

1. Village Board Regular Final Meeting Agenda

Documents:

[06.22.2020 VB FINAL AGENDA.PDF](#)

1.1. Village Board Regular Meeting Final Agenda Packet

Documents:

[06.22.2020 VB FINAL AGENDA PACKET.PDF](#)

2. Meeting Process And Instructions

Documents:

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

## Village of Cross Plains Board of Trustee Meeting

### *Regular Meeting Notice and Agenda*

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

**Monday, June 22, 2020**  
**6:00 pm**

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

**Zoom Virtual Meeting Link:**

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

**Conference telephone line:**

+1 312 626 6799

**Meeting ID: 882 1599 9241**

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Discussion with Dane County Executive Joe Parisi
- V. Public Comment – This is an opportunity for anyone to address the Village Board on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

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

FINAL MEETING AGENDA 06.22.2020

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

1. Minutes of regular meeting held on May 26, 2020.

2. Total Disbursements from 05/15/2020 through 06/10/2020 in the amount of \$163,807.18 as follows:

- 110 – General Fund: \$82,776.35
- 120 – Capital Fund: \$1,779.50
- 130 – Library Fund: \$8,467.24
- 140 – Parks/Rec Fund: \$14,811.48
- 150 – Debt Service Fund: \$0.00
- 310 – TID Fund: \$0.00
- 660 – Water Fund: \$29,400.61
- 670 – Sewer Fund: \$26,622.00

3. Appointment to Village Committees

A. Trustee Kevin Thusius – Sustainability Committee (Resident Appointment)

B. Jennifer FitzRandolph – Library Board (School Representative, Resident Appointment)

4. Approval of the Special Event Permit Application for Brats N Burgers Sale held by the Cross Plains Lions on July 4, 2020.

VII. Report of Village Officers

1. Village President

2. Village Administrator/Clerk

3. Village Vice President

4. Other Trustee Reports

5. Other Staff Reports

VIII. General Business

1. Discussion and Possible Action Regarding a Residential Chicken Coop License Application from Aaron Faessler at 3102 Spring Street.

2. Discussion and Possible Action Regarding Opening of the Swimming Pool.

3. Discussion and Possible Approval on a Facility Use Agreement with the Madison Aquatics Club.

4. Discussion and Possible Action on a Facility Use Agreement with the Stingrays Swim Team.

5. Discussion and Possible Action on Ordinance No. 05-2020: Repeal and Recreate Chapter 2: Meetings.
6. Discussion and Possible Action on Ordinance No. 06-2020: Repeal and Recreate Section 21.09(a) and (b) Concerning Animal Control.
7. Discussion and Possible Action on Ordinance No. 07-2020: Approving the Detachment of Certain Lands Withing the Village of Cross Plains – Brunner Property.
8. Discussion and Possible Action Regarding Water Capital Improvement Projects.
  - A. Water System Assessment.
  - B. Well #3 Test Well.
9. Discussion and Possible Action Regarding 2021 Budget Goals and Objectives.
10. Discussion and Possible Action to Relocate the Village of Cross Plains Polling Place.

IX. Future Agenda Items

X. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(c) of the 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 2019 Performance Evaluation of the Village Administrator/Clerk.
2. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.
3. Discussion and Possible Action Regarding the 2019 Performance Evaluation of the Village Administrator/Clerk.

XI. Adjournment

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

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# Village of Cross Plains Board of Trustee Meeting

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2107 Julius St  
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(608) 798-3241

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

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

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

President Lengfeld suspended Robert's Rules of Order.

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

Also Present: Village Administrator/Clerk Bill Chang, Doug Brunner, Mike Wollmer, Barbara Wollmer Park and Recreation Director Mike Axon, and Police Chief Tony Ruesga.

Present by teleconference and/or web meeting: Finance Director Bobbi Zauner, Public Facilities Director Jerry Gray, Library Director Pam Bosben, Deb Cutler, Amalia Hicks, Jennifer Bonti, Tim Hillebrand, Bob Sagmoen, Laura Bock, Kevin Murphy, Seth Johnson, Nathaniel Newby, Dave Sarbacker, Patricia Mullens, Erika Mabrey, Aaron Bock, Pam Born, Dale Kelter, Janet Hord, Paul Johnson, Kelley Unger, and Jim Timft.

**II. Public Comment** – (all written comments submitted and read during this meeting may be requested from the Clerk's Office.)

**Doug Brunner, 6004 Laufenberg Blvd.**, filed a written comment and spoke in favor of ATV/UTV Road Routes.

**Mike Wollmer, 7029 Laufenberg Blvd.**, filed a written comment and spoke against ATV/UTV Road Routes.

**Barbara Wollmer, 7029 Laufenberg Blvd.**, spoke against ATV/UTV Road Routes.

**Amalia Hicks, 2053 Glacier Cir.**, filed a written comment and spoke against ATV/UTV Road Routes.

**Pam Born, 2612 Thinnes St.**, filed a written comment and spoke against ATV/UTV Road Routes.

**Jennifer Bonti, 2710 Elmwood Cir. E.**, filed a written comment and spoke against ATV/UTV Road Routes.

**Debra Cutler, 2840 Thinnes St.,** spoke against ATV/UTV Road Routes.

**Jim Timft, 4050 Observatory Rd,** spoke against ATV/UTV Road Routes in urban areas.

**Dale Kelter, 3011 Thinnes St.,** filed a written comment and spoke in favor of ATV/UTV Road Routes.  
**Janet Hord, 1825 Ludden Dr.,** spoke against ATV/UTV Road Routes.

**Rachel and Joe Acker, 3004 Allies Ln.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Jamie Dahlk, 2001 Cross St.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Brad Statz, 3005 Hillside Tr.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Dan Zauner, 2113 Maple St.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Tom Johnson, 1255 Gil's Way,** filed a written comment against ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Dave Sarbacker, 2120 Jovina St.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Robert Sagmoen, 2616 Elmwood Cir. E.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Marilyn Sagmoen, 2616 Elmwood Cir. E.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Sue Schuetz, 2730 Birchwood Pass,** filed a written comment against ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

**Seth Johnson, 5002 Laufenberg Blvd.,** filed a written comment in favor of ATV/UTV Road Routes. The comments were read by the Village Administrator/Clerk.

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

**1. Minutes of regular meeting held on April 27, 2020.**

**2. Total Disbursements from 04/23/2020 through 05/14/2020 in the amount of \$397,756.53 as follows:**

- 110 – General Fund: \$60,361.73
- 120 – Capital Fund: \$6,017.90
- 130 – Library Fund: \$3,274.98
- 140 – Parks/Rec Fund: \$5,420.32
- 150 – Debt Service Fund: \$259,740.00
- 310 – TID Fund: \$0.00
- 660 – Water Fund: \$18,226.13
- 670 – Sewer Fund: \$44,715.47

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

**IV. Report of Village Officers**

**1. Village President**

- a. President Lengfeld reported that he is working with Trustees Brosius and Thusius on a redraft of Chapter 2 and will have this to the Village Board at the next meeting. The suspension of Roberts Rules of Order in recent meetings were to be in compliance with the Villages current ordinance.
- b. President Lengfeld announced that he will be assigning a subcommittee on finance to take a high-level overview of the Village’s finance policies heading into the budgeting cycle.

**2. Village Administrator/Clerk**

- a. Chang reported that the Village applied for \$500,000 through the Wisconsin Department of Natural Resources for the Municipal Flood Control Grant. The Village did not receive the grant.

**3. Village Vice President**

- a. Trustee Ketelboeter reported that the Boy Scouts will have a food drive.

**4. Other Trustee Reports**

- a. Trustee Francois reported the Park and Recreation Committee recently conducted a two-year review of the mountain biking agreement since the initial trails have been completed this spring.
- b. Trustee Brosius reported that the Library will need to purchase a new HVAC motor to replace the current nonfunctioning motor.

**5. Other Staff Reports**

- a. EMS Chief Mabrey provided a year to date report for the Emergency Medical Services District.

**V. General Business**

**1. Discussion and Possible Action Regarding ATV/UTV Road Routes.**

A motion was made by Trustee Zander and seconded by Trustee Ketelboeter, to amend village ordinance 52.06 to allow road routes for All Terrain Vehicles and Utility Terrain Vehicles in the village to include the recommendation from the Public Safety Committee as presented in the latest draft ordinance submitted by Trustee Brosius.

A motion was made by Trustee Ketelboeter and seconded by Trustee Zander, to amend the language of subsection (c)(2) to “All Village roadways are declared to be ATV and UTV routes, except as follows...”. A roll call vote was requested. YES – Trustees Brosius, Ketelboeter, Thusius, Pomykalski, Zander, and President Lengfeld. NO – Trustee Francois. Motion carries, 6-1.

A motion was made by Trustee Ketelboeter and seconded by Trustee Pomykalski, to amend the language of subsection (c)(3) to, “No person shall operate an ATV/UTV in excess of the posted speed limit within the village limits, with the exceptions outlined in 52.06(b).” A roll call vote was requested. YES – Trustees Brosius, Ketelboeter, Thusius, Pomykalski and President Lengfeld. NO – Trustee Francois and Zander. Motion carries, 5-2.

A motion was made by Trustee Pomykalski and seconded by Trustee Ketelboeter, to amend the language of subsection (c)(5) to, “Village ATV/UTV routes are restricted to the following uses:

- i. Gaining access to and from their residence to another local residence;
- ii. Gaining access to a local business, or
- iii. Gaining access to recreation trail.”

A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski and President Lengfeld. NO – Trustee Francois and Brosius. Motion carries, 5-2.

A motion was made by Trustee Brosius and seconded by Trustee Thusius, to amend the language of subsection (c)(6) to, “No person shall operate, park, store an ATV/UTV or trailer in any:”. A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Pomykalski and seconded by Trustee Thusius, to amend the language of subsection (c)(8) to, “Operators of ATVs and UTVs must possess proof of current liability insurance on the ATV/UTV.”. A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Brosius and seconded by Trustee Thusius, to amend the language of subsection (c)(17) to, “ATV’s/UTV’s will be allowed on public streets only from May 1 to September 30.”. A roll call vote was requested. YES – Trustees Thusius, Francois, Brosius. NO – Trustee Zander, Ketelboeter Pomykalski and President Lengfeld. Motion fails, 3-4.

A motion was made by President Lengfeld and seconded by Trustee Ketelboeter, to amend the language of subsection (c)(17) to, "ATV's/UTV's will be allowed on public streets for the calendar year.". A roll call vote was requested. YES – None. NO – Trustee Thusius, Francois, Brosius, Zander, Ketelboeter, Pomykalski and President Lengfeld. Motion fails, 0-7.

A motion was made by President Lengfeld and seconded by Trustee Pomykalski, to remove subsection (c)(17). A roll call vote was requested. YES – Trustee Ketelboeter, Pomykalski, Zander and President Lengfeld. NO – Trustee Francois and Brosius. Abstained – Trustee Thusius. Motion carries, 4-2-1.

A motion was made by Trustee Ketelboeter and seconded by Trustee Zander, to amend subsection (c)(18)b to, "Request the Village Public Safety Committee review the use of any ATV/UTV route. The Public Safety Committee shall make recommendations to the Village Board concerning the use of any part of the route." A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Ketelboeter and seconded by Trustee Zander, to approve the sunset clause in subsection (c)19 for two years. A roll call vote was requested. YES – Trustees Pomykalski and Ketelboeter. NO – Trustees Zander, Thusius, Francois, Brosius, and President Lengfeld. Motion fails, 2-5.

A motion was made by President Lengfeld and seconded by Trustee Pomykalski, to approve the sunset clause in subsection (c)19 for one year. A roll call vote was requested. YES – Trustees Ketelboeter, Thusius, Pomykalski, Zander, Brosius, and President Lengfeld. NO – Trustee Francois. Motion carries, 6-1.

A motion was made by President Lengfeld and seconded by Trustee Pomykalski, to replace subsection (c)(16) with, "Operators and passengers under the age of 18 shall wear a minimum DOT standard ATV or motorcycle helmet with the chin strap properly fastened as required by Wis. Stat §23.33.". A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Trustee Thusius and seconded by Trustee Brosius, to approve a referendum resolution for ATV/UTV Road Routes. A roll call vote was requested. YES – Trustees Thusius, Francois and Brosius. NO – Trustees Pomykalski, Zander, Ketelboeter and President Lengfeld. Motion fails, 3-4.

Following motions on the amendments, a roll call vote was requested on the original motion. YES – Trustees Pomykalski, Ketelboeter, Zander, and President Lengfeld. NO – Trustees Francois, Thusius, and Brosius. Motion carries, 4-3.

**2. Discussion and Possible Action Regarding the Conditional Use Permit Application for 4001 Creek Side Way.**

A motion was made by Trustee Brosius, seconded by Trustee Thusius, and unanimously carried by the Village Board, to approve the Conditional User Permit for 4001 Creek Side Way.

**3. Discussion and Possible Action to Amend the Specific Implementation Plan for 1504 Main Street – Mid Towne Construction.**

A motion was made by Trustee Pomykalski, seconded by Trustee Francois, and unanimously carried by the Village Board, not allow a chain link fence.

A motion was made by Trustee Pomykalski, to not allow a sign in the front grass area of the property as indicated by the Specific Implementation Plan. Motion fails due to a lack of second.

A motion was made by Trustee Ketelboeter and seconded by Trustee Zander, to approve the amendment to the Specific Implementation Plan for 1504 Main Street – Mid Towne Construction. A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Francois, Brosius and President Lengfeld. NO – Trustee Pomykalski. Motion carries, 6-1.

**4. Discussion and Possible Action Regarding a Residential Chicken Coop License Application from Jamie Pitt at 3060 Niesen Street.**

A motion was made by Trustee Brosius, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board, to approve a residential chicken coop license for Jamie Pitt at 3060 Niesen Street.

**5. Discussion and Possible Action Regarding a Request for Sewer Bill Adjustment from Brian Kolden for 102 Ziegler Court.**

A motion was made by Trustee Brosius, seconded by Trustee Pomykalski, and unanimously carried by the Village Board, to approve the request to adjust the sewer bill for Brian Kolden for 102 Ziegler Court as presented.

**6. Discussion and Possible Action Regarding Solar Farm Memorandum from the Sustainability Committee.**

A motion was made by Trustee Pomykalski, seconded by Trustee Francois, and unanimously carried by the Village Board, to authorize the Sustainability Committee to explore community solar opportunities.

**7. Discussion and Possible Action on Ordinance No.02-2020: Regarding Heavy Traffic Routes.**

A motion was made by Trustee Pomykalski and seconded by Trustee Francois, to adopt Ordinance No. 02-2020: Regarding Heavy Traffic Routes. A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

**8. Discussion and Possible Action Regarding the 2019 Final Financial Audit Report.**

A motion was made by Trustee Brosius, seconded by Trustee Pomykalski, and unanimously carried by the Village Board, to approve the 2019 Final Financial Audit Report.

**9. Discussion and Possible Action Regarding the Village’s Financial Policies.**

A motion was made by Trustee Brosius, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Village Financial Investment policy with the following amendments:

- a. Update the current list of banks
- b. Include Appendix A – Wis. Stat. §66.0603

A motion was made by Trustee Brosius, seconded by Trustee Pomykalski, and unanimously carried by the Village Board, to amend the Fund Balance Policy to include all funds that carry a fund balance and to maintain a minimum of twenty percent (20%) fund balance in the General Fund fund balance.

A motion was made by Trustee Ketelboeter, seconded by Trustee Brosius, and unanimously carried by the Village Board, to approve the Budgeting Policy as amended:

- a. Move up deadlines in August, September, and October by one month.

A motion was made by President Lengfeld, seconded by Trustee Pomykalski, and unanimously carried by the Village Board, to defer the Debt Management Policy to a future meeting, pending review of section 3.

A motion was made by Trustee Ketelboeter, seconded by Trustee Zander, and unanimously carried by the Village Board to approve the Capital Planning Policy as amended:

- a. Move up deadlines in August, September, and October by one month.
- b. Include a process for emergent changes in the Capital Improvement Plan.

**10. Discussion and Possible Action Regarding 2020 First Quarter Financial Reports.**

After a presentation by the Bobbi Zauner, Finance Director, there was no action taken.

**11. Discussion and Possible Action Related to COVID-19 Response.**

**a. Impact of COVID 19 on the 2020 Budget.**

Bobbi Zauner provided an update on the 2020 budget.

**b. Discussion and Possible Action Regarding Park and Recreation.**

A motion was made by Trustee Francois, seconded by Trustee Zander, and unanimously carried by Village Board, to approve the opening of the municipal pool on July 1<sup>st</sup>, with the following recommendations:

- i. Charge by membership only.
- ii. Open for residents only.
- iii. Allow for rental of the pool to private groups but must equalize hours between rentals and open swim.

**c. Discussion and Possible Action Regarding Resolution No. 07-2020 to Waive Interest and Penalties on Property Tax Payment Installments Due on or After April 1, 2020.**

A motion was made by Trustee Pomykalski, seconded by Trustee Thusius, and unanimously carried by the Village Board, to adopt Resolution No. 07-2020.

**d. Discussion and Possible Action Regarding Alcohol Licensing Fees.**

A motion was made by Trustee Francois, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve rebates of the prorated fees from March 17, 2020- June 30 2020 and to give credit for the part of the license that was not used due to being closed for "Class B" Intoxicating licenses.

**e. Discussion and Possible Action Regarding Ordinance No. 03-2020: Regarding COVID-19 Prevention and Control.**

A motion was made by Trustee Thusius and seconded by Trustee Zander, to adopt Ordinance No. 03-2020. A roll call vote was requested. YES – Trustees Zander, Ketelboeter, Thusius, Pomykalski, Francois, Brosius and President Lengfeld. NO – None. Motion carries, 7-0.

**12. Discussion and Possible Action on Setting the 2021 Budget Goals and Objectives.**

This item was tabled to the next meeting.

**VI. Future Agenda Items**

Trustee Zander requested review and regulation of people jumping off the bridge at Mill Creek Parkway and Brewery Creek.

**VII. Closed Session**

- 1. The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." – Acquiring Properties for Flood Mitigation.**

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

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

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

**B. Possible Action Regarding Property Acquisition.**

No action was taken.

**VIII. Adjournment**

A motion was made by Trustee Ketelboeter, second by Trustee Brosius, and unanimously carried by the Village Board, to adjourn. Meeting ended at 12:30 a.m.

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

Respectfully submitted,

---

Bill Chang  
Village Administrator/Clerk

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

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>48673</b>								
05/20	05/28/2020	Abigail Parks	5.20	140-46725-000-000	COVID19 REFUND	43.75	43.75	48673
Total 48673:							43.75	
<b>48674</b>								
05/20	05/28/2020	AMAZON	60457 8781 010	130-51600-304-000	SUPPLIES	26.96	26.96	48674
05/20	05/28/2020	AMAZON	60457 8781 010	130-55110-304-105	SUPPLIES GENERAL	199.91	199.91	48674
05/20	05/28/2020	AMAZON	60457 8781 010	130-55110-304-104	SUPPLIES AUDIOVISUAL	278.68	278.68	48674
Total 48674:							505.55	
<b>48675</b>								
05/20	05/28/2020	Anne Esser	5.20	140-46725-000-000	COVID19 REFUND	75.00	75.00	48675
Total 48675:							75.00	
<b>48676</b>								
05/20	05/28/2020	Ashley Clarke	5.20	140-46725-000-000	COVID19 REFUND	43.75	43.75	48676
Total 48676:							43.75	
<b>48677</b>								
05/20	05/28/2020	Associated Appraisal Consultants Inc.	148550	110-51530-207-000	ASSESSOR SERVICES	788.92	788.92	48677
Total 48677:							788.92	
<b>48678</b>								
05/20	05/28/2020	Badger Basement Systems	3022 ACKER S	110-44300-000-000	Refund for overpayment - building permit @ 3022 Acker St	25.00	25.00	48678
Total 48678:							25.00	
<b>48679</b>								
05/20	05/28/2020	Baer Insurance Services, LLC	NOTARY BOND	110-51510-207-000	Notary bond	50.00	50.00	48679

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48679:							50.00	
<b>48680</b>								
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242855	130-55110-304-104	SUPPLIES BOOKS	9.49	9.49	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242882	130-55110-304-104	SUPPLIES BOOKS	209.93	209.93	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242919	130-55110-304-104	SUPPLIES BOOKS	181.47	181.47	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242945	130-55110-304-104	SUPPLIES BOOKS	171.32	171.32	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242954	130-55110-304-104	SUPPLIES BOOKS	146.96	146.96	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242974	130-55110-304-104	SUPPLIES BOOKS	133.78	133.78	48680
05/20	05/28/2020	BAKER & TAYLOR INC.	2035242984	130-55110-304-104	SUPPLIES BOOKS	1,415.10	1,415.10	48680
Total 48680:							2,268.05	
<b>48681</b>								
05/20	05/28/2020	Boardman & Clark LLP	218622	110-56400-207-101	LEGAL FEES - CREEKSIDE CROSSING	498.00	498.00	48681
05/20	05/28/2020	Boardman & Clark LLP	218622	110-51200-208-000	LEGAL FEES - MUNICIPAL COURT	135.00	135.00	48681
05/20	05/28/2020	Boardman & Clark LLP	218622	110-51410-208-000	LEGAL FEES - GENERAL	2,091.00	2,091.00	48681
05/20	05/28/2020	Boardman & Clark LLP	218622	110-56400-207-101	LEGAL FEES - SCENIC VALLEY	323.00	323.00	48681
05/20	05/28/2020	Boardman & Clark LLP	218622	120-57620-805-101	LEGAL FEES - ZANDER PARK TRAIL	64.00	64.00	48681
05/20	05/28/2020	Boardman & Clark LLP	218622	120-57140-207-000	LEGAL FEES - FLOOD MITIGATION	459.00	459.00	48681
05/20	05/28/2020	Boardman & Clark LLP	220180	110-56400-207-101	LEGAL FEES - SCENIC VALLEY	536.00	536.00	48681
05/20	05/28/2020	Boardman & Clark LLP	220180	120-57620-805-101	LEGAL FEES - ZANDER PARK TRAIL	98.00	98.00	48681
05/20	05/28/2020	Boardman & Clark LLP	220180	110-56400-207-101	LEGAL FEES - CREEKSIDE CROSSING	270.00	270.00	48681
05/20	05/28/2020	Boardman & Clark LLP	220180	110-51410-208-000	LEGAL FEES - GENERAL	1,396.00	1,396.00	48681
Total 48681:							5,870.00	
<b>48682</b>								
05/20	05/28/2020	Bobcat of Janesville	02-155395	110-53300-301-000	STUMP GRINDER RENTAL	400.00	400.00	48682
Total 48682:							400.00	
<b>48683</b>								
05/20	05/28/2020	Core & Main	M321853	660-53700-676-000	WATER METER	1,603.00	1,603.00	48683
05/20	05/28/2020	Core & Main	M321853	660-53700-673-000	WATER MAIN VALVE	1,320.00	1,320.00	48683
Total 48683:							2,923.00	

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>48684</b>								
05/20	05/28/2020	Crescent Electric Supply Co.	S507864103.00	110-53300-301-000	EQUIPMENT - TOOLS	28.32	28.32	48684
Total 48684:							28.32	
<b>48685</b>								
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	140-55200-203-000	WATER/SEWER - BAER PARK SHELTER	120.45	120.45	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	110-51600-203-000	WATER/SEWER - LIBRARY COMMUNITY ROOM	55.67	55.67	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	140-55200-203-000	WATER/SEWER - MARY'S PLACE	115.90	115.90	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	110-52100-203-000	WATER/SEWER - POLICE	21.72	21.72	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	140-55420-203-000	WATER/SEWER - POOL	209.00	209.00	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	670-51600-203-000	WATER/SEWER - SEWER PLANT	817.25	817.25	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	110-53300-203-000	WATER/SEWER - SHOP	298.69	298.69	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	110-51600-203-000	WATER/SEWER - VILLAGE OFFICE	43.30	43.30	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	110-51600-203-000	WATER/SEWER - WAREHOUSE	45.25	45.25	48685
05/20	05/28/2020	CROSS PLAINS WATER-SEWER UTILI	5.20	130-51600-203-000	WATER/SEWER - LIBRARY	167.02	167.02	48685
Total 48685:							1,894.25	
<b>48686</b>								
05/20	05/28/2020	CROSS PLAINS-BERRY FIRE DEPT.	2020-06	110-52200-204-000	FIRE ASSOCIATION DUES	1,000.00	1,000.00	48686
05/20	05/28/2020	CROSS PLAINS-BERRY FIRE DEPT.	2020-06	110-52200-207-000	FIRE ASSESSMENT	39,010.67	39,010.67	48686
Total 48686:							40,010.67	
<b>48687</b>								
05/20	05/28/2020	DANE-IOWA WASTEWATER	2429	670-53630-207-000	BIOSOLIDS DISPOSAL	6,753.74	6,753.74	48687
05/20	05/28/2020	DANE-IOWA WASTEWATER	2430	670-53610-207-000	SAMPLING	165.00	165.00	48687
Total 48687:							6,918.74	
<b>48688</b>								
05/20	05/28/2020	Department of Financial Institutions	NOTARY PUBLI	110-51510-207-000	Notary filing fee	20.00	20.00	48688
Total 48688:							20.00	
<b>48689</b>								
05/20	05/28/2020	D'Onofrio, Kottke & Associates Inc.	2002116-01	120-57170-207-000	ENGINEERING AND LAND SURVEYING SERVICES	1,158.50	1,158.50	48689

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48689:							1,158.50	
<b>48690</b>								
05/20	05/28/2020	FASTENAL COMPANY	WIMID268526	110-53300-304-101	SUPPLIES	14.05	14.05	48690
Total 48690:							14.05	
<b>48691</b>								
05/20	05/28/2020	FIRST SUPPLY MADISON	12170107-01	660-53700-675-000	WATER SERVICES	52.72	52.72	48691
Total 48691:							52.72	
<b>48692</b>								
05/20	05/28/2020	Jamie Pitt	5.20	140-46725-000-000	COVID19 REFUND	40.00	40.00	48692
Total 48692:							40.00	
<b>48693</b>								
05/20	05/28/2020	Jessica Sexton	5.20	140-46725-000-000	REFUND COVID19	1,190.00	1,190.00	48693
Total 48693:							1,190.00	
<b>48694</b>								
05/20	05/28/2020	Joan Egen	5.20	140-46725-000-000	COVID19 REFUND	50.00	50.00	48694
Total 48694:							50.00	
<b>48695</b>								
05/20	05/28/2020	KWIK TRIP INC.	03000665 - 5.20	110-52100-303-000	FUEL - POLICE	216.32	216.32	48695
05/20	05/28/2020	KWIK TRIP INC.	03000665 - 5.20	110-53300-303-000	FUEL - PUBLIC FACILITIES	201.13	201.13	48695
05/20	05/28/2020	KWIK TRIP INC.	03000665 - 5.20	670-53610-303-000	FUEL - SEWER	27.26	27.26	48695
05/20	05/28/2020	KWIK TRIP INC.	03000665 - 5.20	660-53700-673-000	FUEL - WATER	27.26	27.26	48695
Total 48695:							471.97	
<b>48696</b>								
05/20	05/28/2020	L.W. ALLEN, LLC	103147	670-53610-305-000	TEST FLOW METERS	282.44	282.44	48696
05/20	05/28/2020	L.W. ALLEN, LLC	103212	670-53610-307-000	LIFT STATION REPAIR	3,004.60	3,004.60	48696

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48696:							3,287.04	
<b>48697</b>								
05/20	05/28/2020	MADISON GAS & ELECTRIC	10219731 - 5.20	140-55200-203-000	ELECTIRC - HICKORY HILL	45.37	45.37	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	10219731 - 5.20	140-55200-203-000	ELECTRIC - HICKORY HILL	25.93	25.93	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	28987345 - 5.20	660-53700-623-000	GAS - MILITARY RD GENERATOR	33.89	33.89	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	29689114 - 20	110-51600-203-000	ELECTRIC - SPRINGFIELD RD SIGN	27.20	27.20	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-53420-207-000	ELECTRIC - STREET LIGHTS	5,576.15	5,576.15	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-53300-203-000	GAS & ELECTRIC - 1225 BOURBON RD SHOP	425.97	425.97	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-51600-203-000	GAS & ELECTRIC - 2417 BREWERY RD - OFFICE	243.57	243.57	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-51600-203-000	GAS & ELECTRIC - LIBRARY COMMUNITY ROOM	319.87	319.87	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	140-55420-203-000	GAS & ELECTRIC - POOL	347.89	347.89	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	670-51600-203-000	GAS & ELECTRIC - SEWER DEPT	3,750.55	3,750.55	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	660-53700-623-000	GAS & ELECTRIC - WATER DEPT	2,464.79	2,464.79	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-51600-203-000	ELECTRIC - ENTRANCE SIGNS	113.00	113.00	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-51600-203-000	ELECTRIC - 998 MAIN ST SIREN	79.78	79.78	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	140-55200-203-000	ELECTRIC - PARKS	151.07	151.07	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	130-51600-203-000	GAS & ELECTRIC - LIBRRY	959.63	959.63	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-52100-203-000	GAS & ELECTRIC - 2417 BREWERY RD- POLICE	122.15	122.15	48697
05/20	05/28/2020	MADISON GAS & ELECTRIC	40680613	110-51600-203-000	GAS & ELECTRIC - 1309 BOURBON RD	228.81	228.81	48697
Total 48697:							14,915.62	
<b>48698</b>								
05/20	05/28/2020	Mebulbs	4136410-01	130-51600-305-000	MAINTENANCE	278.23	278.23	48698
06/20	06/05/2020	Mebulbs	4136410-01	130-51600-305-000	MAINTENANCE	278.23-	278.23-	48698 V
05/20	05/28/2020	Mebulbs	4136410-02	130-51600-305-000	MAINTENANCE	219.33	219.33	48698
06/20	06/05/2020	Mebulbs	4136410-02	130-51600-305-000	MAINTENANCE	219.33-	219.33-	48698 V
Total 48698:							.00	
<b>48699</b>								
05/20	05/28/2020	Megan Crowson	5.20	140-46734-101-000	COVID19 REFUND	100.00	100.00	48699
Total 48699:							100.00	
<b>48700</b>								
05/20	05/28/2020	Meghan Brusa	5.20	140-46725-000-000	COVID19 REFUND	35.00	35.00	48700

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48700:							35.00	
<b>48701</b>								
05/20	05/28/2020	Ricoh Americas Corporation	33490536	110-51600-301-000	COPY MACHINE LEASE	211.96	211.96	48701
Total 48701:							211.96	
<b>48702</b>								
05/20	05/28/2020	Ricoh USA, Inc.	103680002	130-55110-301-000	EQUIPMENT	91.81	91.81	48702
Total 48702:							91.81	
<b>48703</b>								
05/20	05/28/2020	SAEMAN LUMBER CO.	2005-589064	130-51600-304-000	SUPPLIES	46.96	46.96	48703
05/20	05/28/2020	SAEMAN LUMBER CO.	2005-589088	130-51600-304-000	SUPPLIES	55.45	55.45	48703
Total 48703:							102.41	
<b>48704</b>								
05/20	05/28/2020	Sarah Roth	5.20	140-46734-101-000	COVID19 REFUND	65.00	65.00	48704
Total 48704:							65.00	
<b>48705</b>								
05/20	05/28/2020	Shingirai Dossa	5.20	140-46725-000-000	COVID19 REFUND	50.00	50.00	48705
Total 48705:							50.00	
<b>48706</b>								
05/20	05/28/2020	Stephanie Coren	5.20	140-46725-000-000	COVID19 REFUND	43.75	43.75	48706
Total 48706:							43.75	
<b>48707</b>								
05/20	05/28/2020	SUPERIOR CHEMICAL CORPORATION	263409	110-53300-304-101	SUPPLIES	192.66	192.66	48707
05/20	05/28/2020	SUPERIOR CHEMICAL CORPORATION	263409	110-53300-304-101	HAND SANITIZER	275.12	275.12	48707

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48707:							467.78	
<b>48708</b>								
05/20	05/28/2020	TDS TELECOM	608-798-0314 -	110-53300-202-000	608-798-0314	31.99	31.99	48708
05/20	05/28/2020	TDS TELECOM	608-798-1551 -	110-52100-202-000	TELEPHONE	31.99	31.99	48708
05/20	05/28/2020	TDS TELECOM	608-798-1830 -	670-51600-202-000	608-798-1830	207.76	207.76	48708
05/20	05/28/2020	TDS TELECOM	608-798-3241 -	110-51600-202-000	608-798-3241	276.21	276.21	48708
05/20	05/28/2020	TDS TELECOM	608-798-3881 -	110-51600-202-000	LIBRARY COURTESY PHONE	41.33	41.33	48708
05/20	05/28/2020	TDS TELECOM	608-798-3881 -	130-51600-202-000	608-798-3881	133.05	133.05	48708
05/20	05/28/2020	TDS TELECOM	608-798-3891 -	140-55420-203-000	608-798-3891	41.74	41.74	48708
05/20	05/28/2020	TDS TELECOM	608-798-4060 -	110-53300-202-000	608-798-4060	153.40	153.40	48708
05/20	05/28/2020	TDS TELECOM	608-798-4100 -	110-52100-202-000	TELEPHONE	117.17	117.17	48708
05/20	05/28/2020	TDS TELECOM	608-798-4100 -	110-51200-202-000	TELEPHONE	28.88	28.88	48708
05/20	05/28/2020	TDS TELECOM	608-798-4625 -	660-51400-923-000	608-798-4625	41.76	41.76	48708
Total 48708:							1,105.28	
<b>48709</b>								
05/20	05/28/2020	UNITED LABORATORIES	INV288871	670-53610-307-000	GREASE TREATMENT WWTP	4,071.15	4,071.15	48709
Total 48709:							4,071.15	
<b>48710</b>								
05/20	05/28/2020	US CELLULAR	0373578264	110-52100-202-000	CELL PHONE	120.99	120.99	48710
Total 48710:							120.99	
<b>48711</b>								
05/20	05/28/2020	WEAVER AUTO PARTS	06IN051455	110-53300-305-101	OIL FILTER	5.70	5.70	48711
05/20	05/28/2020	WEAVER AUTO PARTS	06IN051605	110-53300-305-102	EQUIPMENT REPAIR	35.63	35.63	48711
05/20	05/28/2020	WEAVER AUTO PARTS	06IN051700	110-53300-305-101	OIL FILTER	21.64	21.64	48711
Total 48711:							62.97	
<b>48712</b>								
05/20	05/28/2020	WI DNR	WU89379	660-53700-614-200	WATER USE FEES	250.00	250.00	48712

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48712:							250.00	
<b>48713</b>								
05/20	05/28/2020	WISCONSIN DNR - ENVIRONMENTAL	113001790-202	670-53610-501-000	ANNUAL DISCHARGE FEE	1,922.60	1,922.60	48713
Total 48713:							1,922.60	
<b>48715</b>								
06/20	06/02/2020	State of Wis.-Court Fines & Surcharges	MAY 2020	110-45110-000-000	Court Fines & Assessments	139.60	139.60	48715
Total 48715:							139.60	
<b>48716</b>								
06/20	06/02/2020	DANE COUNTY TREASURER	MAY 2020	110-45110-000-000	Court Fines & Assessments	40.00	40.00	48716
Total 48716:							40.00	
<b>48720</b>								
06/20	06/10/2020	1901 Inc.	20-1575	130-51600-305-000	MAINTENANCE	1,817.00	1,817.00	48720
06/20	06/10/2020	1901 Inc.	20-1575	130-51600-304-000	SUPPLIES	217.73	217.73	48720
Total 48720:							2,034.73	
<b>48721</b>								
06/20	06/10/2020	Agsource Cooperative Services	2020051211603	670-53610-207-000	WASTEWATER TESTING	1,667.00	1,667.00	48721
Total 48721:							1,667.00	
<b>48722</b>								
06/20	06/10/2020	BAKER & TAYLOR INC.	2035249567	130-55110-304-104	SUPPLIES BOOKS	349.53	349.53	48722
06/20	06/10/2020	BAKER & TAYLOR INC.	2035256868	130-55110-304-104	SUPPLIES BOOKS	77.23	77.23	48722
06/20	06/10/2020	BAKER & TAYLOR INC.	2035259617	130-55110-304-104	SUPPLIES BOOKS	173.02	173.02	48722
Total 48722:							599.78	
<b>48723</b>								
06/20	06/10/2020	Boehnen Inc.	29144	660-53700-673-000	WATER MAIN BREAK	800.00	800.00	48723
06/20	06/10/2020	Boehnen Inc.	29147	660-53700-677-000	HYDRANT REPLACEMENTS	500.00	500.00	48723

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GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48723:							1,300.00	
<b>48724</b>								
06/20	06/10/2020	Briana Swanson	6.20	140-46725-000-000	REFUND - COVID19	345.00	345.00	48724
Total 48724:							345.00	
<b>48725</b>								
06/20	06/10/2020	Charter Communications	0001108052620	110-53300-203-000	INTERNET/TV - SHOP	207.36	207.36	48725
06/20	06/10/2020	Charter Communications	0018482060120	110-51600-202-000	INTERNET/TV - VILLAGE HALL	185.30	185.30	48725
Total 48725:							392.66	
<b>48726</b>								
06/20	06/10/2020	Cintas Corporation #446	14842154 - 6.20	110-53300-178-000	UNIFORM SERVICE	310.66	310.66	48726
06/20	06/10/2020	Cintas Corporation #446	14843099 - 6.20	110-52100-207-000	MAT SERVICE - POLICE	71.39	71.39	48726
06/20	06/10/2020	Cintas Corporation #446	14843099 - 6.20	110-51600-207-000	MAT SERVICE - VILLAGE HALL	121.47	121.47	48726
Total 48726:							503.52	
<b>48727</b>								
06/20	06/10/2020	City of Madison Treasurer2	792223	140-55420-207-000	POOL LICENSE	519.00	519.00	48727
Total 48727:							519.00	
<b>48728</b>								
06/20	06/10/2020	CONNEY SAFETY PRODUCTS	05863078	670-53610-301-000	SAFETY EQUIPMENT	11.70	11.70	48728
Total 48728:							11.70	
<b>48729</b>								
06/20	06/10/2020	Core & Main	M429462	660-53700-673-000	WATER MAIN VALVE	2,340.00	2,340.00	48729
Total 48729:							2,340.00	
<b>48730</b>								
06/20	06/10/2020	Crescent Electric Supply Co.	S507939876.00	110-53300-301-000	EQUIPMENT - TOOLS	17.84	17.84	48730

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48730:							17.84	
<b>48731</b>								
06/20	06/10/2020	DANE COUNTY TREASURER	0707-031-9001-	110-51900-000-000	DELINQUENT TAXES - UNKNOWN OWNER PARCEL	5.61	5.61	48731
06/20	06/10/2020	DANE COUNTY TREASURER	0707-031-9001-	110-51900-000-000	DELINQUENT TAXES - UNKNOWN OWNER PARCEL	5.18	5.18	48731
Total 48731:							10.79	
<b>48732</b>								
06/20	06/10/2020	Department of Workforce Development	000010118666	140-55200-104-000	UNEMPLOYMENT BENEFITS	1,509.50	1,509.50	48732
Total 48732:							1,509.50	
<b>48733</b>								
06/20	06/10/2020	Elisabeth Shea	6.20	140-46736-000-000	ASC REFUND - COVID19	1,350.00	1,350.00	48733
06/20	06/10/2020	Elisabeth Shea	6.20	140-46725-000-000	REFUND - COVID19	735.00	735.00	48733
Total 48733:							2,085.00	
<b>48734</b>								
06/20	06/10/2020	Elizabeth McCartney	6.20	140-46725-000-000	REFUND - COVID19	545.00	545.00	48734
Total 48734:							545.00	
<b>48735</b>								
06/20	06/10/2020	Emily Erickson	6.20	140-46725-000-000	COVID19 - REFUND	690.00	690.00	48735
Total 48735:							690.00	
<b>48736</b>								
06/20	06/10/2020	Ferguson Waterworks	0302725	660-53700-677-000	HYDRANT ?CUTTING	1,000.00	1,000.00	48736
06/20	06/10/2020	Ferguson Waterworks	0302725	660-53700-673-000	LEAK SURVEY	3,800.00	3,800.00	48736
Total 48736:							4,800.00	
<b>48737</b>								
06/20	06/10/2020	FIRST SUPPLY MADISON	12154969-00	660-53700-673-000	MAIN REPAIR CLAMP	105.13	105.13	48737

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48737:							105.13	
<b>48738</b>								
06/20	06/10/2020	Gina Cuta	6.20	140-46734-101-000	REFUND - COVID19	50.00	50.00	48738
Total 48738:							50.00	
<b>48739</b>								
06/20	06/10/2020	Grainger	9541595600	110-53300-304-101	GLOVES	36.25	36.25	48739
06/20	06/10/2020	Grainger	9541595618	110-53300-301-000	TOOLS	14.43	14.43	48739
Total 48739:							50.68	
<b>48740</b>								
06/20	06/10/2020	Heather Hayward	790-00	001-10005-000-000	Utility Refund	122.50	122.50	48740
Total 48740:							122.50	
<b>48741</b>								
06/20	06/10/2020	HUBBY SCHULENBERG	6.20	110-53300-304-101	SHOP SUPPLIES	49.50	49.50	48741
Total 48741:							49.50	
<b>48742</b>								
06/20	06/10/2020	Immaculate Cleaning, Inc.	8454	110-51600-207-000	CLEANING SERVICES	300.00	300.00	48742
Total 48742:							300.00	
<b>48743</b>								
06/20	06/10/2020	Jeremy Shields	6.20	140-46725-000-000	REFUND - COVID19	1,295.00	1,295.00	48743
Total 48743:							1,295.00	
<b>48744</b>								
06/20	06/10/2020	Johnson Inspection LLC	220	110-52400-207-000	BUILDING INSPECTION SERVICE	3,469.50	3,469.50	48744
Total 48744:							3,469.50	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>48745</b>								
06/20	06/10/2020	Julie Hyland	6.1	140-46725-000-000	COVID19 - REFUND	1,890.00	1,890.00	48745
Total 48745:							1,890.00	
<b>48746</b>								
06/20	06/10/2020	KALSCHEUR IMPLEMENT CO.	IN52828A	110-53300-305-102	EQUIPMENT PARTS	248.07	248.07	48746
06/20	06/10/2020	KALSCHEUR IMPLEMENT CO.	RE01421	660-53700-673-000	WATER MAIN REPAIR	250.00	250.00	48746
06/20	06/10/2020	KALSCHEUR IMPLEMENT CO.	RE01424	660-53700-673-000	WATER MAIN REPAIR	85.00	85.00	48746
06/20	06/10/2020	KALSCHEUR IMPLEMENT CO.	WO49802	110-53300-305-102	CHIPPER MAINTENACNCE	154.90	154.90	48746
Total 48746:							737.97	
<b>48747</b>								
06/20	06/10/2020	KWIK TRIP INC.	03000665 - 6.20	110-52100-303-000	FUEL - POLICE	360.55	360.55	48747
06/20	06/10/2020	KWIK TRIP INC.	03000665 - 6.20	110-53300-303-000	FUEL - PUBLIC FACILITIES	529.63	529.63	48747
06/20	06/10/2020	KWIK TRIP INC.	03000665 - 6.20	670-53610-303-000	FUEL - SEWER	83.52	83.52	48747
06/20	06/10/2020	KWIK TRIP INC.	03000665 - 6.20	660-53700-673-000	FUEL - WATER	83.52	83.52	48747
Total 48747:							1,057.22	
<b>48748</b>								
06/20	06/10/2020	Lane Tank Company Inc.	6.20	660-53700-671-000	RESERVOIR CLEANING	5,500.00	5,500.00	48748
Total 48748:							5,500.00	
<b>48749</b>								
06/20	06/10/2020	MacQueen Equipment	P15492	670-53610-305-000	VACTOR PARTS	66.36	66.36	48749
Total 48749:							66.36	
<b>48750</b>								
06/20	06/10/2020	MCFARLANES	584076	110-53300-304-101	SHOP SUPPLIES	19.99	19.99	48750
Total 48750:							19.99	
<b>48751</b>								
06/20	06/10/2020	Mebulbs	4136413-01	130-51600-305-000	MAINTENANCE	300.41	300.41	48751

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48751:							300.41	
<b>48752</b>								
06/20	06/10/2020	Mid-American Research Chemical	0699735-IN	670-53610-307-000	ENERGIZER LIFT	2,614.20	2,614.20	48752
Total 48752:							2,614.20	
<b>48753</b>								
06/20	06/10/2020	Middleton Cooperative	170070 - 6.20	110-53300-303-000	FUEL	984.36	984.36	48753
Total 48753:							984.36	
<b>48754</b>								
06/20	06/10/2020	Mikes Automotive	85745	110-52100-305-000	OIL CHANGES	48.84	48.84	48754
06/20	06/10/2020	Mikes Automotive	85749	110-52100-305-000	OIL CHANGES	68.83	68.83	48754
Total 48754:							117.67	
<b>48755</b>								
06/20	06/10/2020	Nate Glynn	6.20	130-55110-399-000	LAWN SERVICES	200.00	200.00	48755
Total 48755:							200.00	
<b>48756</b>								
06/20	06/10/2020	News Publishing Company	99101876 - 6.20	110-51530-205-000	OPEN BOOK/ BOR NOTICES	163.25	163.25	48756
Total 48756:							163.25	
<b>48757</b>								
06/20	06/10/2020	Robert Butler	6.20	140-46725-000-000	REFUND - COVID19	75.00	75.00	48757
Total 48757:							75.00	
<b>48758</b>								
06/20	06/10/2020	SAEMAN LUMBER CO.	2005-588970	140-55420-305-000	POOL MAINTENANCE	16.50	16.50	48758
06/20	06/10/2020	SAEMAN LUMBER CO.	CR850 - 6.20	130-55110-301-000	EQUIPMENT	266.52	266.52	48758

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48758:							283.02	
<b>48759</b>								
06/20	06/10/2020	Sarah Schmidt	6.20	140-46725-000-000	REFUND - COVID19	1,100.00	1,100.00	48759
Total 48759:							1,100.00	
<b>48760</b>								
06/20	06/10/2020	Schilling Supply Company	776200-00	130-55110-304-105	SANITIZER FLOOR STAND	77.99	77.99	48760
06/20	06/10/2020	Schilling Supply Company	776850-00	130-55110-304-105	HAND SANITIZER, DISINFECTANT	96.50	96.50	48760
Total 48760:							174.49	
<b>48761</b>								
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-21345-000-000	LIFE INSURANCE - ADDL	413.73	413.73	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-21346-000-000	LIFE INSURANCE-SUPPLEMENTAL	140.30	140.30	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-52100-176-000	LIFE INSURANCE-POLICE	86.77	86.77	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-53300-176-000	LIFE INSURANCE-PF	71.07	71.07	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	140-51430-176-000	LIFE INSURANCE-REC	15.96	15.96	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	130-51430-176-000	LIFE INSURANCE-LIBRARY	93.11	93.11	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	660-51400-926-176	LIFE INSURANCE-WATER	27.84	27.84	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	670-53610-176-000	LIFE INSURANCE-SEWER	42.17	42.17	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-21347-000-000	LIFE INSURANCE - SPOUSE	26.25	26.25	48761
06/20	06/10/2020	Securian Financial Group, Inc.	174980 - 6.20	110-51430-176-000	LIFE INSURANCE-ADMIN	24.16	24.16	48761
Total 48761:							941.36	
<b>48762</b>								
06/20	06/10/2020	State Bank of Cross Plains1	0293 - 6.20	130-55110-304-105	SUPPLIES	24.80	24.80	48762
06/20	06/10/2020	State Bank of Cross Plains1	0293 - 6.20	130-55110-304-105	SUPPLIES	126.58	126.58	48762
06/20	06/10/2020	State Bank of Cross Plains1	0293 - 6.20	130-55110-304-105	SUPPLIES	12.99	12.99	48762
06/20	06/10/2020	State Bank of Cross Plains1	0432 - 6.20	110-51100-302-000	ZOOM SUBSCRIPTION	68.56	68.56	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51100-302-000	MICROSOFT CHARGES	35.00	35.00	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51410-302-000	MICROSOFT CHARGES	10.00	10.00	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51600-302-000	MICROSOFT CHARGES	15.00	15.00	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-53300-302-000	MICROSOFT CHARGES	17.53	17.53	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	140-55300-302-000	MICROSOFT CHARGES	17.00	17.00	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	660-51400-921-000	MICROSOFT CHARGES	17.00	17.00	48762

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	670-53610-302-000	MICROSOFT CHARGES	17.00	17.00	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51410-302-000	CLOUD BACK UP	19.98	19.98	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51510-304-000	INK PADS FOR STAMP	25.98	25.98	48762
06/20	06/10/2020	State Bank of Cross Plains1	2553 - 6.20	110-51510-207-000	REMOTE ACCESS SUBSCRIPTION	40.40	40.40	48762
06/20	06/10/2020	State Bank of Cross Plains1	3230 - 6.20	140-55200-305-000	PARK MAINTENANCE - PAINT	151.88	151.88	48762
06/20	06/10/2020	State Bank of Cross Plains1	3230 - 6.20	140-55300-306-101	PROGRAM	118.04	118.04	48762
06/20	06/10/2020	State Bank of Cross Plains1	5912 - 6.20	130-55110-301-000	EQUIPMENT	237.56	237.56	48762
06/20	06/10/2020	State Bank of Cross Plains1	5912 - 6.20	110-53300-302-000	ADOBE ACCROBAT	26.36	26.36	48762
06/20	06/10/2020	State Bank of Cross Plains1	5912 - 6.20	110-53300-301-000	BACKPACK SPRAYER	199.95	199.95	48762
06/20	06/10/2020	State Bank of Cross Plains1	6224 - 6.20	110-52100-304-000	SUPPLIES GENERAL	44.73	44.73	48762
06/20	06/10/2020	State Bank of Cross Plains1	6240 - 6.20	110-52100-303-000	GASOLINE	114.22	114.22	48762
06/20	06/10/2020	State Bank of Cross Plains1	6257 - 6.20	110-52100-303-000	GASOLINE	73.09	73.09	48762
06/20	06/10/2020	State Bank of Cross Plains1	6265 - 6.20	110-52100-178-000	UNIFORM BEN	383.95	383.95	48762
Total 48762:							1,797.60	
<b>48763</b>								
06/20	06/10/2020	STATE LABORATORY OF HYGIENE	635959	660-53700-642-100	FLUORIDE TEST	26.00	26.00	48763
Total 48763:							26.00	
<b>48764</b>								
06/20	06/10/2020	The Uniform Shoppe	299248	110-52100-178-000	UNIFORM TONY	64.95	64.95	48764
Total 48764:							64.95	
<b>48765</b>								
06/20	06/10/2020	TOWN & COUNTRY ENGINEERING, IN	21664	110-56400-207-101	ZANDER/ST. FRANCIS DEVELOPMENT	253.75	253.75	48765
06/20	06/10/2020	TOWN & COUNTRY ENGINEERING, IN	21665	660-57000-207-000	WELL SITE STUDY	8,742.50	8,742.50	48765
06/20	06/10/2020	TOWN & COUNTRY ENGINEERING, IN	21666	110-56400-207-101	PARK SCHOOL ADDITION	195.00	195.00	48765
Total 48765:							9,191.25	
<b>48766</b>								
06/20	06/10/2020	TOWN & COUNTRY SANITATION	4176 - 6.20	110-53620-207-001	GARBAGE SERVICE	9,420.00	9,420.00	48766
06/20	06/10/2020	TOWN & COUNTRY SANITATION	4176 - 6.20	110-53620-207-002	RECYCLING SERVICE	4,082.00	4,082.00	48766
06/20	06/10/2020	TOWN & COUNTRY SANITATION	4176 - 6.20	110-53620-207-002	RECYCLING BINS	120.00	120.00	48766

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
Total 48766:							13,622.00	
<b>48767</b>								
06/20	06/10/2020	Trisha Niesen	6.20	140-46725-000-000	REFUND - COVID19	1,305.00	1,305.00	48767
Total 48767:							1,305.00	
<b>48768</b>								
06/20	06/10/2020	US CELLULAR	0375760610	110-52100-202-000	CELL PHONE	41.20	41.20	48768
06/20	06/10/2020	US CELLULAR	0376014012	110-51410-202-000	CELL PHONE - ADMINISTRATOR	45.00	45.00	48768
06/20	06/10/2020	US CELLULAR	0376014012	140-55200-202-000	CELL PHONE - PARKS	55.00	55.00	48768
06/20	06/10/2020	US CELLULAR	0376014012	140-55300-202-000	CELL PHONE - REC	155.00	155.00	48768
06/20	06/10/2020	US CELLULAR	0376014012	110-53300-202-000	CELL PHONES - PF	195.20	195.20	48768
06/20	06/10/2020	US CELLULAR	0376014012	670-51600-202-000	CELL PHONES - SEWER	195.20	195.20	48768
06/20	06/10/2020	US CELLULAR	0376014012	660-53700-601-200	CELL PHONES - WATER	195.20	195.20	48768
Total 48768:							881.80	
<b>48769</b>								
06/20	06/10/2020	Vandewalle & Associates, Inc.	202005014	110-56400-207-101	CURRENT PLANNING	735.00	735.00	48769
06/20	06/10/2020	Vandewalle & Associates, Inc.	202005014	110-56400-207-101	CURRENT PLANNING - CREEKSIDE CROSSING	35.00	35.00	48769
06/20	06/10/2020	Vandewalle & Associates, Inc.	202005014	110-56400-207-101	CURRENT PLANNING - CREEKSIDE CROSSING USA	1,745.00	1,745.00	48769
06/20	06/10/2020	Vandewalle & Associates, Inc.	202005014	110-56400-207-101	CURRENT PLANNING - SCENIC VALLEY	17.50	17.50	48769
06/20	06/10/2020	Vandewalle & Associates, Inc.	202005014	660-57000-207-000	CURRENT PLANNING - WELL SITE	135.00	135.00	48769
Total 48769:							2,667.50	
<b>48770</b>								
06/20	06/10/2020	Verona Safety Supply, Inc.	29825	110-51600-304-000	HAND SANITIZER	159.90	159.90	48770
06/20	06/10/2020	Verona Safety Supply, Inc.	30476	110-51600-304-000	FACE MASKS	119.67	119.67	48770
Total 48770:							279.57	
<b>48771</b>								
06/20	06/10/2020	WEAVER AUTO PARTS	06IN051897	110-53300-305-101	FILTER	8.43	8.43	48771
Total 48771:							8.43	

GL Period	Check Issue Date	Payee	Invoice Number	Invoice GL Account	Description	Invoice Amount	Check Amount	Check Number
<b>48772</b>								
06/20	06/10/2020	Westphal & Company, Inc.	19069	130-55110-301-000	EQUIPMENT	168.75	168.75	48772
Total 48772:							<u>168.75</u>	
<b>48773</b>								
06/20	06/10/2020	WISCONSIN DNR - ENVIRONMENTAL	113391190-202	670-53610-501-000	NR101 ANNUAL FEE	250.00	250.00	48773
06/20	06/10/2020	WISCONSIN DNR - ENVIRONMENTAL	113400870-202	670-53610-501-000	MS4 ANNUAL FEE	500.00	500.00	48773
Total 48773:							<u>750.00</u>	
<b>48774</b>								
06/20	06/10/2020	Wisconsin Park & Recreation Association	1496	140-55300-205-000	STAFF TRAINING	80.00	80.00	48774
Total 48774:							<u>80.00</u>	
Grand Totals:							<u><u>163,807.18</u></u>	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005-000-000	122.50	.00	122.50
001-11000-000-000	.00	.00	.00
001-21211-000-000	.00	122.50-	122.50-
110-21211-000-000	.00	82,776.35-	82,776.35-
110-21345-000-000	413.73	.00	413.73
110-21346-000-000	140.30	.00	140.30
110-21347-000-000	26.25	.00	26.25
110-44300-000-000	25.00	.00	25.00
110-45110-000-000	179.60	.00	179.60
110-51100-302-000	103.56	.00	103.56
110-51200-202-000	28.88	.00	28.88
110-51200-208-000	135.00	.00	135.00
110-51410-202-000	45.00	.00	45.00
110-51410-208-000	3,487.00	.00	3,487.00
110-51410-302-000	29.98	.00	29.98

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
110-51430-176-000	24.16	.00	24.16
110-51510-207-000	110.40	.00	110.40
110-51510-304-000	25.98	.00	25.98
110-51530-205-000	163.25	.00	163.25
110-51530-207-000	788.92	.00	788.92
110-51600-202-000	502.84	.00	502.84
110-51600-203-000	1,156.45	.00	1,156.45
110-51600-207-000	421.47	.00	421.47
110-51600-301-000	211.96	.00	211.96
110-51600-302-000	15.00	.00	15.00
110-51600-304-000	279.57	.00	279.57
110-51900-000-000	10.79	.00	10.79
110-52100-176-000	86.77	.00	86.77
110-52100-178-000	448.90	.00	448.90
110-52100-202-000	311.35	.00	311.35
110-52100-203-000	143.87	.00	143.87
110-52100-207-000	71.39	.00	71.39
110-52100-303-000	764.18	.00	764.18
110-52100-304-000	44.73	.00	44.73
110-52100-305-000	117.67	.00	117.67
110-52200-204-000	1,000.00	.00	1,000.00
110-52200-207-000	39,010.67	.00	39,010.67
110-52400-207-000	3,469.50	.00	3,469.50
110-53300-176-000	71.07	.00	71.07
110-53300-178-000	310.66	.00	310.66
110-53300-202-000	380.59	.00	380.59
110-53300-203-000	932.02	.00	932.02
110-53300-301-000	660.54	.00	660.54
110-53300-302-000	43.89	.00	43.89
110-53300-303-000	1,715.12	.00	1,715.12
110-53300-304-101	587.57	.00	587.57
110-53300-305-101	35.77	.00	35.77
110-53300-305-102	438.60	.00	438.60
110-53420-207-000	5,576.15	.00	5,576.15
110-53620-207-001	9,420.00	.00	9,420.00
110-53620-207-002	4,202.00	.00	4,202.00
110-56400-207-101	4,608.25	.00	4,608.25
120-21211-000-000	.00	1,779.50-	1,779.50-
120-57140-207-000	459.00	.00	459.00
120-57170-207-000	1,158.50	.00	1,158.50

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
120-57620-805-101	162.00	.00	162.00
130-21211-000-000	497.56	8,964.80-	8,467.24-
130-51430-176-000	93.11	.00	93.11
130-51600-202-000	133.05	.00	133.05
130-51600-203-000	1,126.65	.00	1,126.65
130-51600-304-000	347.10	.00	347.10
130-51600-305-000	2,614.97	497.56-	2,117.41
130-55110-301-000	764.64	.00	764.64
130-55110-304-104	3,146.51	.00	3,146.51
130-55110-304-105	538.77	.00	538.77
130-55110-399-000	200.00	.00	200.00
140-21211-000-000	.00	14,811.48-	14,811.48-
140-46725-000-000	9,551.25	.00	9,551.25
140-46734-101-000	215.00	.00	215.00
140-46736-000-000	1,350.00	.00	1,350.00
140-51430-176-000	15.96	.00	15.96
140-55200-104-000	1,509.50	.00	1,509.50
140-55200-202-000	55.00	.00	55.00
140-55200-203-000	458.72	.00	458.72
140-55200-305-000	151.88	.00	151.88
140-55300-202-000	155.00	.00	155.00
140-55300-205-000	80.00	.00	80.00
140-55300-302-000	17.00	.00	17.00
140-55300-306-101	118.04	.00	118.04
140-55420-203-000	598.63	.00	598.63
140-55420-207-000	519.00	.00	519.00
140-55420-305-000	16.50	.00	16.50
660-21211-000-000	.00	29,400.61-	29,400.61-
660-51400-921-000	17.00	.00	17.00
660-51400-923-000	41.76	.00	41.76
660-51400-926-176	27.84	.00	27.84
660-53700-601-200	195.20	.00	195.20
660-53700-614-200	250.00	.00	250.00
660-53700-623-000	2,498.68	.00	2,498.68
660-53700-642-100	26.00	.00	26.00
660-53700-671-000	5,500.00	.00	5,500.00
660-53700-673-000	8,810.91	.00	8,810.91
660-53700-675-000	52.72	.00	52.72
660-53700-676-000	1,603.00	.00	1,603.00
660-53700-677-000	1,500.00	.00	1,500.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
660-57000-207-000	8,877.50	.00	8,877.50
670-21211-000-000	.00	26,449.50-	26,449.50-
670-51600-202-000	402.96	.00	402.96
670-51600-203-000	4,567.80	.00	4,567.80
670-53610-176-000	42.17	.00	42.17
670-53610-207-000	1,832.00	.00	1,832.00
670-53610-301-000	11.70	.00	11.70
670-53610-302-000	17.00	.00	17.00
670-53610-303-000	110.78	.00	110.78
670-53610-305-000	348.80	.00	348.80
670-53610-307-000	9,689.95	.00	9,689.95
670-53610-501-000	2,672.60	.00	2,672.60
670-53630-207-000	6,753.74	.00	6,753.74
Grand Totals:	<u>164,802.30</u>	<u>164,802.30-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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# Village of Cross Plains

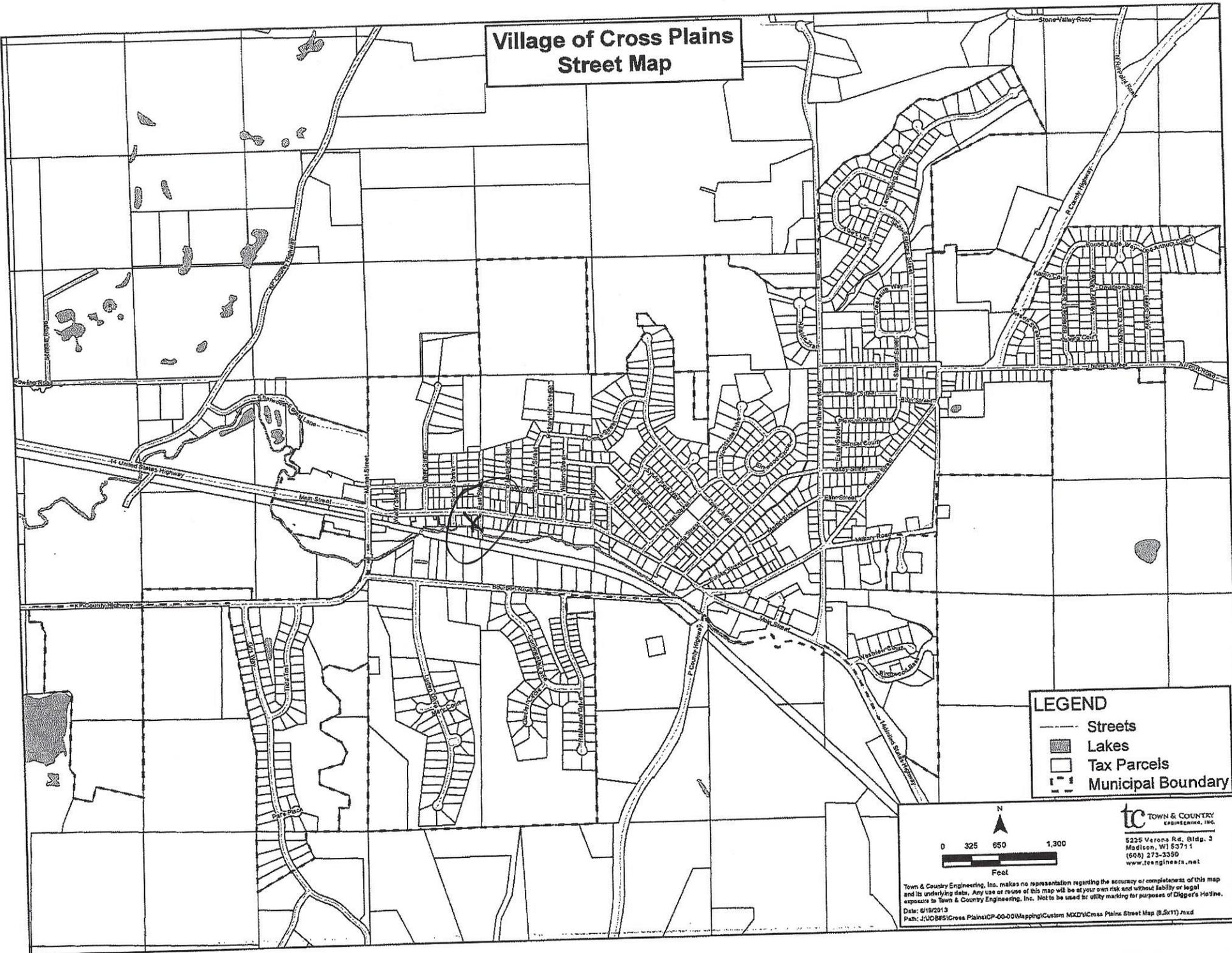
Permit #: \_\_\_\_\_

SPECIAL EVENT PERMIT			
APPLICANT INFORMATION			
Event Title:	BRAT N BURGER SALE	Date(s) of Event:	JULY 4 <sup>th</sup> 2020
Event Organizer:	CROSS PLAINS LIONS	Primary Contact:	FRANK KOOSTRA
Applicant Address:	7502 RED FOX TRAIL MADISON WI 53717		
Primary Phone #:	608 216 6310	Mobile Phone #:	
		Secondary Phone #:	
Email:	fkooistra@cc44gfh.com	Fax:	

EVENT INFORMATION			
Event Location (Please provide general description or address as well as depict on the attached Village map):			
SEE ATTACHED			
Please provide a summary of the event including but not limited to a description of planned activities and/or amenities:			
SEE ATTACHED			
Event Setup Start:	9 am	Event Start:	10 am
Event Takedown End:	5 pm - 7 pm	Event End:	5 pm
Participants #:	10 VOLUNTEERS		
Street Closure:	Barricades:	Barricade Location(s):	
Alcohol Sold or Serve:	Fireworks:		
Food Sold or Served:	Rain Date:		
Public Safety – Please describe any plans regarding security, traffic/crowd control, or other emergency services:			
SEE ATTACHED			
Village Services – Please describe all other services required from the Village (i.e. – Public Facilities, Parks/Rec, etc.):			
SEE ATTACHED			

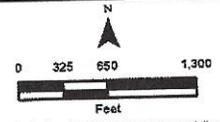
INSURANCE REQUIREMENTS	
<p>The applicant shall, no later than seven (7) days prior to the start of the event, provide proof of bodily injury and property damage liability insurance naming the Village as an insured and covering the entire public area of the event for the duration of the event in a minimum 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.</p>	
Has a certificate of insurance been provided:	

# Village of Cross Plains Street Map



**LEGEND**

-  Streets
-  Lakes
-  Tax Parcels
-  Municipal Boundary



**tc** TOWN & COUNTRY  
ENGINEERING, INC.

5225 Verona Rd, Bldg. 3  
Madison, WI 53711  
(608) 273-3350  
www.tecngineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.

Date: 6/19/2013  
Path: J:\0085\Cross Plains\CP-00-00\Mapping\Custom MXD\Cross Plains Street Map (8.5x11).mxd

# Village of Cross Plains

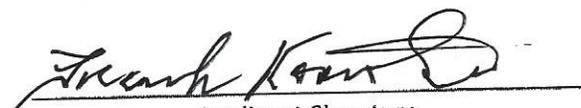
## SPECIAL EVENT PERMIT

### 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.	JK
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.	JK
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.	JK
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.	JK

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.

  
Applicant Signature

6/17/20  
Date

FRANK KOISTIRA  
Applicant Print Name

For Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Reported to Board: \_\_\_\_\_

## Brat N Burger Sale

**Event Location:** We will be selling brats and burgers using our Lions trailer. It will be parking in the small lot across from the bowling alley. See the map.

**Event Summary:** We intend to host this as a fund raiser for the Cross Plains Lions Club. Unfortunately, our Trout Days fund raiser was cancelled, and we are looking to offset the missing revenue. We will market this using social media and local promotions.

**Public Safety:** We will have signage along Main Street and expect patrons to pull into the street along the creek. We will have the assistance of the Boys Scout to serve food. Food will be prepackaged and this is not a buffet arrangement. All restrictions imposed by the Wisconsin Department of Health Services and COVID guidelines will be observed. Masks will be used by all volunteers.

**Village Services:** No village services are anticipated.

**Insurance Requirements:** All events of the Cross Plains Lions Club are covered under our liability policy.

# Village of Cross Plains

## *Parks and Recreation*

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Actual Cost: \_\_\_\_\_ Approved: Yes No

\_\_\_\_\_  
Signature Date

## *Police Department*

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Actual Cost: \_\_\_\_\_ Approved: Yes No

\_\_\_\_\_  
Signature Date

## *Public Facilities*

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Actual Cost: \_\_\_\_\_ Approved: Yes No

\_\_\_\_\_  
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: \_\_\_\_\_

# Agenda Memorandum



**Staff/Department:** Bill Chang, Community Development - Zoning  
**Subject Matter:** Residential Chicken Coop Application – 3102 Springfield St.  
**Meeting Date:** June 22, 2020  
**Referral History:** N/A

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## Executive Summary:

Mr. Faessler, 3102 Springfield Street has submitted an application to keep chickens on his residential property.

## Project Background:

Staff received this application on 05/15/2020. Notifications of the application was sent to all property owners within 200 feet of the subject property according to ordinance. One letter was received objecting to the keeping of chickens. Staff had left a message with the objector to discuss their concerns. There were no other objections.

## Code/Policy Review:

[Section 21.11 of the Village Municipal Code](#) regulates the keeping of chickens in the Village.  
[Section 84.29\(e\) of the Village Municipal Code](#) allows for a residential chicken coop by Conditional Use Permit  
[Section 84.65 of the Village Municipal Code](#) regulates the construction of a chicken coop and run.

## Fiscal Impact:

None to Village, application fee is \$50.

## Recommendation:

Approval of Residential Chicken Coop Application

## Appendices:

Application, Objection letter

# Village of Cross Plains

P.D. 40.

License #: \_\_\_\_\_

## 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:	Aaron Faessler		
Address:	3102 Springfield Rd		
Primary Phone #:	798-4577	Mobile Phone #:	206-4368
Secondary Phone #:			
Email:	afaessler@charter.net		

### 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.	af
2. No roosters shall be permitted.	af
3. No chickens shall be slaughtered.	af
4. The chickens shall be provided and will remain within a covered and fenced enclosure at all times.	af
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.	af

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.

Aaron Faessler  
Applicant Signature

5/14/20  
Date

For Office Use Only:

Date Received: 5/15/2020

Notifications Mailed:  Yes  No 6/5/2020

Committee Meeting: —

Written Complaints:  Yes  No 1

Board Meeting: \_\_\_\_\_

Approved    Denied

June 9, 2020

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

Attention: Bill Change  
Village Administrator

Re: Chickens

Both Daniel & myself Charlene Meier, do not want chickens in our area - no rooster crowing early mornings. If we love chickens, "What Is Next?"

I think our village directors should be thinking of what could be better for the people of Cross Plains - Maybe a Hardware store & any businesses? Why do we pay taxes??

Sincerely,  
Daniel & Charlene Meier P.O.A.  
Charlene Meier

What will be do?  
Sell Eggs??

# Agenda Memorandum



**Staff/Department:** Mike Axon, Parks and Recreation Director  
**Subject Matter:** Pool Opening  
**Meeting Date:** June 22, 2020  
**Referral History:** PARC-06.15.2020

**Executive Summary:**

The Village of Cross Plains Pool is scheduled to open on Wednesday, July 1, 2020.

Staff is proposing the following restrictions for opening the pool:

- *Open July 1 – August 23, 2020*
- **Open for membership(s) only;**
  - **Residents Individuals (\$50), Residents Family (\$100)**
  - **Non-Resident Individuals (\$115), Non-Resident Family (\$155)**
- *Capacity maximum (75 participants – allow for social distancing during emergency and/or fecal incident).*
- *Times to include:*

<b>Monday - Friday</b>	
5:00 am - 6:45 am	Adult Lap Swim
6:45 am - 7:00 am	Cleaning deck and touch points
7:00 am - 11:00 am	Private Team Rental
11:00 am - 11:15 am	Cleaning deck and touch points
11:15 am - 11:45 am	Private Team Rental
11:45 am - 12:00 pm	Cleaning deck and touch points
12:00 pm - 7:00 pm	Open Swim
7:30 pm - 10:00 pm	Private Team Rental

<b>Saturday - Sunday</b>	
7:00 am - 8:45 am	Adult Lap Swim
8:45 am - 9:00 am	Cleaning deck and touch points
9:00 am - 11:45 am	Private Rental
11:45 am - 12:00 pm	Cleaning deck and touch points
12:00 pm - 7:00 pm	Open Swim

# Agenda Memorandum

## Project Background:

On Tuesday, May 26, the Village Board voted unanimously to open the pool on this date as follows:

- *Membership only, limiting cash handling and allow for contact tracing*
- *Open for **Village Residents Only***
- *Provide a schedule that allows equal or greater amount of time for the public over private operation.*

Following this approval, staff was provided an email from CVMIC (City and Village Mutual Insurance Company) that discussed “Preferential Treatment” and how limiting the use to residents could jeopardize immunity recreational immunity, as the purpose of this statute was to encourage governmental entities to open up their facilities to the “public”.

This pool opening plan was approved by the Park and Recreation Committee on June 15, 2020.

## Code/Policy Review:

The pool policy and procedure handbook has been attached for your convenience.

## Fiscal Impact:

Additional revenue from non-residents. Phase 2 of Forward Dane allows more capacity.

## Recommendation:

Staff recommends the following actions:

- 1) Rescind prior motion to approve opening of the pool on July 1<sup>st</sup> with the following recommendations:
  - a. *Membership only, limiting cash handling and allow for contact tracing*
  - b. *Open for Village Residents Only*
  - c. *Provide a schedule that allows equal or greater amount of time for the public over private operation.*
- 2) Approve the pool opening on July 1<sup>st</sup> as proposed.

## Appendices:

Pool policy and procedure handbook.



2020

**SUMMER POOL INFORMATION**

PDF 44

CROSS PLAINS POOL

**OPENING: JULY 1, 2020**  
**CLOSING: AUGUST 23, 2020**

2106 Lewis St.

Cross Plains, WI 53528

798-3891

**Open Swim**

(7 days per week)  
12:00 PM – 2:00 PM  
2:30 PM – 4:30 PM  
5:00 PM – 7:00 PM

**Membership Rates**

	<u>Resident</u>	<u>Non-Resident</u>
Individual	\$50.00	\$115.00
Family	\$100.00	\$155.00

**\* Lap Swim**

Monday – Friday  
5:00 am – 7:00 am

Saturdays and Sundays  
7:00 am-9:00 am

\*Must have pool membership

\*Must be 18 years old

**Day Pass Fees**

NO DAY PASS for 2020

\*MUST PURCHASE POOL MEMBERSHIP\*

Pool membership can be purchased  
online at:

<http://crossplains.activityreg.com>

Or

the Village Office. (2417 Brewery Road)

**Swimming Lessons**

Canceled for 2020

## NEW POLICIES AND PROCEDURES

The Village of Cross Plains is committed to maintaining a safe and healthy environment for our staff and patrons within our facility. Using the guidance from the county, state and CDC, we have developed general safety protocols to be able to offer programs and facilities in a controlled, safe environment.

### Village of Cross Plains - Response to COVID-19

- Prior to entering the facility, patrons will wait in line 6 feet apart; there will be X marking to provide safe distance on the sidewalk.
- Each swimmer and staff member will be asked the following questions each day upon entry:
  - Are you experiencing COVID-19 symptoms such as fever, cough, flu-like symptoms?
  - Have you been in contact with someone who has tested positive for COVID-19?
- Patrons and staff will be encouraged to wear a face screening anytime they're out of the water and unable to keep a minimum 6 feet of social distance.
  - Royal blue stingrays will be painted on the pool deck to signify the proper 6 ft. of distance.
- Cleaning and disinfection according to CDC guidelines for Cleaning and Disinfection for Community Facilities will be followed.
  - A 15 minute window is in place after each session of Adult Lap Swim;
  - A 30 - minute window is in place after each session of open swim;
    - allowing staff to disinfect high touch surfaces including: gate latches, handrails, pool ladders and rest room facilities.
- We encourage swimmers to come to the pool ready to swim, limiting the use of the locker room facilities.
- Hand sanitizer will be provided for patrons and staff at the entrance and exit of the pool facility.
- A pool manager will be on site at all times to help monitor and enforce the 6 feet of social distancing throughout the facility.

# NEW POLICIES AND PROCEDURES CONT.

## Pool Memberships:

Each participant must have a pool membership prior to entering the facility for open swim and/or lap swim. Day passes will not be available for the 2020 season.

## Sign Up for Open Swim and Lap Swim Time:

Once your membership is purchased, you'll receive an email with information needed to enter the facility. Due to capacity restrictions (75 patrons), participants will need to register at signupgenius (link and password provided with receipt of membership) prior to entering the facility each day/session. Members will be allowed to access each day/session up to 5 days in advance.

- Two lap swim time slots available:
  - 5:00 am - 5:45 am; 6:00 am - 6:45 am
- Three open swim time slots available:
  - 12:00 pm - 2:00 pm; 2:30 - 4:30 pm; 5:00 pm - 7:00 pm
- You may only reserve spots for **your** membership.
  - (Ex: If your family of 4 will be attending at 12:00 pm on July 1, you will put 4).

## Entrance: (Diagram Right)

Entering the pool facility will be done at the South-East gate, near the pavilion and library.

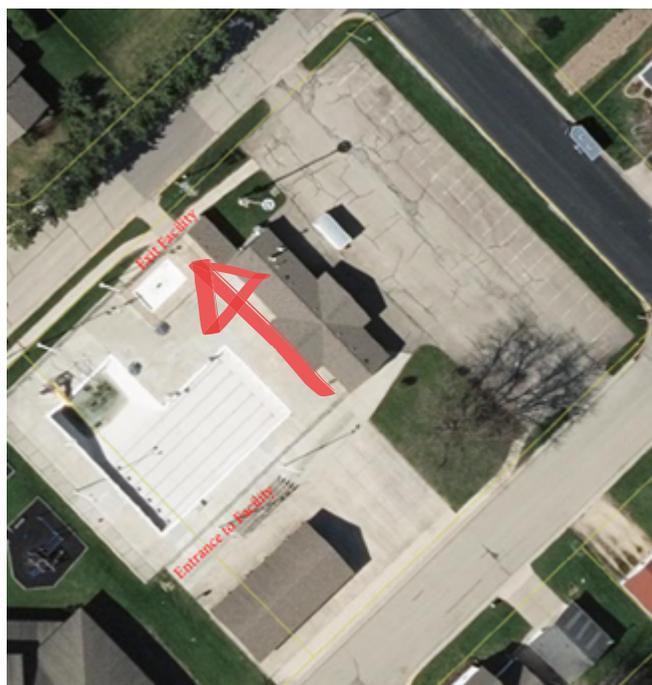
- Patrons will be asked a series of questions prior to admittance by Village Staff and will be educated on new social distancing policies within our facility.
- Entrance gate will be closed 30min after each open swim block begins and 15min after each lap swim block. If you need to leave the facility at anytime during your swim block, you will need to discuss re-entry with staff. We strongly encourage all patrons to stay inside the facility for the duration of their designated swim block time.



## NEW POLICIES AND PROCEDURES CONT.

### **Exit:**

Exiting the pool facility will be done at the North-West gate. We ask patrons to exit promptly at the end of their session. A 15min warning before the end of each swim session will be given. Patrons will not be allowed into the bathhouse to shower and change.



### **Use of Restroom/Shower:**

Restrooms for patrons will remain open during each swim session. (Limit 1 family or 4 persons at a time). Staff will access the locker-room to disinfect touch points throughout the entire session. The manager will lock the facility 5min before the END of each swim session to ensure prompt exiting by all patrons.

### **Concessions:**

There will be NO concessions at the Cross Plains Pool for the 2020 season due to COVID-19 concerns. Food and drink is not allowed on the pool deck; you may bring water in a sealed non-glass container.

### **Wading Pool:**

The wading pool is closed for the 2020 season due to space limitations and 6 feet of social distance compliance issues.

### **Pool Furniture**

There will be NO pool chairs or goggles available to the public this season. Patrons are allowed to bring their own but will need to remove the item after each session.

## NEW POLICIES AND PROCEDURES CONT.

### **Age Rule Change:**

At this time, children under the age of 12 will need to be accompanied by an adult/babysitter due to controlling social distancing at the pool. The adult/babysitter must be with the child, inside the fenced in area at all times. Chaperones must be 14 years or older and will only be allowed to chaperone a maximum of 5 children.

### **Lost and Found:**

We will no longer keep lost and found items in the guard office. Items will be placed in front of the building and discarded after 48 hours.

### **Pool Slide and Diving Board:**

The pool slide and diving board will be available for patrons during open swim time. Patrons waiting in line, must keep 6 feet of social distance from the person in front of them. One person will be allowed on the slide and diving board at a time.

### **Tuesday Night Free Night:**

The Tuesday Night Free Swim will not be offered for the 2020 season due to COVID-19 concerns.

### **Inflatable Balls, Rafts and other:**

These items will not be allowed for the 2020 season. Minimal personal possessions at this time.

### **Pool Rentals**

To allow for more open swim times; there will be no pool rentals for the 2020 season.

# Agenda Memorandum



**Staff/Department:** Mike Axon, Parks and Recreation Director  
**Subject Matter:** Madison Aquatics Club Facility Use Agreement  
**Meeting Date:** June 22, 2020  
**Referral History:** PARC-06.15.2020

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## Executive Summary:

Due to the limited swimming facility options, the Madison Aquatics Club (MAC) has reached out to staff to about swimming time at the Village pool. Once the Village decided to open the pool, staff worked with MAC to draft a facility use agreement, which is attached. MAC will use the pool for limited hours dependent on the Forward Dane Plan.

## Project Background:

This will be the first time that MAC has used the Village's facility for dedicated swim time. The agreement was reviewed and recommended by the PARC at its meeting on June 22, 2020.

## Code/Policy Review:

Pool policy and procedure handbook.

## Fiscal Impact:

Revenue of approximately \$10,000 (not including additional swimmers). This revenue will supplement the cost for operating the pool.

## Recommendation:

Staff and PARC recommends approval of the facility use agreement with the MAC.

## Appendices:

Facility Use Agreement with MAC.

**Village of Cross Plains**  
**FACILITY USE AGREEMENT**

---

**THIS AGREEMENT** is entered into effective as of the last date of signature by and between the Village of Cross Plains, a Wisconsin municipal corporation (hereinafter the “VILLAGE”) and the entity identified below (hereinafter the “LICENSEE”).

LICENSEE:                   **Madison Aquatic Club**  
                                  **C/O Shane Ryan**  
ADDRESS:                   **6614 Jacobs Way**  
CITY/STATE/ZIP CODE:**Madison, WI 53711**

In consideration of the mutual covenants contained in this AGREEMENT and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follows:

1.        SCOPE OF USE. The Village hereby grants the LICENSEE the right to use the following facilities during the periods identified:

FACILITY:                   **Village of Cross Plains Swimming Pool**  
                                  **2106 Lewis Street**  
                                  **Cross Plains, WI 53528**

PERMITTED USE: **LICENSEE will have exclusive use of the outdoor pool that includes main vessel, diving well, deck and restroom facility.**

**Practices**

- LICENSEE practices shall be from 7:00 am – 11:00 am Monday – Friday.
- “LICENSEE may request increased participation in accordance with Madison Dane County Public Health and “Forward Dane. Upon written request from LICENSEE, the Parks and Recreation Director may approve the request. LICENSEE shall not increase participation (1 participant per lane) unless it has received written communication and approval of the increased participation.”

**Swim Meets**

- There shall be no swim meets.

**Storage**

- Lane lines will be provided by the VILLAGE.

**Miscellaneous**

In addition to Section 8 of this AGREEMENT, LICENSEE shall provide VILLAGE with an Insurance Certificate, adding the Village of Cross Plains as an additional insured on the LICENSEE’s liability insurance policy by July 1, 2020.

- LICENSEE shall provide the VILLAGE with a written Facility Use Plan for keeping their coaches, participants and/or team representatives healthy and safe during the contracted time.
- All LICENSEE coaches shall have lifeguard certification and shall provide certification to the Parks and Recreation Director prior to the start of the pool season.
- All coaches for LICENSEE shall participate in a VILLAGE staff training, to ensure coaches can conduct and comply with the VILLAGE’S Emergency Action Plan.

- VILLAGE shall provide one (1) pool manager to: open the facility, provide guidance to questions and activate the Emergency Action Plan if needed. The pool manager shall be in charge of all operations at the Cross Plains Pool.
- No food or beverages will be allowed inside the fenced in area, office or bathhouse for participants, staff or coaches.
- LICENSEE shall provide one (1) coach, to be designated as a lifeguard, in an elevated guard stand prior to allowing swimmers into the water.
- Any request that is not covered in this agreement shall be provided in writing to the Parks & Recreation Director at least 24 hours in advance of when request is needed.
- Any violation of this agreement shall result in written and verbal warnings to the LICENSEE and may result in a forfeiture of time allocated for LICENSEE. The Park and Recreation Director, at his own desecration, may deem a violation so severe that he/she may immediately remove LICENSEE, its coaches, volunteers, or participants from the premises. LICENSEE shall remediate and resolve the violation prior to reuse of the pool.
- The VILLAGE will send an invoice to the LICENSEE on the 30<sup>th</sup> day of July and August, per the AGREEMENT.

2. CONSIDERATION. In consideration of the above identified use of the FACILITY, LICENSEE shall pay the VILLAGE sum of **\$50 per hour, (1 swimmer per lane/Max 6), +\$4.50 per additional swimmer, per lane, per hour.**

3. TERM/TERMINATION. The term of this AGREEMENT shall commence on July 1, 2020 and terminate on August 23, 2020. The VILLAGE may, for any reason or no reason at all, terminate this AGREEMENT upon thirty days' notice.

4. PROPERTY CONDITION. The VILLAGE makes no representations or warranties as to the condition of the FACILITY or its adequacy for LICENSEE'S intended use other than compliance with Chapter DHS 172 of Wisconsin Administrative Code – Safety, Maintenance and Operation of Public Pools and Water Attractions. LICENSEE agrees to take the FACILITY as is and acknowledges that it shall be LICENSEE'S responsibility and obligation to assure that the FACILITY is in safe condition to be used for the purpose anticipated. LICENSEE acknowledges that it shall be obligated to regularly inspect the FACILITY and to promptly take affirmative steps where necessary to warn users or rectify hazards in order to prevent injury to property and persons.

5. VILLAGE ACCESS. The VILLAGE reserves the right to enter the FACILITY at any time during the AUTHORIZED PERIODS for any reasonable purpose. In the event the VILLAGE enters the FACILITY during AUTHORIZED PERIODS in a manner which interferes with LICENSEE'S use, LICENSEE'S sole remedy shall be refund of the CONSIDERATION paid for the periods of interference or termination of this AGREEMENT.

6. LICENSEE RESPONSIBILITIES.

A. LICENSEE shall remove all its property and equipment from the FACILITY outside of the AUTHORIZED PERIODS. LICENSEE is solely responsible for ensuring their property and equipment used is safe and properly maintained. LICENSEE shall have sole responsibility for the protection of LICENSEE'S property and agrees that the VILLAGE shall have no liability for injury to persons during LICENSEE'S activities or damage to, or theft of, property located therein. The VILLAGE shall have no obligation regarding liability for that property.

B. LICENSEE shall provide, at its sole expense, an adult on-site manager during the AUTHORIZED PERIODS, who shall be responsible for supervision of all individuals participating in the activities conducted pursuant to this AGREEMENT.

C. LICENSEE shall comply with, and ensure all of its participants comply with, all rules and regulations which shall be instituted by the VILLAGE from time to time.

D. LICENSEE shall repair all damage to the FACILITY caused by its employees, agents and

participants, keep the FACILITY clean and orderly at all times, and not conduct any activity which would reasonably disturb others using the FACILITY. LICENSEE shall not be responsible to clean or maintain FACILITY outside of the intended use of LICENSEE. LICENSEE is under no obligation to leave FACILITY in a condition better than found. LICENSEE may contact the VILLAGE to notify them of repair/cleaning issues that are encountered that are the responsibility of the VILLAGE.

7. INDEMNITY. To the fullest extent allowable by law, the LICENSEE hereby indemnifies and shall defend and hold harmless the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the LICENSEE or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this AGREEMENT regardless if liability without fault is sought to be imposed on the VILLAGE. The LICENSEE'S aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the VILLAGE, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this AGREEMENT.

In any and all claims against the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of the LICENSEE, any sub-LICENSEE, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the LICENSEE or any sub-LICENSEE under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this indemnification clause shall give rise to any duties not otherwise provided for by this AGREEMENT or by operation of law. No provision of this indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any contract. This clause is to be read in conjunction with all other indemnity provisions contained in this AGREEMENT. Any conflict or ambiguity arising between any indemnity provisions in this AGREEMENT shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

The LICENSEE shall reimburse the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The LICENSEE'S obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

8. INSURANCE. LICENSEE shall, at its sole expense, maintain in effect at all times during the term of this AGREEMENT insurance coverage of General Liability:\$1,000,000 per occurrence, \$2,000,0000 aggregate; Auto Liability: \$1,000,000 per occurrence; Umbrella: \$6,000,000; Work Comp: \$500,000 to the VILLAGE and, upon request, provide a copy of the insurance policy to the VILLAGE.

9. MISCELLANEOUS PROVISIONS.

A. ENTIRE AGREEMENT: This AGREEMENT supersedes any and all agreements previously made between the parties relating to the subject matter of this AGREEMENT and there are no understandings or agreements other than those incorporated in this AGREEMENT. This AGREEMENT may not be modified except by an instrument in writing duly executed by all the parties.

B. PARTIES BOUND: This AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood the LICENSEE may not assign any rights or obligations under this AGREEMENT without the prior written consent of the VILLAGE.

C. SEVERABILITY: If any provision of this AGREEMENT shall under any circumstances be deemed invalid or inoperative, this AGREEMENT shall be construed with the valid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

D. NOTICE: Notices shall be deemed delivered as of the date of postmark if sent by certified mail, postage prepaid.

E. NEUTRAL CONSTRUCTION: The parties acknowledge that this AGREEMENT is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have it reviewed by, and to obtain the advice of, its own legal counsel. Nothing in this AGREEMENT shall be construed more strictly for or against either party because that party's attorney drafted this AGREEMENT or any part hereof.

**IN WITNESS WHEREOF**, the parties have executed this **AGREEMENT** effective as of the last date of signature below.

**VILLAGE OF CROSS PLAINS**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MADISON AQUATIC CLUB**

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

\_\_\_\_\_  
(Name & Title)

# Agenda Memorandum



**Staff/Department:** Mike Axon, Parks and Recreation Director  
**Subject Matter:** Stingrays Swim Team Facility Use Agreement  
**Meeting Date:** June 22, 2020  
**Referral History:** PARC-06.15.2020

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## Executive Summary:

After learning that the pool will open this year, the Stingrays Swim Team requested for reserved swim time. Stingrays swimmers will use the pool for limited hours dependent on the Forward Dane Plan.

## Project Background:

Stingrays have a long-standing relationship with the Village. At the beginning of the year, and due to COVID-19, the season was called off. However, because of the changing regulations and precautions, they have requested to be added to the pool schedule so that their members can stay active. The agreement was reviewed and recommended by the PARC at its meeting on June 22, 2020.

## Code/Policy Review:

Pool policy and procedure handbook.

## Fiscal Impact:

Revenues are unknown at this time. Participants will be required to purchase a membership. This revenue will supplement the cost for operating the pool.

## Recommendation:

Staff and PARC recommends approval of the facility use agreement with the MAC.

## Appendices:

Facility Use Agreement with Stingrays.

**Village of Cross Plains**  
**FACILITY USE AGREEMENT**

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**THIS AGREEMENT** is entered into effective as of the last date of signature by and between the Village of Cross Plains, a Wisconsin municipal corporation (hereinafter the “VILLAGE”) and the entity identified below (hereinafter the “LICENSEE”).

LICENSEE:                   **Cross Plains Stingrays – Swim Team**  
                                  **C/O Stacy and Tom Bernd**  
ADDRESS:                   **1023 Tilda Trail**  
CITY/STATE/ZIP CODE: **Cross Plains, WI 53528**

In consideration of the mutual covenants contained in this AGREEMENT and for other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties agree as follows:

1.        **SCOPE OF USE.** The Village hereby grants the LICENSEE the right to use the following facilities during the periods identified:

FACILITY:                   **Cross Plains Community Swimming Pool**  
                                  **Cross Plains Community Outdoor Pool Storage Building**  
                                  **2106 Lewis Street**  
                                  **Cross Plains, WI 53528**

**PERMITTED USE: Swim Team Practice at the outdoor pool that includes the use of the entire main swimming pool, diving well, deck, restroom facility, and Municipal Shelter.**

**DAYS & TIME USE IS AUTHORIZED** (hereinafter the “AUTHORIZED PERIODS”):  
**Practices**

- Swim team practices shall be from 11:15 am – 11:45 am Monday – Friday.
- Swim team practices shall be from 7:30 pm – 9:45 pm Monday – Friday.
- Swim team practices shall be from 9:30 am – 11:30 am Saturday and Sundays.

**Swim Meets**

- No swim meets or competitive swimming will take place during the 2020 season.

**Storage**

- All equipment used for the swim team shall be stored in the designated storage building.
- (2) Pool keys will be given to the Swim Team President for their designation and/or use during scheduled hours.
- Any repair or replacement of diving blocks will be the responsibility of the Swim Team.

**Miscellaneous**

- In addition to Section 8 of this AGREEMENT, LICENSEE shall provide VILLAGE with an Insurance Certificate, adding the Village of Cross Plains as an additional insured on the LICENSEE’s liability insurance policy before the July 1, 2020.
- LICENSEE shall provide the VILLAGE with a written Facility Use Plan for keeping their coaches, participants and/or team representatives healthy and safe during the contracted time.

- All LICENSEE coaches shall have lifeguard certification and shall provide documentation of such certification to the Parks and Recreation Director by July 1, 2020.
- All LICENSEE coaches shall participate in a VILLAGE staff training, to ensure coaches can conduct and comply with the VILLAGE'S Emergency Action Plan.
- No food or beverages will be allowed inside the fenced in area, office or bathhouse for participants, staff or coaches.
- LICENSEE shall provide one (1) coach, to be designated as a lifeguard, in an elevated guard stand prior to allowing swimmers into the water.
- LICENSEE shall be responsible for the administration and on-site supervision of their program including actions of their staff and registered participants as well as the equipment and supplies that are the property of the team.
- Village of Cross Plains shall notify Swim Team President of staff recommendation of any pool rental increases for the next budget year and inform Swim Team President of dates of meetings of Parks & Recreation Board and Village Board at least 30 days in advance of any recommendations or decisions made by those committees or boards.
- No swimmers or parents shall be allowed in the facility during team practices unless preapproved by the Parks & Recreation Director or by emergencies only.
- Any request that is not covered in this agreement shall be provided in writing to the Parks & Recreation Director at least 24 hours in advance of when request is needed.
- Any violation of this agreement shall result in written and verbal warnings to the LICENSEE and may result in a forfeiture of time allocated for LICENSEE. The Park and Recreation Director, at his own desecration, may deem a violation so severe that he/she may immediately remove LICENSEE, its coaches, volunteers, or participants from the premises. LICENSEE shall remediate and resolve the violation prior to reuse of the pool.

2. CONSIDERATION. In consideration of the above identified use of the FACILITY, LICENSEE shall have each participant purchase a pool membership (Single Resident: \$50.00, Family Resident: \$100, Single Non-Resident: \$115.00, Family Non-Resident \$155.00) from the VILLAGE. **LICENSEE will provide the VILLAGE with proof of payment and a roster prior to July 1<sup>st</sup>.**

3. TERM/TERMINATION. The term of this AGREEMENT shall commence on July 1, 2020 and terminate on August 23, 2020. The VILLAGE may, for any reason or no reason at all, terminate this AGREEMENT upon thirty days' notice.

4. PROPERTY CONDITION. The VILLAGE makes no representations or warranties as to the condition of the FACILITY or its adequacy for LICENSEE'S intended use other than compliance with Chapter DHS 172 of Wisconsin Administrative Code – Safety, Maintenance and Operation of Public Pools and Water Attractions. LICENSEE agrees to take the FACILITY as is and acknowledges that it shall be LICENSEE'S responsibility and obligation to assure that the FACILITY is in safe condition to be used for the purpose anticipated. LICENSEE acknowledges that it shall be obligated to regularly inspect the FACILITY and to promptly take affirmative steps where necessary to warn users or rectify hazards in order to prevent injury to property and persons.

5. VILLAGE ACCESS. The VILLAGE reserves the right to enter the FACILITY at any time during the AUTHORIZED PERIODS for any reasonable purpose. In the event the VILLAGE enters the FACILITY during AUTHORIZED PERIODS in a manner which interferes with LICENSEE'S use, LICENSEE'S sole remedy shall be refund of the CONSIDERATION paid for the periods of interference or termination of this AGREEMENT.

6. LICENSEE RESPONSIBILITIES.

A. LICENSEE shall remove all its property and equipment from the FACILITY outside of the AUTHORIZED PERIODS. LICENSEE is solely responsible for ensuring their property and equipment used is safe and properly maintained. LICENSEE shall have sole responsibility for the protection of LICENSEE'S property and agrees that the VILLAGE shall have no liability for injury to persons during LICENSEE'S activities or damage to, or theft of, property located therein. The VILLAGE shall have no obligation regarding liability for that property.

B. LICENSEE shall provide, at its sole expense, an adult on-site manager during the AUTHORIZED PERIODS, who shall be responsible for supervision of all individuals participating in the activities conducted pursuant to this AGREEMENT.

C. LICENSEE shall comply with, and ensure all of its participants comply with, all rules and regulations which shall be instituted by the VILLAGE from time to time.

D. LICENSEE shall repair all damage to the FACILITY caused by its employees, agents and participants, keep the FACILITY clean and orderly at all times, and not conduct any activity which would reasonably disturb others using the FACILITY. LICENSEE shall not be responsible to clean or maintain FACILITY outside of the intended use of LICENSEE. LICENSEE is under no obligation to leave FACILITY in a condition better than found. LICENSEE may contact the VILLAGE to notify them of repair/cleaning issues that are encountered that are the responsibility of the VILLAGE.

7. INDEMNITY. To the fullest extent allowable by law, the LICENSEE hereby indemnifies and shall defend and hold harmless the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the LICENSEE or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this AGREEMENT regardless if liability without fault is sought to be imposed on the VILLAGE. The LICENSEE'S aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the VILLAGE, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this AGREEMENT.

In any and all claims against the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of the LICENSEE, any sub-LICENSEE, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the LICENSEE or any sub-LICENSEE under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this indemnification clause shall give rise to any duties not otherwise provided for by this AGREEMENT or by operation of law. No provision of this indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any contract. This clause is to be read in conjunction with all other indemnity provisions contained in this AGREEMENT. Any conflict or ambiguity arising between any indemnity provisions in this AGREEMENT shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.

The LICENSEE shall reimburse the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. The LICENSEE'S obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the VILLAGE, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

8. INSURANCE. LICENSEE shall, at its sole expense, maintain in effect at all times during the term of this AGREEMENT insurance coverage of General Liability:\$1,000,000 per occurrence, \$2,000,000 aggregate; Auto Liability: \$1,000,000 per occurrence; Umbrella: \$6,000,000; Work Comp: \$500,000 to the VILLAGE and, upon request, provide a copy of the insurance policy to the VILLAGE.

9. MISCELLANEOUS PROVISIONS.

A. ENTIRE AGREEMENT: This AGREEMENT supersedes any and all agreements previously made between the parties relating to the subject matter of this AGREEMENT and there are no understandings or agreements other than those incorporated in this AGREEMENT. This AGREEMENT may not be modified except by an instrument in writing duly executed by all the parties.

B. PARTIES BOUND: This AGREEMENT shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. It is expressly understood the LICENSEE may not assign any rights or obligations under this AGREEMENT without the prior written consent of the VILLAGE.

C. SEVERABILITY: If any provision of this AGREEMENT shall under any circumstances be deemed invalid or inoperative, this AGREEMENT shall be construed with the valid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

D. NOTICE: Notices shall be deemed delivered to the Parks and Recreation Director as of the date of postmark if sent by certified mail, postage prepaid.

E. NEUTRAL CONSTRUCTION: The parties acknowledge that this AGREEMENT is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have it reviewed by, and to obtain the advice of, its own legal counsel. Nothing in this AGREEMENT shall be construed more strictly for or against either party because that party's attorney drafted this AGREEMENT or any part hereof.

**IN WITNESS WHEREOF**, the parties have executed this **AGREEMENT** effective as of the last date of signature below.

**VILLAGE OF CROSS PLAINS**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CROSS PLAINS STINGRAYS**

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

\_\_\_\_\_  
(Name & Title)

\_\_\_\_\_

# Agenda Memorandum



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Ordinance 05-2020; Chapter 2 Meetings  
**Meeting Date:** June 22, 2020  
**Referral History:** None

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## Executive Summary:

This draft was created to replace Chapter 2 of the Village Municipal Code regarding Village meetings. The new version addresses a several items for clarification.

## Project Background:

It was brought to the Village Board's attention that the current Chapter 2 of the Village Municipal Code was not being followed. Upon further review, the current practice and code were not in sync. The current draft is more in line with current practice.

## Code/Policy Review:

[Chapter 2](#) of the Village Municipal Code regulates meetings.

## Fiscal Impact:

None

## Recommendation:

Staff recommends adoption of Ordinance No. 05-2020, Repealing and recreating Chapter 2 regarding Meetings.

## Appendices:

Ordinance No. 05-2020

## **VILLAGE OF CROSS PLAINS**

### **ORDINANCE NO. 05-2020**

#### **AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 2 OF THE VILLAGE CODE OF ORDINANCES CONCERNING MEETINGS**

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

1. Chapter 2 of the Village Code of Ordinances is repealed and recreated to now read as follows:

##### **SECTION 2.01 Regular Meetings.**

Regular meetings of the Village Board shall be held the third Monday of each month, unless otherwise directed by the Village Board.

##### **SECTION 2.02 Special Meetings.**

Special meetings of the Village Board may be called by the Administrator/Clerk or by any two Trustees in writing, filed with the Administrator/Clerk at least 24 hours prior to the time specified for such meeting. The Administrator/Clerk shall immediately notify each Trustee of the time and purpose of such meeting by causing written notice thereof, at least 24 hours prior to the time specified, to be delivered to each Trustee personally if he/she can be found, and if he/she cannot be found, then by leaving a copy of such notice at the home of such Trustee in the presence of an adult member of the family. Public notice of such meeting shall also be given at least 24 hours in advance of the meeting as set forth in Section 2.07 of this chapter. Emergency special meetings may be noticed as set forth in Section 2.07(b) of this Chapter. All special meetings of the Board shall be open to the public. Unless all Trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice.

##### **SECTION 2.03 Location.**

All meetings of the Village Board, including special and adjourned meetings, shall be held at the Village Municipal Building, unless due to some emergency a meeting cannot be held there or unless all Trustees and the public are reasonably notified of a change in place of meeting. A notice shall be posted prior to said meeting on the Village Municipal Building posting board and on the Village's website informing the public as to when and where the meeting is being held.

#### **SECTION 2.04 Quorum.**

One-half or more of the members of the Village Board, shall constitute a quorum for doing business. A lesser number may adjourn a Board meeting to a time certain.

#### **SECTION 2.05 Open Meetings.**

All regular and special meetings of the Village Board and its boards, commissions and committees shall be open to the public and shall be held in reasonably accessible places.

#### **SECTION 2.06 Agenda.**

All Village Board, commissions and committee meetings shall have an agenda. The Village Administrator and Village President will develop the Village Board agenda. There will be a standing item on the Board agenda for Trustees to request future agenda items. In addition, if a member of the Board requests an item to be added separate from “future agenda items”, they should give written notice, along with any supporting documents to the President and clerk at least ten days before the meeting for which the agenda item is being requested. The Village President shall have the authority to refer the item to a committee, commission, or a future board meeting. The agenda for commissions and committees will be the responsibility of the respected chair

#### **SECTION 2.07 Public Notice.**

Public notice of all meetings shall be given by the Village President or her/his designee to all news media which have filed a written request for such notice and to the Village official newspaper, if one exists, or to another medium likely to give notice in the area.

- (a) **Contents of Notice.** Each notice of a public meeting shall set forth the time, place and subject matter of the meeting, including the subject matter intended for any contemplated closed session.
- (b) **Time for Notice.** Public notice of every meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance of the meeting.
- (c) **Separate Notices.** Separate public notice must be given for each meeting, even if regularly scheduled, at a time reasonably proximate to the date and time of the meeting.
- (d) **Notice Exceptions.** Notwithstanding the requirements of Section 19.83, Wis. Stats., and the requirements of this section, a governmental body which is a

formally constituted subunit of the Village Board may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The Village President or her/his designee shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the Board.

## **SECTION 2.08 Exemptions to Open Meetings.**

- (a) **Conditions Necessary.** Any meeting of the Village Board, upon motion duly made and carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes, may be convened in closed session under the circumstances set forth in Subsection (3) below.
  - (1) No motion to close meetings may be adopted unless the Village President announces to those present at the meeting at which such motion is made the nature of the business to be considered at such closed session and the specific exemption or exemptions under this chapter and Section 19.85, Wis. Stats., by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting.
  - (2) No business may be taken up at any closed session except that which relates to matters contained in the President's announcement of the closed session.
  - (3) A closed session may be held for any purposes set forth in Section 19.85 of the Wisconsin Statutes (as amended from time to time).
- (b) **Open Sessions Following Closed Sessions.** The Village Board may not commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

## **SECTION 2.09 Procedure.**

- (a) **Presiding Officer.** The Village President shall act as the Presiding Officer of each meeting of the Village Board. At its annual appointment meeting of each year, the Village Board shall elect a first and second alternate Presiding Officer to act in the capacity of Presiding Officer if the Village President is absent, or unable to participate in any part of a meeting for any reason.

- (b) **No Exclusion.** No duly elected or appointed member of the Village Board or its commissions or committees or subunits may be excluded from any meeting of such body.
- (c) **Order of Business.**
  - (1) Call to Order
  - (2) Roll Call
  - (3) Pledge of Allegiance
  - (4) Presentations, Ceremonies, and Proclamations
  - (5) Public Comment of items on and not on the agenda
  - (6) Consent Agenda
  - (7) Report of Village Officers and Staff
  - (8) General Business
  - (9) Future Agenda Items
  - (10) Closed Session
  - (11) Adjournment
- (d) **Public Comment.** Except for informational and public hearings, speakers shall be limited to three-minute addresses unless shortened or waived by the Presiding Officer.
- (e) **Handling of a Motion.**
  - (1) **Presentation of materials.** Staff and/or the presenter shall make a presentation of the materials that is on the agenda for discussion or request for action.
  - (2) **Making a motion.** Any Village Board members may make a motion by stating “I move that ... (announcing what she/he proposes in a wording intended to become the official statement of the action taken.) The presiding officer acknowledges the motion by repeating the motion. No discussion shall be made on the motion until the motion has been seconded by any board member. The discussion shall be held only amongst the Village Board members unless the Village President calls upon discussion from a separate person.
  - (3) **Seconding a motion.** Any Board member may second a motion by stating “I second the motion”
  - (4) **Stating the Question.** The presiding officer states the motion and indicates that it is open to discussion.
  - (5) **Consideration of motion.**
    - (i) members discuss motion per policy
    - (ii) presiding officer “puts the question” (puts it to a vote), and
    - (iii) presiding officer announces the results.
  - (6) **Amend the motion.** Motion to amend is a motion to modify the wording of pending motion. Adoption of a motion to Amend does **not** adopt the motion thereby amended; that motion remains pending in its modified form. Amending a motion follows steps 2-5 above and there are no “friendly amendments.”

- (f) **Motions to Reconsider.** Motions to reconsider may be made by any member of the Village Board, regardless of how the member voted originally, and may be made during the current meeting or at the next meeting of the Village Board duly called and held.
- (g) **Conduct.** No person shall address the Village Board until he has been recognized by the presiding officer. He/she shall thereupon address himself/herself to the Board and confine his/her remarks to the question under discussion and avoid all personalities.
- (h) **Voting.**
  - (1) Votes may be taken by voice vote, except for an election of officers of the Village Board. Upon demand of any Trustee, a roll call vote shall be taken in such manner that the vote of each member is ascertained and recorded. Absentee votes shall not be allowed.
  - (2) No secret ballot may be utilized to determine any election or other decision of the Village Board, except the election or removal of Trustees or officers of the Village Board.
- (i) **Robert's Rules of Order Recognized.** Except as otherwise provided in this Code, the deliberations of the Village Board shall be conducted in accordance with the parliamentary rules contained in Robert's Rules of Order, the most recent edition. The Village President may announce a suspension of Robert's Rules for any meeting or portion of any meeting.
- (j) **Ordinances.** Ordinances shall be adopted by majority vote of a quorum at an open meeting of the Village Board.
  - (1) **Publication of Ordinances.** All ordinances and bylaws shall be signed by the President and countersigned by the Administrator/Clerk and, if any penalty or forfeiture is thereby imposed, shall be published as a Class 1 notice under Ch. 985, Wis. Stats., and shall take effect on the day after their publication or a later date if expressly prescribed. If there is no newspaper published in the Village, the Village Board may in lieu of newspaper publication have copies of said ordinances and bylaws posted in at least 3 public places within the Village or must be posted at Village Hall and placed electronically on the Village's website and proof thereof filed and recorded by the Administrator/Clerk, and the same shall take effect the day after the proof of posting has been filed and recorded or at a later date if expressly provided in the ordinance or bylaw.
  - (2) **Indeterminate Publication.** When any Village ordinance is required by law to be published without express designation therein as to class of notice, it shall be published as a Class 1 notice under Ch. 985, Wis. Stats.
  - (3) **Title of Ordinance.** All ordinances shall be suitably titled and in this style: "The Village Board of Cross Plains does ordain as follows." All

authorized ordinances and bylaws shall have the force of law and remain in force until repealed.

- (k) **Records.** The Administrator/Clerk shall record, preserve and make open to public inspection all motions and roll call votes of each meeting of the Village Board and its standing committees, boards and commissions.
- (l) **Execution of Official Documents.** Every contract, conveyance, commission, license or other written instrument shall be executed on the part of the Village by the President and Administrator/Clerk and sealed with the Corporate Seal.

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

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

**VILLAGE OF CROSS PLAINS**

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

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

# Agenda Memorandum



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Ordinance 06-2020; Animal Control  
**Meeting Date:** June 22, 2020  
**Referral History:** PSC-05.05.2020

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## Executive Summary:

This ordinance cleans up language in Section 21.09 and now requires a lease of six (6) feet or shorter for any “domestic animal, chicken, or livestock” when brought into a public building, sidewalk, street, right-of-way, or other public area.

## Project Background:

The Village currently does not have a Village wide lease law. Recent complaints have expressed concern over control safety of dogs and other animals not in the owner’s control.

This matter was referred from the Village Board to the Public Safety Committee. On May 5, 2020. The Public Safety Committee voted to recommend a village wide lease law. They also believe that control of such animals would reduce the harassment of wildlife.

## Code/Policy Review:

[Chapter 21](#) of the Village Municipal Code regulates Animal Control.

## Fiscal Impact:

None

## Recommendation:

Staff recommends adoption of Ordinance No. 06-2020, Repealing and recreating Sections 21.09 (a) and (b) regarding control of certain animals at large and in the public.

## Appendices:

Ordinance No. 06-2020

## VILLAGE OF CROSS PLAINS

### ORDINANCE NO. 06-2020

#### AN ORDINANCE TO REPEAL AND RECREATE SECTION 21.09(a) AND (b) CONCERNING ANIMAL CONTROL

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

1. **SECTION 21.09(a) Animals Running at Large Prohibited**, is repealed in its entirety and replaced with the following:
  - (a) **Animals Running at Large Prohibited.** No domestic animal, chicken or livestock shall be permitted by its owner to run at large in any area within the Village except on the private property of the owner of the animal or on other private property with the consent of the property owner, tenant or person in charge of the premises.
  
2. **SECTION 21.09(b) Animals Prohibited in Certain Areas**, is repealed in its entirety and replaced with the following language:
  - (b) **Animals Prohibited in Certain Areas.** No domestic animal, chicken or livestock shall be permitted by its owner to enter or remain in any public building unless the area is official posted as permitting such animals. All persons bringing a domestic animal, chicken or livestock into a public building, or on to any sidewalk, street, right-of-way or other public area shall secure their animal on a leash 6 feet in length or shorter and maintain their animals under control, meaning connected to a leash held by a person at all times. All animals in public areas must display current rabies tags and current registration tags. All persons bringing an animal into a public area shall be responsible for immediately picking up and disposing of all animal waste. This paragraph shall not apply to certified guide dogs or service animals that are under control by use of a harness or leash with special cape and are accompanying blind, deaf or mobility-impaired persons. This paragraph shall also not apply to any police work dog that is assisting the Cross Plains Police Department or other law enforcement agency.
  
3. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.

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

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

**VILLAGE OF CROSS PLAINS**

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

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

# Agenda Memorandum



**Staff/Department:** Bill Chang, Village Administrator  
**Subject Matter:** Ordinance 07-2020; Detachment of Village Lands  
**Meeting Date:** June 22, 2020  
**Referral History:** N/A

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## Executive Summary:

This ordinance approves the detachment of a sliver of land along the Glacial Valley neighborhood from the Village of Cross Plains to the Town of Cross Plains, as requested the property owner. The ordinance must be approved by a supermajority (6 of 7 Trustees) to move onto the Township.

## Project Background:

Mr. and Mrs. Brunner intend to sell a portion of their farm to Jim Hartung. In doing so, they have discovered that there is a remnant piece of land from the Glacial Valley subdivision that had been annexed into the Village but not included in the plat.

This property is now owned by Brunner. The purchase of the Brunner property will require a subdivision by certified survey map. The detachment petition will allow the remnant piece of property to be mapped with the larger parcels and the map will be cleaned up for zoning purposes.

## Code/Policy Review:

[Wis. Stat. § 66.0227](#) regulates the detachment of territories from Villages.

## Fiscal Impact:

Minimal

## Recommendation:

Staff recommends adoption of Ordinance No. 07-2020, Detaching Certain Lands from the Village of Cross Plains.

## Appendices:

Ordinance No. 07-2020, Detachment petition, detachment flow chart.

**ORDINANCE NO. 07-2020**

**RE:** A parcel of land located in the Southeast ¼ and the Northeast ¼ of the Southwest ¼ of Section 3, T7N, R7E, Village of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South ¼ Corner of said Section 3; thence N 00°49'40" E along the East line of the said Southwest ¼, 532.10 feet to the point of beginning.

Thence continue N 00°49'40" E along the said East line of the Southwest ¼, 1975.34 feet; thence S 85°48'47" W, 1.93 feet to the extension of the East line of Outlot 1, Glacial Valley Plat; thence along the said extension of Outlot 1, Glacial Valley Plat and the East line of said Glacial Valley Plat for the next 5 courses S 00°38'02" W, 603.90 feet; thence S 00°48'54" W, 494.54 feet; thence S 1°28'25" W, 356.71 feet; thence S 01°53'50" W, 456.19 feet; thence S 00°12'26" E, 61.97 feet; thence S 79°09'30" E, 11.36 feet to the point of beginning. This parcel contains 5,501 sq. ft. or 0.13 acres thereof.

**Drafted by and Return To:**  
Paul A. Johnson  
Boardman & Clark LLP  
PO Box 256  
Lodi, WI 53555

Part of 0707-033-8430-7  
Parcel Identification Number(s)

**CERTIFICATION**

The attached Ordinance is a true and correct copy of Ordinance No. 07-2020 adopted by the Village of Cross Plains Board of Trustees on the \_\_\_\_ day of \_\_\_\_\_, 2020.

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

**AUTHENTICATION**

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

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

**ORDINANCE NO. 07-2020**

**AN ORDINANCE APPROVING THE DETACHMENT OF CERTAIN LANDS WITHIN THE VILLAGE OF CROSS PLAINS, DANE COUNTY, WISCONSIN**

**WHEREAS**, the Village of Cross Plains has received a petition from Gary and Kristine Brunner requesting the detachment of certain lands owned by them as set forth in paragraph 1 below (“the Property”) from the Village of Cross Plains in the County of Dane, Wisconsin in order to attach the Property to the to the Town of Cross Plains in the County of Dane, Wisconsin; and

**WHEREAS**, the petitioner has caused a Notice of Intent to Circulate a Petition to Detach Land from the Village to be published in the official paper of the Village as a Class One Notice;

**WHEREAS**, there are no electors residing on the Property proposed to be detached and the Petition has been signed by the owners of the Property; and

**WHEREAS**, the petitioner represents they have filed a duplicate original of said Petition for Detachment with the Town Clerk of the Town of Cross Plains, Dane County, Wisconsin, and

**WHEREAS**, all of the requirements of Sections 66.0227 of Wisconsin Statutes have been fully complied with; and

**WHEREAS**, it is in the best interest of the Village of Cross Plains that the described Property be detached from the Village of Cross Plains, and the Village Board by an affirmative vote of at least three-fourths of the governing body has approved the detachment petition at a meeting of the Village Board duly called and held.

**NOW, THEREFORE**, it is hereby ordained as follows:

1. The following Property is detached from the Village of Cross Plains:

A parcel of land located in the Southeast ¼ and the Northeast ¼ of the Southwest ¼ of Section 3, T7N, R7E, Village of Cross Plains, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the South ¼ Corner of said Section 3; thence N 00°49’40” E along the East line of the said Southwest ¼, 532.10 feet to the point of beginning.

Thence continue N 00°49’40” E along the said East line of the Southwest ¼, 1975.34 feet; thence S 85°48’47” W, 1.93 feet to the extension of the East line of Outlot 1, Glacial Valley Plat; thence along the said extension of Outlot 1, Glacial Valley Plat and the East line of said Glacial Valley Plat for the next 5 courses S 00°38’02” W, 603.90 feet; thence S 00°48’54” W, 494.54 feet; thence S 1°28’25” W, 356.71 feet; thence S 01°53’50” W,

456.19 feet; thence S 00°12'26" E, 61.97 feet; thence S 79°09'30" E, 11.36 feet to the point of beginning.

Said territory contains approximately 0.13 acres with a current population of zero (0) persons, a scale map reasonably showing the boundaries of said territory and the relation of said territory to the municipalities involved is attached hereto as Exhibit A.

2. The Property shall continue to be zoned SR-4 until such time as it is re-zoned by the Town of Cross Plains.
3. The Village Clerk is directed to provide a copy of this Ordinance to the Town of Cross Plains Clerk so that the Town of Cross Plains may act upon an Ordinance to accept the Property within 60 days of the effective date of this Ordinance; as required by Section 66.0227 Wis. Stats.
4. The Village Clerk is further directed to make the mailings pursuant to Wis. Stats. Section 66.0217. i.e. to mail a copy of the Ordinance to the Secretary of State of the State of Wisconsin, the Clerk of the Middleton-Cross Plains School District, one copy to any company that provides any utility service to the area detached, and copy to the Register of Deeds of Dane County, Wisconsin.
5. The terms and provisions of this Ordinance shall be void if the Town of Cross Plains does not approve an Ordinance attaching the Property which is the subject of this Ordinance to the Town within 60 days of the effective date of this Ordinance.

### VILLAGE OF CROSS PLAINS

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Jay Lengfeld, President

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Bill Chang, Administrator/Clerk

VOTE:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Ordinance Adopted: \_\_\_\_\_

Ordinance Published or Posted: \_\_\_\_\_



# WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597  
NOA T. PRIEVE and CHRIS W. ADAMS  
PHONE: 1-608-255-5705 WEB: WILLIAMSONSURVEYING.COM

Dated: June 10, 2020

Bill Chang  
Village Administrator – Clerk  
Village of Cross Plains  
P.O. Box 97, Cross Plains, WI 53528

Nancy Meinholz  
Town of Cross Plains – Clerk  
3734 county Road P  
Cross Plains, WI 53528

**RE: Gary Brunner – Detachment of Lands**

Dear Mr. Chang and Ms. Meinholz:

We are the land surveyors working for James Hartung (applicant) and Gary Brunner (owner).

I have enclosed an original Petition for detachment of lands from the Village of Cross Plains and re-attachment to the Town of Cross Plains. I have also included the application fee of \$100 for the Village of Cross Plains. If there is a fee for the Town of Cross Plains, please advise and I will provide this for you.

Please note that the Notice of intention to circulate a petition of detachment was published in the Wisconsin State Journal on June 8<sup>th</sup>, 2020. I have also included the ad for your reference.

Thank you for your attention to this matter.

Sincerely yours,

Noa Prieve  
Williamson Surveying and Associates LLC

Enclosure:

1. Legal description of the property to be detached as Exhibit A.
2. A scale map of the property is attached to this petition as Exhibit B.
3. Notice of Intent to Circulate a Petition

Notes:

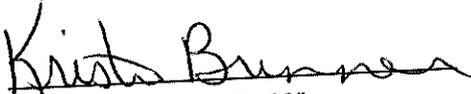
1. The property is located in the Village of Cross Plains, Dane County, Wisconsin
2. Gary and Kristine Brunner is the sole owners of the property.
3. There are zero electors residing on the property.
4. The property is contiguous to the Town of Cross Plains, Dane County, Wisconsin

**PETITION FOR DETACHMENT OF LANDS  
TO THE VILLAGE OF CROSS PLAINS AND THE TOWN OF CROSS PLAINS:**

PLEASE TAKE NOTICE, that the undersigned owners, being the sole owners of the property described on exhibit a and depicted on exhibit b, hereinafter the property, do hereby petition the Village of Cross Plains and the Town of Cross Plains for an Order to detach the property from the Village of Cross Plains and to become part of attach to, the Town of Cross Plains.

PLEASE TAKE NOTEICE, that the undersigned verifies that the Property is owned in its entirety by Gary Brunner and Kristine Brunner, consists of 5,501 square feet / 0.13 acres and does not contain any residents / electors.

  
\_\_\_\_\_  
Gary Brunner – owner

  
\_\_\_\_\_  
Kristine Brunner – owner

Drafted by: Noa Prieve P.L.S.  
Williamson Surveying and Associates LLC  
104 A west Main Street  
Waunakee, WI 53597



# WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597

NOA T. PRIEVE and CHRIS W. ADAMS

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

## VILLAGE OF CROSS PLAINS LANDS TO TOWN OF CROSS PLAINS

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

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

Thence continue N  $00^{\circ}49'40''$  E along the said East line of the Southwest  $\frac{1}{4}$ , 1975.34 feet; thence S  $85^{\circ}48'47''$  W, 1.93 feet to the extension of the East line of Outlot 1, Glacial Valley Plat; thence along the said extension of Outlot 1, Glacial Valley Plat and the East line of said Glacial Valley Plat for the next 5 courses S  $00^{\circ}38'02''$  W, 603.90 feet; thence S  $00^{\circ}48'54''$  W, 494.54 feet; thence S  $1^{\circ}28'25''$  W, 356.71 feet; thence S  $01^{\circ}53'50''$  W, 456.19 feet; thence S  $00^{\circ}12'26''$  E, 61.97 feet; thence S  $79^{\circ}09'30''$  E, 11.36 feet to the point of beginning. This parcel contains 5,501 sq. ft. or 0.13 acres thereof.



# WILLIAMSON SURVEYING & ASSOCIATES, LLC

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

NOA T. PRIEVE & CHRIS W. ADAMS

PROFESSIONAL LAND SURVEYORS

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

EXHIBIT MAP

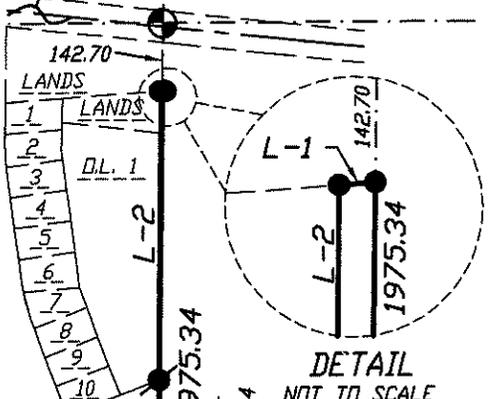
**BOURBON ROAD**  
66' RIGHT-OF-WAY

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

### NOTES:

1.) THIS IS NOT INTENDED TO BE A SURVEY OF THE PROPERTY LINES. THIS EXHIBIT MAP IS DONE FOR VISUAL PURPOSES IN ORDER TO CLARIFY THE DESCRIPTIONS PER THE CORRESPONDING DOCUMENTS.

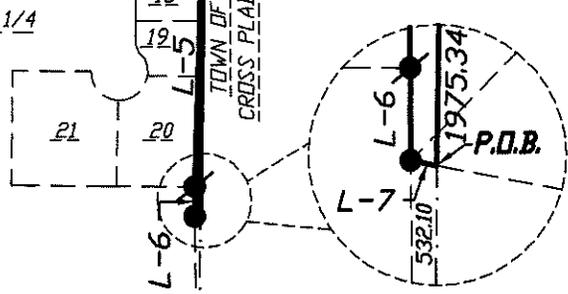
NE 1/4-SW 1/4  
**AREA**



LINE TABLE		
LINE	BEARING	DISTANCE
L-1	(S 86°02'47" W)	(1.91)
	S 85°50'00" W	1.93
L-2	(S 00°47'20" W)	(603.89)
	S 00°38'02" W	603.90
L-3	(S 00°58'10" W)	(494.40)
	S 00°48'54" W	494.54
L-4	(S 01°35'30" W)	(356.92)
	S 01°28'25" W	356.71
L-5	(S 02°02'00" W)	(456.22)
	S 01°53'50" W	456.19
L-6	(S 00°13'03" E)	(64.48)
	S 00°12'26" E	61.97
L-7	(S 79°00" E)	
	(S 79°10'10" E)	
	S 79°09'30" E	11.36

GLACIAL VALLEY  
VILLAGE OF CROSS PLAINS  
TOTAL SECTION LINE  
N 00°49'40" E 2650.14  
SECTION 3

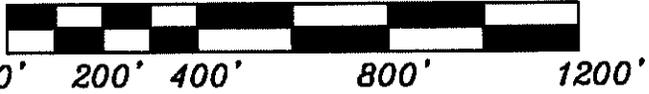
LANDS TO THE TOWN  
OF CROSS PLAINS  
5,501 SQ. FT. OR 0.13 ACRES



DETAIL NOT TO SCALE

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

WCCS - DANE ZONE  
SCALE 1" = 400'



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

C.T.H. 'P'  
RIGHT-OF-WAY VARIES

DATE: 2-4-2020  
JOB NO: 19W-425

# Customer Ad Proof

60014056 NOA PRIEVE

Order Nbr 2161

Publication **Wisconsin State Journal**

Contact NOA PRIEVE  
Address 1 104 A WEST MAIN ST  
Address 2  
City St Zip WAUNAKEE WI 53597  
Phone 6082555705  
Fax

PO Number  
Rate Open  
Order Price 41.64  
Amount Paid 0.00  
Amount Due 41.64

Section Legals  
SubSection  
Category 0100 LEGAL NOTICE  
Ad Key 2161-1  
Keywords Notice of intent to circulate

Start/End Dates 06/08/2020 - 06/08/2020  
Insertions 1  
Size 34  
Salesperson(s) Arlene Staff  
Taken By Arlene Staff

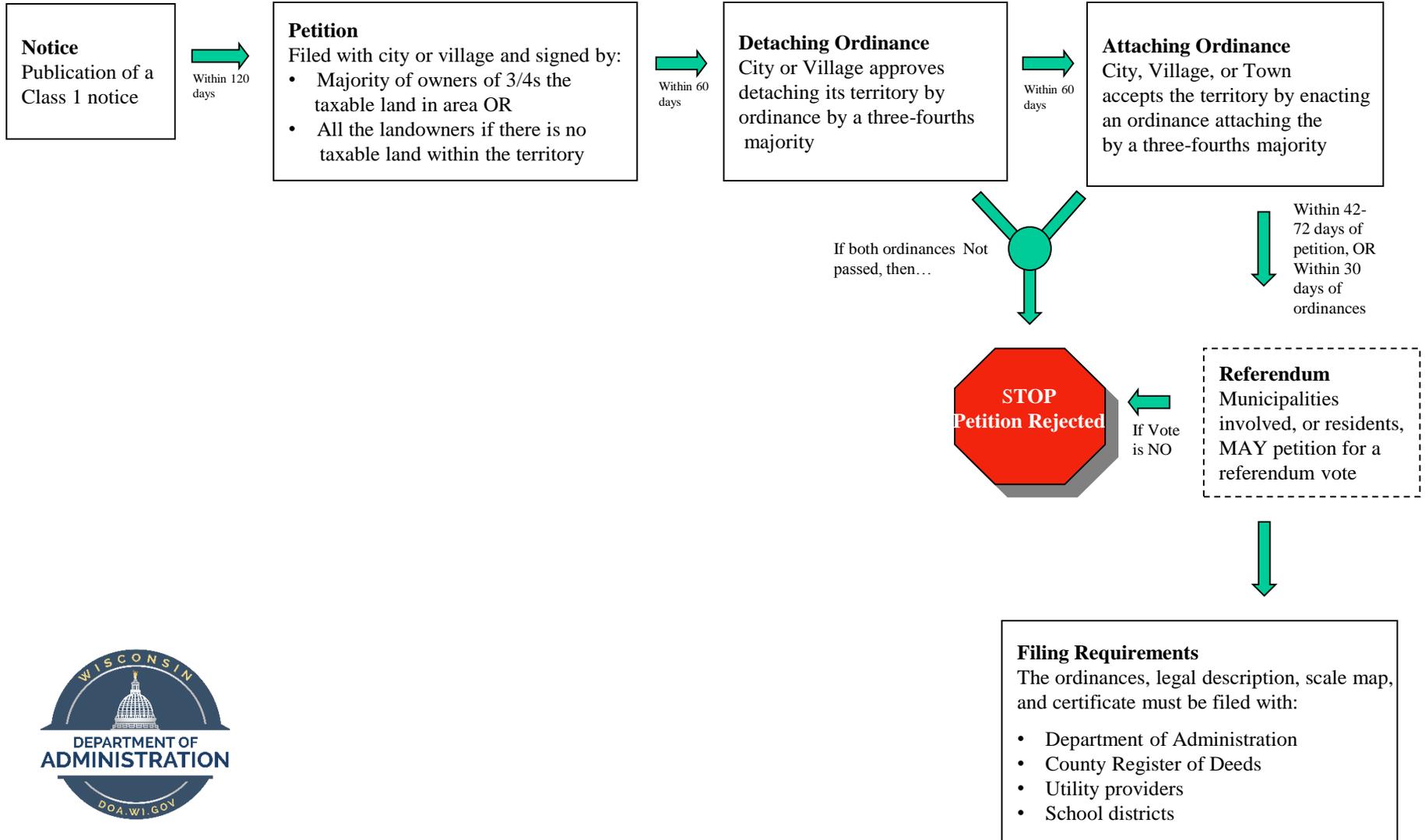
Notes

Ad Proof

Notice of intent to circulate a petition for detachment. The Owner Gary Brunner would like to detach lands in the Village of Cross Plains being a parcel of land located in the Southeast 1/4 and Northeast 1/4 of the Southwest 1/4 of Section 3, T7N, R7E, Village of Cross Plains, Dane County, Wisconsin, being more particularly described as follows: Commencing at the South 1/4 Corner of said Section 3; thence N00°49'40" E along the East line of the said Southwest 1/4, 532.10 feet to the point of beginning. Thence continue N 00°49'40" E along the said East line of the Southwest 1/4, 1975.34 feet; thence S 85°48'47" W, 1.93 feet to the extension of the East line of Outlot 1, Glacial Valley Plat; thence along the said extension of Outlot 1, Glacial Valley Plat and the East line of Said Glacial Valley Plat for the next 5 courses S 00°38'02" W, 603.90 feet; thence S 00°48'54" W, 494.54 feet; thence S 1°28'25"W, 356.71 feet; thence S 01°53'50" W, 456.19 feet; thence S00°12'26" E, 61.97 feet; thence S 79°09'30" E, 11.36 feet to the point of beginning. This parcel contains 5,501 sq. ft. or 0.13 acres.  
WSJ: June 8, 2020 -2161

# DETACHMENT OF TERRITORY

[Section 66.0227 Wis. Stats.](#)



## SCOPE OF SERVICES MEMORANDUM

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Date: June 15, 2020

To: Board of Trustees  
Village of Cross Plains

From: Brian Berquist, P.E. – President  
Town and Country Engineering

Subject: Water System Improvements Study – Phase 2

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The Village of Cross Plains has completed a Well Site Investigation report and begun preliminary design of a proposed new Well No. 3. The Well Site Investigation report has been approved by DNR, but the approval requested construction of a test well at the site of the new well to confirm aquifer assumptions for the final well construction and rule out the possibility of contaminants. As a part of the preliminary design, each of the Village's water well sites was visited and reviewed to identify potential improvements that may be necessary. This was also to follow up on needs identified in the Village's last sanitary survey completed by the Wisconsin DNR, which identified chemical containment as an issue. This review identified multiple areas needing improvement to bring these sites up to today's codes and standards. This scope of services will serve as a stepping stone for the Village to identify necessary future projects, the scope of improvements necessary, the cost of those improvements, and a potential timeline for those improvements.

The Scope of Services is anticipated to be broken up into 4 areas of consideration as follows, and summarized in a following table:

1. Test Well Coordination

A test well approximately the same depth as the proposed final well will be constructed. Samples will be collected as drilling occurs to confirm geological formation assumptions. The well will be test pumped to confirm anticipated volume of water and aquifer characteristics. Water samples will be collected and analyzed for potential contaminants. The engineering scope of services will include:

- Coordination with DNR as necessary for test well approvals.
- Preparation of a simple specification for test well scope of construction.
- Obtain quote(s) for test well construction services for Village approval.
- Coordination with well driller throughout the course of test well construction, pumping, and testing.

2. Water System Master Plan

Based upon the needs identified in reviewing the Village's water system sites, a water system master plan is recommended. This plan will identify a long term approach for the Villages existing and future water system components. The engineering scope of services will include:

- Formalize current and future water needs.
- Identify capacity restrictions in supply and storage.
- Identify a range of potential approaches to current and future water system supply and storage.
- Prepare capital cost estimates and a qualitative evaluation for each alternative.
- Prepare a recommended approach.
- Submit a report to the Village and DNR.

### 3. Impact Fee

- Work with the Village's Accountant to prepare an impact fee assessment. This work has already begun under the previous scope and will continue as necessary based upon the findings of the Water System Master Plan.

### 4. Preliminary Design Services

It is anticipated that the Water System Master Plan will recommend improvements to some or all of the Village's existing water system components. Preliminary designs will be prepared to expand upon the approach established in the water system master plan. Preliminary design will include:

- Preparation of preliminary site and building improvement plans
- Preliminary equipment sizing
- Updated cost estimates
- Development of a preliminary specification.

The estimated engineering cost for the above scope will be billed on an hourly basis and **will not exceed \$80,000**. It is anticipated these costs will occur through December, 2020, after which time final design will be pursued. Costs for future phases can only be estimated at this time until the scope is better defined and a final project is determined by the Village.

Work Element	Estimated Engineering Costs	Estimated Construction Costs
Well 3 Site Study and Begin Preliminary Design	\$42,000	N/A
Test Well, Water System Plan, Impact Fee Study, Complete Well 3 Preliminary Design	\$80,000	\$50K - \$60K
Well 3 Final Design and Construction	\$140K - \$160K	\$1.8M - \$2.0M
Wells 1 & 2 Improvements	\$75K - \$85K	\$900K - \$1.0M

The scope of services outlined above does not include the items listed below. It is anticipated that many of these items will be necessary for completion of the projects identified in this approach. Proposals can be developed for these items as necessary.

- Final design of water system facilities
- Soil borings, environmental reviews, wetland delineations, etc.
- Construction services

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the Village of Cross Plains and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

# Agenda Memorandum



**Staff/Department:** Bobbi Zauner, Finance  
**Subject Matter:** 2021 Budget Goals and Objectives  
**Meeting Date:** June 22, 2020  
**Referral History:** None

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## Executive Summary:

As we have all seen and know, we are in very challenging and unprecedented times. Considering the financial information that has been presented to you thus far, we would like to reserve some time to discuss budgeting and capital prioritization, goals and objectives.

As seen in the previous presentation, it is our intention to start the annual budget and capital improvement plan cycle within the next few weeks. Understanding your priorities is a part of this process and will help us adjust our budget and goals.

A subcommittee on finance was formed to help shepherd the process.

Some of the large ideas that have been considered or requested throughout the year include:

- 1) Simplifying the budget and budgeting process (including capital improvement plan)
- 2) Lowering debt service
- 3) Moving recurring capital expenses to the budget side
- 4) Maintain tax levy with net new construction
- 5) Restructuring funds (restricted vs reserved, etc.) and tracking
- 6) Providing more due diligence for capital project proposals

# Agenda Memorandum



**Staff/Department:** Bill Chang, Clerk's Office  
**Subject Matter:** Relocation of the Village's Polling Place  
**Meeting Date:** June 22, 2020  
**Referral History:** N/A

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## Executive Summary:

Staff is proposing to relocate the polling place from the Fire Station to the Public Library. The polling place would be specific to the Community Room. Relocation of the polling place requires several steps and reporting the Wisconsin Election Committee. A relocation of a polling place must be reported 30 days before an election.

The desire to move the polling place is to avoid future conflicts with public safety.

## Project Background:

During the start of the COVID-19 pandemic, staff struggled to find a viable polling place to conduct a safe election. The election was held at the Village's designated polling place and created a large liability for the public safety staff and volunteers.

## Code/Policy Review:

[Chapter 4](#) of the Village Municipal Code regulates Elections in the Village of Cross Plains.  
[Wis. Stats. §5.25](#) regulates establishment of a polling place.

## Fiscal Impact:

Staff expects minimal fiscal impact.

## Recommendation:

Staff recommends that Village Board approve the relocation of the polling place to the Public Library.

## Appendices:

WEC Guidance on Establishing a Polling Place.

## Establishing a New Polling Place

If a municipality decides to relocate a polling place, the municipal clerk should complete the following steps as part of the decision-making process:

1. **Wis. Stat. 5.25** requires all polling locations to be determined by the governing body at least 30 days prior to an election so a decision on moving a polling location should be made far enough in advance of an election to meet that standard and address any accessibility-related concerns.
2. The site should be surveyed for accessibility to determine if it will be an effective location for a polling place. The Polling Place Accessibility Survey (Rev. 2009) should be completed and submitted to the Wisconsin Elections Commission for review. Any accessibility concerns should be fixed permanently, or a plan should be developed with temporary fixes for Election Day.
3. All impacted voters should be notified of the change in polling location. Technically, this can be done through the posting of the Type D Notice, but many municipalities prefer to use a direct mailing (postcard, letter, etc.) to impacted voters that notifies them of the new polling place location. We also recommend posting the address of the new location at the former polling place for the first few elections to help minimize voter confusion.
4. A record for the new polling place location must be created in WisVote and that location should be added to all relevant Election Plans in the system. A WisVote Specialist at the WEC can help you with this process if you are a self-provider. If you are a relier, you must get the information regarding the change to your provider so that they can get the information entered into the system. These changes will ensure that correct polling place information will be available to your voters on public voting information sites, such as MyVote.

## Village of Cross Plains Meeting Instructions and Tips

### Participation in Village Meetings

The public may participate in Village meetings in various ways.

#### Attending in Person

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

All other committee meetings are currently only being held virtually.

#### Attending Virtually

Participants may observe and participate in Village meetings remotely.

#### Direct link – Web meeting

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

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

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

*Regular Meeting Notice and Agenda*

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

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

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



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

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

**Meeting ID: 813 9245 6725**

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## Telephone

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

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

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

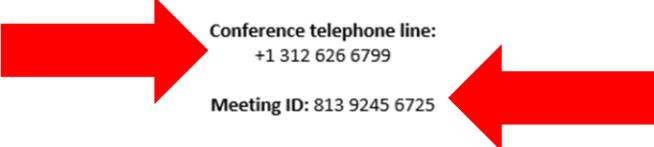
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## Public Participation Process

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



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

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

## Registration of Comments

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

### Written Comments

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

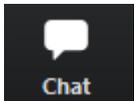
### Public Comments

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

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

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

### “Chat” function



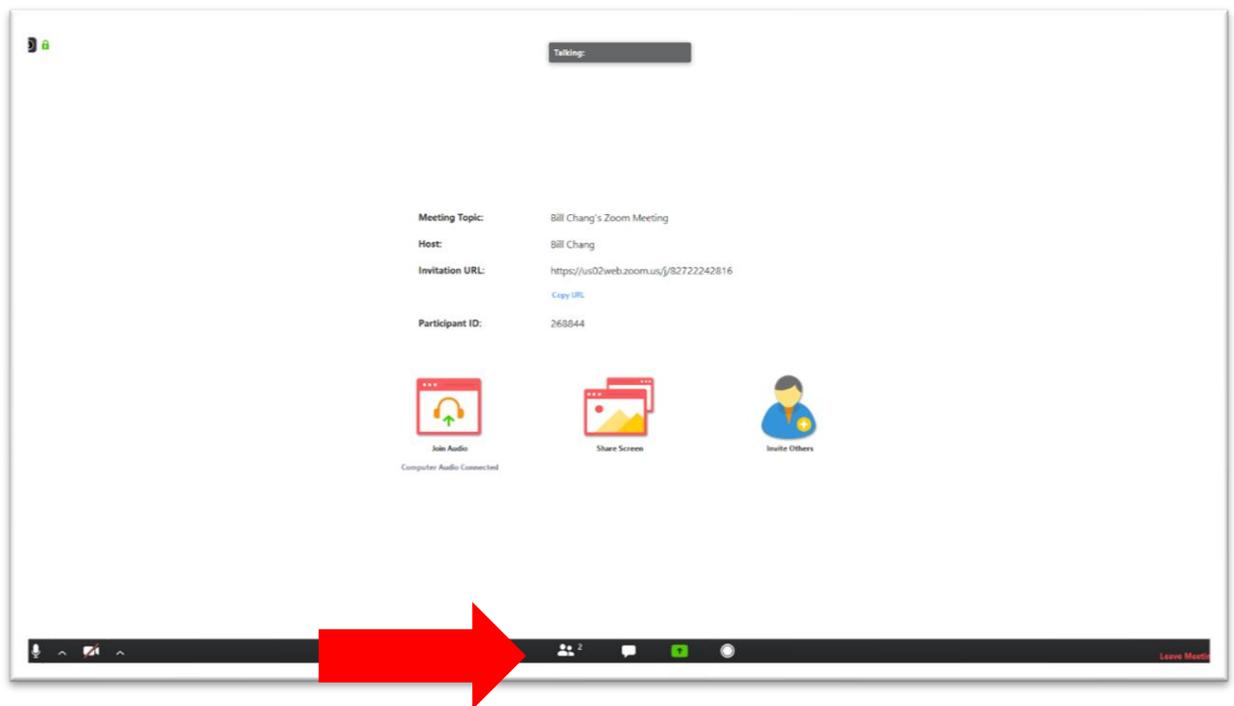
The “Chat” function will be monitored for technical and logistical issues. Discussion on the “Chat” function is public record. Comments made to the board through the “Chat” function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

## ZOOM Tips

### Raising your hand

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

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



2. Click on "Raise Hand".

Participants (2)

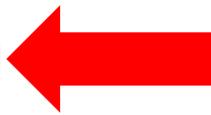
BC	Bill Chang (Me)	 
BW	Becky Ward (Host)	 

3.

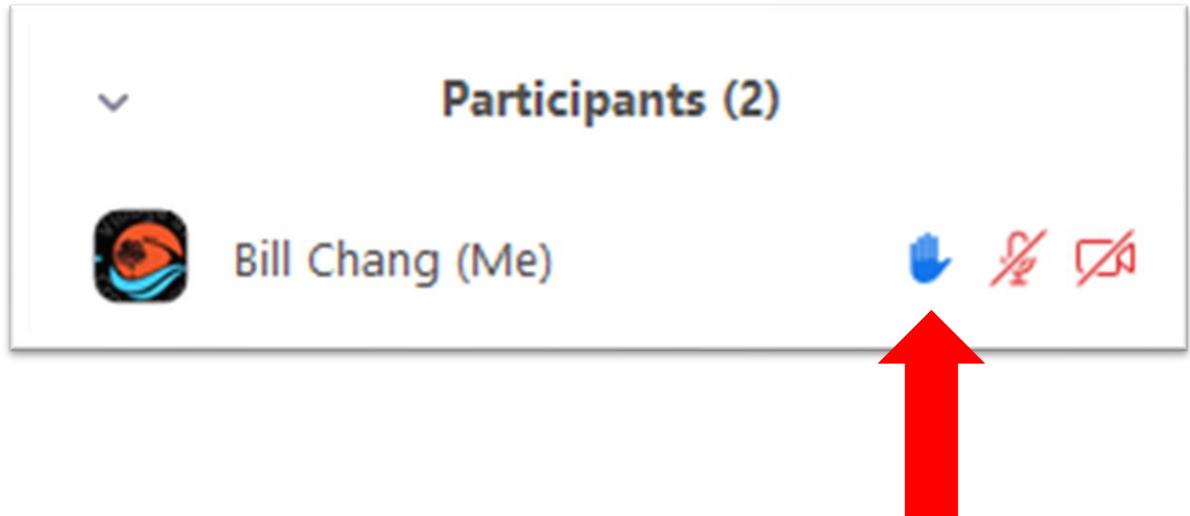
Invite

Mute Me

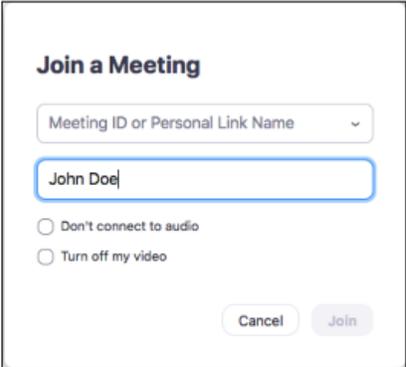
Raise Hand



4. Confirm that your hand is raised.



# How to Participate in a Zoom Meeting

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

## Zoom Menu Bar

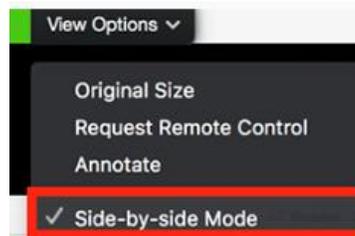


- Mute/Unmute your audio
- Start/stop your video
- Invite others to join the meeting
- Participants- View list of participants, raise hand to speak or change your name.
- Share your screen (with meeting host permission)
- Chat with all/other participants
- Public meetings will be recorded and saved.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

## Side by Side Mode

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

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



Committee members are expected to participate in discussion freely.

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

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