual Check	
110-00-45110-000-000		COURT PENALTIES & COSTS		340.00
			Total	340.00
39007	4/30/2015	State of Wis.-Court Fines & Surcharges		
		Court Fines & Assessments	Manual Check	
110-00-45110-000-000		COURT PENALTIES & COSTS		1,042.00
			Total	1,042.00
39008	4/30/2015	CHARTER COMMUNICATIONS		
		Internet Service	Manual Check	
110-00-53300-203-000		UTILITIES		172.06
			Total	172.06
39009	5/01/2015	DANE COUNTY SHERIFF OFFICE		
		Warrant Fee, See Receipt #21226	Manual Check	
110-00-26111-000-000		MISCELLANEOUS COLLECTIONS		40.00
			Total	40.00
39021	5/06/2015	VOID		
		incorrect amount entered - void	Manual Check	
110-00-11101-000-000		TREASURERS CASH		0.00
			Total	0.00

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 2

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
39022	5/06/2015	THE MINNESOTA LIFE INSURANCE	
		June life insurance premium	
			Manual Check
110-00-21345-000-000		EMPLOYEE ADDITIONAL LIFE	165.57
110-00-21346-000-000		EMPLOYEE SUPPLEMENTAL LIF	62.27
110-00-21347-000-000		EMPLOYEE SPOUSE/DEP.LIFE	17.50
110-00-51430-176-000		LIFE INSURANCE	16.33
110-00-52100-176-000		LIFE INSURANCE	52.34
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	460.18
39023	5/06/2015	Matt McCulley	
		Pepper League Refund	
140-00-46725-000-000		RECREATION	50.00
		Total	50.00
39024	5/06/2015	Abe Lemke	
		Refund on Dance	
140-00-46725-000-000		RECREATION	105.00
		Total	105.00
39025	5/06/2015	Park Elementary School	
		April Fools Fun Run	
140-00-55300-306-000		PROGRAMS	1,886.75
		Total	1,886.75

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 3

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
39026	5/06/2015	Kathy Virnig Refund for Engineering for Kids	
140-00-46725-000-000		RECREATION	150.00
		Total	150.00
39027	5/06/2015	Natalija Goomey Overpayment on Water/Sewer	
660-00-51400-930-000		MISCELLANEOUS	83.55
		Total	83.55
39028	5/06/2015	AlphaGraphics Print Newsletter, Invoice #10154	
110-00-51100-206-000		PRINTING	868.51
110-00-51100-201-000		POSTAGE	291.70
		Total	1,160.21
39029	5/06/2015	Wisconsin Park & Recreation Association Membership, Invoice #217-15	
140-00-55200-204-000		DUES & SUBSCRIPTIONS	130.00
		Total	130.00
39030	5/06/2015	CAPITAL COMPUTER Netgear Subscription, Invoice #57632	
110-00-52100-302-000		TECHNOLOGY	219.00
		Total	219.00
39031	5/06/2015	US CELLULAR Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	78.49
		Total	78.49
39032	5/06/2015	Vandewalle & Associates, Inc. Current Planning, Invoice #201504003	
310-00-51410-207-000		SUPPORT SERVICES	459.00

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 4

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-56400-207-101		SUPPORT SERVICES - GENERAL	376.50
		Total	835.50
39033	5/06/2015	Davis Kuelthau Legal Fees, Invoice #391215	
110-00-51430-208-000		LEGAL FEES	1,221.00
		Total	1,221.00
39034	5/06/2015	AMERICAN LEGION POST #245 Flag Program	
110-00-51100-204-000		DUES & SUBSCRIPTIONS	50.00
		Total	50.00
39035	5/06/2015	MSA Professional Services, Inc. Professional Services	
120-00-57300-207-000		SUPPORT SERVICES Project #R03535015.0	2,452.50
310-00-51410-207-000		SUPPORT SERVICES Invoice #R03535012.0	1,926.45
		Total	4,378.95
39036	5/06/2015	CHARTER COMMUNICATIONS Internet Service	
110-00-51600-202-000		COMMUNICATION	131.31
		Total	131.31
39037	5/06/2015	Ricoh Americas Corporation Copy Machine Overage	
110-00-51600-301-000		EQUIPMENT	427.68
		Total	427.68
39038	5/06/2015	JOHNSON, BLOCK & COMPANY, INC. Audit, Invoice #421776	
110-00-51510-207-000		SUPPORT SERVICES	650.00
660-00-51400-923-000		CONTRACTED SERVICES	650.00

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 5

ALL Checks

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ALL FUNDS

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-51510-207-000		SUPPORT SERVICES	650.00
660-00-51400-923-000		CONTRACTED SERVICES	1,200.00
310-00-51410-207-000		SUPPORT SERVICES	350.00
		Total	3,500.00

39039 5/06/2015 Bando Organics  
Apply Compost Tea to Lawn

130-00-55110-301-000		EQUIPMENT	101.00
		Invoice #1035	
		Total	101.00

39040 5/06/2015 Rachel Stieve  
Refund on Lost Item

130-00-55110-304-105		SUPPLIES - GENERAL	8.19
		Total	8.19

39041 5/06/2015 BAKER & TAYLOR, INC.  
Books

130-00-55110-304-101		SUPPLIES - BOOKS	376.33
		Invoice #2030523341	
130-00-55110-304-101		SUPPLIES - BOOKS	283.64
		Invoice #2030562043	
		Total	659.97

39042 5/06/2015 Junior Library Guild  
Books, Invoice #271464

130-00-55110-304-101		SUPPLIES - BOOKS	222.48
		Total	222.48

39043 5/06/2015 SOUTH CENTRAL LIBRARY SYSTEM  
Programs, Invoice #15-0128

130-00-55110-306-000		PROGRAMS	205.00
		Total	205.00

39044 5/06/2015 Sharon Johnson  
Refund on Skateboarding

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 6

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
140-00-46725-000-000		RECREATION	55.00
Total			55.00

39045 5/06/2015 TOWN & COUNTRY ENGINEERING, INC.  
Engineering Fees

660-00-57000-207-000		SUPPORT SERVICES	122.50
Job #CP 71			
670-00-57410-207-000		SUPPORT SERVICES	183.75
Job #CP 71			
120-00-57300-805-104		INFRASTRUCTURE - CTY HWY P	877.75
Job #CP 84			
120-00-57300-207-000		SUPPORT SERVICES	1,812.75
Job #CP 86			
660-00-57000-207-000		SUPPORT SERVICES	5,291.82
Job #CP 88			
670-00-57410-207-000		SUPPORT SERVICES	7,937.74
Job #CP 88			
310-00-51410-207-000		SUPPORT SERVICES	536.25
Job #CP 89			
Total			16,762.56

39046 5/06/2015 TERRY'S PIGGLY WIGGLY  
Election Food,Towels,Supplies,Programs

110-00-51600-304-000		SUPPLIES	4.38
Account #310			
110-00-51440-304-000		SUPPLIES	62.99
Account #310			
110-00-51440-304-000		SUPPLIES	10.20
Account #310			
110-00-52100-205-000		MEETINGS	9.87
Account #310			
130-00-55110-306-000		PROGRAMS	58.87
Account #455			
Total			146.31

39047 5/06/2015 Johnson Inspection LLC  
Building Permit Inspections

110-00-52400-207-000		SUPPORT SERVICES	1,190.13
Invoice #446			

5/07/2015 8:24 AM

Check Register - Full Report - ALL  
ALL Checks  
ALL FUNDS

Page: 7  
ACCT

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
			Total 1,190.13
<hr/>			
39048 5/06/2015 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/>			
39049 5/06/2015 Nelson Electric LLC 1/2 of Upgraded Electrical Service			
310-00-51410-207-000		SUPPORT SERVICES	1,836.25
		Invoice #8067	
			Total 1,836.25
<hr/>			
39050 5/06/2015 DEMCO, INC. Supplies, Invoice #5589297			
130-00-55110-304-105		SUPPLIES - GENERAL	130.26
			Total 130.26
<hr/>			
39051 5/06/2015 T.E. BRENNAN COMPANY Annual Retainer			
110-00-51540-209-000		INSURANCE	2,167.47
660-00-51400-924-000		PROPERTY INSURANCE	500.19
670-00-53610-209-000		INSURANCE	666.91
			Total 3,334.57
<hr/>			
39052 5/06/2015 Montgomery Associates Dewatering Project			
670-00-57410-207-000		SUPPORT SERVICES	165.00
		Invoice #5653	
			Total 165.00
<hr/>			
39053 5/06/2015 BRUCE MUNICIPAL EQUIPMENT, INC. Gate Valve Box Repair Tool			

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 8

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
660-00-53700-673-000		MAINTENANCE OF MAINS	3,500.00
		Invoice #5151541	
		Total	3,500.00
39054	5/06/2015	WORLD OF VARIETY	
		Pens, Invoice #18321	
110-00-53300-305-101		MAINTENANCE - VEHICLE	17.94
		Total	17.94
39055	5/06/2015	SAEMAN LUMBER CO.	
		Supplies	
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	32.96
		Acct. #1505-318926	
		Total	32.96
39056	5/06/2015	KALSCHEUR IMPLEMENT CO.	
		Seal Kit,Rachet,Radiator, Spring,Fan	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	142.91
		Invoice #IN02136	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	618.80
		Invoice #IN01122	
		Total	761.71
39057	5/06/2015	WEAVER AUTO PARTS	
		Oil Dri,Truck Bed Coating	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	12.30
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	55.80
		Total	68.10
39058	5/06/2015	CRANE ENGINEERING SALES	
		Repair Pump,Stator,Cable, Motor Repair	
670-00-53610-307-000		SYSTEM MAINTENANCE	2,363.32
		Invoice #293680-00	
		Total	2,363.32
39059	5/06/2015	NORTH CENTRAL LABORATORIES	
		Phosphorus TNT Reagent	

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 9

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-53610-304-000		SUPPLIES	58.32
		Invoice #354777	
		Total	58.32
39060	5/06/2015	Iowa Patch High Performance Patch	
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	1,433.60
		Invoice #1788	
		Total	1,433.60
39061	5/06/2015	BOEHNEN, INC. Remove Beaver Dam, Footing for Scoreboard	
660-00-53700-673-000		MAINTENANCE OF MAINS	271.02
		Invoice #21930	
110-00-53300-399-000		MISCELLANEOUS	250.00
		Invoice #21952	
140-00-55200-305-000		MAINTENANCE	180.00
		Invoice #22043	
		Total	701.02
39062	5/06/2015	HELLENBRAND WELDING Chipper Chute Sprocket Replacement	
110-00-53300-305-102		MAINTENANCE - EQUIPMENT	75.00
		Total	75.00
39063	5/06/2015	DELUXE DISTRIBUTORS Towels, Hand Soap	
110-00-53300-304-101		SUPPLIES - GENERAL	247.95
		Invoice #4320	
		Total	247.95
39064	5/06/2015	Compass Minerals Salt, Invoice #71330900	
110-00-53300-304-102		SUPPLIES - SNOW/ICE CONTROL	9,722.99
		Total	9,722.99
39065	5/06/2015	TAPCO Street Signs, Invoice #I487227	

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 10

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	74.70
		Total	74.70
<hr/>			
	39066	5/06/2015 Goth Plumbing Control Valve in Garage Loft,Well House	
110-00-53300-305-103		MAINTENANCE - INFRASTRUCTURE	1,936.10
660-00-53700-614-200		MAINTENANCE - EXPENSE	394.56
		Total	2,330.66
<hr/>			
	39067	5/06/2015 Baer Insurance Services, LLC Liability & Work. Comp. Insurance	
110-00-51540-209-000		INSURANCE Invoice #58339	4,451.20
660-00-51400-924-000		PROPERTY INSURANCE Invoice #58339	1,027.20
670-00-53610-209-000		INSURANCE Invoice #58339	1,369.60
110-00-51540-209-000		INSURANCE Invoice #58326	3,761.55
660-00-51400-924-000		PROPERTY INSURANCE Invoice #58326	868.05
670-00-53610-209-000		INSURANCE Invoice #58326	1,157.40
		Total	12,635.00
<hr/>			
	39068	5/06/2015 Immaculate Cleaning, Inc. Cleaning Services, Invoice #5138	
110-00-51600-207-000		SUPPORT SERVICES	343.75
		Total	343.75
<hr/>			
	39069	5/06/2015 US CELLULAR Cellular Phone Service	
110-00-52100-202-000		COMMUNICATION	41.20
		Total	41.20

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 11

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
39070	5/06/2015	News Publishing Company Public Notices	
110-00-51410-206-000		PRINTING Account #99101876	68.02
110-00-51440-206-000		PRINTING	118.82
		Total	186.84
39071	5/06/2015	DEW SIGNS & ENGRAVING Name Plate, Invoice #12034	
110-00-51100-304-000		SUPPLIES	35.00
		Total	35.00
39072	5/06/2015	Westphal & Company, Inc. Wire Aerator to Generator	
670-00-57410-805-103		INFRASTRUCTURE - HWY 14 Invoice #29321	1,042.23
		Total	1,042.23
39073	5/06/2015	Seiler Instrument & Mfg. Company Lithium Battery Pack	
670-00-57410-805-103		INFRASTRUCTURE - HWY 14 Invoice #INV-322790	195.00
		Total	195.00
39074	5/06/2015	NTS, Inc. Compaction Testing, Invoice #11710	
670-00-57410-805-103		INFRASTRUCTURE - HWY 14	446.00
		Total	446.00
39075	5/06/2015	Cummins NPower LLC 150 KW Rented at 60 KW,Cables	
670-00-57410-805-103		INFRASTRUCTURE - HWY 14	3,760.37
		Total	3,760.37
39076	5/06/2015	Southwest Wisconsin Technical College Pursuit Refresher Course	

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 12

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-52100-205-000		MEETINGS	210.00
		Invoice #10322,10325-10329	
		Total	210.00
<hr/>			
39077	5/06/2015	Life Foundation	
		Wisconsin Partnership Program	
140-00-55300-306-102		PROGRAMS - LIFE FOUNDATION	1,802.18
		Total	1,802.18
<hr/>			
39078	5/06/2015	Madison Truck Equipment, Inc.	
		Air Valve, Invoice #4-69996	
670-00-53610-305-000		GENERAL MAINTENANCE	31.50
		Total	31.50
<hr/>			
39079	5/06/2015	US CELLULAR	
		Cellular Phone Service	
660-00-53700-601-200		OPERATION - EXPENSE	129.24
670-00-51600-202-000		COMMUNICATION	129.24
110-00-53300-202-000		COMMUNICATION	129.24
		Total	387.72
<hr/>			
39080	5/06/2015	WISCONSIN PROFESSIONAL POLICE ASSOCIATION	
		Union Dues, #55	
110-00-21350-000-000		UNION DUES - POLICE	81.50
		Total	81.50
<hr/>			
39081	5/06/2015	Richardson Sanitation Service	
		Portable Toilets, Invoice #2265	
140-00-55200-207-000		SUPPORT SERVICES	200.00
		Total	200.00
<hr/>			
39082	5/06/2015	CHARTER COMMUNICATIONS	
		Internet Service	
110-00-52100-202-000		COMMUNICATION	144.99

5/07/2015 8:24 AM

Check Register - Full Report - ALL

Page: 13

ALL Checks

ACCT

ALL FUNDS

Dated From: 4/28/2015

From Account:

Thru: 5/06/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
			<b>Total</b> 144.99
39083	5/06/2015	DANE COUNTY SHERIFF'S OFFICE Jail Board	
110-00-51200-207-000		SUPPORT SERVICES	160.90
			<b>Total</b> 160.90
39084	5/06/2015	Terri Z. Buechner Yoga Instructor	
140-00-55300-207-000		SUPPORT SERVICES	40.00
			<b>Total</b> 40.00
39085	5/06/2015	Jen Feltz Yoga Instructor	
140-00-55300-207-000		SUPPORT SERVICES	80.00
			<b>Total</b> 80.00
39086	5/06/2015	Rebecca Printen Yoga Instructor	
140-00-55300-207-000		SUPPORT SERVICES	200.00
			<b>Total</b> 200.00
HEALTH 5.15	5/06/2015	EMPLOYEE TRUST FUNDS-INSURANCE PYMTS June health insurance premium	
			<b>Manual Check</b>
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
660-00-51400-926-000		EMPLOYEE BENEFITS	1,528.03

5/07/2015 8:24 AM

Check Register - Full Report - ALL  
ALL Checks  
ALL FUNDS

Page: 14  
ACCT

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
670-00-53610-171-000		HEALTH INSURANCE	2,184.38
		Total	19,471.80
RETIRE 3.15	4/29/2015	WISCONSIN RETIREMENT SYSTEM	
	march wrs contribution	Manual Check	
110-00-21321-000-000		EMPLOYEE RETIREMENT PAY	7,417.24
110-00-21321-000-000		EMPLOYEE RETIREMENT PAY	4,446.70
		Total	11,863.94
		Grand Total	129,346.59

Dated From: 4/28/2015 From Account:  
Thru: 5/06/2015 Thru Account:

	Amount
Total Expenditure from Fund # 110 - GENERAL FUND	71,011.77
Total Expenditure from Fund # 120 - CAPITAL PROJECT FUND	5,143.00
Total Expenditure from Fund # 130 - LIBRARY FUND	3,965.82
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	6,172.80
Total Expenditure from Fund # 310 - TAX INCREMENT DISTRICT	5,107.95
Total Expenditure from Fund # 660 - WATER	15,582.34
Total Expenditure from Fund # 670 - SEWER	22,362.91
Total Expenditure from all Funds	129,346.59

Dated From: 5/07/2015 From Account:  
Thru: 5/13/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
39087	5/13/2015	Michael Ehlers Restitution, See Receipt #21261	
		<b>Manual Check</b>	
110-00-26111-000-000		MISCELLANEOUS COLLECTIONS	769.74
		<b>Total</b>	<b>769.74</b>
39088	5/13/2015	VISA Supplies	
110-00-52100-205-000		MEETINGS	62.93
		<b>Total</b>	<b>62.93</b>
39089	5/13/2015	VISA Dues & Subscriptions	
110-00-51410-204-000		DUES & SUBSCRIPTIONS	16.07
		<b>Total</b>	<b>16.07</b>
39090	5/13/2015	VISA Parking, Program Supplies	
140-00-55300-304-000		SUPPLIES	129.70
140-00-55300-205-000		MEETINGS	4.00
140-00-55300-306-101		PROGRAMS	126.59
		<b>Total</b>	<b>260.29</b>
39091	5/13/2015	KWIK TRIP INC. Gas for Vehicles	
110-00-53300-303-000		FUEL	320.69
110-00-52100-303-000		FUEL	465.71
660-00-53700-673-000		MAINTENANCE OF MAINS	164.07
670-00-53610-303-000		FUEL	164.07
		<b>Total</b>	<b>1,114.54</b>
39092	5/13/2015	Cintas Corporation #446 Uniform & Mat Service, Clean Floors	

5/13/2015 12:54 PM

Check Register - Full Report - ALL

Page: 2

ALL Checks

ACCT

ALL FUNDS

Dated From: 5/07/2015

From Account:

Thru: 5/13/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
110-00-53300-178-000		UNIFORM	443.76
		Account #446-01247	
110-00-52100-207-000		SUPPORT SERVICES	15.63
		Account #446-09039	
110-00-52100-207-000		SUPPORT SERVICES	37.84
		Account #446-09039	
110-00-51600-207-000		SUPPORT SERVICES	65.90
		Account #446-09039	
110-00-51600-207-000		SUPPORT SERVICES	100.00
		Account #446-09733	
		Total	663.13
39093	5/13/2015	2014 Main Street LLC Reimbursement for Exterior Stucco Work	
310-00-51410-702-000		REHABILITATION GRANT	7,681.25
		Total	7,681.25
39094	5/13/2015	Maintenance Services of Madison, Inc. Janitorial Services, Invoice #216	
110-00-51600-207-000		SUPPORT SERVICES	216.38
130-00-51600-207-000		SUPPORT SERVICES	649.12
		Total	865.50
39095	5/13/2015	BAKER & TAYLOR, INC. Books	
130-00-55110-304-101		SUPPLIES - BOOKS	404.33
		Invoice #2030590558	
		Total	404.33
39096	5/13/2015	Thomas Wankerl Reim. for Electrical Service Conversion	
310-00-51410-207-000		SUPPORT SERVICES	693.75
		Total	693.75
39097	5/13/2015	Nelson Electric LLC 200 Amp 40 Space Panel, Inv. #8085	

ALL Checks

ACCT

ALL FUNDS

Dated From: 5/07/2015

From Account:

Thru: 5/13/2015

Thru Account:

Check Nbr	Check Date	Payee	Amount
310-00-51410-702-000		REHABILITATION GRANT	1,032.50
Total			1,032.50
<hr/>			
	39098	5/13/2015 Jerid Scott Electrical Service Conversion	
310-00-51410-207-000		SUPPORT SERVICES	588.83
Total			588.83
<hr/>			
	39099	5/13/2015 Tom Malone Tuition Reimbursement	
110-00-51510-205-000		MEETINGS	1,071.00
Total			1,071.00
<hr/>			
	39100	5/13/2015 Strang, Patteson, Renning, Lewis & Lacy Legal Fees, Invoice #165	
110-00-51430-208-000		LEGAL FEES	1,160.00
Total			1,160.00
<hr/>			
	39101	5/13/2015 WISCONSIN CITY/COUNTY MANAGEMENT ASSOCIATION WCMA Summer Conference	
110-00-51410-205-000		MEETINGS	225.00
Total			225.00
<hr/>			
	39102	5/13/2015 VISA Postage,Supplies,Programs	
130-00-55110-304-105		SUPPLIES - GENERAL	951.53
130-00-55110-201-000		POSTAGE	57.39
130-00-55110-304-104		SUPPLIES - AUDIOVISUAL	141.58
130-00-55110-304-103		SUPPLIES - PERIODICALS	25.00
130-00-55110-306-000		PROGRAMS	59.34
Total			1,234.84

Dated From: 5/07/2015 From Account:  
 Thru: 5/13/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
39103	5/13/2015	MIDDLETON FORD Wheel Alignment, Invoice #273027	
110-00-52100-305-000		MAINTENANCE	89.95
<b>Total</b>			<b>89.95</b>
39104	5/13/2015	Middleton-Cross Plains School Dist. Facilities Use, Invoice #2727	
140-00-55300-306-000		PROGRAMS	198.00
<b>Total</b>			<b>198.00</b>
39105	5/13/2015	BADGER SPORTING GOODS Baseballs, Softballs, Bag	
140-00-55300-306-000		PROGRAMS Invoice #AAJ003659-AJ05	1,126.00
<b>Total</b>			<b>1,126.00</b>
DEF 10.15	5/07/2015	WISCONSIN DEFERRED COMPENSATION pay 10 contribution	
110-00-21349-000-000		WI DEFERRED COMP	275.00
<b>Total</b>			<b>275.00</b>
FICA10.15	5/07/2015	ELECTRONIC FEDERAL TAX DEPOSIT pay 10 fed tax	
110-00-21311-000-000		FEDERAL WITHHOLD TAX PAY	3,813.65
110-00-21331-000-000		FICA TAXES PAYABLE	2,911.75
110-00-21331-000-000		FICA TAXES PAYABLE	2,911.75
<b>Total</b>			<b>9,637.15</b>
ICMA10.15	5/07/2015	ICMA Retirement pay 10 contribution	
110-00-21349-001-000		ICMA 457K	268.56
110-00-51430-173-000		RETIREMENT	29.64
<b>Total</b>			<b>298.20</b>

5/13/2015 12:54 PM

Check Register - Full Report - ALL  
ALL Checks  
ALL FUNDS

Page: 5  
ACCT

Dated From: 5/07/2015 From Account:  
Thru: 5/13/2015 Thru Account:

Check Nbr	Check Date	Payee	Amount
STATE 10.15	5/07/2015	STATE OF WI - ELECTRONIC FUND	
pay 10 tax			Manual Check
110-00-21312-000-000		STATE WITHHOLD TAX PAY	1,717.98
		Total	1,717.98
		Grand Total	31,185.98

Dated From: 5/07/2015 From Account:  
Thru: 5/13/2015 Thru Account:

	Amount
Total Expenditure from Fund # 110 - GENERAL FUND	16,988.93
Total Expenditure from Fund # 130 - LIBRARY FUND	2,288.29
Total Expenditure from Fund # 140 - PARKS/RECREATION FUND	1,584.29
Total Expenditure from Fund # 310 - TAX INCREMENT DISTRICT	9,996.33
Total Expenditure from Fund # 660 - WATER	164.07
Total Expenditure from Fund # 670 - SEWER	164.07
Total Expenditure from all Funds	31,185.98

# Village of Cross Plains

Permit #: \_\_\_\_\_

## SPECIAL EVENT PERMIT

### APPLICANT INFORMATION

<b>Event Title:</b>	Memorial Day Chicken BBQ (including run and parade)				
<b>Event Organizer:</b>	Amy Hansen	<b>Primary Contact:</b>	Amy Hansen		
<b>Applicant Address:</b>	2016 Continental Lane				
<b>Primary Phone #:</b>	843-3166	<b>Mobile Phone #:</b>	843-3166	<b>Secondary Phone #:</b>	520-4321
<b>Email:</b>	amy.cpchamber@yahoo.com	<b>Fax:</b>	Casey Peterson		

### EVENT INFORMATION

<b>Event Location (Please provide general description or address as well as depict on the attached Village map):</b>					
The majority of the day's activities happen at the American Legion Hall.					
<b>Please provide a summary of the event including but not limited to a description of planned activities and/or amenities:</b>					
The activities for the day include: Chicken BBQ, Hot Dog Wagon, DJ, Kids Activities including a Bounce House and Face Painting, and a Beer/Beverage Area. The barbecuing starts at 6am. The day's activities and clean up are done by about 5:30pm. The parade					
<b>Event Setup Start:</b>	6am	<b>Event Start:</b>	8:30am	<b>Hours of Operation:</b>	
<b>Event Takedown End:</b>	5:30	<b>Event End:</b>	4:30	6am-5:30pm	
<b>Participants #:</b>	run - 75, parade 100, bbq 1,000				
<b>Street Closure:</b>	Yes	<b>Barricades:</b>	Yes	<b>Barricade Location(s):</b>	Park Street if done in
<b>Alcohol Sold or Serve:</b>	Yes	<b>Fireworks:</b>	no		
<b>Food Sold or Served:</b>	Yes	<b>Rain Date:</b>	none		
<b>Public Safety – Please describe any plans regarding security, traffic/crowd control, or other emergency services:</b>					
No services above and beyond the standard services except what is noted above.					
<b>Village Services – Please describe all other services required from the Village (i.e. – Public Facilities, Parks/Rec, etc.):</b>					
Village arranges dumpster dropped off on Legion Drive Friday May 22 for use on Monday May 25. Pick up Tuesday May 26. Drop off 12 garbage cans at the Legion Park for use at BBQ. Return cans after event.					

### INSURANCE REQUIREMENTS

<p><i>The applicant shall, no later than seven (7) days prior to the start of the event, provide proof of bodily injury and property damage liability insurance naming the Village as an insured and covering the entire public area of the event for the duration of the event in a minimum amount of \$1,000,000 for the injury to or death of any one individual and \$1,000,000 for the injury to or death of any number of individuals in once occurrence, and property damage liability insurance in the amount of \$1,000,000 ( Village Ordinance 22.22(f)). Please attach the Certificate of Insurance to this application.</i></p>	
<b>Has a certificate of insurance been provided:</b>	requested from Wagner 4/28/15

**PLEASE PROVIDE A SUMMARY OF THE EVENT INCLUDING BUT NOT LIMITED TO A DESCRIPTION OF PLANNED ACTIVITIES AND/OR AMENITIES:**

The activities for the day include: Chicken BBQ, Hot Dog Wagon, DJ, Kids Activities including a Bounce House and Face Painting, and a Beer/Beverage Area. The barbecuing starts at 6am. The day's activities and clean up are done by about 5:30pm. The parade starts at Plastic Ingenuity's parking lot and flows down Park Street to the American Legion. Participants start lining up at 10am and the parade starts at 11am.

The 5k run/walk will start and finish at the American Legion Hall (see separate map). Registration starts at 8am. The run starts at 8:30am and will finish by about 9:30. This year we hope to have kickball in the diamond at the Legion as well.

**VILLAGE SERVICES – PLEASE DESCRIBE ALL OTHER SERVICES REQUIRED FROM THE VILLAGE (I.E. – PUBLIC FACILITIES, PARKS/REC, ETC.):**

Village arranges dumpster dropped off on Legion Drive Friday May 22 for use on Monday May 25. Pick up Tuesday May 26.

Drop off 12 garbage cans at the Legion Park for use at BBQ. Return cans after event.

Drop off 12 cones for use during the run. Return after run.

Use of Rec Club Bean Bag supplies, baby pool, and canopy tent.

Pool open & free entry.

# Village of Cross Plains

## SPECIAL EVENT PERMIT

### DUTIES OF PARTICIPANTS

*Participants means only those persons actually taking part in the event, including, but not limited to, those sponsoring, organizing, promoting, or initiating the event; those invited to attend; those paying to attend; or those for whom the event is sponsored, organized, or initiated, including the general public (Village Ordinance 22.22(a)(2)). The Duties of Participants will be as follows (Village Ordinance 22.22(j)). Please initial next to each duty to signify agreement.*

1. All persons involved with an event regulated by this section shall comply with all permit directions and conditions imposed under the terms of this section for the use of public property and with all applicable ordinances, statutes and laws.	AA
2. All persons involved with an event regulated by this section shall stay within the area or route designated for the event during the conduct of this event.	AA
3. The event chairman or other person leading such activity shall carry the special event permit upon his or her person during the conduct of the event.	AA
4. The applicant shall be responsible for returning all premises used for the event or impacted by the event to the condition such premises were in prior to the event within twelve (12) hours after the permit expires.	AA

Please note that the applicant and/or event organizer will be responsible for the conduct of the group and for the condition of the public area. The permit is subject to all municipal codes in addition to all rules governing street right-of-ways. The applicant agrees that during use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin, or handicap. The applicant and/or the event organizer further agrees to indemnify, defend and hold harmless the Village of Cross Plains and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as described herein, caused in whole or in part by any acts, negligent or otherwise, or any omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts on behalf of them may be liable, except where caused by the sole negligence or willful misconduct of the Village.

Amy Hansen  
Applicant Signature

4-29-15  
Date

Amy Hansen  
Applicant Print Name

For Office Use Only:

Date Received: 4/29/15 Received By: [Signature] Date Reported to Board: 5/15/15

# Village of Cross Plains

## Parks and Recreation

Comments/Conditions: I WILL MAKE SURE TO DROP OFF BEAN BAGS, BABY POOL, CONES AND TENT. EMAIL INDICATED SHE NEEDED STAFF TO WORK GAMES AND SCAVENGER HUNT. I DON'T SEE THAT HERE. IS IT STILL NEEDED?

Total Actual Cost: \_\_\_\_\_

Approved:  Yes  No

Mike Star

5-4-15

Signature

Date

## Police Department

Comments/Conditions: I will be coming in to work as I have no other staff on that day. On street parking will be a concern as after the parade there will be no parking on North side of Park St.

Total Actual Cost: \_\_\_\_\_

Approved:  Yes  No

Chief Thomas Janese

05-05-15

Signature

Date

## Public Facilities

Comments/Conditions: BARRICADE AND CONES + NO PARKING WILL BE HANDLED BY PF STAFF. PICNIC TABLES AND GARBAGE CANS WILL BE HANDLED BY PF.

Total Actual Cost: \_\_\_\_\_

Approved:  Yes  No

Jimmy Ryan

5/15/15

Signature

Date

## Application Approval/Denial

> 200 Participants

Close/Use Public Street

Village Services

\$50.00 Review Fee: \_\_\_\_\_

Approved: Yes  No

Authority (Administrator or Board)

Date

Comments: \_\_\_\_\_

WHO WILL CALL FOR DUMPSTER??  
Done  
mgt ✓

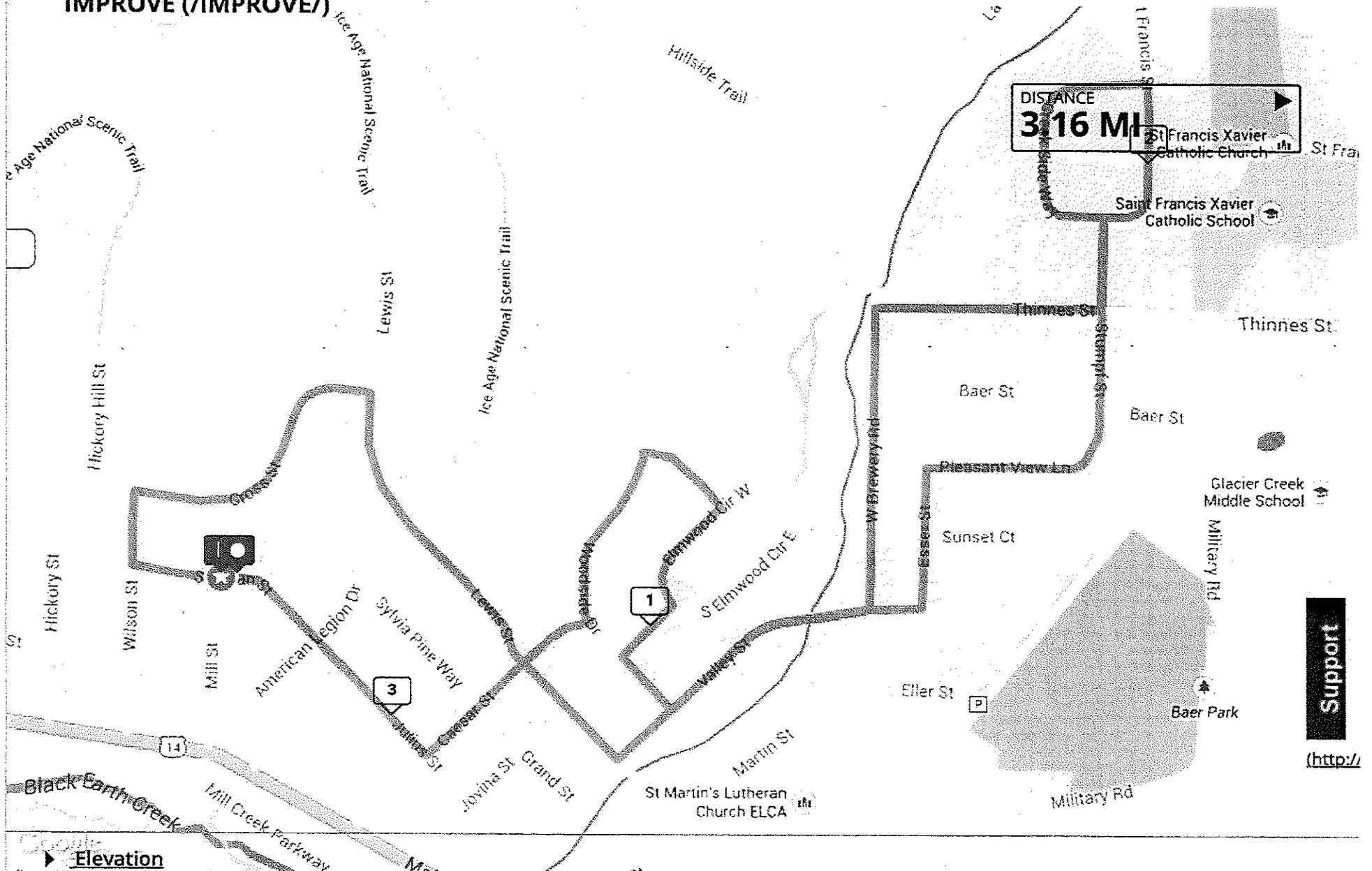
(/my\_home/)

Casey (/my\_home/)

IMPROVE (/IMPROVE/)

MY HOME (/)

DISCOVER (/US/)



Elevation



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Wagner Insurance &amp; Financial, Inc</b> PO Box 10 Cross Plains, WI 53528	CONTACT NAME: <b>Mary Krantz, CIC, CISR</b>
	PHONE (A/C, No., Ext): <b>(608)798-3811</b> FAX (A/C, No): <b>(608)798-1093</b>
	E-MAIL ADDRESS: <b>mkrantz@wagnerinsurance.net</b>
	INSURER(S) AFFORDING COVERAGE
	INSURER A: <b>CAPITOL INDEMNITY</b>
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 00000000-132637 REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP01304479-03	05/24/2014	05/24/2015	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**VARIOUS SPECIAL EVENTS: BUSINESS AFTER HOURS; SANTA VISIT; EASTER EGG HUNT; GOLF OUTING; 9 PIN TAP BOWLING TOURNAMENT; CHICKEN BBQ; MONTHLY BOARD MEETINGS; QUARTERLY MEETINGS AND ANNUAL MEETING.**

<b>CERTIFICATE HOLDER</b>  <b>VILLAGE OF CROSS PLAINS</b> <b>PO BOX 97</b> <b>2417 BREWERY RD.</b> <b>CROSS PLAINS, WI 53528</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (MJK)

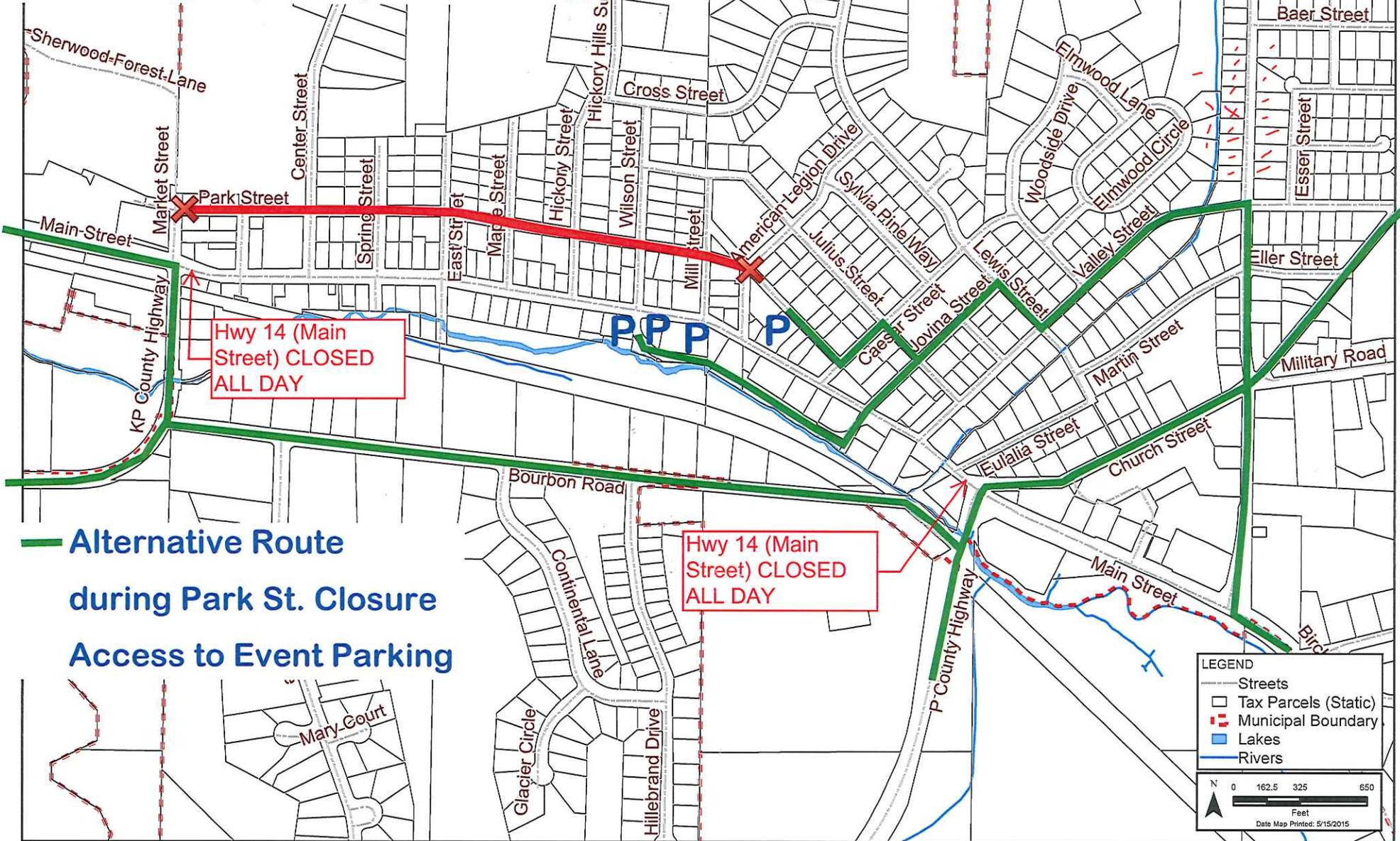
# Village of Cross Plains

**— Parade Route**

**Park St. Closed**

**10:30 am to Noon**

**Monday, May 25th (Memorial Day)**



# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 04/28/2015

Town  Village  City of Cross Plains County of Dane

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 05/25/2015 and ending 05/25/2015 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box)  Bona fide Club  Church  Lodge/Society  Veteran's Organization  Fair Association

(a) Name Cross Plains Area Chamber of Commerce

(b) Address PO Box 271  
(Street)  Town  Village  City

(c) Date organized 09/30/2009

(d) If corporation, give date of incorporation 09/30/2009

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Casey Peterson

Vice President Tanya Ketelboeter

Secretary Todd Pfeil

Treasurer Katie DiPiazza

(g) Name and address of manager or person in charge of affair: Amy Hansen, 2016 Continental Lane

## 2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 2212 American Legion Drive

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? all

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Most of the picnic is outside, beer is only sold outside.

## 3. NAME OF EVENT

(a) List name of the event Memorial Day Chicken BBQ

(b) Dates of event Monday May 25 2015

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Cross Plains Area Chamber Commerce  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer Amy Hansen  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

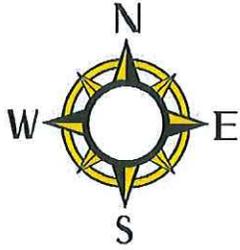
Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 4/29/2015

Date Reported to Council or Board 5/15/2015

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



# Layout of Memorial Day Chicken BBQ

(Approximate & not to scale)

Kids Craft Area  
(in shade)

Kids Craft Area  
(in shade)

Bouncy House

No Parking  
Access to driveway needed

Bar Area

Beer Cooler  
Mike's Lemonade and Beer  
stored in cooler

Legion Hall

DJ on flatbed Trailer

Lion's Hot Dog Wagon

UWP Cooler Wagon

Pie Sales

D  
u  
m  
p  
s  
t  
e  
r

BBQ Pit

Shelter  
Ticket & Food Service Area  
World's Fair Tickets, 50/50, chicken dinners, milk, coffee, cashier



All of us serving you™

**U.S. Bank National Association**  
1310 Madrid Street - Suite 100  
Marshall, MN 56258

**Associated Appraisal**  
**Cross Plains Village Assessor**  
**PO Box 265**  
**Appleton, WI 54912-0265**

January 9, 2015

Dear Tax Assessor,

I am submitting amended returns for the 2013 and 2014 Tax Years due to a booking error that was recently discovered. The lease we have with Marila Veterinary was initially entered in our system with 5 assets; although, 2 of those assets were a balance due to the vendor and should not have been booked as physical assets. We are only leasing 3 assets to Marila Veterinary. I have attached a copy of the lease agreement as backup. Please accept the amended returns and make the necessary adjustments to account 42-00907 for those 2 years.

Please let me know if there's any more information that you need. My phone number is (507) 532-8325

Thanks for your help!

Erin Winsel  
PPT Supervisor  
507-532-8325  
[erin.winsel@usbank.com](mailto:erin.winsel@usbank.com)



All of **us** serving you™

**U.S. Bank National Association**  
1310 Madrid Street • Suite 100  
Marshall, MN 56258

**Village of Cross Plains Treasurer/Clerk**  
**Attn: Matt Schuenke**  
**PO Box 97**  
**Cross Plains, WI 53525**

April 23, 2015

Dear Matt,

I am requesting a refund for the 2014 Taxes due to a booking error that was discovered for US Bank National Association (account 42-00907). According to Section 74.35 WI Stats, we may file a claim to recover any unlawful tax. The lease we have with Marila Veterinary was initially entered in our system with 5 assets; although, 2 of those assets were a balance due to the vendor and should not have been booked as physical assets. We are only leasing 3 assets to Marila Veterinary. The other 2 "assets" were reported in error and therefore, we were over-assessed/charged for the 2014 Tax Year. This is our claim to recover any unlawful tax. Please issue US Bank National Association a refund of \$466.87 for the "assets" booked in error.

Please let me know if there's any more information that you need. My phone number is (507) 532-8325

Thanks for your consideration!

A handwritten signature in cursive script that reads "Erin Winsel".

Erin Winsel  
PPT Supervisor  
507-532-8325  
[erin.winsel@usbank.com](mailto:erin.winsel@usbank.com)

the treasurer shall pay the state's proportionate share to the county. As part of that distribution, the taxation district treasurer shall allocate to each tax incremental district within the taxation district its proportionate share of taxes on improvements on leased land.

(3) APPROVAL OF PAYMENT NOT REQUIRED. The taxation district treasurer shall make payments required under subs. (1) and (2) whether or not the governing body of the taxation district has approved those payments. Following a payment required under subs. (1) and (2), the taxation district treasurer shall prepare and transmit a voucher for that payment to the governing body of the taxation district.

History: 1987 a. 378; 1991 a. 39; 1995 a. 408; 2001 a. 16; 2003 a. 33, 228; 2005 a. 241, 418; 2007 a. 97; 2009 a. 171; 2013 a. 54, 81; 2013 a. 151 s. 28.

74.31 Failure to settle timely. If the taxation district treasurer or county treasurer does not settle as required under ss. 74.23 to 74.30:

(1) INTEREST CHARGE. The taxation district or county which has not settled shall pay 12% annual interest on the amount not timely paid to the taxing jurisdiction, including this state, to which money is due, calculated from the date settlement was required.

(2) PENALTY. The taxing jurisdiction, including this state, to which money is due may demand, in writing, payment from the taxation district or county which has not settled. If, within 3 days after receipt of a written demand, settlement is not made, the taxation district or county shall pay the taxing jurisdiction, including this state, making the demand a 5% penalty on the amount remaining unpaid.

History: 1987 a. 387; 1991 a. 39.

74.315 Omitted property. (1) SUBMISSION. No later than October 1 of each year, the taxation district clerk shall submit to the department of revenue, on a form prescribed by the department, a listing of all the omitted taxes under s. 70.44 to be included on the taxation district's next tax roll, if the total of all such taxes exceeds \$5,000.

(2) EQUALIZED VALUATION. After receiving the form under sub. (1), but no later than November 15, the department of revenue shall determine the amount of any change in the taxation district's equalized valuation that results from considering the valuation represented by the taxes described under sub. (1). The department's determination under this subsection is subject to review only under s. 227.53.

(3) NOTICE AND DISTRIBUTION. If the department of revenue determines under sub. (2) that the taxation district's equalized valuation changed as a result of considering the valuation represented by the taxes described under sub. (1), the department shall notify the taxation district and the taxation district shall distribute the resulting collections under ss. 74.23 (1) (a) 5., 74.25 (1) (a) 4m., and 74.30 (1) (dm).

History: 2009 a. 171.

SUBCHAPTER V

ADJUSTMENT

74.33 Sharing and charging back of taxes due to palpable errors. (1) GROUNDS. After the tax roll has been delivered to the treasurer of the taxation district under s. 74.03, the governing body of the taxation district may refund or rescind in whole or in part any general property tax shown in the tax roll, including agreed-upon interest, if:

- (a) A clerical error has been made in the description of the property or in the computation of the tax.
- (b) The assessment included real property improvements which did not exist on the date under s. 70.10 for making the assessment.
- (c) The property is exempt by law from taxation, except as provided under sub. (2).

(d) The property is not located in the taxation district for which the tax roll was prepared.

(e) A double assessment has been made.

(f) An arithmetic, transpositional or similar error has occurred.

(2) EXCEPTIONS. The governing body of a taxation district may not refund or rescind any tax under this section if the alleged error may be appealed under s. 70.995 (8) (c) or if the alleged error is solely that the assessor placed a valuation on the property that is excessive.

(3) CHARGING BACK AND SHARING TAXES. If an error under sub. (1) has been discovered, the governing body of the taxation district shall proceed under s. 74.41.

History: 1987 a. 378; 1991 a. 39; 1993 a. 307; 1995 a. 408.

A potential error in classifying a mobile home as real, not personal, property was not a clerical error under sub. (1) (a), nor could it be considered to be the inclusion of a real property improvement that did not exist under sub. (1) (b), as the property did exist. Ahrens v. Town of Fulton, 2000 WI App 268, 240 Wis. 2d 124, 621 N.W.2d 643, 99-2466.

Affirmed on other grounds. 2002 WI 29, 251 Wis.2d 135, 641 N.W.2d 423, 99-2466.

74.35 Recovery of unlawful taxes. (1) DEFINITIONS. In this section "unlawful tax" means a general property tax with respect to which one or more errors specified in s. 74.33 (1) (a) to (f) were made. "Unlawful tax" does not include a tax in respect to which the alleged defect is solely that the assessor placed a valuation on the property that is excessive.

(2) CLAIM AGAINST TAXATION DISTRICT. (a) A person aggrieved by the levy and collection of an unlawful tax assessed against his or her property may file a claim to recover the unlawful tax against the taxation district which collected the tax.

(b) A claim filed under this section shall meet all of the following conditions:

✓ Be in writing.

✗ State the alleged circumstances giving rise to the claim, including the basis for the claim as specified in s. 74.33 (1) (a) to (e).

✓ State as accurately as possible the amount of the claim.

✓ Be signed by the claimant or his or her agent.

✗ Be served on the clerk of the taxation district in the manner prescribed in s. 801.11 (4).

(2m) EXCLUSIVE PROCEDURE. A claim that property is exempt, other than a claim that property is exempt under s. 70.11 (21) or (27), may be made only in an action under this section. Such a claim may not be made by means of an action under s. 74.33 or an action for a declaratory judgment under s. 806.04.

(3) ACTION ON CLAIM. (a) In this subsection, to "disallow" a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district determines that an unlawful tax has been paid and that the claim for recovery of the unlawful tax has complied with all legal requirements, the governing body shall allow the claim. The taxation district treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by certified or registered mail that the claim is disallowed.

(4) INTEREST. The amount of a claim filed under sub. (2) or an action commenced under sub. (3) may include interest computed from the date of filing the claim against the taxation district, at the rate of 0.8% per month.

Sent to Assessor in January

An admitted error on their part does not qualify under these defined circumstances.

**74.35 PROPERTY TAX COLLECTION**

Updated 13–14 Wis. Stats. 8

**X** **LIMITATIONS ON BRINGING CLAIMS.** (a) Except as provided under par. (b), a claim under this section shall be filed by January 31 of the year in which the tax is payable.

(b) A claim under this section for recovery of taxes paid to the wrong taxation district shall be filed within 2 years after the last date specified for timely payment of the tax under s. 74.11, 74.12 or 74.87.

(c) No claim may be filed or maintained under this section unless the tax for which the claim is filed, or any authorized installment payment of the tax, is timely paid under s. 74.11, 74.12 or 74.87.

(d) No claim may be made under this section based on the contention that the tax was unlawful because the property is exempt from taxation under s. 70.11 (21) or (27).

**(6) COMPENSATION FOR TAXATION DISTRICT.** If taxes are refunded under sub. (3), the governing body of the taxation district may proceed under s. 74.41.

**History:** 1987 a. 378; 1989 a. 104; 1991 a. 39; 1997 a. 237; 2007 a. 19.

This section only authorizes courts to determine whether a taxpayer is exempt from taxes already paid, not taxes that might be assessed in the future. Tax exempt status, once granted, is not automatic. It is subject to continuing review, a notion inconsistent with a declaration that property is exempt from future property taxes. *Northwest Wisconsin Community Services Agency, Inc. v. City of Montreal*, 2010 WI App 119, 328 Wis. 2d 760, 789 N.W.2d 392, 09–2568.

**74.37 Claim on excessive assessment. (1) DEFINITION.** In this section, a “claim for an excessive assessment” or an “action for an excessive assessment” means a claim or action, respectively, by an aggrieved person to recover that amount of general property tax imposed because the assessment of property was excessive.

**(2) CLAIM.** (a) A claim for an excessive assessment may be filed against the taxation district, or the county that has a county assessor system, which collected the tax.

(b) A claim filed under this section shall meet all of the following conditions:

1. Be in writing.
2. State the alleged circumstances giving rise to the claim.
3. State as accurately as possible the amount of the claim.
4. Be signed by the claimant or his or her agent.
5. Be served on the clerk of the taxation district, or the clerk of the county that has a county assessor system, in the manner prescribed in s. 801.11 (4) by January 31 of the year in which the tax based upon the contested assessment is payable.

(c) If the governing body of the taxation district or county that has a county assessor system determines that a tax has been paid which was based on an excessive assessment, and that the claim for an excessive assessment has complied with all legal requirements, the governing body shall allow the claim. The taxation district or county treasurer shall pay the claim not later than 90 days after the claim is allowed.

**(3) ACTION ON CLAIM.** (a) In this subsection, to “disallow” a claim means either to deny the claim in whole or in part or to fail to take final action on the claim within 90 days after the claim is filed.

(b) The taxation district or county that has a county assessor system shall notify the claimant by certified or registered mail whether the claim is allowed or disallowed within 90 days after the claim is filed.

(c) If the governing body of the taxation district or county that has a county assessor system determines that a tax has been paid which was based on an excessive assessment, and that the claim for an excessive assessment has complied with all legal requirements, the governing body shall allow the claim. The taxation district or county treasurer shall pay the claim not later than 90 days after the claim is allowed.

(d) If the taxation district or county disallows the claim, the claimant may commence an action in circuit court to recover the amount of the claim not allowed. The action shall be commenced within 90 days after the claimant receives notice by registered or certified mail that the claim is disallowed.

**(4) CONDITIONS.** (a) No claim or action for an excessive assessment may be brought under this section unless the procedures for objecting to assessments under s. 70.47, except under s. 70.47 (13), have been complied with. This paragraph does not apply if notice under s. 70.365 was not given.

(b) No claim or action for an excessive assessment may be brought or maintained under this section unless the tax for which the claim is filed, or any authorized installment of the tax, is timely paid under s. 74.11 or 74.12.

(c) No claim or action for an excessive assessment may be brought or maintained under this section if the assessment of the property for the same year is contested under s. 70.47 (7) (c), (13), or (16) (c) or 70.85. No assessment may be contested under s. 70.47 (7) (c), (13), or (16) (c) or 70.85 if a claim is brought and maintained under this section based on the same assessment.

**NOTE:** The supreme court in *Metropolitan Associates v. City of Milwaukee*, 2011 WI 20, held the amendment of par. (c) by 2007 Wis. Act 86 to be unconstitutional and severed from the remainder of the statute. Prior to the amendment by Act 86, par. (c) read:

(c) No claim or action for an excessive assessment may be brought or maintained under this section if the assessment of the property for the same year is contested under s. 70.47 (13) or 70.85. No assessment may be contested under s. 70.47 (13) or 70.85 if a claim is brought and maintained under this section based on the same assessment.

(d) No claim or action for an excessive assessment may be brought or maintained under this section if the taxation district in which the property is located enacts an ordinance under s. 70.47 (7) (c) or if the 1st class city in which the property is located enacts an ordinance under s. 70.47 (16) (c), except that this paragraph does not apply if the taxation district or the 1st class city did not comply with s. 70.365.

**NOTE:** The supreme court in *Metropolitan Associates v. City of Milwaukee*, 2011 WI 20, held the creation of par. (d) by 2007 Wis. Act 86 to be unconstitutional and severed from the remainder of the statute.

**(5) INTEREST.** The amount of a claim filed under sub. (2) or an action commenced under sub. (3) may include interest at the average annual discount rate determined by the last auction of 6-month U.S. treasury bills before the objection per day for the period of time between the time when the tax was due and the date that the claim was paid.

**(6) EXCEPTION.** This section does not apply in counties with a population of 500,000 or more.

**NOTE:** The supreme court in *Nankin v. Village of Shorewood*, 2001 WI 92, 245 Wis. 2d 86, 630 N.W.2d 141, held sub. (6) to be unconstitutional and severed from the remainder of the statute.

**(7) COMPENSATION.** If taxes are refunded under sub. (3), the governing body of the taxation district or county that has a county assessor system may proceed under s. 74.41.

**History:** 1987 a. 378; 1989 a. 104; 1993 a. 292; 1995 a. 408; 2007 a. 86. Sections 70.47 (13), 70.85, and 74.37 provide the exclusive method to challenge a municipality’s bases for assessment of individual parcels. All require appeal to the board of review prior to court action. There is no alternative procedure to challenge an assessment’s compliance with the uniformity clause. *Hermann v. Town of Delavan*, 215 Wis. 2d 370, 572 N.W.2d 855 (1998), 96–0171.

Sub. (6) is unconstitutional and severed from the remainder of the section. *Nankin v. Village of Shorewood*, 2001 WI 92, 245 Wis. 2d 86, 630 N.W.2d 141, 99–1058.

Claimants who never received notice of a changed assessment under s. 70.365 were exempt from the obligation to proceed before the board of review. However, they were required to meet the January 31 filing date in sub. (2), regardless of the fact that they never received the notice. *Reese v. City of Pewaukee*, 2002 WI App 67, 252 Wis. 2d 361, 642 N.W.2d 596, 01–0850.

While certiorari review of an assessment is limited to the review of the board of assessment’s record, sub. (3) (d) allows the court to proceed without regard to any determination made at an earlier proceeding. The assessor’s assessment is presumed correct only if the challenging party does not present significant contrary evidence. The court may hear new evidence and can enter a judgment if it is in the best interest of the parties. *Bloomer Housing Limited Partnership v. City of Bloomer*, 2002 WI App 252, 257 Wis. 2d 883, 653 N.W.2d 309, 01–3495.

After *Nankin*, the state-wide application of this section must prevail over any statutes that would defeat its implementation. Special rules help harmonize provisions that were once fully compatible with this section but, as a result of *Nankin*, conflict with this section. *U.S. Bank National Association v. City of Milwaukee*, 2003 WI App 220, 267 Wis. 2d 718, 672 N.W.2d 722, 03–0724.

When a taxpayer brings an action to recover excessive taxes under this section, the least favorable outcome for the taxpayer, and the best possible outcome for the taxation authority, is for the court to conclude there were no excessive taxes. The court cannot impose a greater tax burden than the one the taxation authority already agreed to when it accepted the taxpayer’s payment. Although the court need not defer to the board of review’s determination, and there is a statutory presumption that the assessor’s determination is correct, when the board of review reduces the original assessment the court cannot reinstate the assessor’s original assessment. *Trailwood Ventures, LLC v. Village of Kronenwetter*, 2009 WI App 18, 315 Wis. 2d 791, 762 N.W.2d 841, 08–1221.

When a city assessor correctly applies the Property Assessment Manual and statutes, and there is no significant evidence to the contrary, courts will reject a party’s challenge to the assessment. *Allright Properties, Inc. v. City of Milwaukee*, 2009 WI App 46, 317 Wis. 2d 228, 767 N.W.2d 567, 08–0510.

# Village of Cross Plains

License #: 01-2015

## CHICKEN & OTHER FOWL APPLICATION

Any person who keeps chickens in the Village shall obtain an annual license prior to January 1 of each year or within 30 days of first acquiring the chickens. The keeping of chickens is governed by Ordinance 21.11 of the Village Code.

### APPLICANT INFORMATION

Applicant Name:	Jennifer Dederig		
Address:	4005 Creek Side Way, Cross Plains		
Primary Phone #:	Mobile Phone #:	262-391-1448	Secondary Phone #:
Email:	jagorestodd@gmail.com		

### General Limitations

The Village Board finds that the keeping of chickens within the Village of Cross Plains may detract from and may be detrimental to healthful and comfortable life in the Village. The keeping of more than four chickens is declared a public nuisance if the following conditions are not maintained (Village Ordinance 21.11(a)). **Please initial next to each duty to signify agreement.**

1. No more than 4 chickens may harbored or kept upon any lot within the Village.	JD
2. No roosters shall be permitted.	JD
3. No chickens shall be slaughtered.	JD
4. The chickens shall be provided and will remain within a covered and fenced enclosure at all times.	JD
5. The covered and fenced enclosure area for any chickens shall conform to any and all regulations regarding accessory buildings for the zoning district in which the covered and fenced enclosure is situated.	JD

The applicant is solely responsible for the well-being of the chickens, condition of enclosures, and full compliance with Village Ordinance 21.11. The license is subject to all municipal codes in addition to all rules governing animal control. The applicant agrees to indemnify, defend and hold harmless the Village of Cross Plains and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney fees arising out of the activities performed as authorized by the license, caused in whole or in part by any acts, negligent or otherwise, or any omission of the applicant, anyone directly or indirectly employed by the applicant or anyone whose acts on behalf of the applicant may be liable, except where caused by the sole negligence or willful misconduct of the Village.

Jennifer Dederig  
Applicant Signature

4-23-15  
Date

For Office Use Only:

Date Received: 4-23-15 JM

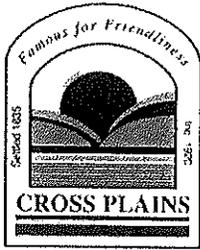
Notifications Mailed:  Yes  No 4-29-15

Committee Meeting: May 11

Written Complaints: Yes  No

Board Meeting: May 18

Approved  Denied



April 27, 2015

Current Resident  
4006 St. Francis Street  
Cross Plains, WI 53528

Dear Property Owner;

This letter is to inform you that Jennifer Dederling plans to keep chickens on the property at 4005 Creekside Way in the Village of Cross Plains subject to compliance with Village Ordinance #21.11.

The Village is required to notice all properties within 200 feet of this address regarding their request for a license to keep chickens. Property Owners within this defined area have 14 days from the date of this letter to submit in writing to the Village Administrator/Clerk-Treasurer their objection of the approval of this application. This application will be considered by the Committee of the Whole on May 11<sup>th</sup> with a recommendation to the Village Board for final action on May 18<sup>th</sup>.

The general limitations can be found on the permit application, and the ordinance can be found online at the Village website. Please contact me at (608) 798-3241 x 105 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us) with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew G. Schuenke".

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

4005 Creekside Way

Allie's Lane

Laufenberg Boulevard

Laufenberg Boulevard

Saint Frances Street

Creekside Way

W. Brewery Road

Stumpf Street

Thinnes Street

**LEGEND**

**Zoning Districts**

- A - Agriculture
- BG - General Business
- BOR - Office and Reserach Business
- C - Conservancy
- I - Industrial
- PDD-C - Planned Development Commercial
- PDD-R - Planned Development Residential
- R1 - Single Family Residential
- T-R1 - Single Family Residential - Temp.
- R2 - Two Family Residential
- R2-ZL - Two Family Residential - Zero Lot Line
- RM - Multifamily Residential

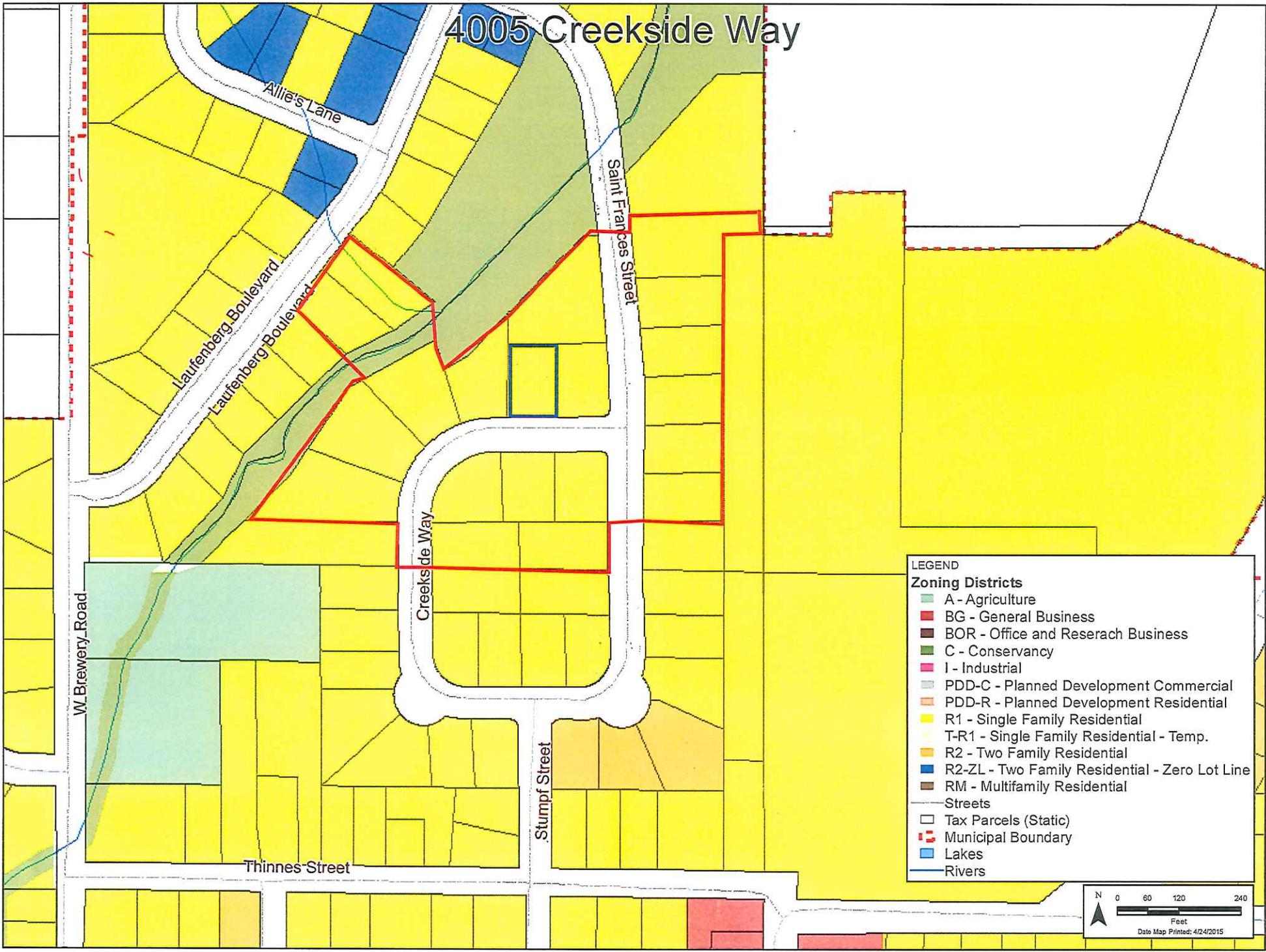
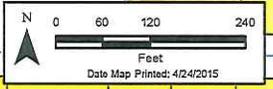
— Streets

□ Tax Parcels (Static)

▬ Municipal Boundary

■ Lakes

— Rivers



<b>Name</b>	<b>Address</b>	<b>City State</b>
Current Resident	4006 St. Francis Street	Cross Plains, WI 53528
Current Resident	4004 St. Francis Street	Cross Plains, WI 53528
Current Resident	4003 St. Francis Street	Cross Plains, WI 53528
Current Resident	4002 St. Francis Street	Cross Plains, WI 53528
Current Resident	4000 St. Francis Street	Cross Plains, WI 53528
Current Resident	3096 St. Francis Street	Cross Plains, WI 53528
Current Resident	3094 St. Francis Street	Cross Plains, WI 53528
Current Resident	3093 St. Francis Street	Cross Plains, WI 53528
Current Resident	3091 St. Francis Street	Cross Plains, WI 53528
Current Resident	3094 Creekside Way	Cross Plains, WI 53528
Current Resident	3095 Creekside Way	Cross Plains, WI 53528
Current Resident	4000 Creekside Way	Cross Plains, WI 53528
Current Resident	4002 Creekside Way	Cross Plains, WI 53528
Current Resident	3097 Creekside Way	Cross Plains, WI 53528
Current Resident	4001 Creekside Way	Cross Plains, WI 53528
Current Resident	4003 Creekside Way	Cross Plains, WI 53528
Current Resident	4007 Creekside Way	Cross Plains, WI 53528
Current Resident	5014 Laufenburg Blvd	Cross Plains, WI 53528
Current Resident	5012 Laufenburg Blvd	Cross Plains, WI 53528

# Regular Plan Commission Meeting

## *Meeting Minutes*

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

Monday, May 4, 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, Ron Hilmanowski, Judy Ketelboeter, Clifford Zander, and President Pat Andreoni.

Absent: Commissioner Randy Case.

II. Public Comment – None.

III. General Business

**1. Discussion and action regarding minutes of regular meeting held February 2, 2015 –**

A motion was made by Commissioner DuQuette, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to approve the regular meeting minutes held February 2, 2015.

**2. Consideration of a request from the Gallina Corporation for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD) in order to construct a 53-unit apartment building:**

*a. Public Hearing* – A motion was made by Commissioner Ketelboeter, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to open the Public Hearing at 7:19 pm.

- No comments were made.

A motion was made by Commissioner Hogan, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to close the Public Hearing at 7:20 pm.

*b. Discussion and action to make a recommendation to the Village Board –* Following discussion, a motion was made by Commissioner Duquette, seconded by Commissioner Zander, and unanimously carried by the Plan Commission to recommend approval to the Village Board regarding a request from the Gallina Companies for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD) in order to construct a 53-unit apartment building subject to the following conditions:

- Access path from Bourbon Road to Village Conservancy be defined and created within the Specific Implementation Plan (SIP).
- Chain link fence along the eastern property line shall be removed.
- The Plan Commission concurs with the Staff Report submitted by the Zoning Administrator.

V. Adjournment

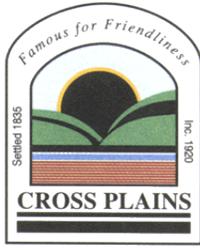
A motion was made by Commissioner Duquette, seconded by Commissioner Hilmanowski, and unanimously carried by the Plan Commission to adjourn the meeting at 7:21 pm.

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  
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: May 15, 2015  
Re: **1400 Bourbon Road Redevelopment Project** – Zoning Map Amendment and GDP Review

---

### Executive Summary

The Village is in receipt of a Zoning Map Amendment and General Development Plan (GDP) application from the Gallina Corporation of Mt. Horeb to construct a 53 unit apartment building at 1400 Bourbon Road. The rezone request would be from Multi-Family Residential-16 (MR-16) to Planned Development (PD) which allows for the density requested in the GDP. The property is currently a vacant farmstead with a house and outbuilding remnants. This memorandum will summarize the request and serve as the official Staff Report by reviewing the submittals against the relevant sections of the Zoning Code.

### Project Background

A GDP and Specific Development Plan was approved by the Village for a condominium project at this property in 2008, but shortly thereafter the project lost its momentum due to the recession. The Village initiated contact with the Property Owner in 2014 to begin the review/approval process again since the initial authorization expired several years ago. The 53 unit apartment building would be full service apartment living with an exercise facility, outside courtyard with gas fire place, elevator, underground parking, small child play area, access to adjacent conservancy area, on-site management, in unit laundry, individual unit porches, and a variety of different 1-2 bedroom floor plans rented at market rates. The Developer constructed Cedar Glen Apartments as a 59 unit development in 1989 off of Ludden Drive and continues to operate this facility. This property has experienced a 99% occupancy over the past four years for similar style units. Construction of the facility is expected to begin in the Fall of 2015 with completion in May of 2016. The letter of intent and required plans are included as Appendix A of this memorandum.

### Code Review

#### *Section 84.41 – (PD) Planned Development (Appendix B)*

The PD District is intended to provide a relaxation of certain development standards in the existing district allowing the flexibility for this project to have a higher density in the units per acre. The applicability requires definition of ownership, listing the size, and whether or not they are condominiums. The project owner would be the Gallina Corporation, the site is 2.57 acres, and it is not being developed as condominiums. The remainder of the review for a PD is deferred to Section 84.167 for Planned Development Zoning as it applies to General Development and Specific Implementation Plans. The project as proposed appears to meet all aspects of the PD Zoning District as presented to the Plan Commission.

*Section 84.160 – Zoning Map Amendment (Appendix C)*

All requests for Planned Developments are by default Zoning Map Amendments since all property falls within one of the other districts established to meet their use. The initiation of the request for an amendment is provided for in the Letter of Intent from the Gallina Corporation. The application includes the required mapping, legal description, and written justification that the project is consistent with the Comprehensive Plan. The Future Land Use Map within the Comprehensive Plan designates this property within the Mixed Residential category, which is consistent with the GDP. The Plan Commission as part of its review held a Public Hearing at its meeting on May 4<sup>th</sup>. The Plan Commission conducted its review following Public Hearing and made a recommendation to the Village Board with the GDP determination. A Class II notice was published in the newspaper for April 16<sup>th</sup> and 23<sup>rd</sup>. Additionally, the public hearing notice was mailed directly to property owners within 100' of the proposed development. The project as proposed appears to meet the submittal requirements for Zoning Map Amendments.

*Section 84.167 – Planned Developments (Appendix D)*

This section establishes the administrative procedure in order to meet the requirements of the Planned Development district. The Pre-Application Conference was held with the Developer at the April 1<sup>st</sup> Staff Meeting followed by an introductory presentation to the board on April 27<sup>th</sup>. The Developer waived the optional Concept Plan Review and submitted the General Development Plan for consideration on April 24<sup>th</sup>. The submittal included within Appendix A the site plan, grading/utility/drainage plan, existing zoning map, landscaping plan, proposed floor plan, elevations, and conceptual rendering. The project as proposed appears to meet the submittal requirements for Planned Developments up to and including the General Development Plan section. The Plan Commission will consider the GDP at its meeting on May 4<sup>th</sup> and provide a recommendation of approval to the Village Board subject to the following conditions:

- Access path from Bourbon Road to Village Conservancy be defined and created within the Specific Implementation Plan (SIP).
- Chain link fence along the eastern property line shall be removed.
- The Plan Commission concurs with the Staff Report submitted by the Zoning Administrator.

**Recommendation**

The Plan Commission and Village Staff recommend reviewing and approving the application as presented with the conditions adopted.

**Appendices**

Appendix A – Letter of Intent and Submittal Requirements for Zoning Map Amendment & GDP

Appendix B – Section 84.41: (PD) Planned Development

Appendix C – Section 84.160: Zoning Map Amendment

Appendix D – Section 84.167: Planned Developments

# APPENDIX A



April 24, 2015

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer  
Village Hall  
2417 Brewery Road  
Cross Plains, WI 53528

Re: Letter of Intent – Planned Development  
1400 Bourbon Road  
Cross Plains, Wisconsin  
KBA Project # 0808

Mr. Matthew Schuenke:

We are pleased to submit this project, together with the plans, application and zoning text for staff, Plan Commission and Village Board's consideration of approval.

## **Organizational Structure:**

### Owner/Developer:

Gallina Corporation  
101 East Main St., Suite 500  
Mt. Horeb, WI 53572  
608- 437-8301  
608-437-8302 fax  
Contact: Craig Enzenroth  
[cenzenroth@gallinacos.com](mailto:cenzenroth@gallinacos.com)

### Architect:

Knothe & Bruce Architects, LLC  
7601 University Avenue, Ste 201  
Middleton, WI 53562  
608-836-3690  
Contact: Randy Bruce  
[rbruce@knothebruce.com](mailto:rbruce@knothebruce.com)

### Engineer:

Burse Surveying and Engineering, Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704  
608-250-9263, x222  
608-250-9266 fax  
Contact: Peter D. Fortlage, P.E.  
[pfortlage@bse-inc.net](mailto:pfortlage@bse-inc.net)

### Landscape Design:

The Bruce Company  
2830 Parmenter Street  
P.O. Box 620330  
Middleton, WI 53562  
608-836-7041  
Contact: Rich Strohmenger  
[rstrohmenger@brucecompany.com](mailto:rstrohmenger@brucecompany.com)

## **Introduction:**

The proposed site is located on the south at 1400 Bourbon Road, east of Ludden Drive west of Continental Lane. The existing lot is 2.57 Acres and is currently zoned MR-16. This application is for rezoning to a Planned Development, General Development Plan.

**Legal Description:**

See attached Exhibit A.

**Comprehensive Plan:**

The Comprehensive Plan outlines the property for Mixed Residential use. This land use is intended to focus on multifamily housing and the proposed development is consistent with that use.

**Project Description:**

The site currently has a vacant single family home with several foundations from out buildings and barn structures. Redevelopment of this underutilized site will require TIF Funding assistance to be economically viable and will provide needed alternative housing stock for the Cross Plains multi-family rental market.

The site plan was designed to provide an integrated medium-density housing environment and provide for a variety of vehicular and pedestrian connections. Vehicular access to the site is achieved from the north at Bourbon Road. A property monument sign adjacent to the entry drive will be set back from the street edge and meet the zoning chapter 87 sign regulations. Vehicle and bicycle parking is well distributed on-site and within the parking garage. Adjacent property uses include Planned Developments north of Bourbon Street, Multi-family residential to the east and west, and a business park and conservancy to the south. A future easement will be dedicated along the eastern most property line of the site to maintain the Village of Cross Plains access to the conservancy property to the south. Natural features, including existing trees on the north of the property, will be preserved and serve as a natural buffer between the development and Bourbon Street.

The proposed three story multi-residential building will include 53 apartment units. The building forms an articulated street edge and shared central courtyard space. Individual apartment entries with generous porches are emphasized on the street façades. Additional amenities include enclosed underground parking and a fully accessible interior with elevator.

The building has been designed to fit within the Cross Plains area context, using a palette of attractive, low-maintenance exterior materials including brick veneer masonry and horizontal siding.

**Developer / Market Demand**

The developer and property manager of the project is The Gallina Companies. Established in 1980 to provide in-house development, design, construction, acquisition and ongoing management of luxury apartments, residential condominium properties and commercial, retail/office buildings. The Gallina Companies having successfully developed over 3,000 apartment units in the Madison, Milwaukee, northern Illinois, and western Florida areas. Our philosophy has been to retain the properties we develop for the long term. As such, at Gallina, we believe in developing long term relationships with our tenants and customers to insure the long term success of our developments.

The Gallina Companies and all of its employees are committed to the service of our tenants and providing all of our customers with unparalleled customer service.

Gallina Companies developed Cedar Glen Apartments in Cross Plains, and have owned and managed this 59 unit development since its completion in 1989.

With this experience in the market, we feel there is strong demand for quality housing in Cross Plains. Cedar Glen has average 99% occupancy over the past four years for similar style units to the proposed 1400 Bourbon Road project. In searching for rentals in the area there is very limited availability for quality apartment homes in this highly sought after community and school district.

1400 Bourbon Road will contain (13) – One Bedroom Units and (40) – Two Bedroom Units totaling 53 units in a variety of floor plans. This market rate rental community will offer our customers amenities which will include: Elevator, Underground parking, Courtyard Patio area with gas fire pit, Small child play area, fitness facility, access to conservancy area, on-site management, ample parking, in unit laundry, quality maple finishes, individually controlled HVAC with high efficiency gas fired equipment, GE appliances.

With the addition of West Gateway on Main St. and 1400 Bourbon Road to the rental market, we feel the projects will compete for slightly different tenant demographic based on their location and unit mix and market place demand will support both projects and provide housing alternatives the community is seeking.

With occupancy planned for May of 2016, the Rent-up Period is projected to be 6-9 months with estimated stabilization to occur in the first quarter 2017.

**Site Development Data:**

Site Areas:

Lot Area (S.F.)	112,065 S.F.
Lot Area (Acres)	2.57 Acres
Lot Area /D.U.	2,114 S.F. / unit
Density	20.62 units / acre
Building Coverage	22,714 S.F. / 20%
Landscape Surface Area	66,081 S.F. / 59%

Dwelling Unit Mix:

One Bedroom	13 units
Two Bedroom	40 units
Total Dwelling Units	53 units

**Gross Floor Area:**

First Floor	22,600 S.F.
Second Floor	22,600 S.F.
<u>Third Floor</u>	<u>20,500 S.F.</u>
Total Floor Area	65,500S.F.
Floor Area Ratio	.56

**Building Height:** Three Stories

**Vehicle Parking:**

Surface:	40 stalls
<u>Underground:</u>	<u>62 stalls</u>
Total	102 stalls

Parking Ratio: 1.92 stalls / unit

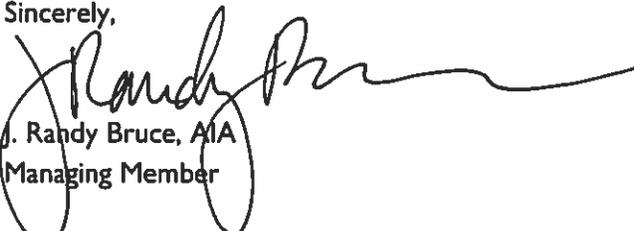
**Construction Staging and Project Schedule:**

The development team is planning to obtain the necessary development approvals by early summer. The construction of the project will occur in one phase with construction starting on August 1, 2015. The building is planned to be ready for occupancy on May 1, 2016 and all construction completed on June 1, 2016.

A construction staging area for materials is planned for the eastern edge of the site in the general location of the future surface parking area (see the General Development Plan, Sheet C-1.0 for the location).

Thank you for your time reviewing our proposal.

Sincerely,

  
J. Randy Bruce, AIA  
Managing Member

"EXHIBIT A"

Commonwealth Land Title Insurance Company

Office File Number:

Commitment Number: WD-168597

Part of Lot Fifty-Two (52), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin, more particularly described as follows: Commencing at the Northwest corner of said Lot 52; thence South 83° 06' 39" East, 10.00 feet; thence South 05° 15' 31" West, 215.54 feet; thence South 65° 27' 00" West, 11.52 feet; thence North 05° 15' 31" East, 221.55 feet to the point of beginning.

Part of Lot Fifty-Three (53), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of Lot Fifty-Four (54), Glacial Valley, thence South 83° 06' 39" East, 10.00 feet; thence South 05° 15' 31" West, 150.00 feet; thence North 83° 06' 39" West, 10.00 feet; thence North 05° 15' 31" East, 150.00 feet to the point of beginning.

Lot Fifty-Four (54), Glacial Valley, in the Village of Cross Plains, Dane County, Wisconsin.

TAX ROLL PARCEL NUMBER: 113/0707-033-0474-1  
ADDRESS PER TAX ROLL: 1400 BOURBON ROAD



**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562

ISSUED  
April 24, 2013 GDP Application

PROJECT TITLE  
**1400 BOURBON RD**

CROSS PLAINS, WI  
SHEET TITLE  
**Site Plan**

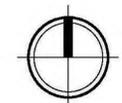
SHEET NUMBER

**C-1.0**

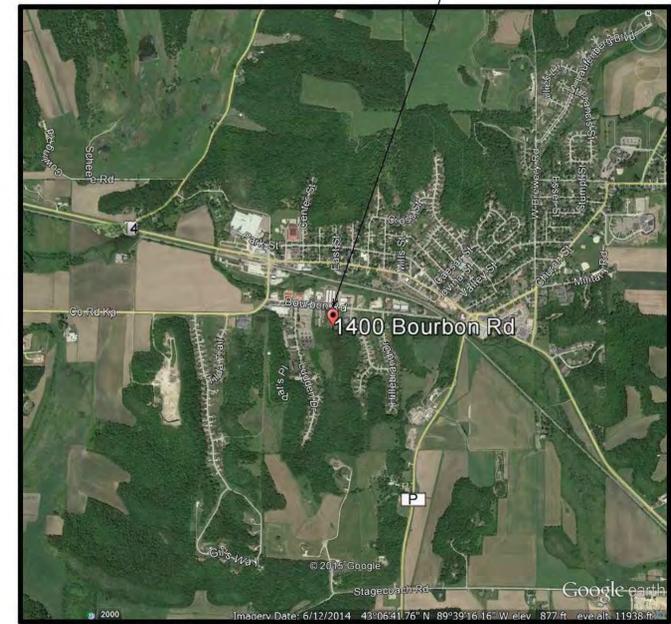
PROJECT NO. **0808**  
© 2013 Knothe & Bruce Architects, LLC



**1 SITE PLAN**  
C-1.0 1/32"=1'-0"



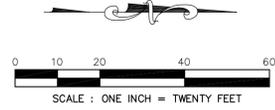
**SITE LOCATION**



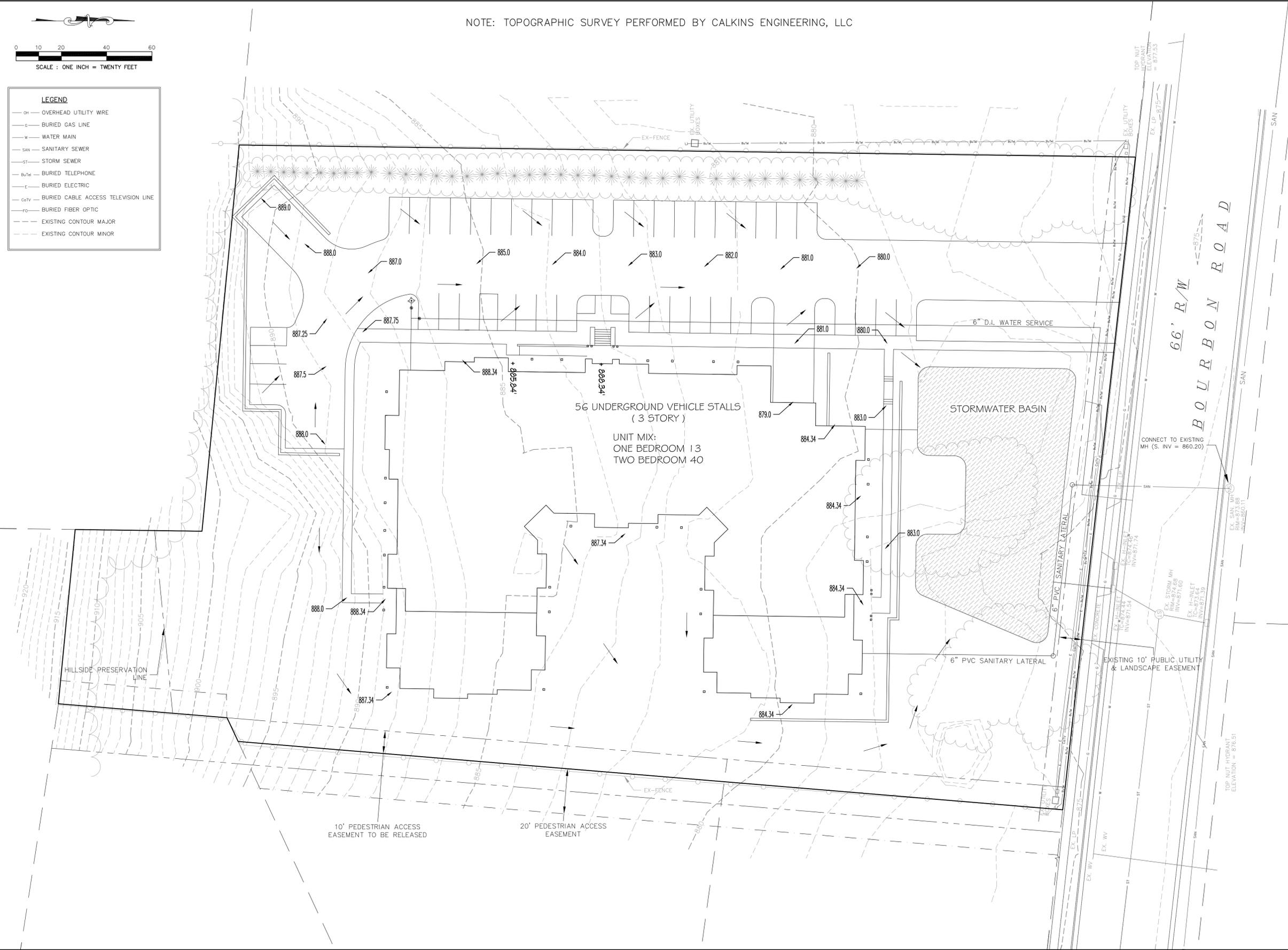
**2 SITE LOCATOR PLAN**  
C-1.0 NTS

SITE INDEX SHEET	
<u>SITE</u>	
C-1.0	SITE PLAN & LOCATION PLAN
C-300	PRELIMINARY GRADING, EROSION CONTROL & UTILITY PLAN
GDP	EXISTING SITE SURVEY
L-1.0	LANDSCAPE PLAN
<u>ARCHITECTURAL</u>	
A-1.1	BASEMENT & FIRST FLOOR PLANS
A-1.2	SECOND & THIRD FLOOR PLANS
A-2.1	EXTERIOR ELEVATIONS

NOTE: TOPOGRAPHIC SURVEY PERFORMED BY CALKINS ENGINEERING, LLC



LEGEND	
OH	OVERHEAD UTILITY WIRE
G	BURIED GAS LINE
W	WATER MAIN
SAN	SANITARY SEWER
ST	STORM SEWER
BuTel	BURIED TELEPHONE
E	BURIED ELECTRIC
CaTV	BURIED CABLE ACCESS TELEVISION LINE
FO	BURIED FIBER OPTIC
- - -	EXISTING CONTOUR MAJOR
- - -	EXISTING CONTOUR MINOR



2801 International Lane, Suite 101  
 Madison, WI 53704  
 Phone: 608-250-9263  
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 e-mail: MBurse@Burse-INC.net  
 www.bursesurveying.com

APPROVALS	PROJECT ENG.	MLB	PDF	MLB

**1400 Bourbon Road**  
 1400 Bourbon Road  
 Cross Plains, Wisconsin, 53528  
**Gallina Corporation**  
 101 East Main Street #600  
 Mount Horeb, Wisconsin, 53572

PROJECT #: BSE1804-15  
 PLOT DATE: 04/23/2015

REVISION DATES:

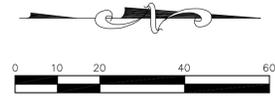
ISSUE DATES:

GENERAL GRADING  
 DRAINAGE AND  
 UTILITY PLAN



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DRAWING NUMBER  
**C-300**



LEGEND	
— OH —	OVERHEAD UTILITY WIRE
— G —	BURIED GAS LINE
— W —	WATER MAIN
— SAN —	SANITARY SEWER
— ST —	STORM SEWER
— BuTel —	BURIED TELEPHONE
— E —	BURIED ELECTRIC
— CoTV —	BURIED CABLE ACCESS TELEVISION LINE
— FO —	BURIED FIBER OPTIC
---	EXISTING CONTOUR MAJOR
---	EXISTING CONTOUR MINOR



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Surveying and Engineering, Inc.

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APPROVALS	PROJECT ENG.	MLB	PDF	MLB	MLB

**1400 Bourbon Road**  
1400 Bourbon Road  
Cross Plains, Wisconsin, 53528

**Gallina Corporation**  
101 East Main Street #500  
Mount Horeb, Wisconsin, 53572

<b>PROJECT #:</b> BSE1804
<b>PLOT DATE:</b> 03/25/2015
<b>REVISION DATES:</b>

<b>ISSUE DATES:</b>

EXISTING  
ZONING  
EXHIBIT

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**DRAWING NUMBER**

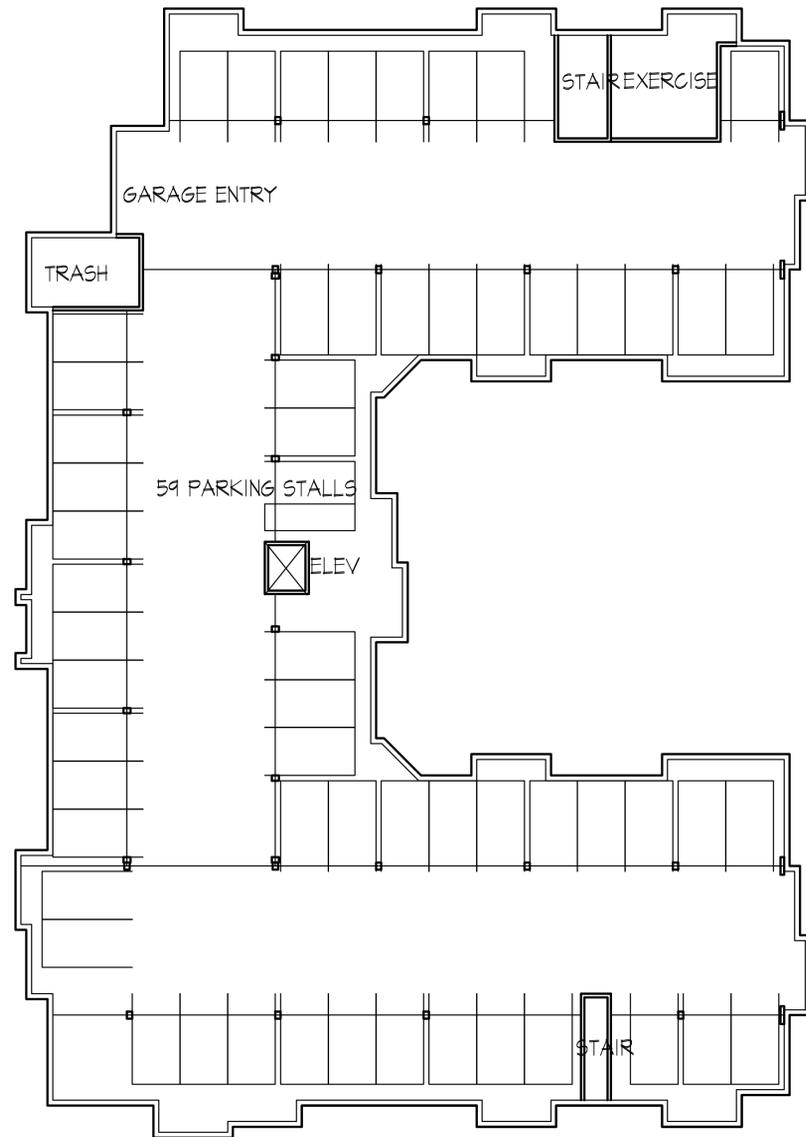
**GDP**



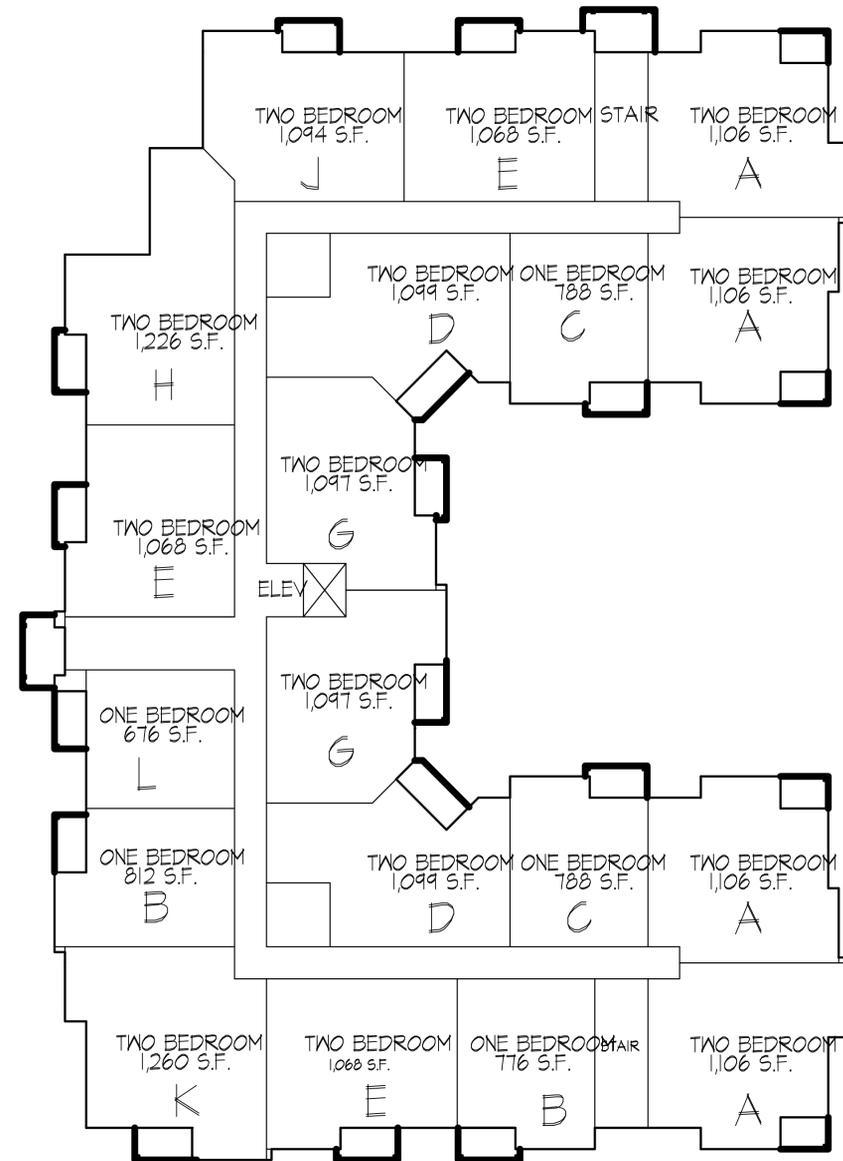


**knothe • bruce**  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



1 BASEMENT FLOOR PLAN  
A-1.0 1/16"=1'-0"



2 FIRST FLOOR PLAN  
A-1.0 1/16"=1'-0"



ISSUED  
April 24, 2015 GDP Application

PROJECT TITLE  
1400 BOURBON RD

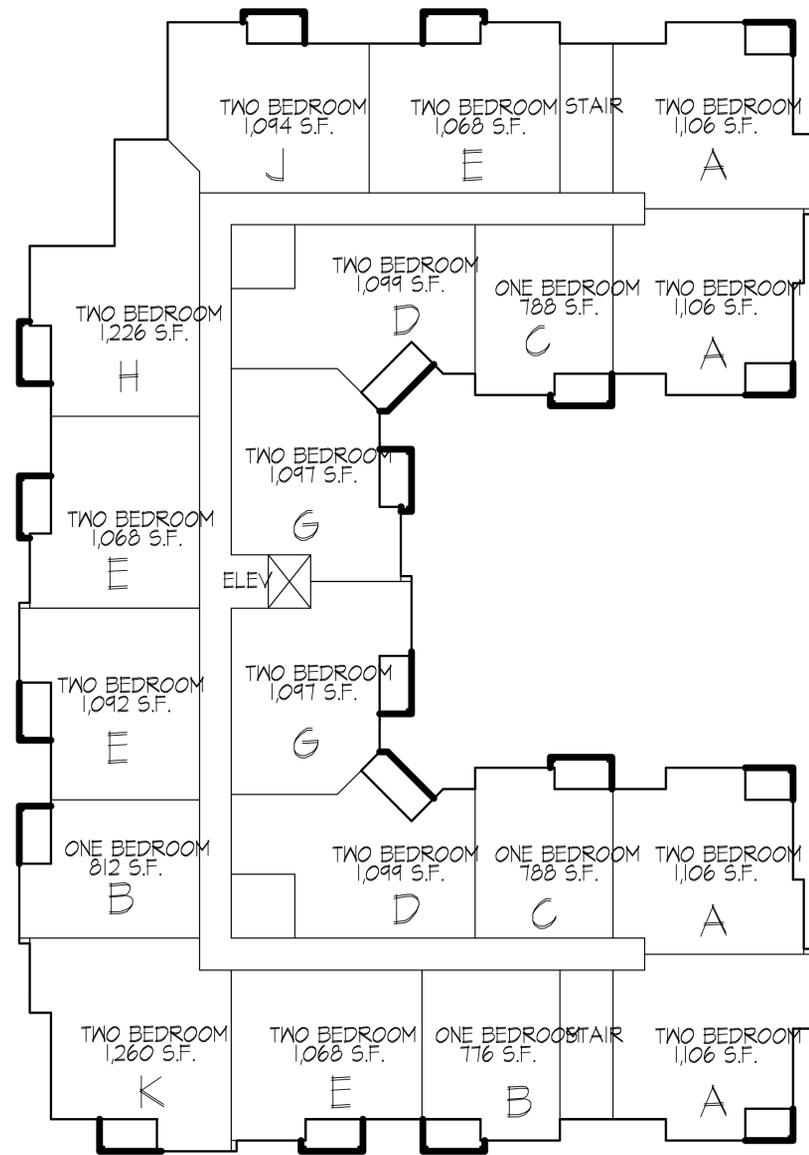
CROSS PLAINS, WI  
SHEET TITLE  
Floor Plans

SHEET NUMBER

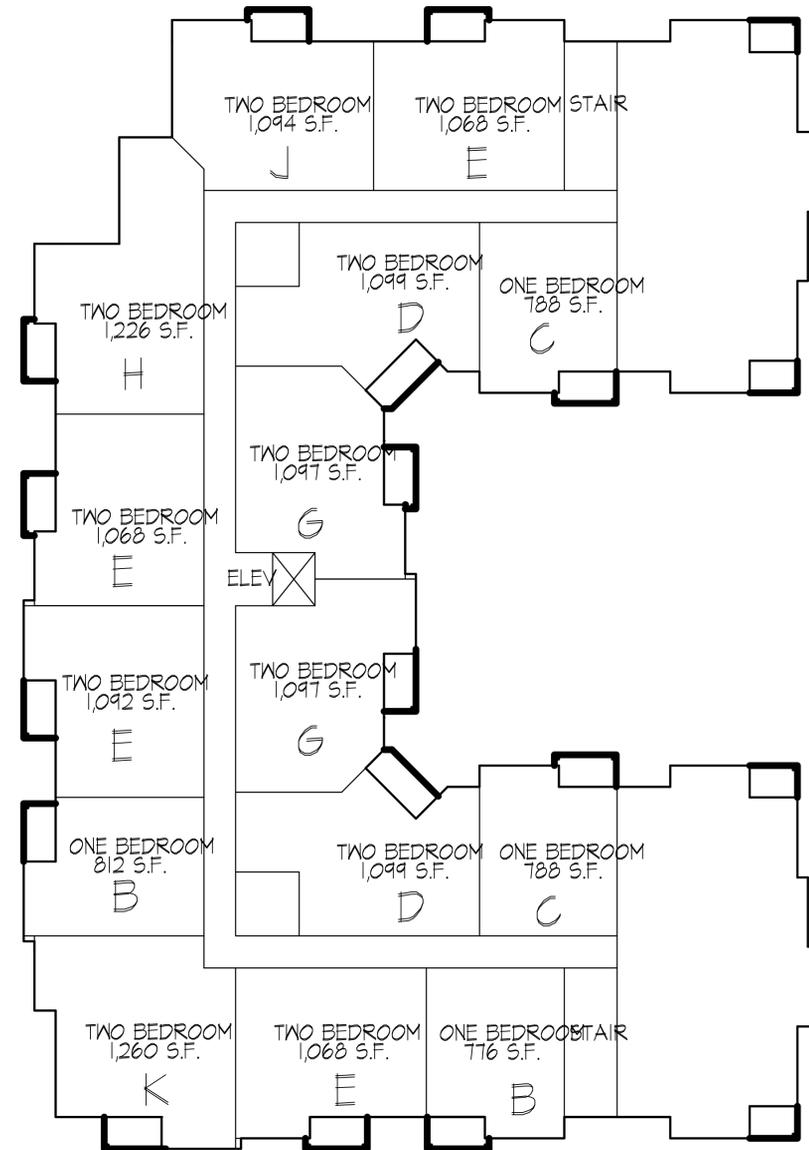
A-1.0

PROJECT NO. 0808

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1 SECOND FLOOR PLAN  
A-1.1 1/16"=1'-0"



2 THIRD FLOOR PLAN  
A-1.1 1/16"=1'-0"



ISSUED  
April 24, 2015 GDP Application

PROJECT TITLE  
1400 BOURBON RD

CROSS PLAINS, WI  
SHEET TITLE  
Floor Plans

SHEET NUMBER

A-1.1

PROJECT NO. 0808  
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ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



**EAST ELEVATION**  
A-2.1 1/16"=1'-0"



**NORTH ELEVATION**  
A-2.1 1/16"=1'-0"



**WEST ELEVATION**  
A-2.1 1/16"=1'-0"

ISSUED

April 24, 2015 GDP Application

PROJECT TITLE

1400 BOURBON RD

CROSS PLAINS, WI

SHEET TITLE  
ELEVATIONS

SHEET NUMBER

**A-2.1**

PROJECT NO. **0808**

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1400 Bourbon Road - North Elevation  
Cross Plains, WI  
April 1, 2015



# Appendix B

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

## SECTION 84.41 (PD) Planned Development.

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

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

(c) **Applicability.**

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

 **Size.** There is no minimum or maximum size for a PD. [2.57 acres](#)

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

N/A

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

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



See Appendix D



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

**SECTIONS 84.42 - 84.49 Reserved**

# Appendix C

## SECTION 84.160 Zoning Map Amendment.

✓(✓) **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 amendments to provisions of the Official Zoning Map (rezonings). [From MR-16 to PD](#)

✓(✓) **Initiation of Request for Amendment.** Proceedings for amendment of the Official Zoning Map may be initiated by an application of the owner(s) of the subject property; a recommendation of the Plan Commission; or by action of the Village Board. [Initiated by the Gallina Corporation.](#)

✓(✓) **Application.** An application to amend Official Zoning Map shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):

(1) A map of the subject property to scale depicting:

- a. All lands for which the zoning is proposed to be amended and all other lands within 100 feet of the boundaries of the subject property.
- b. Names and addresses of the owners of all lands on said map as they appear on the current tax records of the Village of Cross Plains.
- c. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
- d. All lot dimensions of the subject property.
- e. A graphic scale and north arrow.

(2) Legal description of the property.

(3) Written justification for the proposed Official Zoning Map amendment, including evidence that the application is consistent with the Comprehensive Plan.

(4) Any further information which may be required by the Plan Commission to facilitate the making of a comprehensive report to the Village Board.

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

✓(✓) 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. [Application determined complete on April 30th.](#) mgs

(2) The Zoning Administrator shall review the completed application and evaluate whether the proposed amendment:

✓(✓) Advances the purposes of this Chapter as outlined in Section 84.03 and the applicable rules of Wisconsin Department of Natural Resources (WisDNR) and the Federal Emergency Management Agency (FEMA).

✓(✓) Is in harmony with the recommendations of the Comprehensive Plan.

✓(✓) Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.



Addresses any of the following factors that are not properly addressed on the current Official Zoning Map:

1. The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan.
2. A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the Village may intend to stop an undesirable land use pattern from spreading.
3. Factors have changed (such as new data, infrastructure, market conditions, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.
4. Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.



The Zoning Administrator shall prepare a written report addressing items (d)(2)d., above, and forward said report 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 this Chapter or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.

See  
memo.



**Public Hearing.** Within 50 days of filing a complete application, the Plan Commission shall hold a public hearing in compliance with Section 84.158 to consider the request.

May 4th

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

- (1) Within 60 days of 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 (d)(2)d, above, and whether the public benefits outweigh any and all potential adverse impacts of the proposed amendment.
- (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 of Section 84.158.

(g) **Review and Action by the Village Board.**

- (1) The Village Board shall consider the recommendation of the Plan Commission regarding the proposed amendment. The Village Board may

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.
- (c) **Initiation of Request.** Proceedings for approval of a conditional use may be initiated by an application of the owner(s) of the subject property.
- (d) **Application.** An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
  - (1) A map of the subject property to scale depicting:
    - a. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.

# Village of Cross Plains

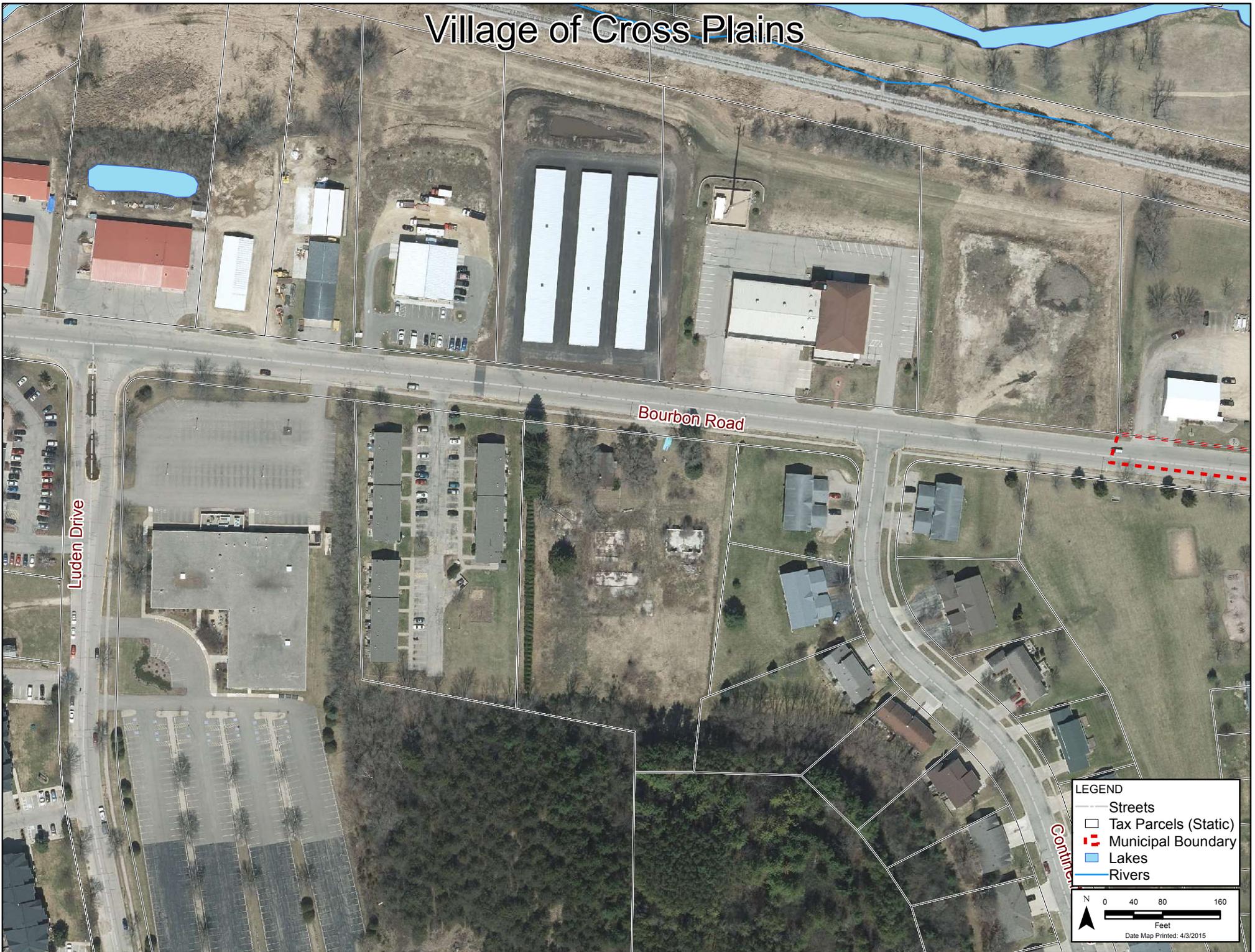


**LEGEND**

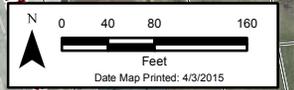
- Streets
- Tax Parcels (Static)
- Municipal Boundary
- Lakes
- Rivers

N  
0 40 80 160  
Feet  
Date Map Printed: 4/3/2015

# Village of Cross Plains



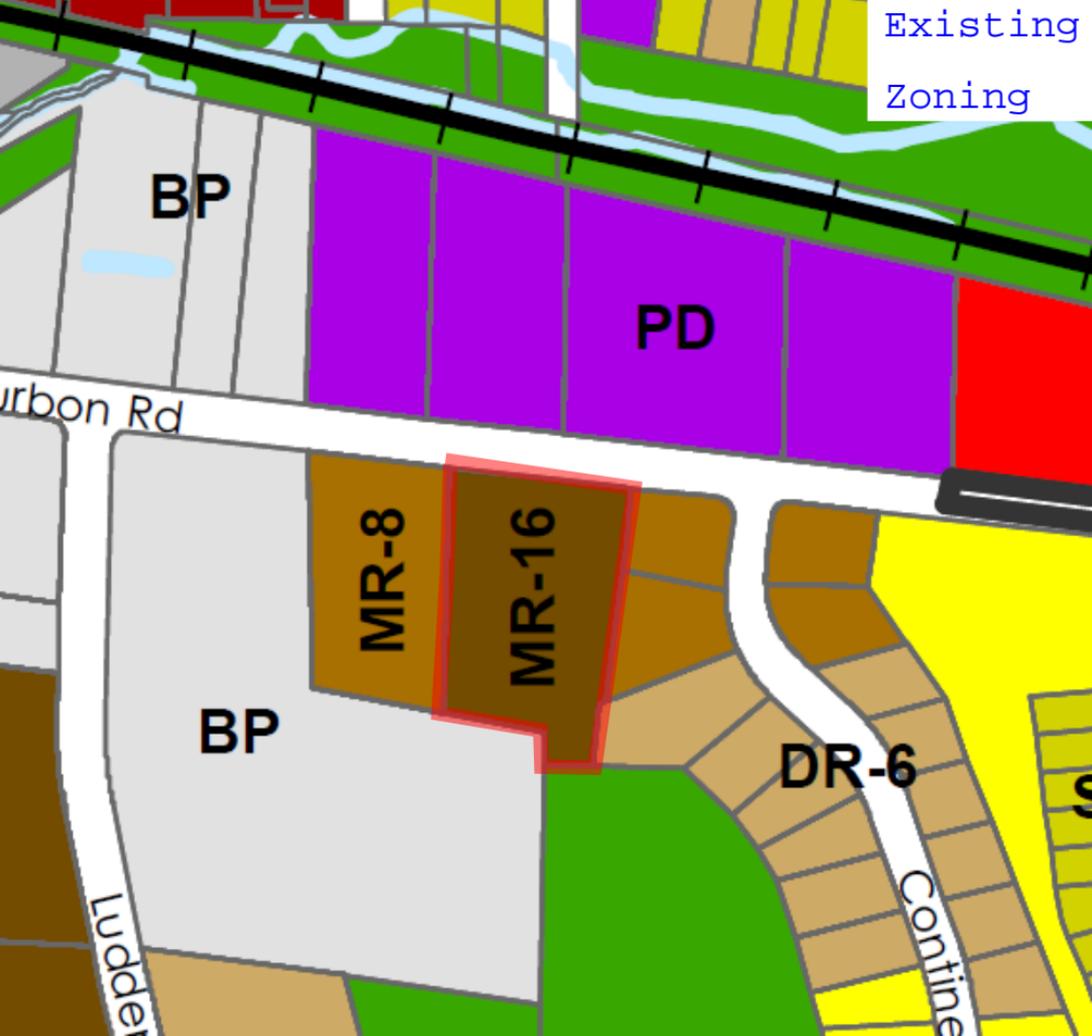
- LEGEND**
- Streets
  - Tax Parcels (Static)
  - Municipal Boundary
  - Lakes
  - Rivers



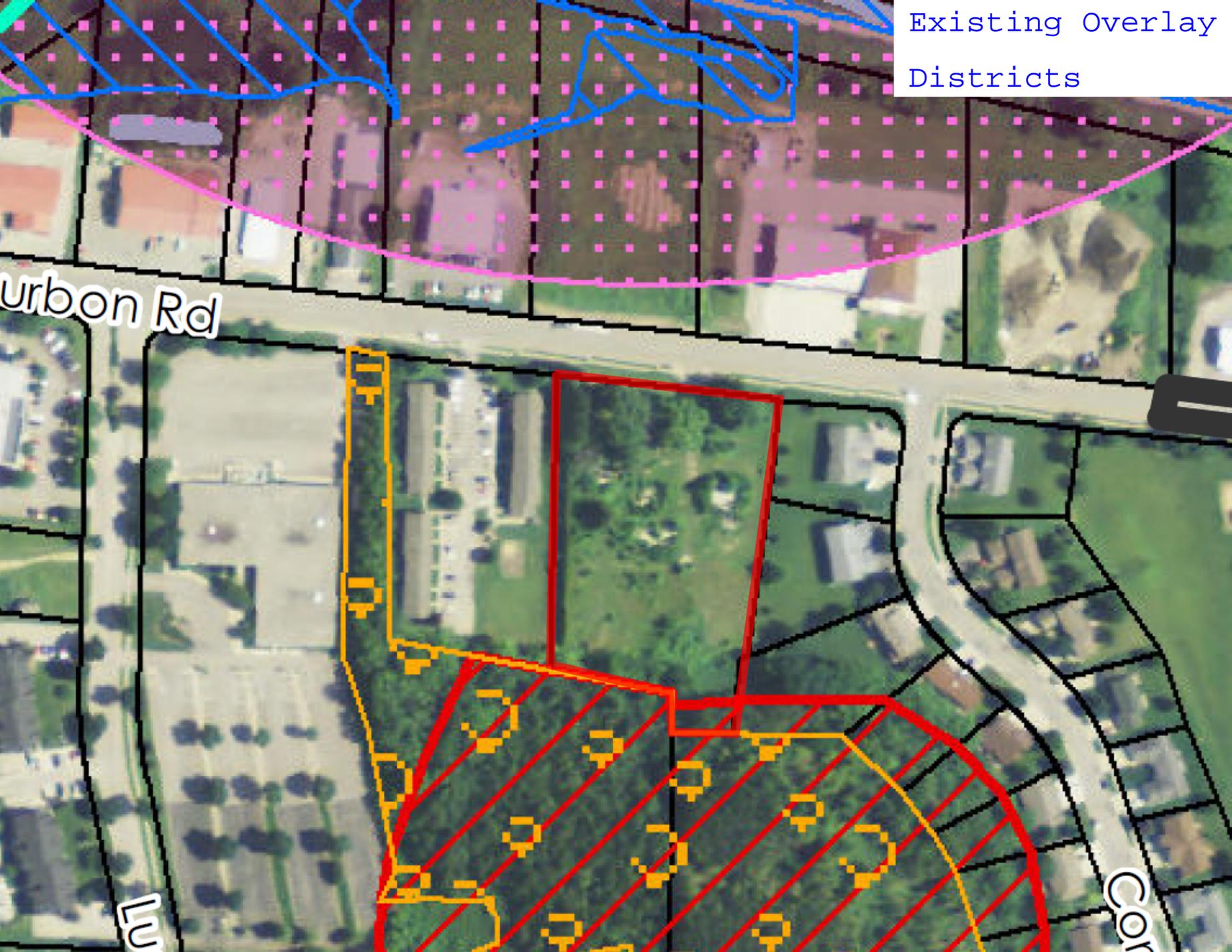
## Property Owners of Record within 100' of Development

Parcel	Property Owner	Attention	Property Address					Mailing Address								
			Number	Street Name	Type	City	State	Zip	Number	Direction	Street Name	Type	Suffix	City	State	Zip
0707-032-9712-1	Chester's Diesel & Automotive LLC		1401	Bourbon	Road	Cross Plains	WI	53528	605		Parkway	Drive		Mt. Horeb	WI	53572
0707-032-9718-1	Cross Plains Storage LLC		1451	Bourbon	Road	Cross Plains	WI	53528	7220		Henry	Court		Middleton	WI	53562
0707-032-9725-1	Cross Plains-Berry Fire District		1501	Bourbon	Road	Cross Plains	WI	53528								
0707-032-9740-1	Gregory & Kathy Roessler		1601	Bourbon	Road	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
<b>0707-033-0474-1</b>	<b>Greenback Enterprises LLC</b>		<b>1400</b>	<b>Bourbon</b>	<b>Road</b>	<b>Cross Plains</b>	<b>WI</b>	<b>53528</b>				<b>PO Box 234</b>		<b>Mineral Point</b>	<b>WI</b>	<b>53565</b>
0707-033-0485-8	Gregory & Kathy Roessler		2000	Continental	Lane	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
0707-033-0463-4	Gregory & Kathy Roessler		2001	Continental	Lane	Cross Plains	WI	53528				PO Box 99		Cross Plains	WI	53528
0707-033-0452-7	Boehnen Living Tr		2009	Continental	Lane	Cross Plains	WI	53528	3420		Sugar Maple	Lane		Verona	WI	53593
0707-033-0496-5	Charles Roessler Tr	David Roessler	2014	Continental	Lane	Cross Plains	WI	53528				PO Box 37		Cross Plains	WI	53528
0707-033-0507-1	Bradley Statz		2016	Continental	Lane	Cross Plains	WI	53528	3005		Hillside	Trail		Cross Plains	WI	53528
0707-033-0441-0	Robert & Redgy Nelson		2017	Continental	Lane	Cross Plains	WI	53528	2403		Martin	Street		Cross Plains	WI	53528
0707-033-0518-8	Timothy Maier		2020	Continental	Lane	Cross Plains	WI	53528								
0707-033-0430-3	Shawn & Lisa Aeschlimann		2021	Continental	Lane	Cross Plains	WI	53528	2717		Military	Road		Cross Plains	WI	53528
0707-033-0529-5	Bruce & Jeanne Schumann		2024	Continental	Lane	Cross Plains	WI	53528	4002		Creekside	Way		Cross Plains	WI	53528
0707-033-0419-8	JRCB LLC		2027	Continental	Lane	Cross Plains	WI	53528	303		King Arthurs	Court		Cross Plains	WI	53528
0707-033-0401-1	Kim Howes		2029	Continental	Lane	Cross Plains	WI	53528								
0707-033-2033-0	Cole Al Cross Plains WI LLC	Sandi Pruitt	1850	Ludden	Drive	Cross Plains	WI	53528	16767 N.		Perimeter	Drive	Suite 210	Scottsdale	AZ	85260
0707-033-8520-8	Pine Meadow Court LLC		100	Pine Meadow	Court	Cross Plains	WI	53528				PO Box 81		Waunakee	WI	53597

Existing  
Zoning



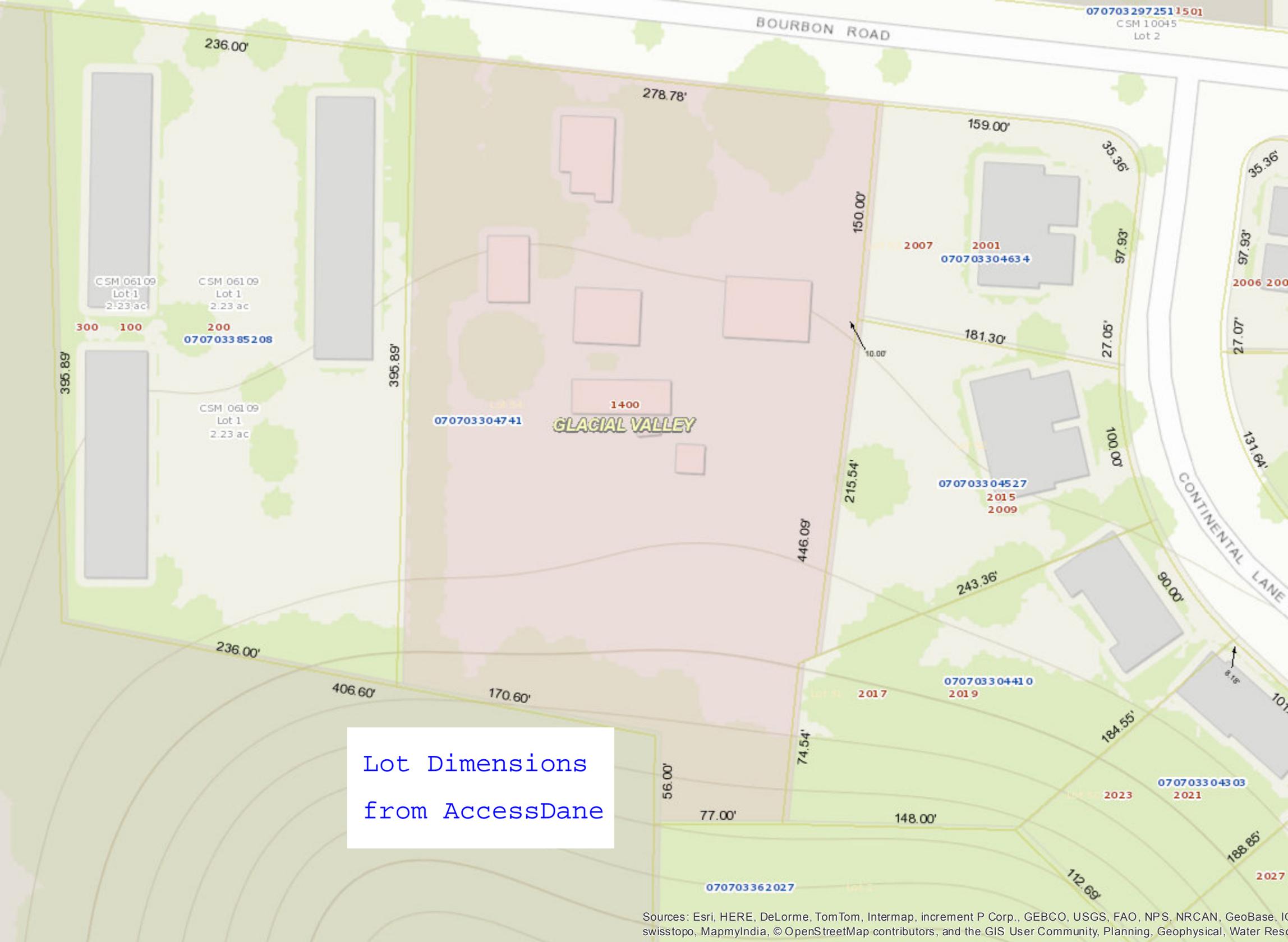
Existing Overlay  
Districts



Urban Rd

LW

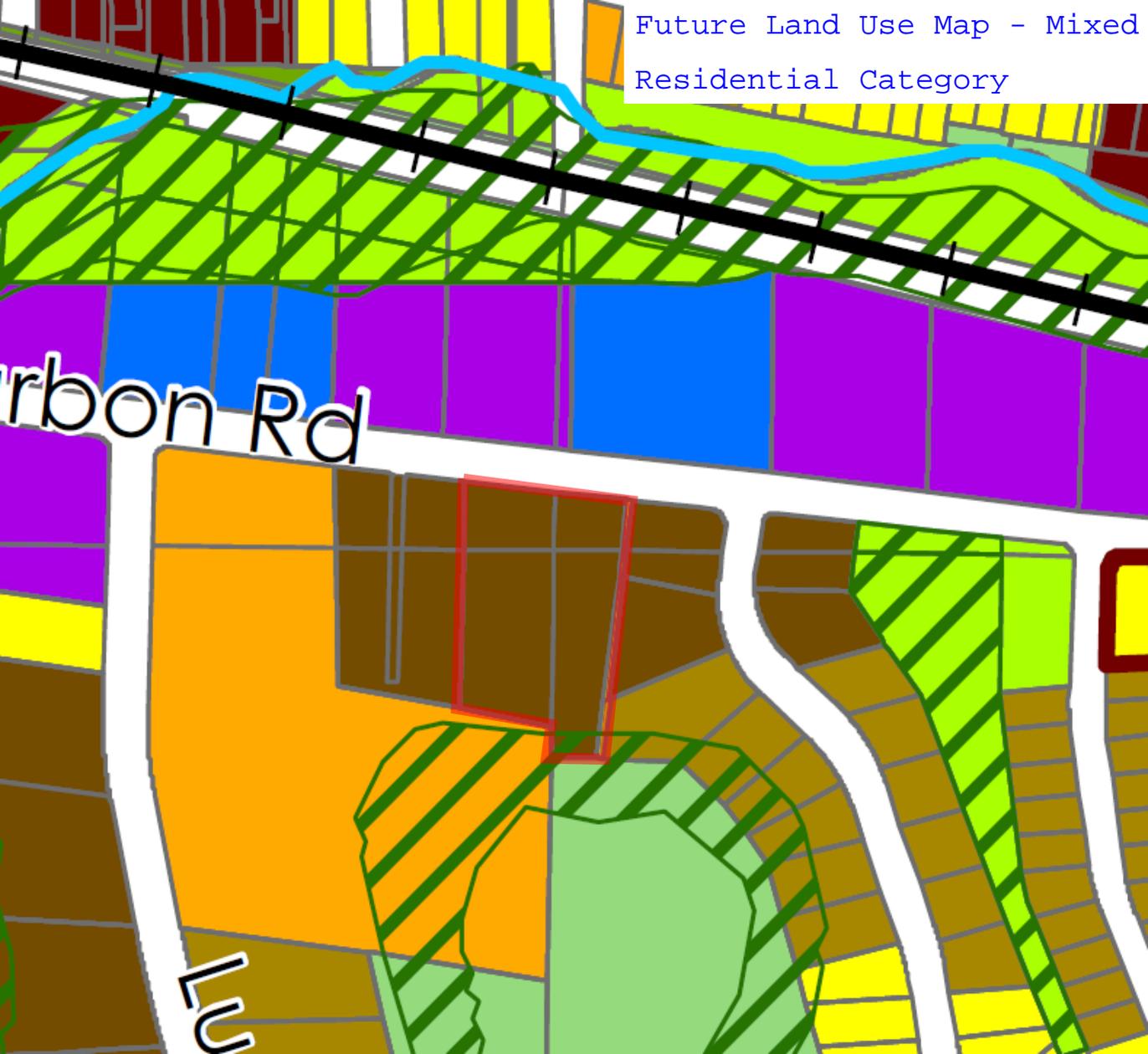
Cor



Lot Dimensions  
from AccessDane

Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, Planning, Geophysical, Water Resources

Future Land Use Map - Mixed Residential Category



**Policies and Programs**

1. Future development in this designation will be served by the Village’s public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village’s subdivision ordinance.
2. Develop new single family residential areas in accordance with carefully-considered development plans including progressive erosion control and stormwater management techniques.
3. Pursue residential infill opportunities where feasible.
4. As maintenance and rehabilitation needs arise, work with the County, State and local lenders to assist homeowners and landlords with rehabilitation projects.
5. Refer to the Housing Element for detailed housing recommendations.

*Two-Family/ Townhouse*

**Description**

This designation is primarily intended to allow groupings of attached single family residences with individual entries (e.g., zero lot line homes, townhouses, rowhouses, condominiums) and duplexes that are or will be served by public sanitary sewer and water systems. Small public and institutional uses—such as parks, schools, churches, and stormwater facilities—may also be built within this designation, if appropriate zoning is granted as considered on a case by case basis. The Two-Family/Townhouse development is mapped in areas of existing development. A limited amount of Two-Family/Townhouse uses may also be included in portions of new Planned Neighborhoods.

**Recommended Zoning**

The Villages R-2 two-family zoning district is the most appropriate for areas mapped in this future land use category.

**Policies and Programs**

1. Incorporate Two-Family/Townhouse residential uses in Planned Neighborhoods.
2. Future development in this designation will be served by the Village’s public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village’s subdivision ordinance.
3. As maintenance and rehabilitation needs arise, work with the County, State and local lenders to assist homeowners and landlords with rehabilitation projects.
4. Refer to the Housing Element for detailed housing recommendations.



**Mixed Residential** Future Land Use Map Category

**Description**

This future land use category is intended for a variety of residential units focused on multi-family housing (3+ unit buildings), served by public sanitary sewer and water systems. Single-family detached housing, attached single family residences with individual entries (e.g., townhouses, rowhouses), senior housing, and small public and institutional uses—such as parks, schools, churches, and stormwater facilities—may also be within lands mapped in this category, if appropriate zoning is granted as considered on a case by case basis. Mixed



Residential uses are mapped in existing multi-family development and a limited amount of multi-family housing may also be included in portions of new Planned Neighborhoods.

### **Recommended Zoning**

The Village's RM multiple-family zoning district is the most appropriate district to implement this future land use category.

### **Policies and Programs**

1. Future development in this designation will be served by the Village's public sanitary sewer and water systems and comply with the erosion and stormwater management requirements of the Village's subdivision ordinance.
2. Encourage multiple-family residential building sizes of between 4 and 6 units. In any case, the size of the building shall be in scale with the surrounding neighborhood.
3. Meet minimum site, building, landscape, lighting, and other design standards included in the Housing Element and the zoning ordinance.
4. Discourage large concentrations of multi-family and duplex/townhouse developments. Rather, this type of development should be dispersed throughout Planned Neighborhood areas.
5. Support projects that include a strong program for maintaining the quality, value, and safety of the development over time.



### *Planned Neighborhood*

#### **Description**

The Planned Neighborhood future land use category is intended to provide for a variety of housing choices and a mix of non-residential uses such as parks, schools, religious institutions, and small-scale shopping and service areas. They are really a collection of different land use categories listed in this chapter. Planned Neighborhoods should be carefully designed as an integrated, interconnected mix of these use categories. They are by no means intended to justify an "anything goes" land use pattern. Overall, the composition and pattern of development should promote neighborhoods that instill a sense of community with their design.



The Planned Neighborhood concept encourages a mix of Single-Family Residential – Urban, Two-Family/Townhouse Residential, Mixed Residential, Community Facilities, Parks, and Neighborhood Business uses. Maintaining a minimum of 65 percent Single Family Residential – Urban uses has the effect of dispersing higher density development throughout the community and limiting the concentration of any one type of development in any one area. Appropriate commercial uses include neighborhood-oriented shopping opportunities, such as a small grocery store, barber shop, bakery, or pharmacy; smaller employment opportunities (usually located on the edges of these neighborhoods); and educational facilities (usually elementary schools) for area residents. Large areas of Planned Neighborhood area mapped at the edge of the Village.

- (b) Review by appropriate Village staff and/or officials.
- (c) Action by appropriate Village officials or staff to approve, conditionally approve, or deny the request.
- (d) Figure 84.157 summarizes the procedures, agencies, and personnel involved in the various procedures authorized by this Chapter. Detailed procedures are discussed in Sections 84.159 through 84.169 of this Article. Figure 84.157 is provided as a convenience for the general public. Where there are conflicts between the text of this Chapter and Figure 84.157, the text shall prevail.

**Figure 84.157: Review and Approval Activities and Bodies**

Application Process	Zoning Administrator	Development Review Team	Plan Commission	Village Board	Zoning Board of Appeals
Zoning Ordinance Amendment (§84.159)	RE	RE	PH, RR	RE, A	
Zoning Map Amendment (§84.160)	RE	RE	PH, RR	RE, A	
Conditional Use Permit (§84.161)	RE	RE	PH, RR	RE, A	
Temporary Use Permit (§84.162)	RE, IP				
Land Use Permit (§84.163)	RE, IP				
Site Plan (§84.164)	RE, A	RE			
Downtown Design Review (§84.165)			See Figure 84-165		
Variance (§84.166)	RE				RE, PH, A
Planned Development (§84.167)	RE	RE	PH, RR	RE, A	
Interpretation (§84.168)	RE, A				
Appeal (§84.169)	RE				RE, PH, A
Violations and Penalties (§84.170)	RE, A				
Fence Permit (§84.108)	RE, IP				
Group & Large Development (§84.118) (Regulated as Conditional Use)	RE	RE	PH, RR	RE, A	
Building Permit		See Chapter 312 of the Municipal Code			
Sign Permit		See Chapter 87 of the Municipal Code			
<i>A = Action</i>	<i>IP = Issues Permit</i>	<i>PH = Public Hearing</i>			
<i>RE = Review and Evaluate</i>	<i>RR = Review and Recommend</i>				

**SECTION 84.158 Public Hearings.**

In order that the owners of property involved and other legitimately interested parties may have fair opportunity to be heard, adequate notice shall be given of any public hearing required by the provisions of this Chapter.

✓ Notice of any public hearing which the Village Board, Plan Commission, or Zoning Board of Appeals is required to hold under the terms of this Chapter shall specify the date, time, and place of hearing, and the matter to be presented at the hearing. [Notice enclosed.](#)

(b) The notice for variances and conditional uses shall be published as a Class 1 notice.

✓ The notice for Zoning Ordinance amendments and Zoning Map amendments shall be published as a Class 2 notice. [Published April 16th and 23rd.](#)

✓ (c) The notice of public hearing shall be published in a newspaper of general circulation in the Village of Cross Plains at least one week before the public hearing.

✓ (e) Notice of the public hearing shall be mailed by first class mail to all parties-in-interest at least 10 days before the hearing. Parties-in-interest shall be defined as the petitioner; the Clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the petition; the owners of all lands included in the petition and all lands lying within 100 feet of lands included in the petition; and the owner or operator of an airport lying within 3 miles of lands included in the petition. Notice shall be mailed to the parties' last known address. The failure of any property owner to actually receive mailed notice shall not invalidate the action taken by any of the aforementioned bodies.

(f) Except for hearings required for a zoning change, such request for a hearing shall be presented to the Zoning Administrator in writing and shall be accompanied by a map or description clearly identifying the property involved and by a fee in accordance with the Village fee schedule, payable to the Village, to defray the cost of notification and holding of a public hearing.

## **SECTION 84.159 Zoning Ordinance Amendment.**

(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 amendments to the provisions of this Chapter. Refer also to the requirements of Wisconsin Statutes 62.23(7)(d).

(b) **Initiation of Request for Amendment.** Proceedings for amendment of this Chapter may be initiated by one of the following 3 methods: an application by any member of the general public; a recommendation by the Plan Commission to the Village Board; or by action of the Village Board.

(c) **Application Requirements.** An application to amend the regulations of this Chapter shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):

(1) A copy of the portion of the current provisions of this Chapter which are proposed to be amended.

(2) A copy of the text which is proposed to replace the current text.

Cover letter  
enclosed. Used  
address list  
provided in  
Section  
84.160(c)(1).

## 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 May 4, 2015 before the Plan Commission regarding the following items:

1. A request from the Gallina Corporation for a Zoning Map Amendment and General Development Plan (GDP) for 1400 Bourbon Road from Multi-Family Residential-16 (MR-16) to Planned Development (PD).

Dated this 16<sup>th</sup> and 23<sup>rd</sup> day of April, 2015.



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Matthew G. Schuenke  
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

April 23, 2015

**RE: Proposed Zoning Map Amendment and General Development Plan for the Gallina Corporation located at 1400 Bourbon Road**

Dear Property Owner and/or Resident:

Please find on the back of this letter the public hearing notice for a proposed Zoning Map Amendment and General Development Plan for the Gallina Corporation located at 1400 Bourbon Road. The zoning change to Planned Development is necessary to allow for the redevelopment of an apartment building at this site.

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

Please contact me if you have any questions, (608) 798-3241 x 105 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us).

Sincerely,

Matthew G. Schuenke  
Zoning Administrator

## Appendix D

- e. The variance will not allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.
- (2) The Zoning Board of Appeals may request further information and/or additional reports from the Zoning Administrator and/or the applicant. The Zoning Board of Appeals may take final action on said request for approval of the requested variance at time of its initial meeting, or said proceedings may be continued from time-to-time for further consideration.
- (3) If the Zoning Board of Appeals fails to make a determination within 30 days after said public hearing, then the request for the variance shall be considered denied.
- (g) **Effect of Denial.** No application for a variance 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.
- (h) **Limited Effect of a Variance.** Where the Zoning Board of Appeals has granted a variance, such approval shall neither change the use classification of the building or premises, nor give it any status as a nonconforming use other than that which it has as a result of the variance. Granting of a variance shall be considered as unique to the variance granted, and shall not be construed as precedent for any other proposed variance.
- (i) **Stay of Proceedings.** An application for a variance shall stay all legal proceedings furthering enforcement of any provisions of this Chapter from which the applicant is requesting a variance, unless the Zoning Administrator certifies to the Zoning Board of Appeals after the request for the variance has been filed, that by reason of the facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Zoning Board of Appeals, or by a court of record on application, on notice to the Zoning Administrator, and on due cause shown.

### SECTION 84.167 Planned Developments.

-  **Purpose.** The purpose of this Section is to provide regulations which govern the procedures for the review and approval, or denial, or proposed Planned Developments.
-  **Initiation of Request.** Proceedings for approval of a Planned Development may be initiated by any of the following:
  - (1) An application by the owner(s) of the subject property; [The Gallina Corporation](#)
  - (2) A recommendation of the Plan Commission to the Village Board; or
  - (3) By action of the Village Board.
- (c) **Procedure for Planned Development Approval.** The procedure for zoning to a Planned Development (PD) district shall follow the Zoning Map Amendment

procedure included in **Section 84.160**, except that the Planned Development procedure shall be subject to the following additional requirements.



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

April 1st:  
Staff Meeting



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

Opted for  
immediate  
consideration of  
GDP.

- a. At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the concept plan. Appropriate topics for discussion may include the any of the information provided in the concept plan, or other items as determined by the Plan Commission. Points of discussion and conclusions reached at this stage of the process shall be in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application (see (3), below).
- b. The concept plan submittal shall include the following items (digital files should be submitted rather than paper copies whenever possible).
  - 1. A location map of the subject property and its vicinity.
  - 2. A general written description of the proposed PD, including:
    - (i) General project themes and images.
    - (ii) The general mix of dwelling unit types and/or land uses.
    - (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
    - (iv) General treatment of natural features.
    - (v) Relationship to nearby properties and public streets.
    - (vi) Relationship of the project to the Comprehensive Plan.
    - (vii) Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission

with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.

3. A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.
4. The Plan Commission shall review the concept plan and, if accepted, shall inform the applicant to move on to the next step in the PD process, General Development Plan.

**(3) General Development Plan Review.** ~~Upon acceptance of the Concept Plan by the Plan Commission,~~

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

- a. The GDP submittal shall include the following items (digital files [See Appendix C](#) should be submitted rather than paper copies whenever possible):



General location map of the subject site depicting:

- (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
- (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
- (iii) Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
- (iv) A graphic scale and a north arrow.



Generalized site plan showing the pattern or proposed land uses, including: [See Appendix A](#)

- (i) General size, shape, and arrangement of lots and specific use areas.
- (ii) Basic street pattern.
- (iii) General site grading plan showing preliminary road grades.
- (iv) Basic storm drainage pattern, including proposed on-site stormwater detention.
- (v) Preliminary sanitary sewer and water system layout.

Determined  
Complete: April 30th  
  
Plan  
Commission: May 4th  
  
Village  
Board: May 18th

(vi) General location of recreational and open space areas, including designation of any such areas to be classified as common open space.



Statistical data, including: See

- (i) Minimum lot sizes in the development. Appendix A
- (ii) Approximate areas of all lots.
- (iii) Density/intensity of various parts of the development.
- (iv) Building coverage.
- (v) Landscaping surface area ratio of all land uses.
- (vi) Expected staging.



Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII. See Appendix A



Requested a single monument sign. Will comply with Chapter 87. Ok as presented.

General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.



Easement to be provided to Village for access to conservancy.

General outline of property owners association, covenants, easements, and deed restrictions.



A written description of the proposed Planned Development, including: See Appendix A

- (i) General project themes and images. and C
- (ii) The general mix of dwelling unit types and/or land uses.
- (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
- (iv) General treatment of natural features.
- (v) General relationship to nearby properties and public streets.
- (vi) General relationship of the project to the Comprehensive Plan.
- (vii) Proposed exceptions from the requirements of this Chapter.



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

Determined UNNECESSARY by the Village Engineer.

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



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

See  
Appendix C

- d. All portions of an approved GDP not initiated through granting of a building permit within 10 years of final Village Board approval shall expire and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the GDP shall retain the GDP status.
- e. Within 12 months of GDP approval the applicant shall submit a Specific Implementation Plan.

(4)

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

- a. The SIP submittal shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (digital files should be submitted rather than paper copies whenever possible).
  - 1. An existing conditions map of the subject site depicting the following:
    - (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
    - (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
    - (iii) Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
    - (iv) Existing utilities and recorded easements.
    - (v) All lot dimensions of the subject site.
    - (vi) A graphic scale and a north arrow.
  - 2. An SIP map of the proposed site showing at least the following:
    - (i) Lot layout and the arrangements of buildings.
    - (ii) Public and private roads, driveways, walkways, and parking facilities.

Proposed for Submittal  
in May with review  
in June.

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

for community betterment that are available through the proposed PD project.

- (viii) A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur. The applicant may also provide a list of zoning standards that would be more than met by the proposed PD and the location(s) of such occurrences.
  - (ix) Phasing schedule, if more than one development phase is intended.
- 9. Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
  - 10. A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.
  - 11. The applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
- b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
  - c. The process for review and approval of the SIP shall be identical to that for site plans per Section 84.164.
  - d. The Plan Commission shall make recommendations to the Village Board. The Village Board shall then review and consider approval of the SIP. All portions of an approved SIP not fully developed within 10 years of final Village Board approval shall expire, and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the SIP shall retain the SIP status.
- (5) **Criteria for Approval.** In its review and action for an application for a Planned Development district, the Plan Commission and, subsequently, the Village Board shall make findings with respect to the following criteria:
- a. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.
  - b. The proposed Planned Development project is consistent with the Village's Comprehensive Plan (it is the responsibility of the Village to determine such consistency).

- c. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
  - d. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.
  - e. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
  - f. The proposed Planned Development project design does not detract from areas of natural beauty surrounding the site.
  - g. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.
  - h. The proposed Planned Development project will positively contribute to the physical appearance and functional arrangement of development in the area.
  - i. The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions or variation of any normal standard of this Chapter.
  - j. For Planned Development projects that are proposed to be developed in phases, the applicant can provide a clear timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.
- (6) **Changes or Alterations.** Any change of the PD plans subsequent to approval of the PD-SIP shall be submitted to the Zoning Administrator. If the Zoning Administrator determines that the change constitutes a substantial modification, the developer will be required to amend the PD-SIP, and if necessary, the PD-GDP, following the procedures set forth in this section for review and approvals. If, in the opinion of the Zoning Administrator, such changes do not constitute a substantial alteration of either the GDP or SIP, the change may be accomplished by approval of the Zoning Administrator. Such approved changes or modifications shall be documented and recorded in the official file of the Village on the PD.
- (7) **Recording.** The final PD-SIP and GDP, and all amendments thereto, shall be recorded with the Dane County Register of Deed's Office at the applicant's sole expense.

# Committee of the Whole

## *Meeting Minutes*

### **Village of Cross Plains**

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, April 13, 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, Judy Ketelboeter, Jay Lengfeld, Steve Schunk, Lee Sorensen, Clifford Zander, and President Pat Andreoni.

#### II. Public Comment – None.

#### III. Reports

##### **1. Village Officers**

###### *a. Village President*

- Stated that he is working on appointments to new special committees and will present them at the Village Board meeting scheduled for May 18<sup>th</sup>.

###### *b. Village Trustees*

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

#### IV. Committee Discussion

**1. Discussion and action regarding the regular meeting minutes of April 13, 2015** – A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Committee of the Whole to approve the regular meeting minutes of April 13, 2015.

**2. Discussion and action regarding a draft conceptual site plan for 2504 Military Road (Buechner Farm) to be annexed and developed as a public/private partnership** – Following discussion, a motion was made by Trustee Brosius, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to delegate further consideration of a predevelopment agreement to the Plan Commission, and of the draft conceptual site plan to the Parks/Recreation Special Committee as is available and appropriate.

**3. Presentation by the Gallina Companies regarding their Tax Incremental Financial (TIF) Redevelopment Grant Application #2015-02** – Joe Gallina and Craig Enzenroth were present on behalf of the Gallina Companies to review their Tax Incremental Financial (TIF) Redevelopment Grant Application #2015-02 with the Committee.

**4. Public Comment regarding TIF Redevelopment Grant Application #2015-02 for the Gallina Companies** – No public comments were made nor received.

V. Closed Session

**1. A motion was made by Trustee Sorensen, seconded by Trustee Brosius, for the Committee of the Whole met in Closed Session at 7:56 pm pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss TIF Redevelopment Grant Application #2015-02 from the Gallina Companies** – A roll call vote is required. Yes – Andreoni, Brosius, Ketelboeter, Lengfeld, Schunk, Sorensen, and Zander. No – None. The motion carried 7 – 0.

**2. Reconvene into open session** – A motion was made by Trustee Brosius, seconded by Trustee Schunk, and unanimously carried by the Committee of the Whole to return to Open Session at 8:42 pm.

**3. Discussion and action regarding the TIF Redevelopment Grant Application #2015-02 from the Gallina Companies** – No action was taken on this item other than the issue will be referred to the Village Board meeting on May 18, 2015 for further consideration.

**4. The Committee of the Whole will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding the employment of the Village Administrator/Clerk-Treasurer** – No action was taken on this item.

VI. Adjournment

A motion was made by Trustee Zander, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to adjourn at 8:44 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,

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Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer

# STATE OF WISCONSIN: DANE COUNTY: VILLAGE OF CROSS PLAINS

## **A Resolution to Establish Special Committees**

RESOLUTION NO. 09-2015

The Board of Trustees of the Village of Cross Plains adopts the following Resolution:

WHEREAS, the Village Board currently utilizes the Committee of the Whole meeting system as its current format for policy administration and decision making;

WHEREAS, the Village Board desires to change the current format to a Resident Committee meeting system to replace the Committee of the Whole meeting system on a trial basis;

WHEREAS, the Village Board voted at its April 27, 2015 Village Board meeting to establish two Special Committees as defined by Section 5.02(i) of the Village Code while also suspending the use of the Committee of the Whole until April 18, 2016;

WHEREAS, according to Section 5.02(i), the Village President may make appointments to Special Committees which shall state the number of members as well as the object or duties to be performed subject to confirmation by the Village Board; and

WHEREAS, the Village President intends to make said appointments by separate action at the May 18, 2015 Village Board meeting as is required by Village Ordinance.

NOW, THEREFORE, BE IT RESOLVED the Village Board for the Village of Cross Plains hereby establishes the Special Committee of Parks/Recreation and Public Safety according to Section 5.02(i) of the Village Code of Ordinances.

BE IT FURTHER RESOLVED that the following conditions shall apply to the establishment of these Special Committees:

1. The trial period shall be from June 1, 2015 until April 18, 2016.
2. All meetings shall be held the week of the second Monday of each month with specific dates and times for regular meetings to be determined by the special committee.
3. Committees will be required to meet at least quarterly and may meet only based on the availability of agenda items.

4. Each agenda item requiring action will be as a recommendation to the Village Board as follows:

- a. Approval
- b. Denial
- c. Approval with conditions, modifications, or suggestions.
- d. Consideration if item is incomplete but desired to move forward.

5. Recommendations will be delivered to the Village Board from Special Committees as follows:

- a. Items receiving unanimous approval from the Special Committee shall be placed on the Consent Agenda of the Village Board.
- b. Items that are incomplete or do not receive unanimous approval from the Special Committee shall be placed under the Committee Discussion of the Village Board.

6. Special Committees serve in an advisory capacity only and all decisions made by the Village Board are final.

7. Items may be placed on Special Committee agendas as follows:

- a. Village Board
- b. Special Committee Chair
- c. Department Head
- d. At the written request of two Special Committee members to the Chair.

Dated this 18<sup>th</sup> day of May, 2015.

This resolution shall take effect upon its passage and publication or posting as provided by Law.

Village of Cross Plains:

Attest:

By: \_\_\_\_\_

J. Patrick Andreoni  
Village President

By: \_\_\_\_\_

Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer