



## OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board Regular Meeting  
Pardeeville Village Hall – Board Room  
114 Lake Street, Pardeeville, WI 53954  
**Tuesday, March 12, 2024 – 7:00 PM**

1. **Call meeting to order:**
  - 1.1. Pledge of Allegiance
  - 1.2. Roll Call
  - 1.3. Approval of Agenda
  - 1.4. Announcement of Closed Session
2. **Approval of Minutes** – October 10, 2023; February 13, 2024
3. **Comments from the Floor** - *(Please be advised per State Statute Section 19.84(2), information will be received from the public. The comments made must remain respectful. The Chief Presiding Officer has the right to end an individual's time should an individual become disrespectful. It is policy of the Village that each individual may receive up to two (2) minutes to speak. More time may be granted by the Chief Presiding Officer. There may be limited discussion on the information received, however, no action will be taken under Comments from the Floor).*
4. **Communication & Reports:**
  - 4.1. Angie Cox Library Report
  - 4.2. EMS Commission Report
  - 4.3. Pardeeville Fire District Report
  - 4.4. PLMD Report
  - 4.5. Columbia County Supervisors Report
  - 4.6. Sheriff Monthly Report
  - 4.7. Public Works Director Report
  - 4.8. Clerk/Treasurer Report
5. **Presentation of Bills:**
  - 5.1. Monthly Bills
6. **Consent Agenda:**
  - 6.1. Community Development Authority – no minutes
  - 6.2. Finance & Personnel Committee – no minutes
  - 6.3. Plan Commission – no minutes
  - 6.4. Public Protection Committee – February 13, 2024
  - 6.5. Public Utility Commission – no minutes
  - 6.6. Public Works, Parks, & Property Committee – no minutes
7. **Ordinances & Resolutions:**
  - 7.1. Ordinance 2-170: Senior Center Commission
  - 7.2. Ordinance 22-36: Sale of Motor Vehicles
  - 7.3. Reverting Business District Ordinance Revisions (58-73, 58-74, and 58-75)
  - 7.4. Ordinance 2-165: Zoning Board of Appeals
  - 7.5. Ordinance 58-407: Powers of zoning board of appeals
  - 7.6. Ordinance 58-408: Variations
  - 7.7. Ordinance 2-166: Plan Commission
8. **Old Business:**
9. **Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility** – to wit Utility & Billing Clerk Hiring.
10. **Consideration to reconvene into open session.**
11. **New Business:**

- 11.1. Utility & Billing Clerk Hiring
  - 11.2. Dam Project Bid Opening
  - 11.3. Alter Metal Recycling metal dumpster on Village property
  - 11.4. Dilapidated building within the Village
  - 11.5. Special Events Application – Spring Sidewalk Sales, May 25th (Memorial Day Weekend) or April 27th
  - 11.6. Special Events Application – Pardeeville Boys Club, August 24, 2024
  - 11.7. Special Events Application – Triathlon, July 13, 2024
  - 11.8. Special Events Application – Pardeeville Girls Club
  - 11.9. Special Events Application – Pedal & Pardeeville with a Purpose, July 27, 2024
  - 11.10. Trustee Purchasing Policy
  - 11.11. Debt Borrowing Capacity Policy
  - 11.12. Social Media Policy
  - 11.13. Work Boot Allowance Policy – Revision
  - 11.14. Excavation Permit – Revision
  - 11.15. Village Office and Crew Hours
  - 11.16. Organizational Chart for Village Staff
  - 11.17. Organizational Chart for Village Boards, Commissions, and Committees
  - 11.18. Fire Department Siren
  - 11.19. Hunting on Village Owned Land
  - 11.20. Arbor Day Proclamation
  - 11.21. Arbor Day Tree Planting
  - 11.22. County Aid – Chip Sealing
  - 11.23. LRIP – Schnieder & Herwig
  - 11.24. Yard Waste Site Application
  - 11.25. Yard Waste Site Opening Date
  - 11.26. Yard Waste Site Hours of Operation
  - 11.27. Brush Pickup
  - 11.28. Village Hall Custodian
- 12. Consideration of items for future agendas**
- 13. Adjournment**

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Denise Vater, Clerk/Treasurer

*For more details on reports and agenda items, please see the packet on the website: [villageofpardeeville.net](http://villageofpardeeville.net)*

*The Village Hall is fully accessible. If you require additional assistance, please contact the Village Office (Phone 608-429-3121) 48 hours prior to the meeting. This is a public meeting. As such, all members or a majority of the members of any given Village Committee, Commission, or Board may be in attendance. While a majority of any given group may be present, only the above Board will take official action based on the above agenda.*

**VILLAGE OF PARDEEVILLE**  
**PARDEEVILLE VILLAGE BOARD MEETING MINUTES**  
**Village Hall – 114 Lake Street, Pardeeville**  
**Tuesday, October 10, 2023, at 7:00 p.m.**

**Call to Order** – Haynes called the meeting to order at 7:00 PM

**Roll Call** – All trustee members present except Griepentrog. Griepentrog will be called in during closed session and attend throughout meeting. Also present is Lindert, Clerk/Treasurer/Office Manager, Matthew Baasch, Sgt. Brock, Phil Possehl, Dave Warnke, and Joel and Megan Savage. Rick Wendt joined at 7:32 PM. Joe DeYoung joined at 7:35 PM.

**Verification of posting of Agenda** – Lindert stated posted in all 3 public places as well as Village website

**Pledge of Allegiance** – Haynes led pledge of allegiance

**Agenda Approval – Motion to approve agenda with the edit of moving closed session up and to handle immediately Haynes/Engelmann.** Roll call vote – Pufahl – Y, Babcock – Y, Engelmann – Y, Taylor – Y, Henslin – Y, Haynes – Y. Motion carries.

**V.B. Minutes Approval - Motion to approve Pufahl/Henslin.** Motion carries unanimously.

**Comments from the Floor** – None at this time

**Communications & Reports**

**Angie Cox Library Report**

-Haynes included report is included in your packet and Taylor highlighted the report he sent out today to Village Board. A lot of nice items in packet

**EMS Commission Report** – no comments at this time

**Pardeeville Fire District Report** – Warnke gave report to Village Board. Rick Wendt gave an update on the expansion and timeline with by-law changes.

**PLMD Report** – none

**Columbia County Supervisors Report** – Haynes stated what was in packet. Lindert stated Balsiger gave multiple reports to be included in tonight's packet. Haynes highlighted the road projects

**Sheriff Monthly Report** – Sgt. Brock came to podium and spoke to Village Board. He asked first if anyone had any questions. Stated last month was a very busy month and referenced report in packet. Henslin asked about outliers or trending. Sgt. Brock answered that it comes in waves and could be correlated to surrounding communities. Lindert asked on update with Schwantz Rd. Sgt. Brock gave update to Village Board on owner and animal

**Clerk/Treasurer Report**

**Work Report**

-Lindert gave work report and thanked Village Board for all the support while she has been in this position. Discussed F&P meeting for this Friday and timing so all parties can attend.

**Monthly Financials** – Haynes questioned building inspection fees. Lindert will look into and stated could be elevated because of the recent subdivision permits issued at no cost to the developer

**Committee Minutes Review** – just for review. No motion needed.

**OLD BUSINESS:**

**Update on Sunrise Subdivision**

-Joe DeYoung came to podium and spoke to Village Board. Things are going well and getting close to thinking about paving end of October. Highlighted Maple Street. Two lifts will be put in right away and not one in the Spring. Haynes stated he made Erin aware of the Friday meetings at 8 AM. That meeting will not be happening this week. Highlighted lots 17-19 and having to come back to Board. They are not going to be starting residential homes on south side of the road. They are focusing on apartments and multi-family homes right now.

-Griepentrog asked DeYoung about cutting driveway approach/approval. DeYoung stated that is on the developer.

## **Senior Center**

### **Sign proposals**

-Babcock gave update and stated who he sent an email to to get an estimate on the matter. Babcock stated quotes/estimates he got back. Heard nothing from Everbrite at this time. In speaking with both vendors, both vendors stacked "Senior Center" and did not put it on one line

**-Motion to approve low bid with vendor SpeedPro Engelmann/Taylor. Motion carries.**

-Discussion on what color the posts will be painted or stained

### **Entrance patios**

-Babcock gave update with JWMudjacking. Contractor contacted Babcock and stated runoff water/rain contributing to the stones sinking. He recommended getting gutters in front and rear that will get pricey. Cannot do gutters without secondary entrance installed. He is just setting the table tonight and option to have roof gutters. Referenced double glass doors nearly \$6,000 and found a used set on Marketplace for \$500.

### **Roof gutters**

-Spoke on this above as well.

## **NEW BUSINESS:**

**CLOSED SESSION: Consideration of moving into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Village Board has jurisdiction or exercises responsibility – Pufahl read Board into closed session at 7:02 PM Motion to go into closed session Pufahl/Babcock. Roll call vote – Babcock – Y, Haynes – Y, Engelmann – Y, Taylor – Y, Henslin – Y, Pufahl – Y. Closed session starting at 7:03 PM**

- In particular to discuss personnel matters regarding specific Village employees and to discuss reorganization issues as they relate to specific Village employees

**RETURN TO OPEN SESSION to formally dispose of any issues discussed in closed session**

**-Motion to return to open session Engelmann/Pufahl.**

**Roll call vote – Babcock – Y, Pufahl – Y, Taylor – Y, Henslin – Haynes – Y, Engelmann – Y, Griepentrog – Y. Motion carries. Back into open session at 7:44 PM**

**-Motion to establish clerk/treasurer/office manager vacancy posting salary range \$62,400 (\$30/hr)-\$90,000 (\$43.269) based on 2080 hours Babcock/Pufahl. Roll call vote – Taylor – Y, Henslin – Y, Engelmann – Y, Griepentrog – Y, Babcock – Y, Haynes – Y, Pufahl – Y. Motion carries.**

-Lindert stated she did put the job description in Haynes and Babcock's inboxes to review for tomorrow.

## **Recommendation from Public Protection – new ordinance 24-28: Entry into Unlocked Vehicles**

-Sgt. Brock stood up and spoke to Village Board. Explained reason for agenda item at Public Protection and how state statutes don't exactly cover this. Since Wisconsin does not have a state statute, other municipalities have developed this type of ordinance, meaning that we have some "bite to our bark."

**-Motion to approve ordinance 24-28: Entry into Unlocked Vehicles Pufahl/Taylor. No discussion. Motion carries unanimously.**

## **County Intergovernmental Agreement – Hwy P/W Chestnut project – Motion to move item D under new business up after old business/update from Sunrise Subdivision Henslin/Taylor**

-DeYoung explained to the Board on funding. It is a 80/20 match. With doing this, we are also sharing part of cost with Columbia County. It doesn't include utilities and the Village is responsibility for that cost – around 1 million dollars of total cost. In meeting with Chris Hardy at County, we are looking to adding more curb and gutter at a cost. Storm water is same thing. Might as well apply for funding and should stick to contract. If the Village goes after land easements, there is a budget

of \$41,000 that require easements. Stated DOT requirement and if you get funding, you are forced to do it. Highlighted temporary easement and frustrating process. Deadline is October 31, 2023. Will find out March/April of next year. Have until 2025-2026 project. Funding for sewer/water is available now and can go through options. Stated his recommendation.

**-Motion to approve intergovernmental agreement with the County Babcock/Engelmann. Motion carries unanimously.**

**Special event application – Holiday Lights 2023 – Motion to approve Holiday Lights Babcock/Taylor. Motion carries unanimously.**

**Special event application – Holiday On The Lake – November 4, 2023 – Motion to approve Holiday On The Lake Engelmann/Henslin. Motion carries unanimously.**

-Lindert highlighted Village Hall reservation and Henslin stated there will be parking downtown. No parking on the application is a mistake.

**Special event application – Lake St. Halloween Display – Motion to approve Engelmann/Taylor. Motion carries unanimously.**

-Lindert highlighted signage requirement the owners desire. No issues here.

-Babcock thanked Savage's for continuing traditions

**3 Tree bids for E. Chestnut St.**

-Haynes highlighted report in packet and bids included in packet. Pufahl agrees with report.

-Haynes would like the property owners notified.

**-Motion to accept bid from Steinhorst Tree Service/low bid upon being insured Engelmann/Henslin. Motion carries unanimously.**

-Griepentrog asked if Steinhorst has insurance. Board answered. Griepentrog just wanted to double check.

**CDA Dissolution: information**

-Haynes opened up reason for agenda item; information only and gave updates from Village attorney. Highlighted process to dissolve and there are no more projects to handle. The money from the CDA will be decided by the Board and where that goes. This will go to Public Protection next month.

**Approve Final Resolution Special Assessment 2023 Sidewalk Project 23-R13**

-Lindert stated process and reason for agenda item tonight. Discussion on reviewing process for next year.

**-Motion to approve Resolution 23-R13 Pufahl/Taylor. Motion carries unanimously.**

**Public Fire Protection Charge – Resolution 23-R14**

-Babcock stated current budget process and reason for resolution. Gave history. Lindert stated reason for this resolution as well and backstory on this as well. Referenced email included in packet from Al Brey from Johnson Block. Further discussion on impact this will have.

**-Motion to approve Resolution 23-R14 with public notification on Village website and newsletter Henslin/Taylor. Motion carries unanimously**

-Discussion on dollar amount tied to this and helping general fund. Engelmann requests notice to all homeowners. Motion was edited to show this.

**EMS approved budget 2024**

- Babcock questioned approved budget in 2023. He would prefer to postpone this. Lindert stated assessment is same as last year. Babcock agreed. Further discussion on staffing and changes with the EMS.

-More discussion on budget questions that no one is here to answer on their behalf

**-Motion to approve 2024 EMS municipal assessment \$53,446.16 for budget year 2024 Babcock/Pufahl. Motion carries unanimously.**

**Eastern Columbia County Joint Municipal Court proposed budget 2024**

-Taylor opened up on agenda item. Lindert gave update. Possehl stated what has happened in the past. Discussion on vacancy happening in January 2024.

**-Motion to approve proposed budget 2024 Engelmann/Taylor. Motion carries unanimously.**

**Pardeeville Fire Protection District 2024 proposed budget**

**-Motion to approve Pufahl/Henslin. Motion carries unanimously.**

-Discussion on special assessment.

**Halloween Trick-or-Treating Day – designate day and time**

Discussion on this first. Recommending going away from Halloween. Discussion on options.

-Motion to have trick or treating on Saturday, October 28 from 4PM-7 PM Pufahl. No second. Motion fails.

-Motion to have trick or treating on Sunday, October 29 from 4PM-7 PM Babcock/Griepentrog. Griepentrog rescinded his second. No second. Haynes called motion three times. No second. Motion fails.

-Henslin stated he would like to make sure to open the ability for Lake St. to host their Halloween Show and allow no parking on same night as trick or treating.

-Sgt. Brock gave concern about packer game prior on Sunday and dealing with children here. Baasch gave his opinion in the audience.

**-Motion to have Trick-or-Treating on Tuesday, October 31 from 4Pm-7PM Engelmann/Griepentrog. Motion carries. Babcock opposed and Pufahl opposed.**

**Approval of the bills – Motion to approve Pufahl/Taylor. Motion carries unanimously.**

**Roll call vote – Pufahl – Y, Babcock – Y, Griepentrog – Y, Taylor – Y, Engelmann – Y, Haynes – Y, Henslin – Y.**

**ADJOURN** – Haynes adjourned meeting at 9:06 PM.

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Kayla Lindert, Clerk/Treasurer/Office Manager

Approved: 11/14/2023

**VILLAGE OF PARDEEVILLE  
VILLAGE BOARD DRAFT MINUTES  
Pardeeville Village Hall  
February 13, 2024 at 6:30 PM**

**Call to Order:** The meeting was called to order at 7:02 pm by President Haynes.

**Roll Call:** President Haynes, Trustee Engelmann, Trustee Henslin, Trustee Pufahl, and Trustee Taylor were present. Michael Babcock and Ron Griepentrog were absent.

**Staff:** Denise Vater, Clerk/Treasurer, Austen Frederickson, Director of Public Works.

**Guests:** Lt. Jordan Haueter, Tom Steele, Fire Department, Matt Baasch

**Approval of Agenda:** Haynes made a motion to approve the agenda as posted. Second by Henslin. All in favor. Motion carried.

**Pledge of Allegiance:** President Haynes led the Pledge of Allegiance.

**Approval of Minutes:** Pufahl made a motion to approve the January 9, 2024 Village Board minutes as presented. Second by Taylor. Engelmann stated she would like comments added that she found it unethical for Erin to represent the village in negotiations with the contractor of the subdivision and now she's representing that same subdivision in negotiation with the village. Statement to be added under section G. All in favor. Motion made by Pufahl to approve the minutes as amended. Second by Taylor. No further discussion. Motion carried.

**Comments from the Floor:**

Taylor spoke about how the Eastern Columbia County Joint Municipal Court is getting kicked out of Randolph Village Hall on April 30<sup>th</sup>.

**Communications and Reports:**

**Angie Cox Library Report**

**EMS Commission Report** – Abrath previously advised Haynes they are having issues with billing and they're in the process of changing billing companies.

**Pardeeville Fire District Report** – Tom Steele announced the annual meeting open to the public being next Tuesday, February 20<sup>th</sup> at 7:00 pm. Anyone who is a citizen and wants to see what they're up to can come to that meeting. Steele also spoke about updating the Pardeeville Fire District bylaws.

**PLMD Report** – Pufahl mentioned he thought it would be a good idea to have a trustee as a member.

**Columbia County Supervisors Report**

**Sheriff Monthly Report**

**Public Works Director Report**

**Clerk/Treasurer Report**

**Presentation of Bills:**

Monthly Bills – Pufahl made a motion to approve the bills. Second by Taylor.

Sunrise Subdivision pay application #10 and change order #5.

**Committee Minutes Review:** Minutes were reviewed and approved at committee level.

Community Development Authority

Historic Preservation Committee

Finance & Personnel Committee

Plan Commission

Public Library Board

Public Protection Committee

Public Utility Commission

Public Works, Parks, & Property Committee

**Ordinances & Resolutions:**

**Old Business:**

**Reimbursement for Senior Center – Appliances** – Engelmann made a motion to submit the appliances to the ADRC for reimbursement. Second by Pufahl. Motion carried.

**Senior Center Open House & Fundraiser** – Haynes advised he would like to have an open house at the Senior Center on February 24, 2024 from 1:00-4:00 pm. Pufahl made a motion to approve having an open house for the senior center on February 24<sup>th</sup>, 2024 from 1:00 pm – 4:00 pm. Second by Henslin. Volunteers are planning on bringing in cookies. Engelmann stated she would be willing to bring in refreshments.

**Reimbursement for Office Furniture for Senior Center and Village Hall and disposal**

Haynes provided information regarding chairs that were purchased for the Senior Center and Village Hall by Trustee Babcock. Pufahl made a motion to approve the reimbursement to Michael Babcock for \$1,515.24. Second by Taylor. Engelmann stated she didn't believe mileage should be reimbursed. Roll call vote.

Engelmann – No, Haynes – Yes, Henslin – Yes, Pufahl – Yes, Taylor – Yes. Motion carried.

Staff was directed to develop a policy so that there is something in place for the future.

Engelmann stated she believed there would be a large interest to community members in regards to the old chairs. Engelmann made a motion to donate the chairs to community members and if not claimed after two weeks to donate them to a non-profit. Second by Pufahl. All in favor. Motion carried.

**A motion was made by Henslin at 8:03 pm to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Municipal Services Crewperson Hiring. Second by Taylor. Roll call vote.**

Haynes – Yes, Henslin – Yes, Pufahl – Yes, Taylor – Yes, Englemann – Yes. Motion carried.

A motion was made by Engelmann to return to open session at 8:21 pm. Second by Henslin. Roll call vote.

Henslin – Yes, Pufahl – Yes, Taylor – Yes, Engelmann – Yes, Haynes – Yes. Motion carried.  
Returned to open session at 8:21 pm.

**A motion was made by Engelmann at 8:24 pm to convene into closed session pursuant to Wis. Stat. §19.85(1)(g) for Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. – to wit Digger Derrick Truck. Second by Taylor. Roll call vote.**

Pufahl – Yes, Taylor – Yes, Engelmann – Yes, Haynes – Yes, Henslin – Yes. Motion carried.

A motion was made by Pufahl to return to open session at 8:34 pm. Second by Taylor. Roll call vote.

Taylor – Yes, Engelmann – Yes, Haynes – Yes, Henslin – Yes, Pufahl – Yes. Motion carried.

Returned to open session at 8:34 pm.

**Digger Derrick Truck:** A motion was made by Henslin to have staff work with our lawyer to draft a letter informing USSI they are in default of the contract and the Village would like a full refund. Second by Taylor.

**Municipal Services Crewperson Hiring:** Engelmann made a motion to hire Candidate A at a starting wage of \$25.50 an hour with a performance based review at 6 months. If Candidate A declines an offer, the offer would be made to Candidate B for \$24.00 an hour with a 6 month performance review. Second by Henslin. Roll call vote.

Haynes – Yes, Henslin – Yes, Pufahl – Yes, Taylor – Yes, Englemann – Yes. Motion carried.

**Senior Center Commission:** Henslin made a motion to direct the staff to create an ordinance that establishes a Senior Center Commission. Second by Taylor. All in favor. Motion carried.



**Special Event Application – Bulldog Stomp on May 4, 2024:** Pufahl made a motion to approve the Special Event Application for the Bulldog Stomp on May 4, 2024. Second by Engelmann. All in favor. Motion carried. Pufahl/Engelmann All in favor. Motion carried.

**Special Event Application – Wine Walk on October 25, 2024:** Engelmann made a motion to approve the Special Event Application for the Wine Walk on October 25, 2024. Second by Henslin. All in favor. Motion carried.

**Columbia County Humane Society Contract:** Vater stated in 2023 we had a contract with Latoya’s Legacy for both cats and dogs, however they were no longer willing to sign a contract regarding dogs. Vater had reached out to the Columbia County Humane Society who was willing to sign a contract with the Village of Pardeeville for 2024. Engelmann made a motion to end the continuation with Latoya’s Legacy and to enter into a contract with the Columbia County Humane Society for the 2024 year for stray cats and dogs. Second by Pufahl.

**Social Media:** Engelmann made a motion to create a Village Facebook and Instagram account. Frederickson advised to recommend having the staff draft a policy regarding it. Haynes stated there was an amendment to the motion. Engelmann accepted the amended motion to create a Village Facebook and Instagram account and recommend having staff draft a policy regarding it. Second by Pufahl. All in favor. Motion carried.

**Recommendation from Public Protection – Ord. 2-169 Community Development Authority:**

Engelmann made a motion to accept the amended ordinance. Second by Henslin. Discussion. Roll call vote. Henslin – No, Pufahl – Yes, Taylor – Yes, Engelmann – No, Haynes – No. Motion failed.

Engelmann made a motion to keep the ordinance as is. Second by Henslin. Pufahl opposed. Motion passed.

**Credit Cards:** Henslin made a motion that Vater and Frederickson be directed to secure credit cards, one for each of them, and one for each department with spending authority approval by them up to a limit of \$1500.00. Second by Taylor. Discussion. Engelmann – Opposed. Motion carried.

**National Exchange Bank Signers:** Pufahl made a motion to add Austen Frederickson as a National Exchange Bank Signer. Second by Taylor. All in favor. Motion carried.

**Street Sweeper Quotes:** Henslin made a motion to approve the quote with Sargent’s equipment for an amount not exceed the amount of \$10,361.18 to address the street sweeper servicing. Second by Engelmann. All in favor. Motion carried.

**Sale of Roosevelt Lot:** Taylor made a motion to post an ad in the local paper and post the for sale signage on the Roosevelt Street Lot. Second by Pufahl. Engelmann opposed. Motion carried.

**Consideration of items for future agendas:** Engelmann emailed Alter Metal Recycling regarding possibly getting a metal dumpster on Village property, however hasn’t heard anything back yet.

Dilapidated buildings within the Village.

**Adjournment:** A motion was made by Haynes to adjourn the meeting at 9:30 pm.

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Denise Vater, Clerk/Treasurer



## What's happening at the Pardeeville Library in March?



### WELCOME TO THE ANGIE W. COX PUBLIC LIBRARY - MARCH 2024

SAT	2	10 - 11:00 a.m.	<b>ESSETRICS WITH ERIN WALTON</b> Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
MON	4	5:30 p.m.	<b>R.E.A.D ADULT BOOK CLUB</b>
THUR	7	9:00 – 10:00 a.m.	<b>FREE YOGA</b>
SAT	9	10 - 11:00 a.m.	<b>ESSETRICS WITH ERIN WALTON</b> Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
MON	11	5:30 P.M.	<b>FRIENDS OF THE LIBRARY MEETING</b>
WED	13	11:00 - 1:00 p.m.	<b>LEPRECHAUN MACRAME CRAFT CLASS</b> Join us as we make leprechaun macrame ornaments. Class is FREE! Stop in or call the library to register. (608-429-2354)
		4:30 - 6:30 p.m.	
THUR	14	9:00 – 10:00 a.m.	<b>FREE YOGA</b>
		4:30 – 6:00 p.m.	<b>ADULT CRAFTING</b> - Create two different types of yarn wrapped eggs. Class is FREE. Stop in or call the library to register. (608-429-2354)
SAT	16	10 - 11:00 a.m.	<b>ESSETRICS WITH ERIN WALTON</b> Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
THUR	21	9:00 – 10:00 a.m.	<b>FREE YOGA</b>
SAT	23	10:00 a.m.	<b>EGG HUNT ON THE LIBRARY LAWN</b> Join the Sons of the American Legion and Friends of the Library on the library lawn for an egg hunt. FREE to ages 12 and under. Bring a basket!
		10 - 11:00 a.m.	<b>ESSETRICS WITH ERIN WALTON</b> Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
THUR	28	9:00 – 10:00 a.m.	<b>FREE YOGA</b>
		4:30 – 6:00 p.m.	<b>ADULT CRAFTING</b> - Create an egg button craft. Class is FREE. Stop in or call the library to register. (608-429-2354)
SAT	30	10 - 11:00 a.m.	<b>ESSETRICS WITH ERIN WALTON</b> Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.

# Leprechaun Macrame Craft Class

WEDNESDAY MARCH 13  
11:00 - 1:00 P.M.  
OR  
4:30 - 6:30 P.M.




Join us as we make leprechaun macrame ornaments. Class is FREE! Stop in or call the library to register 608-429-2354.

# JOIN US FOR EASTER CRAFTS

Mainly Crafts  
Crafting Groups


YARN EGGS  
THURSDAY MARCH 14  
4:30 - 6 P.M.

EGG BUTTON ART  
THURSDAY MARCH 28  
4:30 - 6 P.M.




ANGIE W. COX PUBLIC LIBRARY  
121 N. Main Street, P.O. Box 375  
Pardeeville, WI 53581  
608-429-2354

Classes are FREE! Stop in or call the library to register. (608-429-2354)




Rebalance your muscles, restore mobility, unlock tight joints, and improve balance and posture with **Essentrics®**.

Join Erin from 10:00 - 11 a.m. every Saturday in March and April 2024 at the Angie W. Cox Public Library

Please call us to sign up as the limited space fills quickly.

**ESSENTRICS®**  
with Erin Walton

*A fitness class that speaks to the needs of the human body as it ages.*



ANGIE W. COX PUBLIC LIBRARY



# JOIN US AT THE ANGIE W. COX PUBLIC LIBRARY

# Easter Egg Hunt

SATURDAY MARCH 23, 2024 - 10:00 A.M.

**FREE TO AGES 12 AND UNDER**



FRIENDS of the ANGIE W. COX PUBLIC LIBRARY PARDEEVILLE, WISCONSIN

SONS OF THE AMERICAN LEGION

## **DRAFT MINUTES FOR APPROVAL**

**January 4, 2024**

### **CALL TO ORDER:**

The meeting was called to order at 5:00 p.m. by President, Jason LeMay.

### **ROLL CALL:**

Present: Troy Becker, Sara Berger, Joan Foster, Jason LeMay, Margo Pufahl, Judy Skaar and Mark Taylor

ABSENT: Jim Kelly and Maude Bortz

**WELCOME GUEST/S:** None

### **VERIFICATION OF POSTING:**

Posting of agenda was verified.

### **AGENDA APPROVAL:**

Motion/second by McGuire/Skaar to approve the agenda. Motion carried unanimously.

### **APPROVAL OF November 1, 2023 MINUTES:**

Motion/second by Foster/Taylor to approve the meeting minutes of 11/1/2023, noting the date is November and misspelling of Taylor. Motion carried unanimously.

**BUSINESS FROM THE FLOOR (open forum):** None

### **MONTHLY REPORTS:**

- **Endowment Board:** – no one present
- **Village Board:** – Mark Taylor
  - Don't know yet who is running for Village Board
  - All vacant spots are now filled in the Village office.
- **Friends of the Library (FOL) – Troy Becker**
  - The book sale was a flop. Very disappointing. The members put a lot of effort into this sale.
  - The book giveaway was not as successful as FOL had anticipated, but the Board felt 44 was a really good start. Some children had never been in the library before. The FOL should be complimented on a nice job and the confidence that it will grow in coming years.
- **Library Director Report:** – Kristina McGuire
  - Folded book turkey craft was well attended
  - FOL were at the library giving away 44 books to children
  - 23 people attended from libraries in SCLS for a book Care/Repair workshop
  - Statistics are looking good
  - Laura has been creating "did you know" items through the internet and it has been received well
- **Treasurer's Report/Budget - Margo Pufahl**
  - The report was not run on the correct dates, so no report. A year-end report will be presented at the next Board meeting.
- **Public Concerns:** None

### **APPROVAL OF VOUCHERS:**

Motion/second by Taylor/Becker to approve the vouchers. Roll Call: Becker, yes; Berger, yes; Foster, yes; Pufahl, yes; Skaar, yes; Taylor, yes; LeMay, yes.

**OLD BUSINESS:**

- We have received a lot of donations this year. Director McGuire is suggesting that we create a "Maker Space" in the basement now that the ADRC will be moving the daily senior lunches from this space to the Senior Center. Kristina presented various bids for flooring, tables, chairs, etc. She will put together a more formal presentation but the board felt this was a good idea and a good use of some of the money received from the Roets estate.

**NEW BUSINESS:**

- Budget discussion

The budget was submitted to the Village Board which approved the \$90,000 amount for the library at their November meeting.

**Closed Session: Personnel Review**

Motion/second by Skaar/Foster to move into closed session per Wisconsin Statutes 19.85 (1), (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility related to: 1) full-time Library Director

Roll Call: Becker, yes; Berger, yes; Foster, yes; Pufahl, yes; Skaar, yes; Taylor, yes; LeMay, yes.

**Return to Open Session:**

Motion/second by Skaar/Becker to return to open session. Roll Call: Becker, yes; Berger, yes; Foster, yes; Pufahl, yes; Skaar, yes; Taylor, yes; LeMay, yes.

**Action on Items in closed session:**

Motion/second by Foster/Taylor to approve a 5% increase for support staff. Roll Call: Becker, yes; Berger, yes;

Foster, yes; Pufahl, yes; Skaar, yes; Taylor, yes; LeMay, yes.

Motion/second to approve compensation regarding aforementioned discussion in closed session. Motion carried unanimously.

**AGENDA ITEMS FOR CONSIDERATION AT THE NEXT MEETING:**

Maker space

**ADJOURNMENT:** Motion/second by Foster/Berger to adjourn the meeting. Meeting adjourned at 6:22 p.m.

**NEXT MEETING:**

February 1, 2024

Respectfully submitted

Margo Pufahl, Recorder

ANGIE W. COX PUBLIC LIBRARY  
119 North Main Street, Pardeeville, WI 53954

DRAFT MINUTES FOR APPROVAL  
February 1, 2024

**CALL TO ORDER:**

The meeting was called to order at 5:09 p.m. by President, Jason LeMay.

**ROLL CALL:**

Present: Sara Berger, Maude Bortz, Jim Kelly, Jason LeMay, Margo Pufahl

ABSENT: Joan Foster, Troy Becker, Judy Skaar and Mark Taylor

**WELCOME GUEST/S:** None

**VERIFICATION OF POSTING:**

Posting of agenda was verified.

**AGENDA APPROVAL:**

Motion/second by Kelly/Berger to approve the agenda. Motion carried unanimously.

**APPROVAL OF January 4, 2024 MINUTES:**

These minutes will be approved at the March meeting due to the absence of people attending the January 4 meeting.

**BUSINESS FROM THE FLOOR (open forum):** None

**MONTHLY REPORTS:**

- **Endowment Board: – Jim Kelly**
  - Shelter is being built.
  - Made second payment to the Library Board.
  - Bev Hepler has decided to resign her position on the board. Joan Foster was chosen to replace Bev.
  - Officers were elected with no changes being made from the previous year. EB is looking into buying a new snowblower, which will be available for the Lions to use when they shovel the walks..
- **Village Board: – no report**
- **Friends of the Library (FOL) – no report**
- **Library Director Report: – Kristina McGuire.**
  - Director Kristina was ill, so submitted her report via email, which is filed with the minutes from this meeting.
- **Treasurer's Report/Budget - Margo Pufahl**
  - December report was handed out. Final closing of year 2023 will be reported at the next meeting.

**ANGIE W. COX PUBLIC LIBRARY**  
119 North Main Street, Pardeeville, WI 53954

- **Public Concerns: None**

**APPROVAL OF VOUCHERS:**

Motion/second by Kelly/Berger to approve the vouchers. Roll Call: Berger, yes; Bortz, yes; Kelly, yes; Pufahl, yes; LeMay, yes.

**OLD BUSINESS:**

- **Maker Space – on hold**

**NEW BUSINESS: None**

**AGENDA ITEMS FOR CONSIDERATION AT THE NEXT MEETING:**

- Update on Maker Space
- Final financial report for 2023
- Approval of January 4, 2024 minutes

**ADJOURNMENT:** Motion/second by Kelly/Pfuhl to adjourn the meeting. Meeting adjourned at 5:32 p.m.

**NEXT MEETING:**

March 7, 2024

Respectfully submitted

Margo Pufahl, Recorder

**APPROVED PROJECTS:**

STP BRIDGE:	DESIGN	BUDGET	LETTING:	CONSTR EST	BUDGET
<b>2024 Projects (LET = March 12, 2024):</b>					
Kowald Rd	\$74,957.13	\$80,850	4/9/2024	\$625,775	\$706,625

	Original SMA Estimate		Current 60% Design Estimate		DIFFERENCE
	DESIGN	CONSTR	DESIGN EST	CONSTR EST	
<b>May 1, 2024 PS&amp;E LET = 8/13/2024</b>					
CTH A	\$200,368.75	\$1,289,060	\$216,710	\$2,196,600	\$923,881
WisDOT and UPRR Delays.					

<b>August 8/1/24 PS&amp;E</b>		<b>LET = 11/14/2024</b>			
Inglehart Rd	\$221,853.75	\$1,341,625	\$186,815	\$1,768,800	\$392,136
Sterk Rd	\$222,332.50	\$1,439,152.50	\$211,455	\$1,886,100	\$436,070
Pending OCR Decision on Appeal Request.					

BIL RURAL:	DESIGN	CONSTR	TOTAL	LETTING:
CTH P (Cambria – Randolph)	\$453,266	\$3,993,304	\$4,592,291	11/11/2025

**LOCAL ROAD IMPROVEMENT PROGRAM**

<b>Current Approved LRIP Projects:</b>						
	Miles	Estimated \$	LRIP \$	Constr	Sunset	
CTH U (Blacklock Rd to Old U Rd) 2024 (CHI-E)	4.22	\$1,118,200	\$200,000	2024	2027	
CTH J (CTH CS to CTH B) 2025 (CHI-D)	7.44	\$1,971,640	\$700,000	2025	2027	
<b>Pending Applications:</b>						
CTH SS (CTH P to STH 33) 2026 (CHI-E)	2.1	\$800,000	\$221,076	2026	2029	
CTH DM (USH 51 to CTH K) 2027 (CHI-S)	5.59	\$2,073,000	\$500,000	2027	2029	
CTH A (CTH K to STH 16) 2028 (CHI-S)	4.96	\$1,800,000	\$424,389	2028	2029	

**2024 – 2029 STP APPLICATIONS SUBMITTED:**

BRIDGE:	DESIGN	CONSTR	TOTAL	FED	COUNTY
CTH K Robbins Crk	\$104,845	\$441,165	\$546,010	\$546,010	\$30,000
CTH VJ Rocky Run	\$105,675	\$669,315	\$774,990	\$723,190	\$51,800
	\$210,520	\$1,110,470	\$1,321,000	\$1,269,200	\$81,800

Hall Rd Crawfish River	\$104,845	\$530,920	\$635,765	\$634,765	\$1,000
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ROAD:	DESIGN	CONSTR	TOTAL	FED	COUNTY
CTH P Pardeeville STH 22 to West Village Limit					
	Estimate	Federal 80%	Local 20%	County %	Village %
Design	\$152,750	\$122,200	\$30,550	\$7,582	\$22,968
Construction	\$1,139,830	\$911,864	\$227,966	\$45,328	\$182,638
Ineligibles	\$665,720		\$665,720		\$665,720
Real Estate	\$27,000		\$27,000		\$27,000



# County Project Status

Mar, 2024

	Design	Construction	Total	Federal (80%)	County (20%)
CTH CX	\$332,050	\$3,421,750	\$3,753,800	\$2,997,400	\$750,400
Portage City Limit to Marquette County Line					

**LOCAL ROAD:**

	DESIGN	CONSTR	TOTAL	FED	COUNTY
CTH Q	\$366,600	\$3,547,190	\$3,913,790	\$3,130,232	\$783,558
STH 60 to CTH CS					

**URBAN ROAD:**

	DESIGN	CONSTR	TOTAL	FED	COUNTY	CITY
CTH CX Portage	\$118,640	\$1,074,412	\$1,193,052	\$953,642	\$208,850	30,560

**CONGRESSIONALLY DIRECTED SPENDING**

	DESIGN	CONSTR	TOTAL	FED	COUNTY
CTH V (CTHs CS to B)	\$679,560	\$7,306,010	\$7,985,570	\$6,388,456	\$1,597,114

If all approved, County commitment = \$3,484,632.

**OTHER CANDIDATES (not submitted):**

CTH I (STH 60 to Dane County Line)	2.97 miles	24ft	\$2,592,300	\$618,460	TEA?
CTH B (CTH G to Roberts Rd)		5.09	\$1,744,490		
CTH G (CTH GG to CTH B)		9.58	\$3,315,600		
CTH SS (CTH B to CTH P)		7.10	\$2,534,510		
CTH U (Eagle Bluff to Diehl Rd)		5.11	\$1,833,060		

On a typical winter:

- 20 winter storms
- 24 anti-icing events
- 32 Incidents (some event requiring Department activity, forecasted event that did not occur, etc). Examples: blowing snow, melting snow, ice forming on road, snow that was rain, moisture that doesn't reach the ground, etc.

Department Winter responses for the past month:

- October 31, 2023      0.2" of snow
  - 4 drivers for 13.75 hours
  - 5.2 tons state secondary
  - 0.33 tons of county salt.
- Anti-icing on 11/25/2023 with pavement temp 38 for 8 hours OT using 5100 gallons brine.
- November 25, 2023      1.5" Wet Snow
  - 11,420 gallons of salt brine
  - 31 drivers for 280 hours
  - 246.2 tons of interstate salt
  - 205.9 tons of state secondary salt
  - 227.2 tons of county salt
  - 81.62 tons of town salt (7/18)
- November 27, 2023.      Anti-icing for 21 hours.
- November 30, 2023.      14 hrs ST & 1 hr OT brining 1370 gallons brine. 20hrs, 22 tons salting due to frost occurrence on bridges and some low spots.
- December 3, 2023      1" of wet snow.
  - 40 drivers @ 357.5 hours
  - 13,430 gallons of salt brine
  - 186.8 tons interstate salt
  - 156.1 tons of state secondary salt
  - 166 tons of county salt
  - 118.5 town salt (16/18)
- December 5, 2023      5 hrs STH and IH on south end of county only. Small snow band went thru southern portion of County used 10 tons salt with 750 gallons brine.
- December 8, 2023      3 units out for 7 hours anti-icing STH and IH
- December 18, 2023.      0.2" snow, starting as freezing rain.
  - 19 drivers @ 98.75 hours
  - 3,550 gallons salt brine
  - 3.33 tons interstate salt
  - 58.8 tons state
  - 34.33 tons County
- December 28, 2023      1" snow & freezing rain
  - 29 drivers @ 232.75 hrs
  - 11,875 gallons brine
  - 97.01 tons of interstate so
  - 145.66 tons of state secondary
  - 150.83 of county salt
  - 50.97 tons town salt (10/18)

- December 31, 2023      2" wet snow and freezing rain
  - 39 Drivers @ 359.75 hours
  - 13,235 gallons brine
  - 171.7 tons interstate salt
  - 249.1 tons secondary state salt
  - 249.18 tons county salt
  - 183.42 tons town salt (18/18)
- January 6, 2024          1" wet snow
  - 29 drivers @ 181.25 hours
  - 9,425 gallons brine
  - 72.71 tons interstate salt
  - 151.46 tons secondary state salt
  - 170.93 tons county salt
  - 63.17 tons town salt
- January 9, 2024          4" Wet snow, freezing rain
  - 52 drivers @ 729.50 hours
  - 38,600 gallons brine
  - 503.95 tons interstate salt
  - 516.65 tons secondary state salt
  - 426.05 tons county salt
  - 176.21 tons town salt
- January 12, 2024          15" wet snow (3 day event) 25 beginning temp and -3 ending
  - 50 drivers @ 1,843 hours
  - 29,530 gallons brine
  - 1,182 tons interstate salt
  - 719 tons secondary state salt
  - 493 tons county salt
  - 210 tons town salt
  - 45 tons secondary state sand mix
  - 136 tons county sand mix
  - 195 tons town sand mix
- January 15, 2024          Blowing, drifting snow (-7 pavement)
  - 16 units for 85 hours
  - 50 tons salt
  - 20 tons sand mix
- January 16, 2024          Blowing, drifting snow (-7 pavement)
  - 16 units for 90 hours
  - 40 tons salt
  - 60 tons sand mix
- January 17, 2024          Blowing, drifting snow & ice (-6 pavement)
  - 15 units for 55 hours
  - 60 tons salt
  - 14 tons sand mix
- January 18, 2024          Drifting snow & Clean-up
  - 14 units for 48 hours
  - 70 tons salt
- January 19-20, 2024

- 12 units for 116.5 hours
  - 158.23 STH tons salt
  - 3587 gallons brine
- January 22, 2024 Frost, blowing snow
  - 12 units for 72 hours
  - 37 tons salt
  - 700 gallons brine
- January 23, 2024 Frost, blowing snow
  - 20 units for 210 hours
  - 185 tons of salt
  - 13,000 gallons brine
- January 24, 2024 Frost
  - 11 units for 65 hours
  - 10 tons salt
  - 100 gallons brine
- January 25, 2024 Frost
  - 6 units for 55 hours
  - 6 tons salt
- January 28, 2024 Freezing rain, Sleet (0.2")
  - 11 units for 22 hours
  - 40 tons salt
- February 9, 2024 Anti-ice event
  - 4 units, 30 hours
  - 2740 gallons brine
- February 14, 2024 Anti-ice event
  - 4 units, 18 hours
  - 8160 gallons brine
- February 15, 2024 Wet Snow (4")
  - 17 units for 150 hours
  - 210 tons of salt
  - 11,500 gallons brine
- February 29, 2024 Anti-icing
  - 6 units for 40 hours
  - 13,000 gallons brine
- 

28/44 (64%) to date

Salt to date:

Brine	191,072 gallons	
Interstate	2652 tons	
State	2942 tons	
County	1938 tons	
Towns	884 tons	
Sand Mix	376 tons (state, county, town)	
Dept Hourly Wage	\$2135.48	\$3203.22
ILC	\$1388.06	\$2082.09
	\$3523.54/hr	\$5285.31/hr

## 2024 Work

- IH 39/90/94 & STH 60 Interchange Started
- STH 33 Mill & Overlay (Morris Dr to STH 73) Started
- IH 90/94 (STH 33 to Sauk County) Surface Repairs/Overlay 11/14/2023
- STH 89 (Clarkson Rd to Avalon Rd) 12/12/2023
- USH 51 Mill & Overlay (Tomlinson Dr to Ontario St) 12/12/2023
- STH 113 Mill & Overlay (STH 60 to STH 188) Rural Section 8/8/2023
- IH 39/90/94 Wisconsin River Bridges 4/9/2024
- IH 39 Resurface (Dane County to STH 60) 5/14/2024

## 2025 Work

- USH 51 Portage (Pleasant St to DeWitt St) 9/10/2024
- STH 73 Columbus (Faith Dr to Middleton St) 1/14/2025
- Tower Drive Structure (Faith Dr to CTH K) Columbus 3/11/2025
- Portage Salt Storage 2/11/2025

## 2026 Work

- STH 44 Mill & Overlay (STH 33 to CTH HH) & Fox River Bridge Repl
- USH 51 (CTH V to STH 22/60)
- STH 146 (STH 16 to STH 33)
- STH 113 Pavement Replacement (CTH J to STH 188)
- STH 78 Box Culvert @ County Line 8/12/2025

## 2027 – 2028 Work

- STH 60 (Riddle St to Clark St)
- STH 127 Pave Repl (STH 16 to LaDawn Dr)
- IH 39 Resurface (STH 60 to CTH CS) 12/8/2026

## 2028 or Later Work

- IH 39 (Petro Interchange to Marquette County)
- IH 90-94 (Petro Interchange to Sauk County)
- STH 33 Pavement & Safety (Blystone's, CTH F, CTH EE)
- STH 188 (USH 12 to STH 60) Resurface
- USH 151 Bridge over STH 16/60 7/13/2027
- STH 33 Bridge B11-54 Bridge Re-Deck 11/9/2027
- STH 33 Left Turn Lanes (Blystones) 11/9/2027
- Cook Street (Wisconsin River to STH 16) 12/14/2027
- STH 23 (STH 16 to Adams County Line) 2/8/2028
- STH 16 (STH 23 to Adams County Line) 11/14/2028

No reply from WisDOT regarding STH 127 jurisdiction and most recent County letter.



**Pardeeville Patrol Report  
February 2024**

Columbia County Sheriff's Office

Sheriff Roger Brandner

Contract Supervisor

Lieutenant Jordan Haueter

# February 2024

The following deputies worked in the Village of Pardeeville during this month:

3328 – Sergeant Chase Brock	88.00
3354 – Deputy Noah Hollander	130.25
3344 – Deputy Angie Beaumont	103.50
Other Deputies	8.5

**PARKING ENFORCEMENT: 14.25 hours**  
**OVERTIME HOURS (3.00 x 1.5): 4.50 hours**  
**INVESTIGATION HOURS (0.00 x 1.5): 0 hours**

**TRAFFIC CITATIONS: 14**  
**ORDINANCE CITATIONS: 10**  
**PARKING CITATIONS: 4**

**Mutual Aid**  
**4.50 hours**



## Columbia County Sheriff's Office Pardeeville Monthly Report

### Call Type:

911 HANG UP	5
ACCIDENT-PDO	3
AGENCY ASSIST	2
ALARM-FIRE	1
ALARM-MEDICAL	2
ANIMAL	1
ANIMAL ABUSE	1
BUS PASS	1
CHILD SA	2
CITIZEN ASSIST	7
CIVIL	1
COMPLIANCE	5
CONTROLLED	5
CP	2
DC	2
DRIVE	5
EMS	8
EXTRA PATROL	1
FIRE	1
FIRE-GAS/CO	1
FRAUD	3
GAS DRIVE-OFF	1
HARASSMENT	1
HAZ RDWY	1
JUVENILE	6
LOST/FOUND	1
NOISE	2
O/W PERSON	4
ORD VIOL	3
OWI	1
PARKING ENFORCE	1
PARKING VIOL	12
SECURITY	145
SPECIAL EVNT	4
SUSPICIOUS	7
THEFT	2
TRAFFIC STOP	50
TRESPASS	1
TRUANCY	2
UNWANTED	1
WARRANT	4
WEATHER	1
WELFARE	8

- The three Accident-PDO were all minor in nature with no injuries.
- The Agency Assists were for officers to standby during home visits by Health and Human Services.
- The Animal Abuse was an unfounded complaint for a dog.
- There were two Child-SA investigations. Both are still under investigation and no remaining threat remains.
- There were five checks on registered sex offenders in the village. All were in compliance.
- The five controlled calls consisted of THC and Methamphetamine charges.
- The two Disorderly Conduct charges resulted in arrest. One was a parent at the elementary school, the other was a disorderly customer at the Mobil gas station.
- The Drive Complaints were addressed with warnings. Two were unable to be located.
- The Fire Call was unfounded by the fire department.
- The six juvenile calls all originated from the schools. There were handled with warnings about their conduct.
- The three ordinance violations consisted of a dog off leash in Chandler park, a parking violation, and a vehicle driving on the grass in Chandler park.
- The OWI call was for a driver arrested for their 5th offense drugged driving.
- The Theft calls occurred at Kwik Trip. All have been resolved with citations.
- The Trespass call was for a vehicle that drove on to private property then left.
- There were four Warrant attempts for subjects within the village.

**Total Calls:317**



**February 2024****Totals**

Monthly Hours Goal (6240 hour per year divided by 12 months)	520
Regular Hours Worked	330.25
Overtime Hours Worked = 3.00 Multiplied by 1.5	4.50
Training Hours	79.00
Benefit Hours Used	84.00
Court Hours	0.00
Parking Enforcement	14.25

Mutual Aid Hours Subtracted	4.50
Number of Hours <b>Below</b> Schedule Time	<b>-12.50</b>
Banked Hours From Previous Months	327.73

<b>Total Banked Contract Hours at End of Month</b>	<b>315.23</b>
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DATE	Day Deputy	Hours	PM Deputy	Hours	Mid Deputy	Hours	Parking Deputy	Hours	OT Deputy	Hours	Drug Invest. (Case#)	Total Deputy Hours	Mutual Aid Case # (15 mins +)	Hours
2/1/24	3328	8.00	3334	9.00			3344	0.50						
2/2/24	3328	8.00	3342	0.50			3337	0.50	3334	3.00				
2/3/24	3352	3.00	3352	9.00			3341	0.50						
2/4/24	3352	3.00	3352	9.00			3341	0.50						
2/5/24			3334	9.50			3341	0.50						
2/6/24			3334	9.00			3334	0.75					24-03928	0.50
2/7/24	3352	3.00	3352	9.00			3343	0.50						
2/8/24	3352	3.00	3352	9.00			3325	0.50						
2/9/24							3342	0.50						
2/10/24			3334	9.00			3337	0.50					MULT	1.50
2/11/24			3334	8.00										
2/12/24			3352	12.00			3325	0.50						
2/13/24			3342/52	3.25			3342	0.50						
2/14/24														
2/15/24														
2/16/24			3352	12.00			3343	0.50						
2/17/24	3352	3.00	3352	9.00			3355	1.00					24-04948	0.50
2/18/24	3352	3.00	3352	9.00			3354	0.25						
2/19/24	3328	8.00	3334	9.00			3342	0.50						
2/20/24	3328	8.00	3334	6.00			3334	0.75						
2/21/24	3328	8.00	3352	9.00			3327/24-05395		3.00					
2/22/24	3328	8.00	3352	9.00			3,334	0.50						
2/23/24	3328	8.00	3334	9.00										
2/24/24			3334	9.00										
2/25/24			3334	9.00										
2/26/24	3328	8.00	3352	9.00			3337	0.50						
2/27/24	3328	8.00	3352	4.00										
2/28/24	3328	8.00	3334	9.00			3354	0.50						
2/29/24	3328/40	16.00	3334	8.00			3334	0.50					24-06232	2.00
	Days Total	114.00	PM Total	216.25	Mids Total	0.00	Parking	14.25	OT Total	3.00	Invest. Total	0.00	Mutual	4.50

**Meeting Date:** 12 MAR 2024

**Department:** Municipal Services

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**General:**

- Deep diving and cleaning up the 2024 Budget, and setting up initial 2025 Budget.
- Working on a comprehensive Street, Sidewalk, and Stormwater facility maintenance policy.

**Public Works:**

- Working on quasi-MS4 inspection process.
- New crewperson started February 26th.
- Deep dived into the department.

**Water & Sewer Utility:**

- PSC request of more information for PW&U Garage. Document submitted 04MAR2024.
- Deep dived into the department.

**Electric Utility:**

- Deep dived into the department.
- Scheduled a third-party review of the Digger Derrick truck.

**Community Development/Zoning:**

- Ordinance Review and recommendations for changes.

**Parks:**

- Working with Garden Club regarding pots and plantings.
- Working with School District on community work day event.

**Projects:**

- Sunrise Subdivision.
  - Basements on the southern side of Willow.
  - Clearing topsoil on northern side of Willow.
  - Discussion on P.U.D. and Phase 2.
- Water Tower.
  - Waiting to hear back from Verizon.
- Schneider & Herwig
  - Discussion went to Committee.
- Dam Project.
  - Project going out to bid.
  - Bid Opening: March 11<sup>th</sup> at 10:00 am at Village Hall.
  - Large amount of interest in the project with 13 requests for information.

**Other:**

- Comments back to Kwik Trip from MSA regarding necessary changes for their proposed plan prior to sending to Plan Commission.

**Visuals/Graphics:**

- Images captured since last month.















## Clerk/Treasurer's Report March 2024

- **2024 Spring Election:** The Spring Election will be on Tuesday, April 2<sup>nd</sup>, 2024. We have three candidates running for the three open Village Trustee positions. There are three candidates running for the two open school board positions.
- **Poll Worker Training/Public Testing:** We have been in contact with Chief Inspectors and general poll workers to make sure they complete the proper training prior to the April 2<sup>nd</sup> election. There is a new online training system where it automatically reports the number of hours of training they complete. We will also be providing an in-person training at our public testing the last week of March.
- **Audit:** Johnson Block has been on-site the first week of March to work on our 2023 audit. Staff gathered a large number of documents prior to them arriving. We have also been working on collecting additional documentation needed daily.
- **Tax Collections:** The first half of property taxes were due to the Village by January 31, 2024. All payments after that have been collected at the County level. February settlements were due February 20<sup>th</sup> and the amounts were as follows:

▪ Columbia County	\$ 287,396.52
▪ Pardeeville Schools	\$ 554,331.36
▪ PLMD	\$ 4,278.72
▪ MATC	\$ 54,954.98
Total	\$ 900,961.58
- **Hiring:** We interviewed candidates for the open Billing & Utility Clerk position on February 28<sup>th</sup> and are bringing our recommendation to the Village Board.
- **Park Shelter Reservations:** We started taking park shelter reservations on March 1<sup>st</sup>. We have had 11 reservations turned in so far.
- **Dog License Reimbursement:** We received the 2023 Dog Fee Disbursement from the County in the amount of \$671.10. We settle with the County for dog licenses twice per year. This is the money that is left over after they have paid all of their fees.
- **Social Media:** A social media page was created for both Facebook and Instagram for the Village of Pardeeville. Within the first week our Instagram account was suspended due to it not being connected to an individual person. The only way to reactivate it was to connect a personal account, which we didn't want to associate with making Village posts. All agendas will be posted on Facebook, as well as our three public places and the website in the future.
- **Credit Cards:** The Village received the credit cards that are going to be issued to administrative staff and each department. Credit cards aren't being distributed to employees until we have a policy in place regarding them.

- **Annual Reports:** The following reports were filed and are now current for 2024:
  - US Department of Labor Annual Survey of Occupational Injuries & Illnesses
  - DSPS Annual Summary of Work Related Injuries & Illnesses
  - 2% Fire Dues Self Certification
  - WI Municipal Light, Heat & Power Annual License Fee Report
  - Department of Financial Institutions Annual Report
  - US Census Bureau Report of Building or Zoning Permits
  
- **Upcoming Trainings:**
  - League of Municipalities Spring Conference on April 22<sup>nd</sup> & 23<sup>rd</sup> in Wisconsin Dells. There is no fee involved for this conference.
  - Wisconsin Municipal Treasurer's Association Spring Conference on April 25<sup>th</sup> & 26<sup>th</sup> in Stevens Point. There is a \$135 fee, along with an overnight stay.

# Angie W. Cox Public Library - Voucher Approval List      Date: 02/09/2024

Payee Name	Vendor Number	Invoice Number	Invoice Date	Due Date	Category	Amount
Baker & Taylor - <i>already pd.</i>	42	2038060675	01/24/2024	03/24/2024	5511-340	<del>\$26.95</del>
Bank First	3545		01/31/2024	02/26/2024	5511-340	\$93.59
Demco	50	7432510	02/05/2024	03/06/2024	5511-340	\$1552.55
Frontier	13		01/25/2024	02/20/2024	5511-311	\$190.61
Lakeside Cleaning	2205	4552	01/31/2024		5511.292	\$625.00
SCLS	181	Multiple	01/31/2024	03/01/2024	5511-291	\$3456.00
<b>TOTAL:</b>						<b>\$5954.70</b>


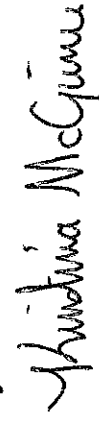
The aforementioned vouchers are hereby submitted for Board approval.      \$5917.75

Library Board Treasurer: <i>Margo Payable</i>	Library Director: <i>Christina McGuire</i>
Date: <i>2/9/24</i>	Date: <i>02/09/24</i>

# Angie W. Cox Public Library - Voucher Approval List      Date: 02/26/24

Payee Name	Vendor Number	Invoice Number	Invoice Date	Due Date	Category	Amount
Amazon	462	14L7-PT3M-4FKC	02/01/24		5511-340	\$350.93
Amazon	462	14L7-PT3M-4FKC	02/01/24		5511-394	\$132.90
Amazon	462	14L7-PT3M-4FKC	02/01/24		5511-310	\$469.78
Baker & Taylor	42	2038060675	02/14/24		5511-340	\$17.88
Cengage Learning	2344	83854006	02/09/24	03/10/24	5511*-340	\$50.40
Madden & Associates	3579	2363	01/30/24		5511-340	\$564.00
Rhyme Business Products	31	35967933	02/19/24	03/13/24	5511-290	\$285.78
Walmart Community	396		02/07/24		5511-340	\$29.25
<b>TOTAL:</b>						<b>\$1900.92</b>

The aforementioned vouchers are hereby submitted for Board approval.

Library Board Treasurer: 	Library Director: 
Date: 2/24/24	Date: 2/24/24

Report Criteria:  
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38486</b>									
02/24	02/15/2024	38486	2307	AARON TORGERSON	02/2024 CELL	CELL PHONE REIMBURSEMENT	603-53-8270-340	30.00	30.00
Total 38486:									30.00
<b>38487</b>									
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	294504 2.6.24	FEB BILLS 2024	100-51-5160-340	126.01	126.01
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	294504 2.6.24		100-51-5161-340	126.01	126.01
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	294504 2.6.24		601-53-9305-340	126.01	126.01
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	294504 2.6.24		602-53-6400-000	126.01	126.01
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	294504 2.6.24		603-53-8270-000	126.02	126.02
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	697623 2.6.24	FEB BILLS 2024	602-53-6400-000	54.72	54.72
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	697623 2.6.24		603-53-8270-000	54.72	54.72
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	806175 2.6.24	FEB BILLS 2024	602-53-6400-000	183.82	183.82
02/24	02/15/2024	38487	1289	ALLIANT ENERGY	806175 2.6.24		603-53-8270-000	183.82	183.82
Total 38487:									1,107.14
<b>38488</b>									
02/24	02/15/2024	38488	3416	AUTO VALUE PARDEEVILLE	705025806	BULB FOR JCB	100-53-5324-390	2.95	2.95
02/24	02/15/2024	38488	3416	AUTO VALUE PARDEEVILLE	705026103	OIL FOR F250	100-53-5324-390	42.96	42.96
Total 38488:									45.91
<b>38489</b>									
02/24	02/15/2024	38489	3545	BankFirst	4038 1.31.24	STATEMENT	100-55-5511-340	93.59	93.59
Total 38489:									93.59
<b>38490</b>									
02/24	02/15/2024	38490	108	BORDER STATES INDUSTRIES INC.	601535695340	guard riser	601-53-5695-340	464.32	464.32
02/24	02/15/2024	38490	108	BORDER STATES INDUSTRIES INC.	927769515	heat shrink	601-53-5695-340	385.68	385.68
Total 38490:									850.00
<b>38491</b>									
02/24	02/15/2024	38491	3429	CHARTER COMMUNICATIONS	001219701292	INTERNET/PHONE GARAGE SPECTR	100-51-5160-340	210.18	210.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38491:									210.18
<b>38492</b>									
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4182375617	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	28.96	28.96
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4182375617		601-53-9030-340	44.50	44.50
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4182375617		602-53-6000-350	24.24	24.24
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4182375617		603-53-8270-340	16.87	16.87
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4182375617		100-53-5324-390	21.47	21.47
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4183100954	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	28.96	28.96
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4183100954		601-53-9030-340	44.31	44.31
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4183100954		602-53-6000-350	24.35	24.35
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4183100954		603-53-8270-340	16.78	16.78
02/24	02/15/2024	38492	2209	CINTAS CORP#446	4183100954		100-53-5324-390	19.86	19.86
Total 38492:									270.30
<b>38493</b>									
02/24	02/15/2024	38493	2209	CINTAS	9258077822	AED Agreement - Reviver	100-57-5752-806	214.00	214.00
Total 38493:									214.00
<b>38494</b>									
02/24	02/15/2024	38494	166	COLUMBIA CO HUMANE SOCIETY	2024 SEVICE	HUMANE SOCIETY CONTRACT	100-54-5410-391	3,528.00	3,528.00
Total 38494:									3,528.00
<b>38495</b>									
02/24	02/15/2024	38495	539	COLUMBIA COUNTY ACCTG OFFICE	PC-P234	SHERIFF CONTRACTED SERVICES	100-52-5210-270	34,747.75	34,747.75
Total 38495:									34,747.75
<b>38496</b>									
02/24	02/15/2024	38496	5	COLUMBIA COUNTY HIGHWAY COMM	35141	SALT/SAND	100-53-5331-340	3,051.39	3,051.39
Total 38496:									3,051.39
<b>38497</b>									
02/24	02/15/2024	38497	550	COLUMBIA COUNTY SOLID WASTE	34880	GARBAGE PICKUP	100-53-5363-280	8,522.50	8,522.50
02/24	02/15/2024	38497	550	COLUMBIA COUNTY SOLID WASTE	34880	RECYCLING	100-53-5363-282	3,029.00	3,029.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38497:									11,551.50
<b>38498</b>									
02/24	02/15/2024	38498	61	COLUMBIA COUNTY TREASURER	2023 TAX - FE	2023 FEBRUARY SETTLEMENT OF TA	100-243000	286,929.92	286,929.92
Total 38498:									286,929.92
<b>38499</b>									
02/24	02/15/2024	38499	1247	CT LABORATORIES	184194	WATER SAMPLES	603-53-8270-340	17.00	17.00
02/24	02/15/2024	38499	1247	CT LABORATORIES	184465	WATER SAMPLES	603-53-8270-340	111.00	111.00
Total 38499:									128.00
<b>38500</b>									
02/24	02/15/2024	38500	50	DEMCO INC	7432510	supplies	100-55-5511-340	1,552.55	1,552.55
Total 38500:									1,552.55
<b>38501</b>									
02/24	02/15/2024	38501	3580	DENISE VATER	1.25.24 MILEA	MILEAGE WMCA DISTRICT 4 MEETIN	100-51-5142-330	41.54	41.54
Total 38501:									41.54
<b>38502</b>									
02/24	02/15/2024	38502	143	DIGGERS HOTLINE INC.	240118301	PREPAY DIGGERS HOTLINE TICKETS	603-53-8270-340	17.06	17.06
02/24	02/15/2024	38502	143	DIGGERS HOTLINE INC.	240118301		601-53-9305-340	17.07	17.07
02/24	02/15/2024	38502	143	DIGGERS HOTLINE INC.	240118301		602-53-6500-350	17.07	17.07
Total 38502:									51.20
<b>38503</b>									
02/24	02/15/2024	38503	13	FRONTIER	262159008503	Public utilities	603-53-8510-310	119.18	119.18
02/24	02/15/2024	38503	13	FRONTIER	262159008503		100-51-5142-390	119.18	119.18
02/24	02/15/2024	38503	13	FRONTIER	608429152505	Village	100-51-5142-390	76.53	76.53
02/24	02/15/2024	38503	13	FRONTIER	608429235401	Phone AND INTERNET CHARGES LIBR	100-55-5511-311	190.61	190.61
02/24	02/15/2024	38503	13	FRONTIER	608429481511	WWTP new line	603-53-8510-310	127.07	127.07
Total 38503:									632.57



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38504</b>									
02/24	02/15/2024	38504	245	GENERAL ENGINEERING CO INC.	JAN BUILDIN	BUILDING PERMITS	100-52-5240-250	1,343.00	1,343.00
Total 38504:									1,343.00
<b>38505</b>									
02/24	02/15/2024	38505	3433	GFC LEASING	100892822	Scanner - annual lease	100-57-5751-803	654.00	654.00
02/24	02/15/2024	38505	3433	GFC LEASING	100892822		601-57-9210-000	654.00	654.00
02/24	02/15/2024	38505	3433	GFC LEASING	100892822		602-57-6810-000	654.00	654.00
02/24	02/15/2024	38505	3433	GFC LEASING	100892822		603-57-8510-000	654.00	654.00
Total 38505:									2,616.00
<b>38506</b>									
02/24	02/15/2024	38506	2205	LAKESIDE CLEANING	4552	CONTRACTED SERVICES, CLEANING	100-55-5511-292	625.00	625.00
Total 38506:									625.00
<b>38507</b>									
02/24	02/15/2024	38507	2239	LMS CONSTRUCTION INC.	9995	remove and haul snow	100-53-5331-340	4,650.00	4,650.00
Total 38507:									4,650.00
<b>38508</b>									
02/24	02/15/2024	38508	118	MADISON AREA TECHNICAL COLLEG	2023 TAX - FE	2023 FEBRUARY SETTLEMENT OF TA	100-246200	54,954.98	54,954.98
Total 38508:									54,954.98
<b>38509</b>									
02/24	02/15/2024	38509	294	Madison Media Partners	182848	Legal notices ran in paper	100-51-5142-360	54.00	54.00
02/24	02/15/2024	38509	294	Madison Media Partners	186202	Legal notices ran in paper	100-51-5142-360	152.80	152.80
02/24	02/15/2024	38509	294	Madison Media Partners	189530	Legal notices ran in paper	100-51-5142-360	197.95	197.95
Total 38509:									404.75
<b>38510</b>									
02/24	02/15/2024	38510	3447	Matt Weatherwax	02/2024 CELL	Cell Phone Reimbursement	100-51-5142-310	30.00	30.00
Total 38510:									30.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38511</b>									
02/24	02/15/2024	38511	3581	MICHAEL BABCOCK	02.04.24	CHAIRS - SENIOR CENTER	100-57-5755-841	880.00	880.00
02/24	02/15/2024	38511	3581	MICHAEL BABCOCK	02.04.24	mileage	100-57-5755-841	115.24	115.24
02/24	02/15/2024	38511	3581	MICHAEL BABCOCK	02.04.24	CHAIRS - VILLAGE HALL	100-51-5160-340	520.00	520.00
Total 38511:									1,515.24
<b>38512</b>									
02/24	02/15/2024	38512	3426	CHERIE KALLENBACH	413 N MAIN S	PROPERTY TAX REFUND 2023	100-260000	25.40	25.40
Total 38512:									25.40
<b>38513</b>									
02/24	02/15/2024	38513	3426	DAN OR JENNIFER BUZZELL	502 LAKE SH	PROPERTY TAX REFUND 2023	100-260000	31.81	31.81
Total 38513:									31.81
<b>38514</b>									
02/24	02/15/2024	38514	3426	DUSTIN & JENNIFER BUSSAN	105 E CHEST	PROPERTY TAX REFUND 2023	100-260000	70.28	70.28
Total 38514:									70.28
<b>38515</b>									
02/24	02/15/2024	38515	3426	ROBERT HINTZ JR	708 E CHEST	PROPERTY TAX REFUND 2023	100-260000	25.17	25.17
Total 38515:									25.17
<b>38516</b>									
02/24	02/15/2024	38516	3426	DEREK & NICOLE SMITH	202 RIVERVIE	PROPERTY TAX REFUND 2023	100-260000	28.14	28.14
Total 38516:									28.14
<b>38517</b>									
02/24	02/15/2024	38517	3426	MICHAEL & CARLA HOUSNER	111 3RD ST	PROPERTY TAX REFUND 2023	100-260000	1,150.12	1,150.12
Total 38517:									1,150.12
<b>38518</b>									
02/24	02/15/2024	38518	3426	KIMBERLY BREES	304 HERWIG	PROPERTY TAX REFUND 2023	100-260000	1,469.47	1,469.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38518:									1,469.47
<b>38519</b>									
02/24	02/15/2024	38519	3426	WILLIAM AND GINA FITZGIBBON	113 HERWIG	PROPERTY TAX REFUND 2023	100-260000	26.09	26.09
Total 38519:									26.09
<b>38520</b>									
02/24	02/15/2024	38520	3426	REBEKAH TAYLOR	604 LAKE ST	PROPERTY TAX REFUND 2023	100-260000	21.03	21.03
Total 38520:									21.03
<b>38521</b>									
02/24	02/15/2024	38521	3426	GRANT PULVER & BRIEANA FORD	210 CHANDL	PROPERTY TAX REFUND 2023	100-260000	26.09	26.09
Total 38521:									26.09
<b>38522</b>									
02/24	02/15/2024	38522	3426	SHERI EBERLE	610 E CHEST	PROPERTY TAX REFUND 2023	100-260000	223.62	223.62
Total 38522:									223.62
<b>38523</b>									
02/24	02/15/2024	38523	1298	MSA PROFESSIONAL SERVICES INC.	001086	General Engineering services	100-53-5310-210	2,697.50	2,697.50
02/24	02/15/2024	38523	1298	MSA PROFESSIONAL SERVICES INC.	001086	TREATMENT PLANT ASSIST	603-57-8521-000	770.00	770.00
02/24	02/15/2024	38523	1298	MSA PROFESSIONAL SERVICES INC.	001358	GIS	603-57-8510-000	560.00	560.00
Total 38523:									4,027.50
<b>38524</b>									
02/24	02/15/2024	38524	23	PABA	2024 MEMBE	annual dues	100-56-5660-140	35.00	35.00
Total 38524:									35.00
<b>38525</b>									
02/24	02/15/2024	38525	62	PARDEEVILLE AREA SCHOOL DIST	2023 TAX - FE	2023 FEBRUARY SETTLEMENT OF TA	100-246100	554,331.36	554,331.36
Total 38525:									554,331.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38526</b>									
02/24	02/15/2024	38526	64	PARDEEVILLE LAKES MANAGE DIST	2023 TAX - FE	2023 FEBRUARY SETTLEMENT OF TA	100-245000	4,278.72	4,278.72
Total 38526:									4,278.72
<b>38527</b>									
02/24	02/15/2024	38527	2365	PERMAR SECURITY SERVICES	3261305	SECURITY SERVICES QUARTERLY	100-51-5160-120	371.22	371.22
02/24	02/15/2024	38527	2365	PERMAR SECURITY SERVICES	3261306	Access control - 307 Roosevelt St.	100-51-5161-340	90.00	90.00
Total 38527:									461.22
<b>38528</b>									
02/24	02/15/2024	38528	26	PORTAGE LUMBER COMPANY INC.	2402547200	treated plywood	100-53-5330-350	173.40	173.40
Total 38528:									173.40
<b>38529</b>									
02/24	02/15/2024	38529	2022	ROTH PROFESSIONAL SOLUTIONS IN	2683 (2024)	North Dam Embankment Repair	100-57-5751-833	330.00	330.00
Total 38529:									330.00
<b>38530</b>									
02/24	02/15/2024	38530	2188	ROY C. WHITE	02/2024 CELL	CELLPHONE REIMBURSEMENT	603-53-8270-340	30.00	30.00
Total 38530:									30.00
<b>38531</b>									
02/24	02/15/2024	38531	104	SECURIAN FINANCIAL GROUP INC.	MARCH 2024	Life Ins. Prem.	100-156220	306.24	306.24
Total 38531:									306.24
<b>38532</b>									
02/24	02/15/2024	38532	1479	SEERA	JAN 2024	PUBLIC BENEFIT FEES	601-253000	837.03	837.03
Total 38532:									837.03
<b>38533</b>									
02/24	02/15/2024	38533	181	SOUTH CENTRAL LIBRARY SYSTEM	24-209	Annual FEE FOR MY PC TIME MANAG	100-55-5511-291	45.00	45.00
02/24	02/15/2024	38533	181	SOUTH CENTRAL LIBRARY SYSTEM	24-230	2024 SCLS DELIVERY SERVICES	100-55-5511-291	3,411.00	3,411.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38533:									3,456.00
<b>38534</b>									
02/24	02/15/2024	38534	1520	THE O'BRION AGENCY, LLC	91125	PAST DUE NOTICES	601-53-9210-310	151.34	151.34
02/24	02/15/2024	38534	1520	THE O'BRION AGENCY, LLC	91125		602-53-6810-310	151.33	151.33
02/24	02/15/2024	38534	1520	THE O'BRION AGENCY, LLC	91125		603-53-8510-310	151.33	151.33
Total 38534:									454.00
<b>38535</b>									
02/24	02/20/2024	38535	61	COLUMBIA COUNTY TREASURER	2023 FEB SET	2023 FEBRUARY SETTLEMENT OF TA	100-243000	466.60	466.60
Total 38535:									466.60
<b>38536</b>									
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	20323 2.13.24	FEB BILLS 2024	100-51-5160-340	73.69	73.69
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	20323 2.13.24		100-51-5161-340	73.68	73.68
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	20323 2.13.24		601-53-9305-340	73.68	73.68
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	20323 2.13.24		602-53-6400-000	73.68	73.68
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	20323 2.13.24		603-53-8270-000	73.68	73.68
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	370682 2.14.2	FEB BILLS 2024	602-53-6400-000	51.92	51.92
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	370682 2.14.2		603-53-8270-000	51.93	51.93
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	6911200768 2.	FEB BILLS 2024	100-53-5371-340	512.43	512.43
02/24	02/28/2024	38536	1289	ALLIANT ENERGY	8328810000	PURCHASED POWER	601-53-5450-000	180,718.16	180,718.16
Total 38536:									181,702.85
<b>38537</b>									
02/24	02/28/2024	38537	462	Amazon Capital Services, Inc	14L7-PT3M-4	Books - LIBRARY	100-55-5511-340	350.93	350.93
02/24	02/28/2024	38537	462	Amazon Capital Services, Inc	14L7-PT3M-4		100-55-5511-394	132.90	132.90
02/24	02/28/2024	38537	462	Amazon Capital Services, Inc	14L7-PT3M-4		100-55-5511-310	469.78	469.78
Total 38537:									953.61
<b>38538</b>									
02/24	02/28/2024	38538	3582	AUSTEN FREDERICKSON	2.20.24 MILEA	MILEAGE - MSA MADISON	100-51-5141-130	40.87	40.87
Total 38538:									40.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38539</b>									
02/24	02/28/2024	38539	42	BAKER & TAYLOR	2038102010	Adult Fiction books	100-55-5511-340	17.88	17.88
Total 38539:									17.88
<b>38540</b>									
02/24	02/28/2024	38540	103	BOARDMAN & CLARK LLP	280133	MUNICIPAL PROSECUTIONS	100-52-5210-220	924.00	924.00
02/24	02/28/2024	38540	103	BOARDMAN & CLARK LLP	280133	sale of lot 89	100-51-5110-220	174.00	174.00
02/24	02/28/2024	38540	103	BOARDMAN & CLARK LLP	280133	Truck Contract	100-51-5110-220	240.00	240.00
Total 38540:									1,338.00
<b>38541</b>									
02/24	02/28/2024	38541	2344	CENGAGE LEARNING	83854006	library books	100-55-5511-340	50.40	50.40
Total 38541:									50.40
<b>38542</b>									
02/24	02/28/2024	38542	3429	CHARTER COMMUNICATIONS	001221302202	INTERNET CHARGES	100-51-5142-390	74.75	74.75
02/24	02/28/2024	38542	3429	CHARTER COMMUNICATIONS	001221302202		100-52-5210-310	24.93	24.93
02/24	02/28/2024	38542	3429	CHARTER COMMUNICATIONS	001221302202		601-53-9210-310	49.83	49.83
02/24	02/28/2024	38542	3429	CHARTER COMMUNICATIONS	001221302202		602-53-6810-310	49.83	49.83
02/24	02/28/2024	38542	3429	CHARTER COMMUNICATIONS	001221302202		603-53-8510-310	49.83	49.83
Total 38542:									249.17
<b>38543</b>									
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202		601-53-9030-340	26.29	26.29
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202		601-53-9030-340	19.42	19.42
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202		602-53-6000-350	24.91	24.91
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202		603-53-8270-340	17.30	17.30
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4183828202		100-53-5324-390	20.48	20.48
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807		601-53-9030-340	26.29	26.29
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807		601-53-9030-340	19.42	19.42
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807		602-53-6000-350	24.91	24.91
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807		603-53-8270-340	17.30	17.30
02/24	02/28/2024	38543	2209	CINTAS CORP#446	4184546807		100-53-5324-390	20.48	20.48
02/24	02/28/2024	38543	2209	CINTAS CORP#446	5199182744	SUPPLY CABINET REFILL	601-53-9030-340	30.18	30.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
02/24	02/28/2024	38543	2209	CINTAS CORP#446	5199182744		100-51-5160-350	30.18	30.18
02/24	02/28/2024	38543	2209	CINTAS CORP#446	5199182744		602-53-6000-350	30.18	30.18
02/24	02/28/2024	38543	2209	CINTAS CORP#446	5199182744		603-53-8270-340	30.18	30.18
Total 38543:									397.32
<b>38544</b>									
02/24	02/28/2024	38544	1247	CT LABORATORIES	184628	WATER SAMPLES	602-53-6000-350	20.00	20.00
02/24	02/28/2024	38544	1247	CT LABORATORIES	184630	WATER SAMPLES	602-53-6000-350	912.00	912.00
02/24	02/28/2024	38544	1247	CT LABORATORIES	184632	WATER SAMPLES	602-53-6000-350	236.00	236.00
Total 38544:									1,168.00
<b>38545</b>									
02/24	02/28/2024	38545	2371	EHLERS	86180	2023 DEBT PAYMENT	100-58-5833-620	33,475.00	33,475.00
02/24	02/28/2024	38545	2371	EHLERS	86180		100-58-5834-620	33,475.00	33,475.00
02/24	02/28/2024	38545	2371	EHLERS	86180		601-58-5833-620	33,475.00	33,475.00
02/24	02/28/2024	38545	2371	EHLERS	86180		601-58-5834-620	33,475.00	33,475.00
02/24	02/28/2024	38545	2371	EHLERS	86476	Agent Fee	100-58-5834-620	400.00	400.00
Total 38545:									134,300.00
<b>38546</b>									
02/24	02/28/2024	38546	13	FRONTIER	608429152505	Village	100-51-5142-390	15.15	15.15
Total 38546:									15.15
<b>38547</b>									
02/24	02/28/2024	38547	2383	GERKE EXCAVATING INC.	PAY APPLICA	TIF account	100-57-5755-875	182,363.06	182,363.06
Total 38547:									182,363.06
<b>38548</b>									
02/24	02/28/2024	38548	3583	HOMETOWN GLASS & IMPROVEMENT	I243153	INSTALL GLASS AT VILLAGE HALL	100-51-5160-350	5,270.00	5,270.00
Total 38548:									5,270.00
<b>38549</b>									
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	Municipal Accounting & Consulting Servi	100-51-5151-230	4,850.00	4,850.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		601-53-9230-000	4,850.00	4,850.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		603-53-8520-000	4,850.00	4,850.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		602-53-6820-000	4,850.00	4,850.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	accounting/consulting mileage and direct	100-51-5151-230	596.00	596.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		601-53-9230-000	596.00	596.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	Electric Utility	601-53-9230-000	825.00	825.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	Sewer	603-53-8520-000	675.00	675.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	Water Utility	602-53-6820-000	675.00	675.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	TIF	100-57-5755-875	175.00	175.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		603-53-8520-000	596.00	596.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		602-53-6820-000	596.00	596.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	Water Utility - water rate application	602-53-6820-000	907.00	907.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	consulting services	100-51-5151-230	1,365.00	1,365.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795		601-53-9230-000	350.00	350.00
02/24	02/28/2024	38549	14	JOHNSON BLOCK & COMPANY, INC.	513795	General fund	100-51-5151-230	1,150.00	1,150.00
Total 38549:									27,906.00
<b>38550</b>									
02/24	02/28/2024	38550	3579	Madden & Associates	2363	ADJUSTABLE SHELVES	100-55-5511-340	564.00	564.00
Total 38550:									564.00
<b>38551</b>									
02/24	02/28/2024	38551	3032	MARTELLE WATER TREATMENT	26577	BULK SODIUM HYPOCHLORITE	602-53-6301-000	317.55	317.55
Total 38551:									317.55
<b>38552</b>									
02/24	02/28/2024	38552	3447	Matt Weatherwax	86509	Reimb for work boots	100-53-5323-390	200.00	200.00
Total 38552:									200.00
<b>38553</b>									
02/24	02/28/2024	38553	3556	Menards - Beaver Dam	50151	Senior Center exp	100-53-5371-340	92.50	92.50
Total 38553:									92.50
<b>38554</b>									
02/24	02/28/2024	38554	470	MEUW INC.	021524-18	MEMBERSHIP DUES	601-53-9030-340	2,260.00	2,260.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38554:									2,260.00
<b>38555</b>									
02/24	02/28/2024	38555	1298	MSA PROFESSIONAL SERVICES INC.	001696	Temp DPW services	100-51-5142-999	5,771.94	5,771.94
02/24	02/28/2024	38555	1298	MSA PROFESSIONAL SERVICES INC.	001708	General Engineering Services	100-53-5310-210	840.00	840.00
02/24	02/28/2024	38555	1298	MSA PROFESSIONAL SERVICES INC.	002151	TIF - LaFollette St.	100-57-5755-875	1,761.83	1,761.83
02/24	02/28/2024	38555	1298	MSA PROFESSIONAL SERVICES INC.	002152	TIF - Vince St.	100-57-5755-875	222.10	222.10
Total 38555:									8,595.87
<b>38556</b>									
02/24	02/28/2024	38556	573	PHOENIX CONSULTING INC	4022102	IT SUPPORT	100-51-5145-290	105.00	105.00
Total 38556:									105.00
<b>38557</b>									
02/24	02/28/2024	38557	26	PORTAGE LUMBER COMPANY INC.	2402-572723	FENCING	100-55-5520-340	14.02	14.02
Total 38557:									14.02
<b>38558</b>									
02/24	02/28/2024	38558	317	PUBLIC SERVICE COMMISSION	2401-I-04540	Electric	601-53-9230-000	1,404.97	1,404.97
Total 38558:									1,404.97
<b>38559</b>									
02/24	02/28/2024	38559	2341	QUADIENT POSTAGE FUNDING	790004408069	POSTAGE MAILING MACHINE	100-51-5160-340	252.50	252.50
02/24	02/28/2024	38559	2341	QUADIENT POSTAGE FUNDING	790004408069		601-53-9030-340	252.50	252.50
02/24	02/28/2024	38559	2341	QUADIENT POSTAGE FUNDING	790004408069		602-53-6810-310	252.50	252.50
02/24	02/28/2024	38559	2341	QUADIENT POSTAGE FUNDING	790004408069		603-53-8510-310	252.50	252.50
Total 38559:									1,010.00
<b>38560</b>									
02/24	02/28/2024	38560	31	RHYME SUPPLY COMPANY INC	35967933	PRINTER LIBRARY	100-55-5511-291	285.78	285.78
Total 38560:									285.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38561</b>									
02/24	02/28/2024	38561	2321	SARGENTS EQUIPMENT OF WISCON	2487	Hydraulic pump & oil	100-57-5753-811	3,461.80	3,461.80
Total 38561:									3,461.80
<b>38562</b>									
02/24	02/28/2024	38562	1527	US CELLULAR	0636008981	Cell Phone BILL	100-51-5142-390	118.55	118.55
02/24	02/28/2024	38562	1527	US CELLULAR	0636008981		601-53-9210-310	118.55	118.55
02/24	02/28/2024	38562	1527	US CELLULAR	0636008981		602-53-6810-310	118.55	118.55
02/24	02/28/2024	38562	1527	US CELLULAR	0636008981		603-53-8510-310	118.55	118.55
Total 38562:									474.20
<b>38563</b>									
02/24	02/28/2024	38563	396	WAL-MART COMMUNITY	1653943203	SUPPLIES	100-55-5511-340	29.25	29.25
Total 38563:									29.25
Grand Totals:									1,538,046.05

Report Criteria:  
 Report type: GL detail

**VILLAGE OF PARDEEVILLE  
PUBLIC PROTECTION COMMITTEE APPROVED MINUTES  
Pardeeville Village Hall  
February 13, 2024 at 6:30 PM**

**Call to Order:** The meeting was called to order by Chair Pufahl at 6:30 pm.

**Roll Call:** Barry Pufahl, Angie Englemann, Mark Taylor

**Staff:** Denise Vater, Clerk/Treasurer, Austen Frederickson, Director of Public Works.

**Guests:** President Haynes, Trustee Henslin

**Approval of Agenda:** Englemann made a motion to approve the agenda as posted. Second by Taylor. All in favor. Motion carried.

**Approval of Minutes:** Englemann made a motion to approve the January 5, 2024 Public Protection minutes as presented. Second by Taylor. All in favor. Motion carried.

**Comments from the Floor:** Englemann discussed comments she has heard regarding Tommy's Small Engine Repair shop looking like a junkyard. She would like to make sure nothing is in violation of an ordinance and it would be looked into going on the next agenda if needed.

**Fire Department Siren:** Fire Chief Wendt wasn't present at the meeting to discuss. A motion was made to table the discussion until the March meeting.

**Hunting on Village Land:** Pufahl made a motion to put something in place so there is no hunting on village owned property. Frederickson clarified if Pufahl wanted it to be a policy or ordinance. Pufahl advised a policy. Second by Englemann.

**Ord. 2-272 Use of Public Property; Obligations of Citizens:** Frederickson advised there would no longer be anything personal done on Village properties. There would be a stop put to that. Parking inside during weather he doesn't see as an issue. Englemann stated she appreciated Frederickson taking action. Englemann does believe a policy should be put in place as well.

**Vehicles for sale within the Village:** Englemann spoke about multiple vehicles having been parked downtown in front of buildings for sale. Englemann made a motion to create an ordinance regarding vehicles for sale in the business district, including public parking lots, eliminating personal vehicles for sale. Second by Taylor. It was recommended staff create an ordinance regarding the sale of vehicles.

**Create Ordinance for Senior Center Commission:** It was recommended the name be changed to Senior Center Commission verses a committee. Frederickson clarified the difference between

committees and commissions.

The commission would be a couple of trustees, along with a few residents who are interested in being on the committee. Haynes stated there are currently 21 volunteers who are interested in being on this commission.

Pufahl made a motion to send the recommendation to the full board regarding creating an ordinance for a Senior Center Commission. Second by Taylor. Motion carried.

**Adjournment:** Pufahl made a motion to adjourn the meeting at 6:59pm. Second by Taylor.

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Denise Vater, Clerk/Treasurer  
Approved: March 5, 2024



## Public Works Director Memo

**Meeting Date:** 12 MAR 2024

**Topic:** Senior Center Commission

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This memo is in regards to the Senior Center Commission Ordinance.

Attached is a draft copy of the proposed ordinance.

The Village Board directed staff to draft an ordinance creating a Senior Center Commission. Village staff used existing Commission ordinance as a template and made changes necessary. Two Trustee members, being standard in Commissions, was included in this ordinance. ~~However, due to the Senior Center technically originally falling within the Public Works, Parks, and Public Property Committee, staff felt it only logical that the chair of that committee be one of the serving members on the Senior Center Commission. Likewise, due to the oversight of the Senior Center that the Commission will have, staff felt it only logical to also make the chair of the Finance & Personnel Committee be the other trustee member. This is done so that each chair may keep their respective Committees informed on the happenings of the Senior Center Commission, since that Commission will be doing items that would have originally fallen under their discretion.~~ Staff battled with the idea of five, seven, and even nine non-trustee members, but ultimately met in the middle and chose seven resident members. Should the governing body decide another number, staff has no strong tie to the seven.

The duties of the Commission are such that it will not impede the Senior Center from operating but also keep the Village Boards oversight capabilities. The Commission continues to recommend to the Village Board, and sometimes the Finance & Personnel Committee, maintenance, budgets, policies, and all other items relating to spending large amounts of money. However, it is allowed the flexibility to set its own standard operating procedures and approve the rentals and special events to keep the building useable to the public. By allowing the flexibility of a Commission, the Village is allowing the Senior Center to operate more efficiently, rather than being bogged down by the bureaucracy of local Government, i.e. waiting up to a month for a rental to be approved or numerous special Village Board meetings.

Should the body agree with the draft ordinance, a motion would be in order to adopt Ordinance 2-170: Senior Center Commission.

Respectfully,  
Austen

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**Sec. 2-170. Senior Center Commission.**

- (a) *Composition.* The Senior Center Committee shall consist of nine members: two regular trustee members, and seven (7) non-trustee residents. The Public Works Director shall serve as ex-officio to the committee.
- (b) *Appointment and term.* The members who are first appointed shall be designated by the village president, with majority Village Board approval, to service the following terms: For the resident members; two for one year, two for two years, and three for three years from the date of their appointment; thereafter, the term of office shall be for three years. A member shall hold his office until a successor has been appointed at the annual new Village Board meeting. The trustee members shall be designated by the village president, with majority Village Board approval, following the annual Village Board reorganizational meeting.
- (c) *Record.* The committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk-treasurer. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all members.
- (d) *Duties.*
  - (1) To recommend all maintenance relating to the Senior Center.
  - (2) To plan necessary capital projects and capital outlay equipment for the building and site.
  - (3) To approve rentals, events, and other special uses of the building or site.
  - (4) To produce a budget for the Senior Center, to be reviewed by the Finance & Personnel Committee and approved by the Village Board.
  - (5) To produce policies and standard operating procedures for the Senior Center.



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Sale of Motor Vehicles

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This memo is in regards to the Sale of Motor Vehicles Ordinance.

Attached is a draft copy of the proposed ordinance.

At the last Public Protection Committee meeting the Committee directed staff to draft an ordinance prohibiting selling their personal vehicle in the Village right-of-way. In the attached ordinance, no one will be able to sell their vehicle on Village right-of-way in a very specific section of the Village (the downtown area, as defined in the Ordinance). This was written in a way that would prevent it in the areas that would be detrimental to traffic safety and use of the downtown parking.

Likewise, another mention was sale of vehicles on public land and public parking. The way the ordinance is written, it prohibits leaving your vehicle with the primary intent to sell it. Meaning someone may not park their vehicle and post it online or post a "for sale" sticker on it and leave. They must either stay in the vehicle or selling must not be their primary intent. Why that is written that way makes it so that the vehicle cannot be left there to be sold, but it does not prohibit someone selling something online from coming to a public area to do the exchange. Nor would it prohibit someone who has a "for sale" sticker on their daily driver vehicle. Nor also would it prohibit someone from making an offer on a vehicle at the car show, that is said to be a big event in the Village. Staff developed this ordinance specifically to mitigate the impact on the average resident and not impose any safety risks to those doing online sales.

Should the body agree with the draft ordinance, a motion would be in order to adopt Ordinance 22-36: Sale of Motor Vehicles.

Respectfully,  
Austen

## **Sec. 22-36. Sale of Motor Vehicles.**

- (a) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Business District* means the downtown area of the Village as described by the commercially zoned property within the following quadrant: east of Roosevelt St., north of Chestnut St., west of 2nd St., and south of Elliot St.

*Motor Vehicle* means any self-propelled vehicle as defined by Wis. Stats. § 340.01.

*Sale* means any exchange between two or more parties for items, currency, goods, and/or services.

- (b) *Sale of Motor Vehicles within Business District Right-of-Way prohibited.* No person shall sell or attempt to sell any motor vehicle on publicly owned right of way within the Business District.
- (c) *Sale of Motor Vehicles on Village owned property.* No person shall cede a motor vehicle on Village owned property with primary intent to sell.





## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Business District Ordinance

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This memo is in regards to the undoing of Business District Ordinance revisions agenda item.

Attached is the approved revisions form March 07 of 2023.

This item was discovered while staff was searching for other items in the Village files. The revisions, although can be understood for the intention, actually have the opposite effect. The way the revised ordinance is written, all wrecking, junk, demolition and scrap yards must be surrounded by an obstructive barrier and these storage/manufacturing areas must be within 25 feet from the lot line of the listed districts. Due to the ordinance item being descriptive of the "Outside storage and manufacturing areas" all items listed therein will be descriptive of the use and not the restrictions. Meaning, the previous text of "at least 600" is accurately describing keeping these areas away from a non-homogenous district. The change that was passed creates a boundary area forcing property owners to place any scrap storage within 25 feet from the property line, as this is the only legal place to store these items. It is completely counterintuitive to force this in any district as property values will decrease due to these items not being value producers and are eye-sores to residents, especially in a residential zone.

Should the body agree, a motion would be in order to undo the revisions made to the following ordinances Business District I (Sec. 58-73), Business District II (58-74), and Business District III (58-75).

Respectfully,  
Austen

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## Sec. 58-73. B-1 Business District.

- (a) *Principal uses.* The following uses are permitted in the B-1 district: Antique shops, apartment hotels, appliance shops, art and school supply stores, automotive parts sales stores, automobile sales lots and showrooms and lots, including incidental servicing and repair; provided, however, that all vehicles be in operative condition. Automotive servicing and repairs, banks and other financial institutions, including loan and finance companies. Barbershops and beauty parlors, business offices, candy and ice cream stores, caterers, clinics, clothing repair shops, clubs, cocktail lounges, confectioneries, delicatessens, department stores, drug stores, electrical supply, food lockers, furniture stores, gasoline stations, heating and air conditioning supply, hotels, insurance agencies, jewelry stores, lumber yards, medical clinics, opticians and optical stores, paint stores, retail only, parking facilities, honey processors, sporting shops, photographic studios, professional offices, publishers, restaurants, small animal hospitals, taverns with permit by village board, tourist information and hospitality centers, undertaking establishments, upholsterer's shops, variety stores, vegetable stores, grocery stores, museums, libraries, contractor and trade offices, showrooms, miscellaneous small equipment storage or repair, laundromats, video stores and small machine assembly or manufacturing shops with a maximum of six full-time and six part-time employees.
- (b) *Conditional uses.* See sections 58-123, 58-124, 58-125 and 58-128.
- (1) Permitted on application and plan commission approval.
  - (2) The sale, service, repair, testing, demonstration or other uses of piston-type engines or motors, or any type of device, appliance or equipment operated by such engines or motors. However, the number of unenclosed vehicles awaiting sale or repair shall be established by the plan commission. Enclosed vehicles shall be stored within a building or enclosed by a complete vision-barrier fence a minimum of six feet in height. Prior to construction, the materials proposed for the fence and fence designs are items that may be reviewed by the plan commission. Such enclosure fences shall be maintained in such a manner as to not constitute a nuisance.
  - (3) The sale, service, repair, testing, demonstration or use of other radios, television sets, high-fidelity sound equipment, electronic amplifiers, stereographic sound systems, musical instruments, or other such devices. Establishments engaged in the sale, service, repair, testing, demonstration or other use of motor-driven bicycles, commonly called motorbikes; with the provision that such activity, when carried out in an establishment which also engages in the sale, repair or other operations with non-motor-driven bicycles shall constitute a separate and distinct use insofar as the intention of this chapter is concerned.
  - (4) Establishments engaged in the sale, servicing, repairing, testing, demonstration, or other use of electrical household appliances, including refrigerators, freezers, air conditioners, washing machines, vacuum cleaners, dishwashers, irons, toasters, or similar household appliances. Further, such facilities for operating, repairing, loading, unloading and storage of such appliances or equipment shall be provided in a manner which affords no nuisance of obstruction or of the discharge of unpleasant or harmful vapors or liquids, or of unsightly conditions to the public. Miscellaneous repair shops and related services.
  - (5) Garment pressing establishments, hand laundries, and hat cleaning and blocking shops.
  - (6) The parking of trucks as an accessory use, when used in the conduct of a permitted business listed above in this section, shall be limited to vehicles of not over 14,000 pounds gross vehicle weight when located within 150 feet of a residential district boundary line.
  - (7) Farm supplies, wholesale trade.
  - (8) Community living arrangements, including daycare.
  - (9) Bed and breakfast inns.
  - (10) Commercial parking garages or parking structures.

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(11) Accessory buildings in excess of 200 square feet.

(c) *Outside storage and manufacturing areas in the B-1 Business District.* Wrecking, junk, demolition and scrap yards shall be surrounded by a solid fence or evergreen planting screen completely preventing a view from any other property or public right-of-way and shall be at ~~least 60~~ most 25 feet from residential, public and semi-public districts

(d) *Lot, building and yard requirements.*

Lot frontage	Minimum 60 ft.
Lot area	Minimum 6,000 sq. ft.
Building height	Maximum 60 ft.
Number of stories	Maximum 5
Percent of lot coverage	Maximum 90%
Lot area per dwelling unit	Minimum 1,500 sq. ft.
Alley	Minimum 15 ft.

(Code 1986, § 10-1-27)

Revised 03/07/23

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**Sec. 58-74. B-2 Business District.**

(a) *Principal uses.* The following uses are permitted in the B-2 district: Those uses allowed in the B-2 district. Antique shops, apartment hotels, appliance shops, art and school supply stores, automotive parts sales stores, automobile sales lots and showrooms and lots, including incidental servicing and repair; provided, however, that all vehicles be in operative condition. Automotive servicing and repairs, banks and other financial institutions including loan and finance companies. Barbershops and beauty parlors, bowling alleys, business offices, candy and ice cream stores, caterers, clinics, clothing repair shops, clubs, cocktail lounges, confectioneries, contractor and trade offices, delicatessens, department stores, drug stores, electrical supply stores, food lockers, furniture stores, grocery stores, heating suppliers, hotels, insurance agencies, jewelry stores, laundromats, libraries, lumber yards, medical clinics, mini storage units, museums, opticians and optical stores, paint stores—retail only, parking facilities, honey processors, photographic studios, professional offices, publishers, restaurants, showrooms, small animal hospitals, miscellaneous small equipment storage or repair, and small machine assembly or manufacturing shops with a maximum of six employees, sporting shops, taverns with permit by village board, tourist information and hospitality centers, undertaking establishments, upholsterer's shops, variety stores, vegetables stores, and video stores. Bowling alleys, contractor and trade offices, grocery stores, laundromats, libraries, mini storage units, museum, showrooms, taverns by permit from the village board.

(b) *Conditional uses.* See sections 58-123, 58-124, 58-125 and 58-128.

(1) Outside storage and manufacturing areas in the B-2 Business District. Wrecking, junk, demolition and scrap yards shall be surrounded by a solid fence or evergreen planting screen completely preventing a view from any other property or public right-of-way and shall be at ~~least 600~~ **most 25** feet from residential, public and semi-public districts

(c) *Lot, building and yard requirements.*

Lot frontage	Minimum 80 ft.
Lot area	Minimum 8,000 sq. ft.
Building height	Maximum 35 ft.
Number of stories	Maximum 3
Lot area per dwelling unit	Minimum 3,000 sq. ft.
Front Yard	Minimum 30 ft.
Side Yard	Minimum 10 ft.
Rear Yard	Minimum 30 ft.

(d) *Use conditions.* Uses permitted in the B-2 Business District are subject to the following conditions:

- (1) Business uses are not permitted above the ground floor where dwelling units are established.
- (2) The parking of trucks as an accessory use, when used in the conduct of a permitted business as listed in this section, shall be limited to vehicles of not over 14,000 pounds gross vehicle weight when located within 150 feet of a residential district boundary line.

(Code 1986, § 10-1-28)

Revised 03/07/23

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**Sec. 58-75. B-3 Business District.**

- (a) *Principal uses.* The following uses are permitted in the B-3 district: All uses allowed in the B-1 district and the B-2 district.
- (b) *Conditional uses.* See sections 58-123, 58-124, 58-125 and 58-128.
- (c) *Lot, building and yard requirements.*

Lot frontage	Minimum 80 ft.
Lot area	Minimum 8,000 sq. ft.
Building height	Maximum 35 ft.
Number of stories	Maximum 3
Percent of lot coverage	Maximum 40%
Lot area per dwelling unit	Minimum 3,000 sq. ft.
Front Yard	Min 30 ft.
Side Yard	Min 10 ft.
Rear Yard	Min 30 ft.

- (d) *Use conditions.* Uses permitted in the B-3 Business District are subject to the following conditions:
  - (1) Business uses are not permitted above the ground floor where dwelling units are established.
  - (2) The parking of trucks as an accessory use, when used in the conduct of a permitted business as listed in this Section, shall be limited to vehicles of not over 14,000 pounds gross vehicle weight when located within 150 feet of a residential district boundary line.
  - (3) Outside storage and manufacturing areas in the B-3 Business District. Wrecking, junk, demolition and scrap yards shall be surrounded by a solid fence or evergreen planting screen completely preventing a view from any other property or public right-of-way and shall be at ~~least 600~~ **most 25** feet from residential, public and semi-public districts

(Code 1986, § 10-1-29)

Revised 03/07/23



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Zoning Board of Appeals Ordinances

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This memo is in regards to the Zoning Board of Appeals Ordinance agenda item.

Attached is a copy of revisions made to three ordinances referencing the Zoning Board of Appeals.

The Zoning Board of Appeals is a powerful board in the sense that it operates above the Village Board in most cases. It hears appeals made by residents, in which their belief is an error has been made in the zoning code and its enforcement. The Zoning Board of Appeals then, has the authority granted to it by State Statute, the power to make a decision based on the findings of fact presented. The decisions made by the Zoning Board of Appeals are not subject to Village Board approval, nor Village Board reversal.

With that in mind, Village ordinances grant the Zoning Board of Appeals powers/duties which are contradictory, counterproductive, and in some cases potentially catastrophic to Village zoning control. The way the ordinance is written now, the Zoning Board of Appeals has the jurisdiction to review and approve all variances, conditional uses, permit buildings, and reverse any decisions made regarding zoning and property. The Zoning Board of Appeals is meant to serve as a quasi-judicial court to hear grievances constructed by the Village's enforcement of its zoning code. If the Board of Appeals makes these decisions, they cannot effectively remain impartial to hear the grievances of their decisions. Likewise, the Board of Appeals contains no elected officials, meaning these decisions that are made encompass unelected (appointed) members of the public. That is a lot of responsibility given to members of a Board without the democratic election process.

In terms of typical structure, this is not it. The Plan Commission would be the body to receive and review the applications for these items and recommend to the Village Board. The Village Board would then have the final ruling. Should the applicant decide that the ruling was unjust or an error was made, they can then appeal to the Board of Appeals for review and judgment. Without this hierarchy, the Village Board and Plan Commission have zero checks and balances. With the system in place currently, the Zoning Board of Appeals has unregulated authority to make decisions without the control or oversight of any elected members of the government.

The revisions made to the ordinance by staff, removes the authority granted by the ordinance, and returns the Zoning Board of Appeals back to a quasi-judicial court. The revisions move the standard processes back to the Plan Commission for recommendation and approval by the Village Board. The revisions still grant the Zoning Board of Appeals to make decisions that cannot be reversed by the Village Board; however, these decisions will be made strictly on the order of errors alleged to be made by Village staff and the ruling of any solutions deemed appropriate for the property. This will eliminate the unfettered authority originally granted to the Zoning Board of Appeals.

Should the body agree, a motion would be in order to approve of the revisions made to Ordinance 2-165, Ordinance 58-407, and Ordinance 58-408.

Respectfully,  
Austen

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## Sec. 2-165. Zoning board of appeals.

- (a) *Establishment.* A zoning board of appeals shall be appointed as specified in Wis. Stats. § 62.23(7)(e). The zoning board of appeals shall consist of five members, and two alternates, appointed by the village president subject to confirmation by the village board, to serve staggered terms of three years. The members shall serve without compensation and shall be removable by the village board for cause upon written charges and upon public hearing. The village president shall designate one of the members as chairperson.
- (b) *Powers.* The zoning board of appeals shall have the following powers:
- (1) To hear and decide appeals where it is alleged there is error in any order, requirement decision, or determination made by an administrative official, **or other governing body**, in the enforcement of the village's zoning regulations.
  - (2) ~~To hear and decide applications for conditional use permits under this chapter.~~
  - (3) ~~To hear and decide special exceptions to the terms of the village zoning and floodplain zoning regulations upon which the board of appeals is required to pass.~~
  - (4) ~~To authorize, upon appeal in specific cases, such variance from the terms of the village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the zoning code shall be observed, public safety and welfare secured and substantial justice done; provided, however, that no such action shall have the effect of establishing in any district uses not permitted in such district.~~
  - (5) ~~To permit the erection and use of a building or premises in any location subject to appropriate conditions and safeguards in harmony with the general purposes of the zoning code, for such purposes which are reasonably necessary for public convenience and welfare.~~
  - (6) The zoning board of appeals may reverse or affirm wholly or in part or may modify any order, requirement, decision or determination as, in its opinion, ought to be made in the premises. The concurring vote of **a supermajority** ~~four members of the zoning board of appeals~~ shall be necessary to reverse any order, requirement, decision or determination appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to affect any variation in the requirements of the village zoning regulations. The grounds of every such determination shall be stated and recorded. ~~No order of the zoning board of appeals granting a variance shall be valid for a period longer than six months from the date of such order unless the land use permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period.~~
- (c) *Meeting and rules.* All meetings of the zoning board of appeals shall be held at the call of the chairperson and at such other times as the board may determine. All hearings conducted by the zoning board of appeals shall be open to the public. The zoning board of appeals shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the clerk-treasurer and shall be public record. The zoning board of appeals shall adopt its own rules of procedure not in conflict with this section or applicable state law.
- (d) *Offices.* The village board shall provide suitable offices for holding hearings and the presentation of records, documents, and accounts.
- (e) *Appropriations.* The village board shall appropriate funds to carry out the duties of the zoning board of appeals and the zoning board of appeals shall have the authority to expend, under regular procedure, all sums appropriated to it for the purposes and activities authorized herein.

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(Code 1986, § 2-4-3)

State law reference(s)—Zoning boards of appeal, Wis. Stats. § 62.23(7)(e).

### **Sec. 58-407. Powers of zoning board of appeals.**

- (a) *Generally.* In addition to those powers enumerated in article IV of chapter 2 of this Code, the zoning board of appeals shall have the following powers:
- (1) *Errors.* To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the building inspector, **zoning administrator, and/or governing body.**
  - (2) *Variances.* To hear and grant appeals for variances as will not be contrary to the public interest, where, owing to practical difficulty or unnecessary hardship, so that the spirit and purposes of this chapter shall be observed and the public safety, welfare, and justice secured. Use variances shall not be granted.
  - (3) *Interpretations.* To hear and decide application for interpretations of the zoning regulations and the boundaries of the zoning districts after the plan commission has made a review and recommendation.
  - (4) *Substitutions.* To hear and grant applications for substitution of more restrictive nonconforming uses for existing nonconforming uses, provided no structural alterations are to be made and the plan commission has made a review and recommendation. Whenever the zoning board of appeals permits such a substitution, the use may not to be changed without application.
  - (5) *Unclassified uses.* To hear and grant applications for unclassified and unspecified uses, provided that such uses are similar in character to the principal uses permitted in the district and the plan commission has made a review and recommendation.
  - (6) *Temporary uses.* To hear and grant applications for temporary uses in any district, provided that such uses are of a temporary nature, do not involve the erection of a substantial structure, and are compatible with the neighboring uses and the plan commission has made a review and recommendation. The permit shall be temporary, revocable, subject to any condition required by the zoning board of appeals, and shall be issued for a period not to exceed 12 months. Compliance with all other provisions of this chapter shall be required.
- (b) *Permits.* The zoning board of appeals may reverse, affirm wholly or partly, modify the requirements appealed from, and may issue or direct the issue of a permit.

(Code 1986, § 10-1-133)

### **Sec. 58-408. Variations.**

- (a) *Generally.*
- (1) Request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this chapter would cause him undue hardship or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements.
  - (2) The ~~zoning board of appeals~~ **Plan Commission** may authorize upon appeal, in specific cases, such variance from the terms of this chapter as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of this chapter will result in unnecessary hardship and so that the spirit of this chapter shall be observed and substantial justice done. No variance shall have the effect of allowing in any district uses prohibited in that district, permit a lower



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- degree of flood protection than the flood protection elevation for the particular area, or permit standards lower than those required by state law. ~~The zoning board of appeals shall apply the standards of section 58-407(a)(4).~~
- (3) For the purposes of this section, the term "unnecessary hardship" means an unusual or extreme decrease in the adaptability of the property to the uses permitted by the zoning district which is caused by facts, such as rough terrain or good soil conditions, uniquely applicable to the particular piece of property as distinguished from those applicable to most or all property in the same zoning district.
- (b) *Application.* The application for variation shall be filed with the clerk-treasurer. Applications may be made by the owner or lessee of the structure, land or water to be affected. The application shall contain the following information:
- (1) Name and address of applicant **and all necessary contact information** ~~and all abutting and opposite property owners of record.~~
  - (2) Statement that the applicant is the owner or the authorized agent of the owner of the property.
  - (3) Address and description of the property.
  - (4) Plat of survey prepared by a registered land surveyor showing all of the information required under section 58-11 for a zoning permit.
  - (5) Additional information required by the plan commission, **village zoning administrator**, village engineer, ~~zoning board of appeals~~, or building inspector.
  - (6) Fee receipt from the clerk-treasurer in the amount as set forth in the village fee/bond schedule.
- (c) *Public hearing of application.* ~~The zoning board of appeals~~ **Plan Commission** shall conduct at least one public hearing on the proposed variation. Notice of such hearing shall be given not more than 30 days and not less than ten days before the hearing in one or more of the newspapers in general circulation in the village, and shall give due notice to ~~the all parties in of interest, the building inspector, and the plan commission.~~ At the hearing, the appellant or applicant may appear in person, by agent, or by attorney. ~~The zoning board of appeals~~ **Plan Commission** shall ~~reach its decision within 30 days after the final hearing and~~ **recommend a final decision to the village board which shall render the final decision. Such decision shall be notified** ~~transmit a written copy of its decision to the appellant or applicant, zoning inspector and plan commission.~~
- (d) *Action of the ~~board of appeals~~* **Plan Commission.** For the ~~zoning board of appeals~~ **Plan Commission** to grant a variance, it must find that:
- (1) Denial of variation may result in hardship to the property owner due to physiographical considerations. There must be exceptional, extraordinary, or unusual circumstances or conditions applying to the lot or parcel, structure, use, or intended use that do not apply generally to other properties or uses in the same district and the granting of the variance would not be of so general or recurrent nature as to suggest that this chapter should be changed. **A financial burden does not constitute a hardship on the appellant nor the property.**
  - (2) The conditions upon which a petition for a variation is based are unique to the property for which variation is being sought, and that such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
  - (3) The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property.
  - (4) The granting of the variation will not be detrimental to the public welfare or injurious to the other property or improvements in the neighborhood in which the property is located.
  - (5) The proposed variation will not undermine the spirit and general and specific purposes of this chapter.

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- (e) ~~Conditions.~~ The zoning board of appeals may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards established in this section.
  - (f) ~~Expiration.~~ Variances, substitutions or use permits granted by the zoning board of appeals shall expire within six months unless substantial work has commenced pursuant to such grant.
  - (g) ~~Review by Zoning Board of Appeals~~ *court of record*. Any person or persons aggrieved by any decision of the zoning board of appeals ~~Plan Commission~~ may present to the court of record ~~Zoning Board of Appeals~~ an ~~application to hear such grievance~~ a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition ~~application~~ shall be presented to the court ~~Board of Appeals~~ within ~~30~~ 60 days after the filing of the decision ~~made by the Plan Commission~~ in the office of the zoning board of appeals.

(Code 1986, § 10-1-134)



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Plan Commission Ordinance

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This memo is in regards to the Plan Commission Ordinance agenda item.

Attached is a copy of revisions made to the ordinance referencing the Plan Commission.

The Plan Commission is a staple of any community. It typically oversees just about any planning and zoning related topic, minus utilities, and it typically is the commission or committee that is most frequently attended (besides the Village Board) due to its direct impact on the residents themselves. The Plan Commission, although does not grant approval for items, is the sole reviewer and recommending body to the Village Board on items such as conditional uses.

In a well-run community the Plan Commission would review, vet, and recommend for approval/denial all items relating to planning and zoning. In the Village of Pardeeville, specific ordinances are in place that prevent this process from fruition. Mainly, the Zoning Board of Appeals as discussed in the previous agenda item. With the changes made in the previous agenda item, it opens the door to allowing the Plan Commission the authority to review and make recommendations to the Village Board. It also paves the way to creating a more streamlined, effective, and efficient governmental process surrounding planning and zoning. The revisions made to the Plan Commission Ordinance also cleans up the ordinance and displays the necessary information in a quick to read manner.

The Plan Commission, going forward, would review all items relating to planning and zoning and recommend for approval or denial to the Village Board. Along with that recommendation, the Plan Commission would also be motioning to set a public hearing, when appropriate, for the next Village Board meeting. The Village Board would then hear the public and then render a decision based on the findings of fact from the Plan Commission, staff reports, and the public concerns.

Similarly, it may be in the best interest of the Village to set a specific reoccurring day for the Plan Commission meeting so that the public and potential developers know the necessary deadlines associated with the planning and zoning processes. It would also better help prevent showing favoritism to some by setting special meetings for specific items, people, or issues. For that reason, the third Tuesday of every month should be the standard Plan Commission meeting day such that all public hearing deadlines may be met. This is not written in the ordinance revisions as it may be a topic of discussion and could be fluid depending on the Village Board meeting schedule. Further discussion is recommended.

Should the body agree, a motion would be in order to approve of the revisions made to Ordinance 2-166.

Respectfully,  
Austen

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## Sec. 2-166. Plan commission.

- (a) *Composition.* The village plan commission shall consist of the village president, one trustee and five citizens. The trustee member shall be annually appointed at the organizational meeting of the village board during the month of April of each year. The five regular citizen members shall be appointed by the village president, subject to confirmation by the village board.
- (b) *Terms.* The original citizen members shall be appointed upon creation of the commission and shall hold office for a period of one and two years, respectively, from the succeeding first day of May, and thereafter annually during the month of April, such member shall be appointed for a term of three years.
- (c) *Record.* The plan commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk-treasurer. Four members shall constitute a quorum, but all actions shall require the affirmative approval of a majority of all of the members of the commission.
- (d) *Duties.*
  - (1) *The master plan.*
    - a. The plan commission shall make, adopt and, as necessary, amend, extend or add to the master plan, subject to village board confirmation, for the physical development of the village including areas outside of its boundaries which, in the plan commission's judgment, bear relation to the development of the village. The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the commission's recommendations for such physical development, and may include, among other things, without limitation because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately- or publicly-owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.
    - b. The commission may adopt the master plan as a whole by a single resolution, or, as the work of making the whole master plan progress, may from time to time by resolution adopt parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be, by resolution, carried by the affirmative votes of not less than a majority of all the members of the plan commission, subject to confirmation by the village board. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the commission, and a copy of the plan or part thereof shall be certified to the village board. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the plan commission and the village board in the performance of their duties.
  - (2) *General Duties*
    - a. All items relating to zoning, including conditional uses, variances, and rezones.
    - b. Site plans and preliminary building plans.
    - c. Developer Agreements and future Village growth.

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- d. Land acquisition for the Village.
  - e. The location of any statue or other memorial.
  - f. The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds.
  - g. all plats of lands in the village or within the territory over which the village is given platting jurisdiction by Wis. Stats. Ch. 236.
- (3) ~~Matters referred to plan commission.~~ The village board or officer of the village having final authority thereon, shall refer to the plan commission, for its consideration and report before final action is taken by the board, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the village or within the territory over which the village is given platting jurisdiction by Wis. Stats. ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the commission is made within 30 days or such longer period as may be stipulated by the village board, the village board or other public body or officer may take final action without it.
- (4) ~~Miscellaneous powers.~~ The commission may make reports and recommendations relating to the plan and development of the village to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the village board, programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the commission, within a reasonable time, such available information as it may require for its work. The commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the village board.

(Code 1986, § 2-4-4)

State law reference(s)—City planning commissions, Wis. Stats. § 62.23(1).



## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Spring Sidewalk Sales  
EVENT DATE: April 27<sup>th</sup> or May 25<sup>th</sup> RAIN DATE: \_\_\_\_\_  
CONTACT PERSON: Crystal PHONE: 608-235-8823  
EMAIL ADDRESS: Crystalc926@yahoo.com  
MAILING ADDRESS: 607423 Patchin Rd Pardeeville

ARE THERE ANY CO-SPONSORS? YES \_\_\_ NO X WHO? \_\_\_\_\_

LOCATION OF EVENT (area and/or address)  
Downtown main st on sidewalks

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)  
Sales 9-3

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)  
/

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)  
/



ESTIMATED TOTAL IN ATTENDANCE PER DAY: ?

DO YOU NEED A UTILITY LOCATE? YES  NO

WILL THERE BE ANY VENDORS: YES  NO

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY \_\_\_\_\_

AMOUNT OF INSURANCE \_\_\_\_\_

PLEASE LIST ANY VILLAGE-OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

traffic cones and NO parking zone  
signs

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

NO DRIVING ON THE GRASS TO ACCESS SHELTERS.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.



Office Use Only:

Date Application Submitted: \_\_\_\_\_

Date of Village Board Approval: \_\_\_\_\_

Date Sheriff's Dept. Notified: \_\_\_\_\_

Date Fire Chief Notified: \_\_\_\_\_

Date EMS Director Notified: \_\_\_\_\_

Official's Signature: \_\_\_\_\_

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for the location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.





# Village of Pardeeville

## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Pardeeville Boys Club

EVENT DATE: August 24 RAIN DATE: August 25

CONTACT PERSON: Dustin Hoffmann PHONE: 920-291-5224

EMAIL ADDRESS: Hoffmann Plumbing 5@gmail.com

MAILING ADDRESS: N7456 Whittingham Rd Pardeeville WI 53954

ARE THERE ANY CO-SPONSORS? YES  NO  WHO? Possibly

LOCATION OF EVENT (area and/or address)

- Outfield of the Big Diamond  
- Possibly shelter 3

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)

- Party to recognize of club ~~members~~ members that are going to be freshman.
- Drawing for our latest raffle
- events for families and kids

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)

NA

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)

13 Cancel if lightning or Bad Weather predicted



# Village of Pardeeville

ESTIMATED TOTAL IN ATTENDANCE PER DAY: 400

DO YOU NEED A UTILITY LOCATE? YES  NO

WILL THERE BE ANY VENDORS: YES  NO  Just club selling food

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY on file with village

AMOUNT OF INSURANCE \_\_\_\_\_

PLEASE LIST ANY VILLAGE-OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

We may close entrance for kids safety

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

NO DRIVING ON THE GRASS TO ACCESS SHELTERS.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.



Office Use Only:

Date Application Submitted: \_\_\_\_\_

Date of Village Board Approval: \_\_\_\_\_

Date Sheriff's Dept. Notified: \_\_\_\_\_

Date Fire Chief Notified: \_\_\_\_\_

Date EMS Director Notified: \_\_\_\_\_

Official's Signature: \_\_\_\_\_

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for the location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.



Village of Pardeeville

114 Lake Street  
Pardeeville, WI 53954  
1-608-429-3121  
FAX 1-608-429-3714

## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Pardeeville Triathlon

EVENT DATE: Saturday, July 13, 2024

RAIN DATE: \_\_\_\_\_

CONTACT PERSON: Garrett Wilson

PHONE: 262-227-2006

EMAIL ADDRESS: garrett.wilson@racedayevents.com

MAILING ADDRESS: 2829 Royal Ave. Suite 100, Monona, WI 53713

ARE THERE ANY CO-SPONSORS? YES \_\_\_ NO X WHO? \_\_\_\_\_

LOCATION OF EVENT (area and/or address)

Transition/Registration- Chandler Park, Swim- Park Lake, Bike- County roads to the North and West of Pardeeville.

Run- Neighborhood streets North of the park.

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)

Friday, July 12, 2024- Set up transition in baseball field closest to the shelter. Mark and sweep bike and run courses.

Saturday, July 13, 2024- Sprint Distance Triathlon= 0.25mi swim, 15mi bike, 3.1mi run. Event will start at 8AM and will and will be completely cleaned up by 2PM.

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)

We will hire 5 sheriff deputies for traffic control. Locations on attached map. We will hire an EMS unit to be stationed at the intersection of Lake St. and Park Dr. in case of medical emergencies.

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)

Medical Emergency- Ambulance would respond via local roads.

Weather- Event will be cancelled if there are unsafe conditions.

We will have (2) 15-passenger vans that will roam the bike and run courses to transport participant, if needed.

ESTIMATED TOTAL IN ATTENDANCE PER DAY: 575 participants/ 50 spectators

WILL THERE BE ANY VENDORS: YES \_\_\_\_\_ NO X

PLEASE LIST VENDORS BY PERSONAL NAME, ADDRESS, PHONE (include company name if available):

List must be submitted to Village Clerk no later than 3 business days prior to the start of the event

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY West Bend Mutual Insurance Co.

AMOUNT OF INSURANCE Liability- \$2,000,000 and Worker's Compensation- \$500,000

PLEASE LIST ANY VILLAGE OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

Use of dumpsters inside Chandler Park for our refuse. We will be happy to help pay for the dumping fee, if desired.

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.

Office Use: \_\_\_\_\_  
Date Application Submitted: RECEIVED MAR 04 2024

Date of Village Board Approval: \_\_\_\_\_

Date Sheriff's Dept. Notified: \_\_\_\_\_

Date Fire Chief Notified: \_\_\_\_\_

Date EMS Director Notified: \_\_\_\_\_

Official's Signature: \_\_\_\_\_

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.

Village of Pardeeville  
114 Lake Street, P.O. Box 217  
Pardeeville, WI 53954  
608-429-3121

**CHANDLER PARK SHELTER RESERVATION**

Name: Garrett Wilson Today's Date: 01/31/2024

Address: 2829 Royal Ave. Suite 100, Monona, WI 53713 Phone: 262-227-2006

Shelter	Village Resident	Non-Resident	Date to Reserve: Saturday, July 13, 2024
#1	\$60.00	\$80.00	Total Fee Due:  \$190.00
#2	\$60.00	\$80.00	
#3 (fee double if over 100 people)	\$75.00	\$95.00 x2= \$190	
Concession Stand	\$100.00 with \$50.00 deposit	\$100.00 with \$50.00 deposit	Village Signature:

**\*Reservations are taken beginning on the 1<sup>st</sup> working day of March of each current year.\***

**"Walk-in"** reservations will begin at 8:00 a.m. by taking a number by the door. Payment is due at the time of reservation.

**"Phone-in"** reservations will begin at 10:00 a.m. Payment is due within 5 days of phone call or reservation will be cancelled.

**Refund Policy:** If your reservation is cancelled at least 14 days prior to rental, 50% of the fee will be refunded. There will be no refund if reservation is cancelled within 14 days of rental.

**Deposit:** There will be a \$50 deposit for use of the Concession Stand. This deposit is refundable IF the Concession Stand is cleaned and restored to the condition prior to the rental.

**Change of Reservation Date:** If your reservation is changed 14 days prior to rental, the full fee will be transferred to the new date. If your reservation is changed within 14 days of original date, the fee will not be transferred.

**PARK RULES:**

Hours: 6 a.m. to 10 p.m.

NO GLASS containers.

No parking on the grass around the shelters.

No alcohol or grilling is allowed in the beach area.

Alcoholic beverages shall not be sold unless a non-profit organization picnic license has been applied for and approved by the Village Board.

Please clean-up after use or you will be charged a fee. DO NOT dump grill contents inside shelters.

Dogs are allowed but must be on a leash and dog waste must be cleaned up.

You will be responsible for any damage done to the shelter.

The Village of Pardeeville holds no liability or responsibility for actions of persons using the park.

If you have a utility problem while using a shelter, please call 608-617-4257.

Thank you for supporting our parks! **Please retain this copy as proof of reservation.**



RACEDAY-01

SWILLMERING

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2023

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

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

<b>PRODUCER</b> Robertson Ryan - Madison 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (800) 258-0277      FAX (A/C, No): (877) 700-0139 E-MAIL ADDRESS:
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> WEST BEND MUTUAL INSURANCE COMPANY	<b>NAIC #</b> 15350
<b>INSURER B:</b> SFM MUTUAL INSURANCE COMPANY	11347
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**INSURED**  
 Race Day Events LLC  
 2829 Royal Avenue, Suite 100  
 Madison, WI 53713

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			1497361	1/2/2024	1/2/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG <input type="checkbox"/> OTHER:							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			1497361	1/2/2024	1/2/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							\$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE	\$
							\$	\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WI) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	72579.108	2/15/2024	2/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability			2102252	1/2/2024	1/2/2025		\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Village of Pardeeville is an additional insureds ATIMA in regards to the contract with the above named insured for the Pardeeville Triathlon.

**CERTIFICATE HOLDER****CANCELLATION**

<b>Village of Pardeeville</b> 114 Lake Street Pardeeville, WI 53954	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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RACEDAY-01

SWILLMERING

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/15/2023

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<b>PRODUCER</b> Robertson Ryan - Madison 330 East Kilbourn Avenue, Suite 350 Milwaukee, WI 53202	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (800) 258-0277		<b>FAX (A/C, No):</b> (877) 700-0139
	<b>E-MAIL ADDRESS:</b>		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC#</b>
	<b>INSURER A:</b> WEST BEND MUTUAL INSURANCE COMPANY	<b>INSURER B:</b> SFM MUTUAL INSURANCE COMPANY	
<b>INSURED</b>  Race Day Events LLC 2829 Royal Avenue, Suite 100 Madison, WI 53713	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:


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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC OTHER:			1497361	1/2/2024	1/2/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$			1497361	1/2/2024	1/2/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			72579.108	2/15/2024	2/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>Liquor Liability</b>			2102252	1/2/2024	1/2/2025	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Columbia County Sheriffs are additional insureds ATIMA in regards to the contract with the above named insured for the Pardeeville Triathlon.

### CERTIFICATE HOLDER

### CANCELLATION

Columbia County Sheriff 711 E. Cook Street Portage, WI 53901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



RACEDAY-01

SWILLMERING

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/15/2023

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<b>PRODUCER</b> Robertson Ryan - Madison 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (800) 258-0277	<b>FAX (A/C, No):</b> (877) 700-0139
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> WEST BEND MUTUAL INSURANCE COMPANY		15350
<b>INSURER B:</b> SFM MUTUAL INSURANCE COMPANY		11347
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**

Race Day Events LLC  
 2829 Royal Avenue, Suite 100  
 Madison, WI 53713

**COVERAGES**                                      **CERTIFICATE NUMBER:**                                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		1497361	1/2/2024	1/2/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			1497361	1/2/2024	1/2/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	72579.108	2/15/2024	2/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	<b>Liquor Liability</b>			2102252	1/2/2024	1/2/2025	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Lions Club of Pardeeville is an additional insured ATIMA in regards to the contract with the above named insured for the Pardeeville Triathlon.

**CERTIFICATE HOLDER**                                      **CANCELLATION**

Lions Club of Pardeeville Gene Buzzell 509 Bayview Rd Pardeeville, WI 53954	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
--	--



RACEDAY-01

SWILLMERING

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2023

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<b>PRODUCER</b> Robertson Ryan - Madison 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (800) 258-0277		FAX (A/C, No): (877) 700-0139
	<b>E-MAIL ADDRESS:</b> _____		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  Race Day Events LLC 2829 Royal Avenue, Suite 100 Madison, WI 53713	<b>INSURER A:</b> WEST BEND MUTUAL INSURANCE COMPANY		15350
	<b>INSURER B:</b> SFM MUTUAL INSURANCE COMPANY		11347
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		1497361	1/2/2024	1/2/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			1497361	1/2/2024	1/2/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		72579.108	2/15/2024	2/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	
A	<input checked="" type="checkbox"/> Liquor Liability			2102252	1/2/2024	1/2/2025		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Township of Wyocena is an additional insured ATIMA in regards to the contact with the above named Insured for the Pardeeville Triathlon.

### CERTIFICATE HOLDER

### CANCELLATION

Township of Wyocena Michelle Woldt N5366 W Hill Rd Rio, WI 53960	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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RACEDAY-01

SWILLMERING

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2023

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

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

<b>PRODUCER</b> Robertson Ryan - Madlson 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	<b>CONTACT NAME:</b> _____	<b>PHONE (A/C, No, Ext):</b> (800) 258-0277	<b>FAX (A/C, No):</b> (877) 700-0139
	<b>E-MAIL ADDRESS:</b> _____		
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A: WEST BEND MUTUAL INSURANCE COMPANY</b>		<b>15350</b>
	<b>INSURER B: SFM MUTUAL INSURANCE COMPANY</b>		<b>11347</b>
	<b>INSURER C:</b> _____		_____
<b>INSURER D:</b> _____		_____	
<b>INSURER E:</b> _____		_____	
<b>INSURER F:</b> _____		_____	

**INSURED**

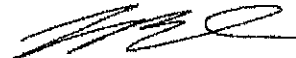
Race Day Events LLC  
 2829 Royal Avenue, Suite 100  
 Madison, WI 53713

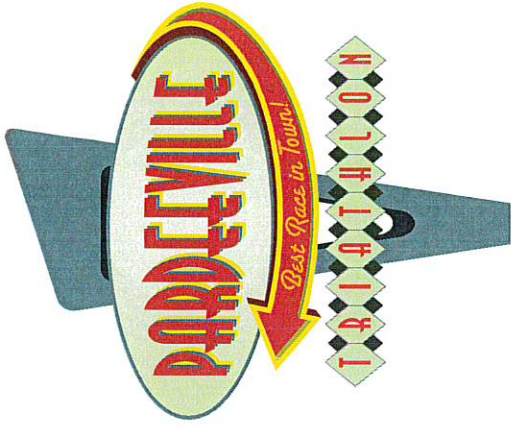
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____	X		1497361	1/2/2024	1/2/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$			1497361	1/2/2024	1/2/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			72579.108	2/15/2024	2/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	\$
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	<b>Liquor Liability</b>			2102252	1/2/2024	1/2/2025		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Township of Springvale is additional insured ATIMA in regards to the contract with the above named insured for the Pardeeville Triathlon.

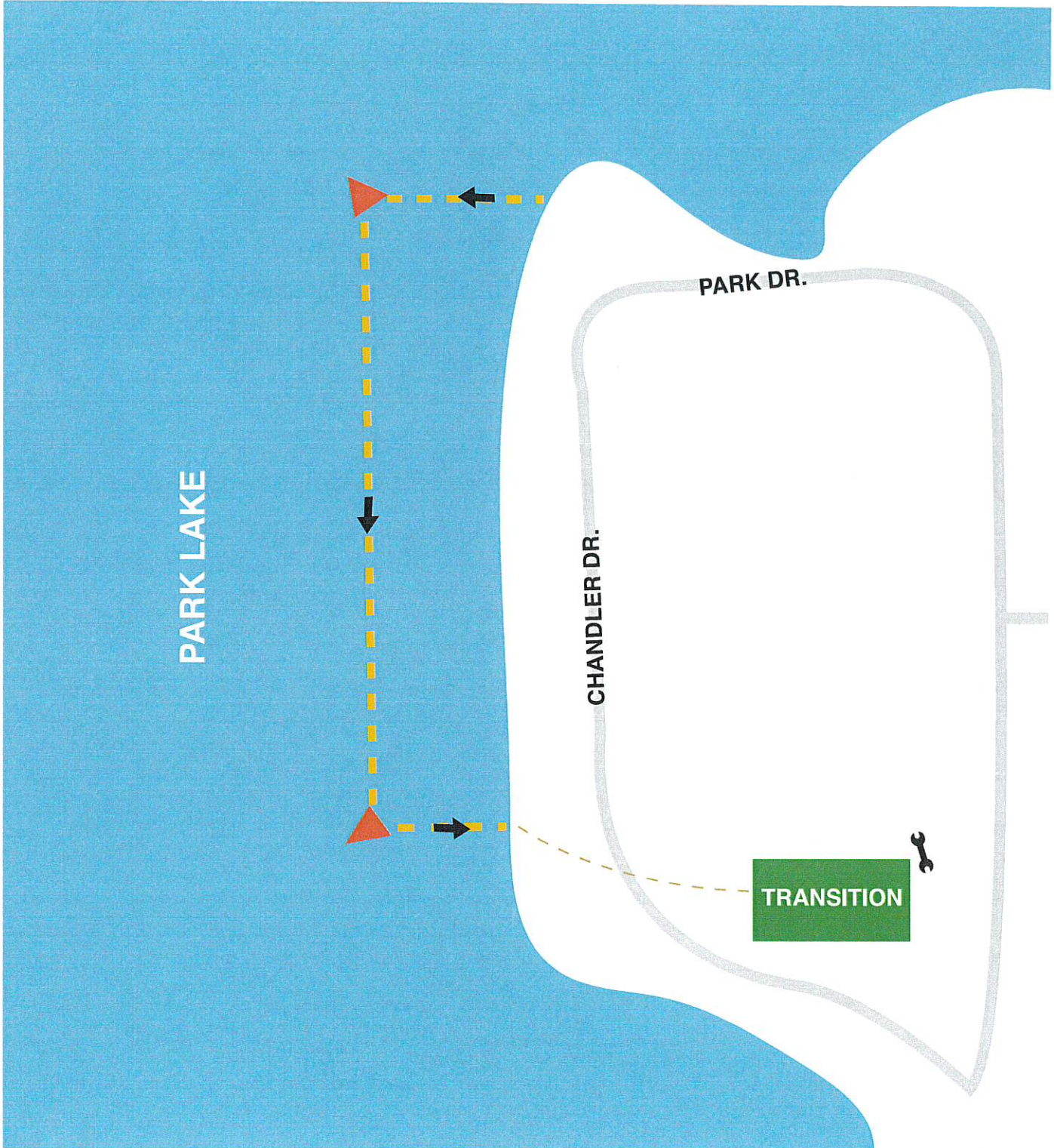
<b>CERTIFICATE HOLDER</b>  Township of Springvale Scott Link N5840 Bender Rd Cambria, WI 53923	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**SWIM COURSE**

**KEY**

-  MILE MARKER
-  AID STATION
-  BIKE TECH
-  COURSE DIRECTION
-  COURSE
-  TRANSITION

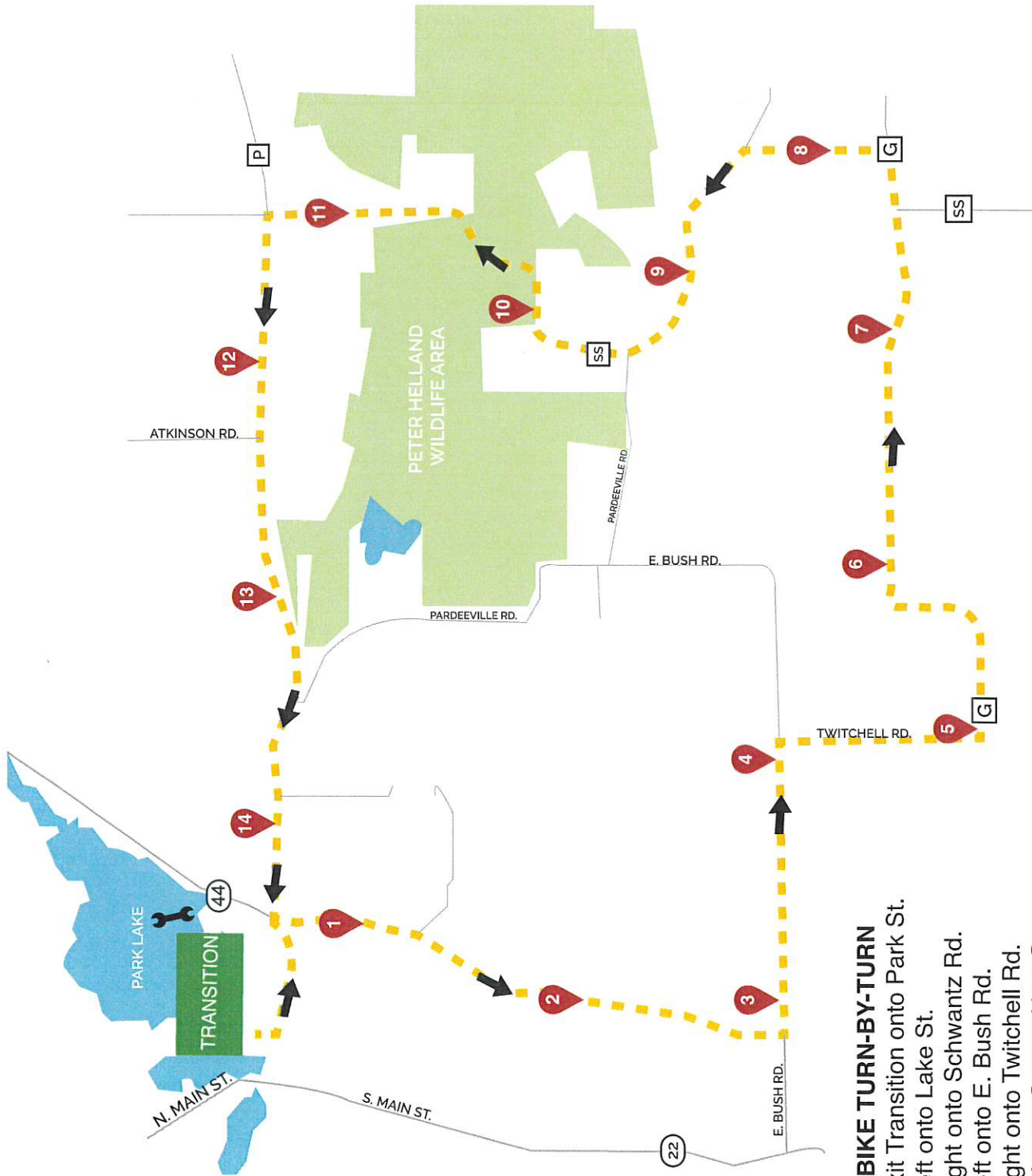




**BIKE COURSE**

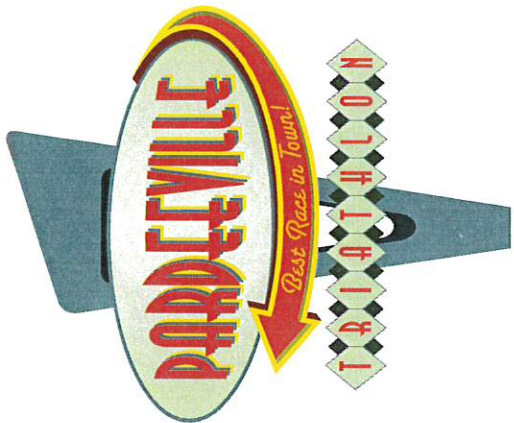
**KEY**

- MILE MARKER
- AID STATION
- BIKE TECH
- COURSE DIRECTION
- COURSE
- TRANSITION



**BIKE TURN-BY-TURN**

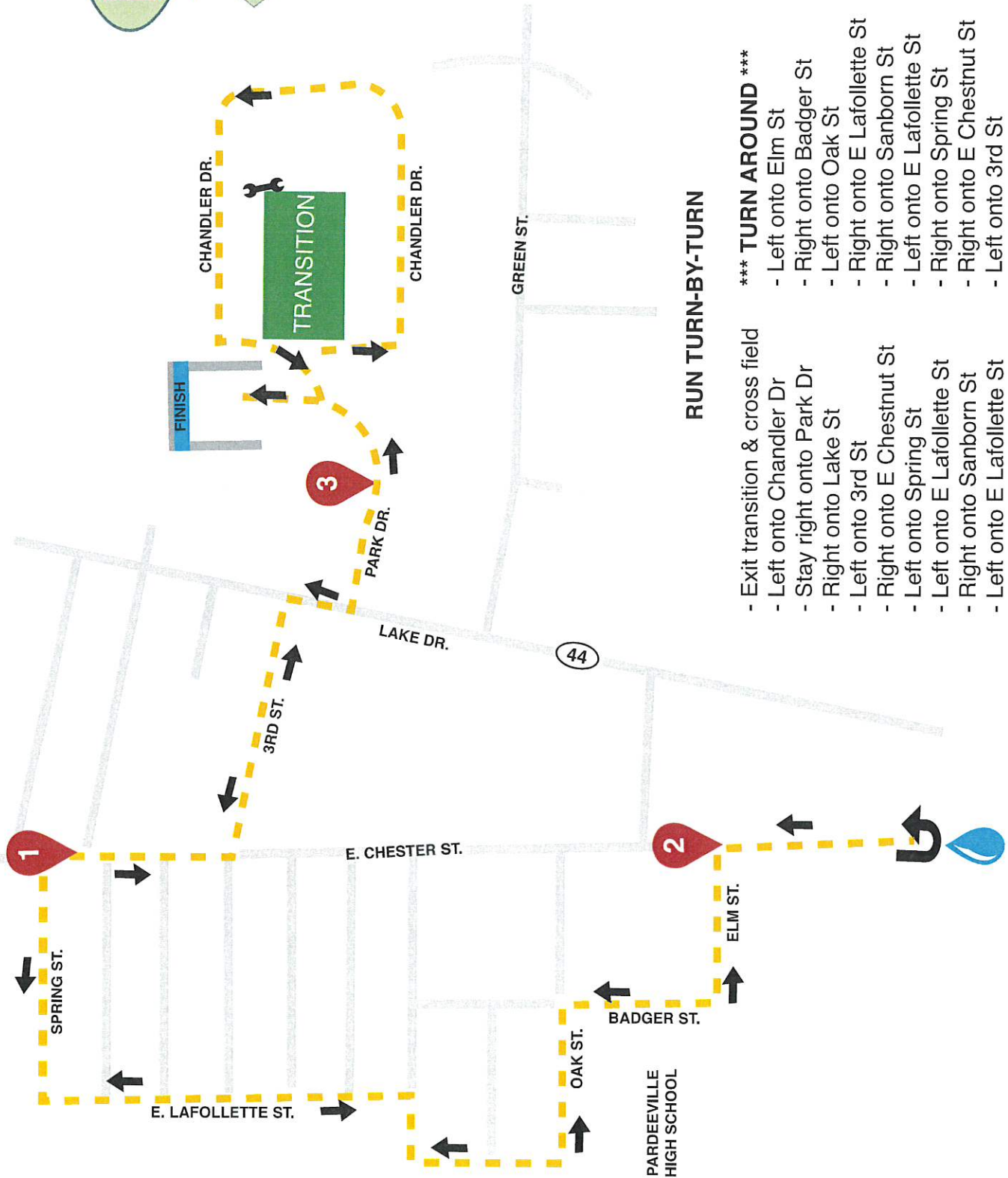
- Exit Transition onto Park St.
- Left onto Lake St.
- Right onto Schwantz Rd.
- Left onto E. Bush Rd.
- Right onto Twitchell Rd.
- Left onto County Hwy G
- Left onto County Rd SS
- Left onto County Hwy P
- Left onto Lake St.
- Right onto Park St.



# RUN COURSE

**KEY**

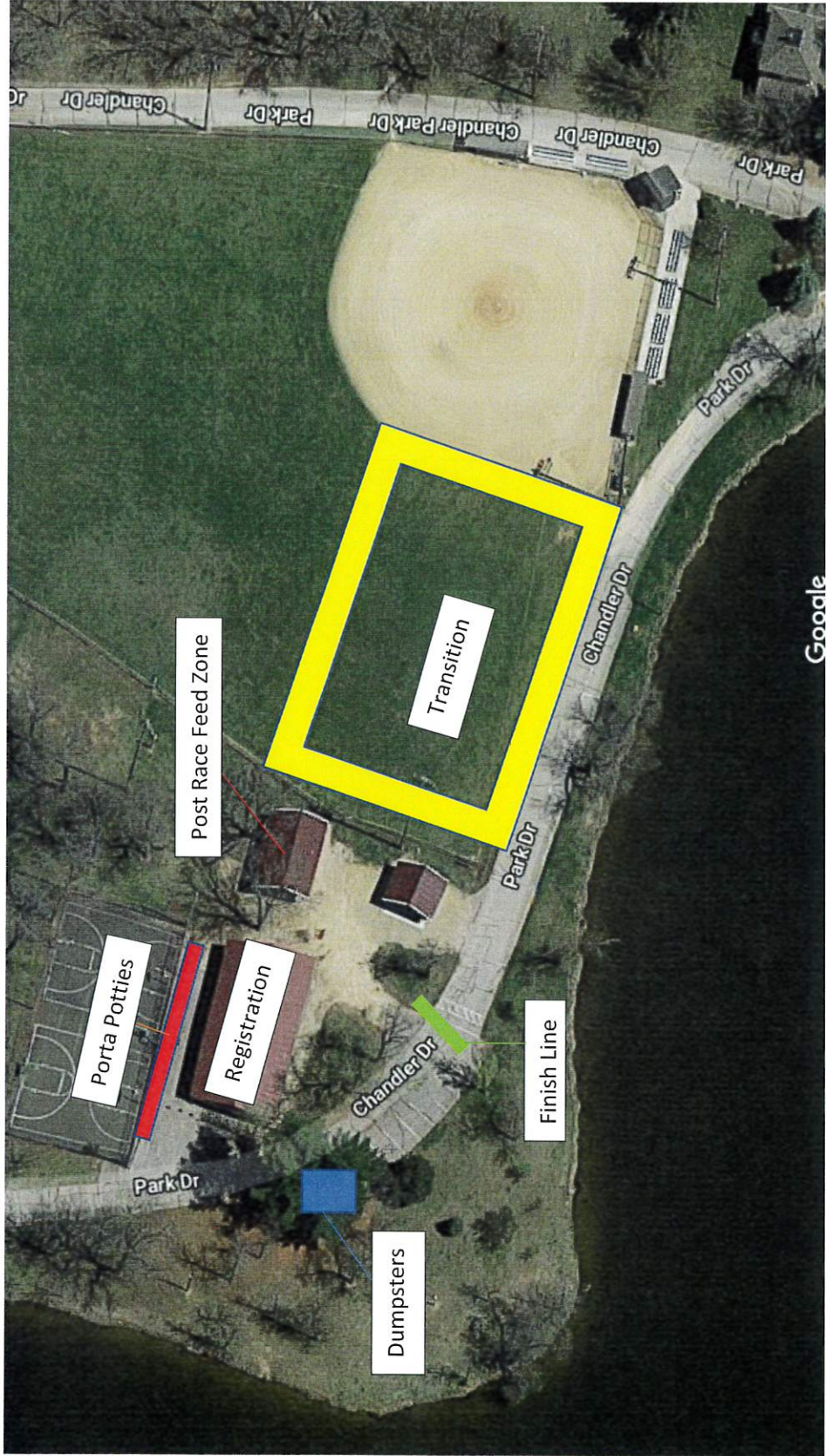
- MILE MARKER
- AID STATION
- BIKE TECH
- COURSE DIRECTION
- COURSE
- TRANSITION



## RUN TURN-BY-TURN

- Exit transition & cross field
  - Left onto Chandler Dr
  - Stay right onto Park Dr
  - Right onto Lake St
  - Left onto 3rd St
  - Right onto E Chestnut St
  - Left onto Spring St
  - Left onto E Lafollette St
  - Right onto Sanborn St
  - Left onto E Lafollette St
  - Left onto Oak St
  - Right onto Badger St
  - Left onto Elm St
  - Right onto E Chestnut St
- \*\*\* TURN AROUND \*\*\***
- Left onto Elm St
  - Right onto Badger St
  - Left onto Oak St
  - Right onto E Lafollette St
  - Right onto Sanborn St
  - Left onto E Lafollette St
  - Right onto Spring St
  - Right onto E Chestnut St
  - Left onto 3rd St
  - Right onto Lake St
  - Left onto Park Dr
  - Stay left on Park Dr

# Pardeeville Site Map







## Pardeeville Crisis Contingency Plan 2024

### IN CASE OF LIGHTNING/ THUNDERSTORMS

- RACE IN GENERAL:** The race may be postponed for a maximum of 1 hour, to allow conditions to improve, before the race will be called off. This will be done at Race Director's discretion.
- SWIM:** Race Director calls in Lightning threat. Lifeguards immediately begin herding participants towards shore. Volunteers direct participants to pavilion/shelter or under trees to reduce risk of lightning strike. Volunteers and Participants will wait for Race Director to clear the course or call off the race.
- BIKE:** Race Director calls in Lightning threat. Volunteers use flags to slow down participants and urge them to seek shelter beneath a tree or other tall, non-metallic structure. Volunteers and Participants will wait for Race Director to clear the course or call off the race. If called off, vehicles will circle the course, picking up people who need assistance.
- RUN:** Race Director calls in Lightning threat. Volunteers use flags and stop runners. Urge them to seek shelter beneath a tree or other tall, non-metallic structure. Volunteers and Participants will wait for Race Director to clear the course or call off the race. If called off, vehicles will circle the course, picking up people who need assistance.

### IN CASE OF FIRE

- RACE IN GENERAL:** Depending upon the location of the fire, there may be several outcomes including rerouting, hold & staging, or calling off the race. This will be done at Race Director's discretion.
- SWIM:** Race Director calls in Fire threat at swim location. Lifeguards immediately begin herding participants closer towards shore until they can stand. Volunteers direct participants on land to wade into the water. This will keep participants safe and removed from the scene to allow fire fighters to do their duties. Depending upon the scale of the fire, the race may be called off due to the high use of the swim locale.
- BIKE:** Volunteers hear bikers warning of a fire, see massive amounts of smoke, see a fire. Volunteers report location of fire and intensity to Race Director. Race Director reports it to police and fire department. If bikers are in danger, urge them to get in a ditch and cover themselves with any liquids they may have. Depending on the location of the fire, the course may be rerouted or called off entirely. Volunteers and Participants will wait for Race Director to clear the course or call off the race. If called off, vehicles will circle the course, picking up people who need assistance.
- RUN:** Volunteers hear runners reporting a fire, see massive amounts of smoke, see a fire. Volunteers report location of fire and intensity to Race Director. Race Director calls in fire to Police and Fire Fighters. Volunteers use flags and stop runners from running towards fire. Reroute option is viable for run course, however participants must be stopped to allow Fire Fighters through. Volunteers and Participants will wait for Race Director to reroute, clear the course, or call off the race. If called off, vehicles will circle the course, picking up people who need assistance.

## IN CASE OF TORNADO

- RACE IN GENERAL:** Depending upon the location of the tornado, there may be several outcomes including rerouting, hold & staging, or calling off the race entirely. This will be done at Race Director's discretion.
- SWIM:** Race Director calls in Tornado threat. Lifeguards immediately begin herding participants closer towards shore. If the tornado is on path to hit us but far away, urge Participants to get into their cars and drive away if they can do so safely. If they cannot do so safely, or the tornado is close to hitting us, urge Participants to seek refuge in the basements of local residences. Depending upon the tornado, the race may be postponed or called off.
- BIKE:** Race Director calls in Tornado threat. Volunteers use flags to slow down bikers and urge them to seek shelter in nearby residences or the lowest shelter possible. Volunteers and Participants will wait for Race Director to clear the course or call off the race. If called off, vehicles will circle the course if safe, picking up people who need assistance.
- RUN:** Race Director calls in Tornado threat. Volunteers use flags to stop runners and urge them to seek shelter in nearby residences or the lowest shelter possible. Volunteers and Participants will wait for Race Director to clear the course or call off the race. If called off, vehicles will circle the course if safe, picking up people who need assistance.

## IN CASE OF MEDICAL EMERGENCY

- RACE IN GENERAL:** The race will not be called off due to any individuals' medical emergencies. Race Director will contact EMS if they are needed.
- SWIM:** Lifeguard calls in Medical Emergency to Race Director. Lifeguards immediately begin helping participant(s) move closer towards shore. Once on shore, lifeguards will assess the situation and take necessary measures. If EMS are needed, Race Director will call them in while lifeguards do what they can.
- BIKE:** If bikers report, or Volunteers see, a biker experiencing a medical emergency, report it to the Race Director immediately. If EMS is needed, provide location of the injured athlete to Race Director, along with the extent of their injuries/condition. Volunteers are urged not to move any biker who has experienced a crash, unless it is vital to their safety (i.e. pulling them off a busy highway.)
- RUN:** If Volunteers see, or runners report a medical emergency, please relay this information to the Race Director. If an EMS is needed, please provide the location of the individual along with their condition/symptoms/injuries.

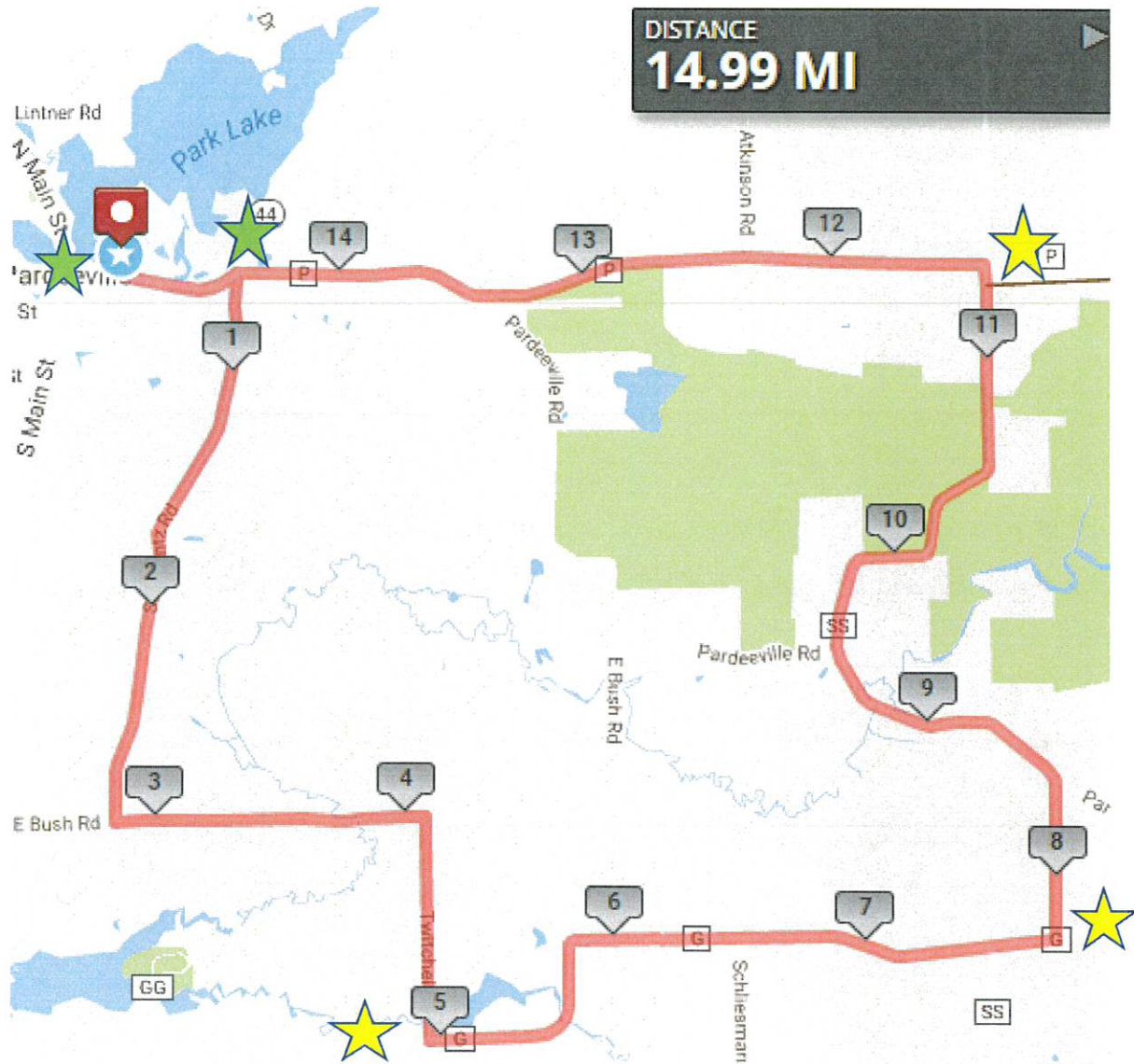
## IN CASE OF EXTREME HEAT/ HUMIDITY/ HIGH WINDS

- RACE IN GENERAL:** If extreme/severe weather exists, the courses may be shortened, altered, or the race may be cancelled entirely. This will be done at Race Director's discretion.

## IN CASE OF TERRORIST THREAT

- RACE IN GENERAL:** The race will be cancelled and participants will be urged to flee from the area safely and quickly.

## PARDEEVILLE: Police/Sheriff Locations



<u>Intersection</u>	<u>Arrival Time</u>	<u>Estimated Time of Departure</u>
Lake St. just west of 3 <sup>rd</sup> St.	8:00 AM	12:00PM (or after last runner)
Lake St./Schwartz/ Hwy P	8:05 AM	11:30 AM (or after last biker)
Hwy G and Twitchell Rd.	8:15 AM	10:45 AM (or after last biker)
Hwy G and Hwy SS	8:25 AM	11:00 AM (or after last biker)
Hwy SS and Hwy P	8:35 AM	11:30 AM (or after last biker)



# Village of Parkeville

## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Parkeville Girls Club Practice/Games

EVENT DATE: May 6<sup>th</sup> - July 31<sup>st</sup>

CONTACT PERSON: Amber Hoffman RAIN DATE: \_\_\_\_\_ PHONE: 608 617-1301

EMAIL ADDRESS: parkevillegc@gmail.com

MAILING ADDRESS: \_\_\_\_\_

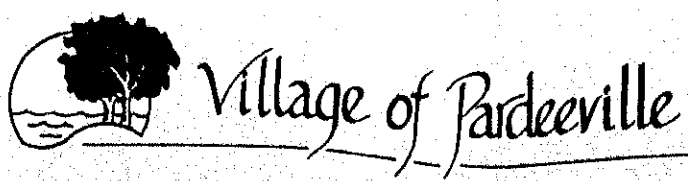
ARE THERE ANY CO-SPONSORS? YES \_\_\_ NO  WHO? \_\_\_\_\_

LOCATION OF EVENT (area and/or address)  
Softball Diamond

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)  
We will have a schedule of games by May.  
We have multiple teams that would utilize the use of this field.

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)  
Games will be cancelled if there is any severe weather.  
Same with practices.



ESTIMATED TOTAL IN ATTENDANCE PER DAY: NA

DO YOU NEED A UTILITY LOCATE? YES  NO

WILL THERE BE ANY VENDORS: YES  NO

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY Davis Insurance  
AMOUNT OF INSURANCE \$1,000,000

PLEASE LIST ANY VILLAGE-OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.): NA

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

NO DRIVING ON THE GRASS TO ACCESS SHELTERS.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.



# Village of Pardeeville

## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Pedal and Party in Pardeeville with a Purpose  
 EVENT DATE: July 27, 2024 RAIN DATE: \_\_\_\_\_  
 CONTACT PERSON: Kay Lum PHONE: 608-225-3578  
 EMAIL ADDRESS: Kay@Kaylumdesign.com  
 MAILING ADDRESS: 5396 Lacy Road, Fitchburg, WI 53711

ARE THERE ANY CO-SPONSORS? YES  NO  WHO? \_\_\_\_\_

LOCATION OF EVENT (area and/or address)

Chandler Park (Sheet 3)

FULL SCHEDULE/DESCRIPTION OF ALL EVENTS TAKING PLACE (can attach brochure or flyer)

Tam Registration (Please open bathrooms @ 6:30am)  
rides start and end @ Park  
"party" at finish - live music, food and beverages (free with ride registration) all goes to MS

DESCRIBE SECURITY PROTECTION (include police, fire, ambulance on call and location)

We have none

DESCRIBE EMERGENCY EVACUATION PLAN (in case of medical emergency, fire, weather, etc.)

call 911

RECEIVED MAR 04 2024



ESTIMATED TOTAL IN ATTENDANCE PER DAY: ~350

DO YOU NEED A UTILITY LOCATE? YES  NO

WILL THERE BE ANY VENDORS: YES  NO  ?

PLEASE LIST VENDORS BY PERSONAL NAME (include company name if available):

Food will be provided  
free to riders  
details to be worked  
out

ENTITY MUST SUBMIT A CERTIFICATE OF LIABILITY INSURANCE (and answer the following):

INSURANCE COMPANY American Family Insurance Stokes + associates

AMOUNT OF INSURANCE Enough to cover our # of riders

PLEASE LIST ANY VILLAGE-OWNED EQUIPMENT THAT YOU ARE REQUESTING (traffic cones, signs, barricades, etc.):

none

PLEASE BE AWARE THAT YOU ARE RESPONSIBLE FOR RETURNING ALL OF THE BORROWED EQUIPMENT OR A REPLACEMENT FEE MAY BE CHARGED BACK TO YOUR ENTITY.

IF THERE ARE ANY FIREWORKS PLANNED YOU WILL NEED TO SUBMIT A SEPARATE FIREWORKS REVIEW APPLICATION.

NO DRIVING ON THE GRASS TO ACCESS SHELTERS.

PLEASE COMPLETE A DIAGRAM ON THE NEXT PAGE FOR THE SPECIAL EVENT OR SUBMIT A MAP WITH A ROUTE OR ANY OTHER NOTATIONS TO HELP EXPLAIN THE LAYOUT OF THE EVENT. INCLUDE ALL DISTANCES FROM STRUCTURES IN THE GENERAL AREA USED AND IF NECESSARY, SHOW A DIAGRAM OF THE STREETS AND AREAS WHERE SIGNS WILL BE PLACED AND INCLUDE ANY REQUESTS FOR LOCATION OF UTILITIES. PLEASE DO NOT PLACE ANY EVENT SIGNS IN THE VILLAGE RIGHT-OF-WAY.

See ~~Pedal~~ Par Pedal and Party.com website for routes  
This is a bicycledate that starts and ends in the park.





# Village of Pardeeville

RECEIVED MAR 04 2024

Office Use Only:

Date Application Submitted: \_\_\_\_\_

Date of Village Board Approval: \_\_\_\_\_

Date Sheriff's Dept. Notified: \_\_\_\_\_

Date Fire Chief Notified: \_\_\_\_\_

Date EMS Director Notified: \_\_\_\_\_

Official's Signature: \_\_\_\_\_

PLEASE DRAW DIAGRAM/MAP FOR SPECIAL EVENT (include all distances from structures in the general area and also show a diagram of the streets and areas where signs will be placed and include any requests for the location of utilities) FEEL FREE TO USE ADDITIONAL PAGES.

See Pedalandparty.com  
web site



**PAID**

MAR 04 2024

114 Lake Street, P.O. Box 217  
Pardeeville, WI 53954  
608-429-3121

RECEIVED MAR 04 2024

**CHANDLER PARK SHELTER RESERVATION**

Name: PPP clo Kay Lum Date of Reservation: Sat 7/27/24  
Address: 5396 Lowy Rd Fitchburg, WI Phone: 608-225-3578

Shelter	Village Resident	Non-Resident	Today's date:
#1	\$60.00	\$80.00	Total Fee Due: <u>\$220<sup>00</sup> + 50<sup>00</sup> deposit</u>
#2	\$65.00	\$85.00	
#3 (fee doubles over 100 people)	\$100.00	\$120.00	
Concession Stand	\$100.00 with a \$50.00 deposit	\$150.00 with a \$50.00 deposit	Village Signature: <u>Sherice Trumbauer</u>
Dumpster Rental	\$50 per Event (Village will cover the rest)	\$50 per Event (Village will cover the rest)	Note: 6-yard dumpster rental is \$100, which includes delivery, pick-up, and an empty fee.

**\*Reservations are taken beginning on the 1<sup>st</sup> working day of March of each current year.\***

**"Walk-in" reservations** will begin at 8:00 a.m. by taking a number by the door. Payment is due at the time of reservation.

**"Phone-in" reservations** will begin at 10:00 a.m. Payment is due within 5 days of the phone call or the reservation will be cancelled.

**Refund Policy:** If your reservation is canceled at least 14 days before rental, 50% of the fee will be refunded. There will be no refund if the reservation is canceled within 14 days of rental.

**Deposit:** There will be a \$50 deposit for the use of the Concession Stand. This deposit is refundable IF the Concession Stand is cleaned and restored to the condition prior to the rental.

**Change of Reservation Date:** If your reservation is changed 14 days prior to rental, the full fee will be transferred to the new date. If your reservation is changed within 14 days of the original date, the fee will not be transferred.

**PARK RULES:**

Hours: 6 a.m. to 10 p.m.

NO GLASS containers, no parking on the grass (if there are stalls available)

No alcohol or grilling is allowed in the beach area.

Alcoholic beverages shall not be sold unless a non-profit organization picnic license has been applied for and approved by the Village Board.

Please clean up after use or you will be charged a fee. DO NOT dump grill contents inside shelters.

Dogs are allowed but must be on a leash and dog waste must be cleaned up.

You will be responsible for any damage done to the shelter.

The Village of Pardeeville holds no liability or responsibility for the actions of persons using the park.

Thank you for supporting our parks! **Please retain this copy as proof of reservation.**



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Trustee Purchasing Policy

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This memo is in regards to the Trustees Purchasing Policy.

It was evident at the last Board meeting that no formal policy was in place outlining the steps and procedures for a purchasing policy, specifically relating to Village Trustees. Thus, the Board directed staff to develop a written policy to prevent issues in the future. As elected members it is the Trustee's duty to act in the Village's best interest. In some cases that may result in uncovering a product or special price on something that would benefit the Village. As it may benefit the Village, we must ensure there are steps in place to ensure uniformity for all. Attached is a draft policy relating to that very topic.

Should you agree with the policy, a motion would be in order to adopt the Trustee Purchasing Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Trustee Purchasing Policy**

Village Board Trustees are afforded the responsibility to drive growth, development, and prosperity for the Village and its residents, to whom they were elected. Trustee's must always act with the Village's best interests in mind. This may require external education, investigation, research, and even procurement. Should a Village Trustee stumble upon an item, good, or service that would greatly benefit the Village, the Village Trustee may submit the procurement to the Village Clerk-Treasurer for discussion and action on the next regular Village Board meeting.

In the event that a procurement cannot wait until the next regular Village Board meeting, the Village Trustee may elect to procure the item, good, or service with the Trustee's own cash. This, however, does not guarantee a reimbursement as the procurement is not solicited nor directed by the Village Board.

Should the Village Trustee wish to seek reimbursement for the procurement, the Trustee must submit the cost, and only the cost, of the item, good and/or service to the Village Clerk-Treasurer. The submission will then be reviewed by the Finance & Personnel Committee, which shall recommend or not-recommend a reimbursement for the cost of the item, good, or service. Mileage, gas, and any other form of travel cost incurred from the procurement is not subject to reimbursement and will be borne by the Trustee.

*(Enacted 12MAR2024)*



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Debt Borrowing Capacity Policy

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This memo is in regards to the Debt Borrowing Capacity Policy.

Attached is a draft copy of the proposed policy.

During the meeting with Ehler's it was discovered that the Village has no formal policy limiting its debt spending, beyond what the State has limited. This could be detrimental should a future Board not be aware of their spending amount or staff not monitor spending. This policy would limit the Village's debt spending to be 80% of what the State allows to prevent the Village from meeting the State's limit, but also save some room for any emergency spending that may be needed. This policy, essentially, creates a safety cushion for the Village.

Should you agree with the policy, a motion would be in order to adopt the Debt Borrowing Capacity Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Debt Borrowing Capacity Limit Policy**

The State of Wisconsin allows for a municipality to incur debt with a capacity not to exceed five-percent (5%) of the municipality's total equalized value, as defined by *Wisconsin Constitution, Article XI, § 3(2)*. The Village Board believes in limiting its borrowing capacity to account for unexpected crises where emergency funds are warranted. The Village Board shall reserve twenty-percent (20%) of the State allotted amount for said emergency funds. The other eighty-percent (80%) shall be used as the Village Board deems appropriate.

*(Enacted 12MAR2024)*



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Social Media Policy

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This memo is in regards to the Social Media Policy.

Attached is a draft copy of the proposed policy.

At the last meeting the Public Works Director and the Clerk-Treasurer proposed reactivating/recreating the Village Social Media account. The Village Board motioned to allow the creation of a social media page, but also for staff to develop a policy relating to its use. The policy, as written, would limit its usage to within the Village Hall. This eliminates the possibility of outside usage or “off the clock” usage. Likewise, only the Public Works Director or the Clerk-Treasurer may authorize postings, meaning that although they may not be the ones creating the post, there is oversight before any item is posted. Postings are further limited to only Village related items which the policy lists off a few non-inclusive examples. Lastly, the policy stipulates comments must be turned off for posts, and further gives contingencies when that may get missed from time to time.

Should the body agree with the policy, a motion would be in order to adopt the Social Media Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Social Media Policy**

The Village Board believes in transparency and openness with its residents. The Village Board has thus deemed it beneficial to operate social media accounts, in an effort to reach a wider group of its residents. The operation of the Village social media accounts shall be utilized within the Village Hall Office only. The full Village Board and department head level staff, The Clerk-Treasurer and Public Works Director, will be the only personnel allowed to authorize social media postings. All posts must contain impartial information that is useful to the residents. These topics may include, but are not limited to, events, emergencies, employment opportunities, and meetings. Comments shall be turned off for all posts, and responses to residents shall not be permitted. In the event of comments being left on, responses with residents shall continue to not be permitted. Every effort shall be taken to only make posts during normal Village operating hours.

*(Enacted 12MAR2024)*





## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Work Boot Allowance Policy - Revision

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This memo is in regards to the revisions to the Work Boot Allowance Policy.

Attached is a draft copy of the proposed policy revisions.

When reviewing the Employee Handbook prior to starting the position, some potential issues with the Work Boot Allowance Policy were noted. There are a few loopholes within the policy that are trying to be removed with these revisions. As seen in the revisions, the policy is basically being rewritten. The loopholes being removed include: purchasing boots in December and in January; purchasing boots that are unrelated to the position (i.e. tactical boots, hunting boots, motorcycle boots, etc.); and notably the position the Utility crew is in, given that they utilize this policy and according to a strict reading of the wording they should not be using. The other facet of the revisions removes the Village for reimbursing tax costs, as the Village is a municipality and should never be paying taxes.

Should you agree with the policy, a motion would be in order to adopt the revisions made to the Work Boot Allowance Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Work Boot Allowance**

Full time employees in the Public Works department will receive \$200 annually for work boots. The purchase can be made through the office or if on your own please submit a receipt for reimbursement. The Village has an account with certain vendors.

*(Updated: 4/2021)*

# **Village of Pardeeville**

## **Work Boot Allowance**

The Village of Pardeeville prides itself as a safe workplace. The Village Board thus offers full time employees in the Public Works, Electric or Water & Sewer departments, \$200 for work boots. Purchase and reimbursement may only occur, at minimum, 12 months from the previous accepted purchase/reimbursement. A purchase may be made through the Village office or, if a private purchase is made, must include a receipt and shall be submitted to management for reimbursement. Only boots specifically related to the employees' position with the Village may be submitted for reimbursement. In the event that an employee submits a receipt, tax for the purchase will not be reimbursed.

*(Updated: 4/2021)*

*(Updated: 12MAR2024)*



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Excavation Permit - Revision

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This memo is in regards to the revisions to the Excavation Permit.

Attached is the current permit application and a draft copy of the proposed revised permit application.

The Villages “work in the right of way permit”, or simply the excavation permit, appears to be out of date and limited in coverage. The new revised permit is more structured and include the other items that are required for one of these applications that often is overseen: sidewalk and driveway work. This new permit also allows for variable costs instead of a flat rate for all permit applications. For instance, in the current system, if a resident wanted to redo their driveway apron or sidewalk it would cost them \$150. This would also be the same cost to a large telecommunications company looking to put infrastructure in the Village right of way, potentially within the road. It is quite obvious that these two projects are vastly different in size and scope, so why would they be paying the same price? The revised permit application would eliminate that issue.

Should you agree with these changes, a motion would be in order to adopt the new Excavation Permit Application.

Respectfully,  
Austen

# Village of Pardeeville

## APPLICATION FOR UTILITY CONSTRUCTION IN Village RIGHT-OF-WAY

*Updated: 08/13/2023*

### 1. APPLICANT INFORMATION

Date of Application \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_ Contact Person \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Fax \_\_\_\_\_

### 2. CONTRACTOR INFORMATION

Contractor to Perform Work \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone \_\_\_\_\_

### 3. PROPOSED WORK

A. **SCHEDULE** Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
\*Permit Expiration Date \_\_\_\_\_

\*Permit is valid for 30 days unless otherwise approved by the Administrator/DPW

### B. ADDRESS(ES) OR LOCATIONS OF PROPOSED WORK

\_\_\_\_\_  
\_\_\_\_\_

### C. TYPE OF FACILITY

(Check all boxes that apply)

Water  Hydrant  Sanitary Sewer  Storm Sewer  Utility Service Connection  N Gas  
 Electric  Telecommunications  CATV  Sewer and/or Water Lateral  Fiber Optic  
 Other (driveway) \_\_\_\_\_

D. **PURPOSE** (Check all boxes that apply)  Install  Repair  Replace  Abandon  
 Other \_\_\_\_\_

### E. LIMITS OF WORK (Check boxes that apply)

Driving Lane  Parking Lane  Terrace  Sidewalk  Easement/Greenway  
 Other \_\_\_\_\_

### F. TRENCH TYPE AND/OR BORE (Attach dimensional sketch)

Asphalt (Open Cut)  Concrete (Open Cut)  Green Space (Open Cut)  Bore

**4. APPLICATION CHECKLIST (The following items are required)**

- Call Diggers Hotline at 800-242-8511.
- No permits between 11/30 and 4/1, unless authorized by the Administrator/DPW
- Attach dimensioned sketch identifying the proposed work area and improvements.
- Identify location of proposed boring(s).
- Identify any proposed new surface structures or abandonment and removal of structures.
- Certificate of Insurance, per Ordinance with Village named as additional insured (\$500,000 per person, \$500,000 property damage, \$500,000 per incident).
- Read and comply with Village of Pardeeville Standard Specifications, General Permit Provisions and Conditions of Issuance.
- Indemnity Bond in the amount of the cost of the project (minimum \$5,000) or \$1,000 cash deposit.
- Application fee of \$150 attached.
- \*Cash deposit of \$1,000 attached or provide bond above.

\*If payment is made by check, attach a photo copy of the check on the back of the permit.

**5. PROJECT/CONSTRUCTION CHECKLIST –**

**REQUIRED INSPECTIONS (Sewer, Water, Sidewalks, Driveway Aprons)**

- Traffic Control
- Initial Excavation
- Backfill Compaction
- Field Inspection required during construction
- Follow-up Inspection After All Restoration Is Fully Established

**6. SPECIAL CONDITIONS**

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In consideration of being permitted for utility construction, the permit holder hereby agrees that it will faithfully comply with the terms of the permit as issued by the Village of Pardeeville, including the General Permit Provisions and Conditions of Issuance and any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the Village of Pardeeville; that it will indemnify, defend and hold the Village of Pardeeville harmless from any and all claims, liability, loss, damage or expense incurred by the Village of Pardeeville on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, and that it hereby agrees to purchase comprehensive public liability insurance showing the Village of Pardeeville as an additional insured and shall provide thirty (30) days written notice to the Village upon cancellation or material change in the policy; that it will at all times keep the place where such excavation or construction is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within fifteen (15) calendar days of the closing of the excavation; the permit holder shall guarantee

their work and shall maintain it for twelve (12) months following the date of completion and acceptance by the Village; that if this project requires a detour, it will provide the Village Director of Public Works (DPW) seventy-two (72) hours' notice prior to commencement of; that it agrees this permit may be voided by the DPW if the work is not started within a reasonable length of time after the above-stated starting date; and that it will comply with Village Standard Specifications, General Ordinances, Erosion and Stormwater Runoff Control, as well as State and Federal Rules and Regulations, as may apply. This permit is valid for 30 days unless authorized otherwise. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. AT THE COMPLETION OF A PROJECT, ALL UTILITY FLAGS FROM DIGGERS HOTLINE TICKETS SHALL BE REMOVED AND DISPOSED OF AT THE CONTRATOR'S EXPENSE.

Date of Application \_\_\_\_\_  
Signature of Authorized Permit holder Representative \_\_\_\_\_  
Please Print Name and Title of Authorized Permit holder Representative \_\_\_\_\_  
\_\_\_\_\_

Please contact the following Village Staff for inspections:

Director of Public Works/Utilities Manager: Erin Salmon, 608-429-3121

Clerk/Treasurer: Kayla Lindert, 608-429-3121

Submit completed application to:

Village of Pardeeville Attn: Kayla Lindert 114 Lake Street; PO Box 217 Pardeeville, WI 53954

For Office Use Only

Approval of Work Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Public Works/Utilities Manager

Date Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/Treasurer

-----End of Application-----

-----NOTICE TO CONTRACTOR-----

***(Give this sheet to the person applying for the application)***

\*Permit Expiration Date\_\_\_\_\_

\*Permit is valid for 30 days unless  
authorized otherwise

The Owner/Contractor must call to schedule these required inspections:

- Sewer Lateral work in the R.O.W. shall be inspected by the DPW or Dept of Public Works/Utilities Manager - Water Lateral work in the R.O.W. shall be inspected by the DPW or Dept of Public Works/Utilities Manager - Sidewalk – forms need to be checked prior to pour - Curb Modification – forms and widths to be confirmed prior to pour - Asphalt Patch Work – depths need to be confirmed prior to paving - Driveway Apron - forms and widths to be confirmed prior to pour

The Owner/Contractor must call to schedule a final restoration inspection **prior** to the return of the \$1,000 deposit. If not completed within 30 days, the Village shall retain the cash deposit and a new permit will need to be obtained. This also includes all utility flags from diggers hotline tickets be removed and disposed of.

(If none of the above apply, please dismiss this notice)

Call the Village for inspections from 7:30 – 3:30, Monday-Friday Phone: 608-429-3121

Contact: Erin Salmon, Director of Public Works/Utilities Manager

Please provide address, type of inspection and name of contractor.

If any questions, we can have an on-site meeting prior to construction.



# EXCAVATION PERMIT



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

## Applicant Information

Applicant Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Village, State, ZIP: \_\_\_\_\_ Plans Prepared By: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Contractor Information

Contractor Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Village, State, ZIP: \_\_\_\_\_

## Site Information

<b>Street Address/Location Description:</b> <i>(attach a copy of plans &amp; details)</i>	
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## Permit Cost

*(Select a permit type fee and permit work fee below)*

Permit Type Fee		X	Permit Work Fee		X
Sidewalks & Driveway Aprons	<b>\$10</b>		Excavation in ROW <i>(Outside of Street)</i>	<b>\$50</b>	
Small Utility Project <i>(&lt; 750')</i>	<b>\$35</b>		Excavation in ROW <i>(Within Street)</i>	<b>\$500</b>	
Medium Utility Project <i>(750' ≥ 2500')</i>	<b>\$75</b>		Boring in ROW <i>(Parallel to Street)</i>	<b>\$0.10/ft</b>	
Large Utility Project <i>(≥ 2500')</i>	<b>\$100.00 + \$0.05/ft</b>		Boring in ROW <i>(Perpendicular to Street)</i>	<b>\$100</b>	
<b>Total Fee:</b>			<b>*All fees waived for emergency excavations*</b>		

## Description of Work

(Sidewalk and Driveway Aprons skip this section)

<b>Utility Type:</b>	<input type="checkbox"/> Gas/Petroleum	<input type="checkbox"/> Electric	<input type="checkbox"/> Communications	<input type="checkbox"/> Sanitary
	<input type="checkbox"/> Water	<input type="checkbox"/> Private Line	<input type="checkbox"/> Transmission	<input type="checkbox"/> Storm
	<input type="checkbox"/> Distribution	<input type="checkbox"/> Other: _____		
<b>Orientation:</b>	<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground	<input type="checkbox"/> Parallel to Road	<input type="checkbox"/> Within Road
	<input type="checkbox"/> Other: _____			
<b>Work Type:</b>	<input type="checkbox"/> New Construction	<input type="checkbox"/> Removal	<input type="checkbox"/> Improve or Repair	<input type="checkbox"/> Abandon
	<input type="checkbox"/> Other: _____			
<b>Construction Method:</b>	<input type="checkbox"/> Open Cut	<input type="checkbox"/> Bore	<input type="checkbox"/> Plow	<input type="checkbox"/> Potholing
	<input type="checkbox"/> Other: _____			

## Other Information

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

## Signatures

**PERMIT VALID FOR 90 DAYS UPON APPLICATION APPROVAL.** The applicant agrees that the permitted work shall comply with all Village of Pardeeville standards along with permit provisions and conditions of Chapter 30 of the Village of Pardeeville Municipal Code. The applicant also assumes responsibility for all claims of damage or injury relating to the proposed project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

## Village Office Approval

\_\_\_\_\_  
Authorized Village Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Village Office and Crew Hours

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This memo is in regards to the Village Office and Crew Hours agenda item.

The Village Office currently operates with a 7:30 am to 4:00 pm, Monday through Friday, schedule. The Public Works and Utility crews operate similarly with a 7:00 am to 4:00 pm, Monday through Friday, while incorporating an hour unpaid lunch. Many communities have been looking into their hours of operation, with very little consistency. Large communities with many employees seem to find a good working balance in the 4 – 10-hour model. Smaller communities cannot justify that model due to coverage and tend to stick with the 5 – 8-hour model. In some communities, many in the region I come from, they have found success with a 4 – 9-hour and 1 – 4-hour model. Here is why it is beneficial; the Village is open longer during almost all standard week days. The Village caters to its residents and is open longer on Monday, Tuesday, Wednesday, and Thursday to accommodate the typical working person who either gets done with work around 3:30 – 4:30 or may only be able to get out up to an hour early. By allowing this extra time, more people are likely to utilize the Village Hall building and staff for business. The other caveat to this change is morale. Allowing for staff to operate with a stronger work life balance, granting them the opportunity to have a half day on Friday and enjoy their rest period a little sooner. This item is meant to encourage discussion on what hours of operation should be to best balance supporting the residents and maintaining work-life balance of employees.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Organizational Chart for Village Staff

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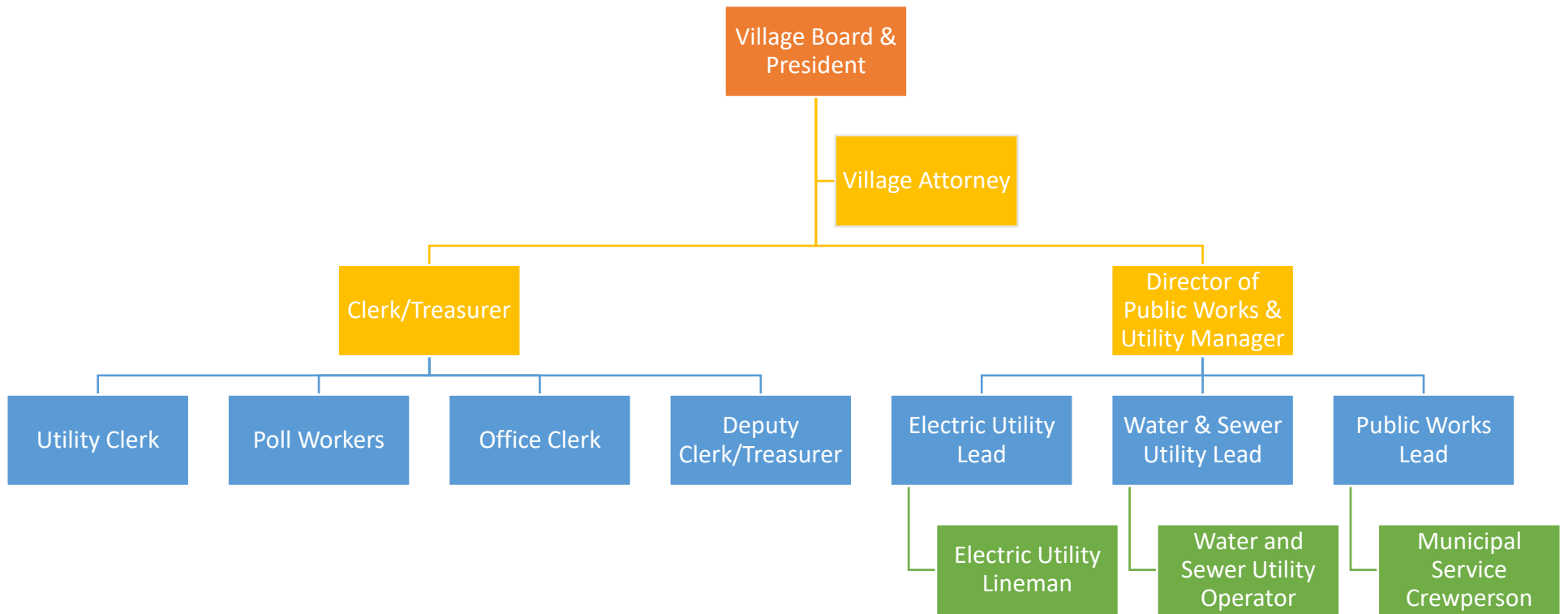
This memo is in regards to the Organizational Chart for Village Staff agenda item.

The Village of Pardeeville, according to the records found, does not have a clear understanding of organizational structure. Attached is a document of the proposed structure with some duty changes that create a more efficient process to better serve the residents. Included in the org chart are the areas of “ownership” which lists out the departments that each position is in charge of. Some important changes include moving Utility Clerk from Public Works Director supervision to the Clerk-Treasurer, moving planning, zoning, and community development from the Clerk-Treasurer to the Public Works Director. Both of these changes create a more harmonious structure. The Utility Clerk, not only works with the Deputy Clerk-Treasurer and the Office Clerk, but is a staple in the office in general. By not having the Clerk-Treasurer be the direct supervisor, the Utility Clerk has the ability to disregard direction from the Clerk-Treasurer (i.e. Office Manager) due to other direction from the Public Works Director. Likewise, changing the planning and zoning responsibilities from the Clerk-Treasurer to the Public Works Director allows for removal of steps. Since the Public Works Director works with the utilities, roads, stormwater, etc., planning can be made easier and streamlined. Site plans can be easier read and comments made back quicker. Development can be worked on in conjunction with the Village instead of in adverse. Likewise, many planning, zoning and community development topics directly relate to the public works and utility fields.

Should you agree with the changes, direction to staff to draft the necessary updates to ordinance and job descriptions would be in order.

Respectfully,  
Austen

# Village of Pardeeville Organization Chart



- Clerk/Treasurer Areas of Ownership:
- Clerk
  - Finance
  - Elections
  - Human Resources

- Public Works & Utility Director Areas of Ownership:
- Public Works, Parks, Forestry
  - Water, Sewer, Electric Utilities
  - Planning, Zoning, Community Development



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Organizational Chart for Village Boards, Commissions, and Committees

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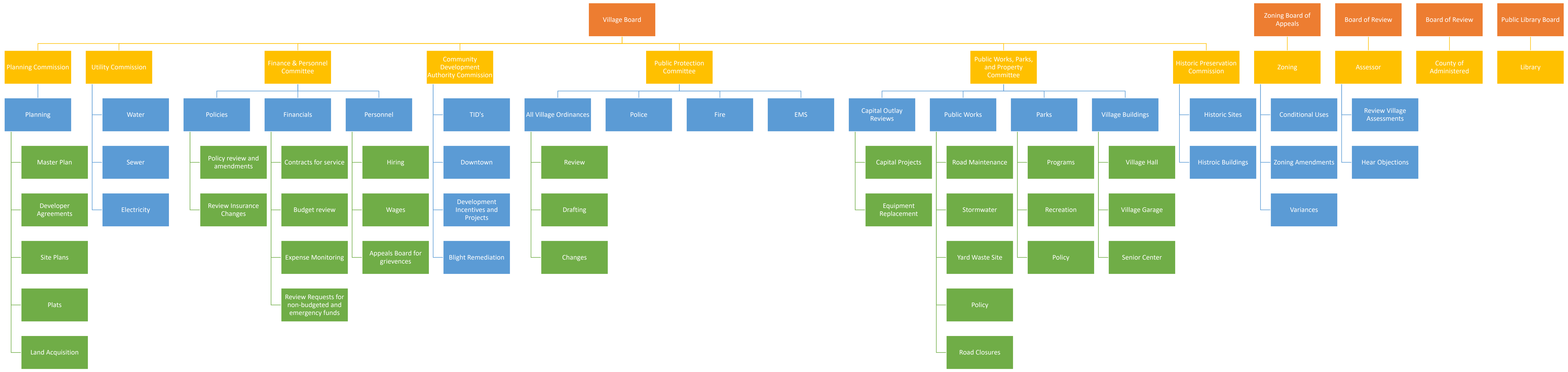
This memo is in regards to the Organizational Chart for Village Boards, Commissions, and Committees agenda item.

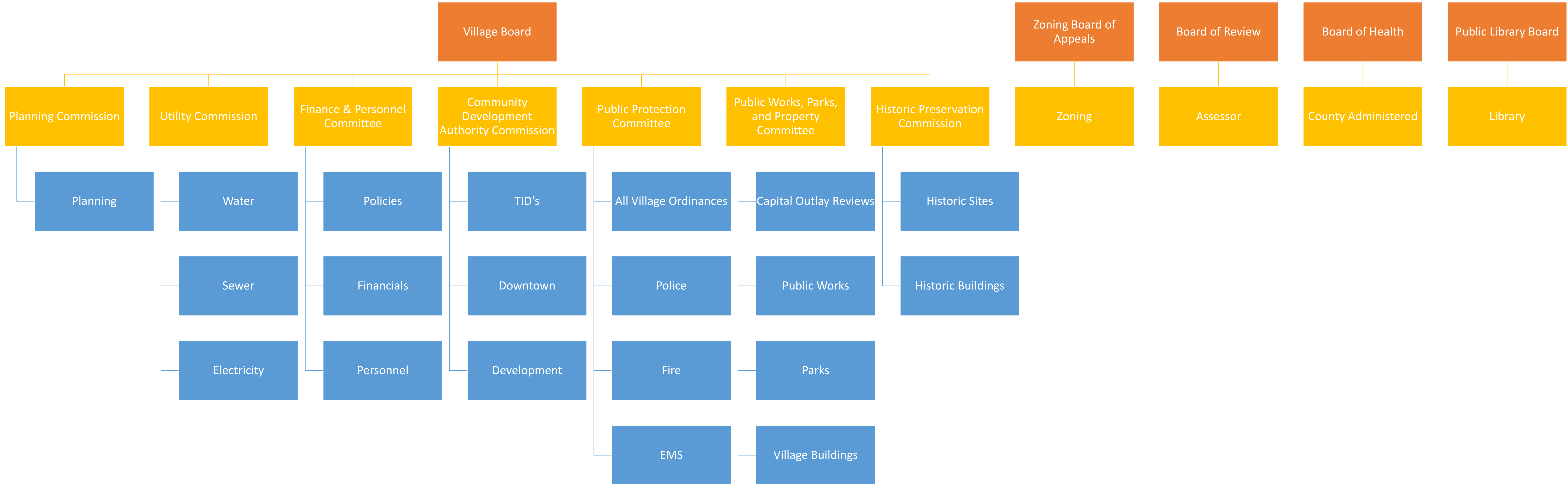
The Village currently entails one Village Board and a whole host of Committees and Commissions. Often, residents, and even staff, are not confident on what items goes where for discussion and action. Through ordinance and state statutes review, the attached organizational chart was drafted. There includes a condensed chart that shows the main topics and not the minutia. Furthermore, based on experience, a secondary organizational chart was drafted to entail some changes that should be made to make a more developed and transparent government structure. Some of these changes are being made immediately, but others have yet to be acted on. One of the immediately needed changes is the Zoning Board of Appeals. Likewise, with the current structure chart, there is a condensed version of the needed changes org chart.

Discussed at the Finance and Personnel Committee was an understanding on the financial ability of the Villages Commissions. Typically, by nature of commission, the governing body has placed special trust in these bodies to alleviate some of the responsibility from the Village Board. That might not be the in the interest of this Village. However, I have not found any indication of such limitation in ordinance. However, it appears that precedence has been set where the Commissions are also strictly advisory. Staff does see it reasonable that a Commission could be allowed to spend items within its budget, which is governed by the Village Board. Since the Commissions are required to get Village Board approval for any spending outside their approved budget anyway, any new items will be brought forth regardless. However, That is for the Village Board to discuss and come to a consensus.

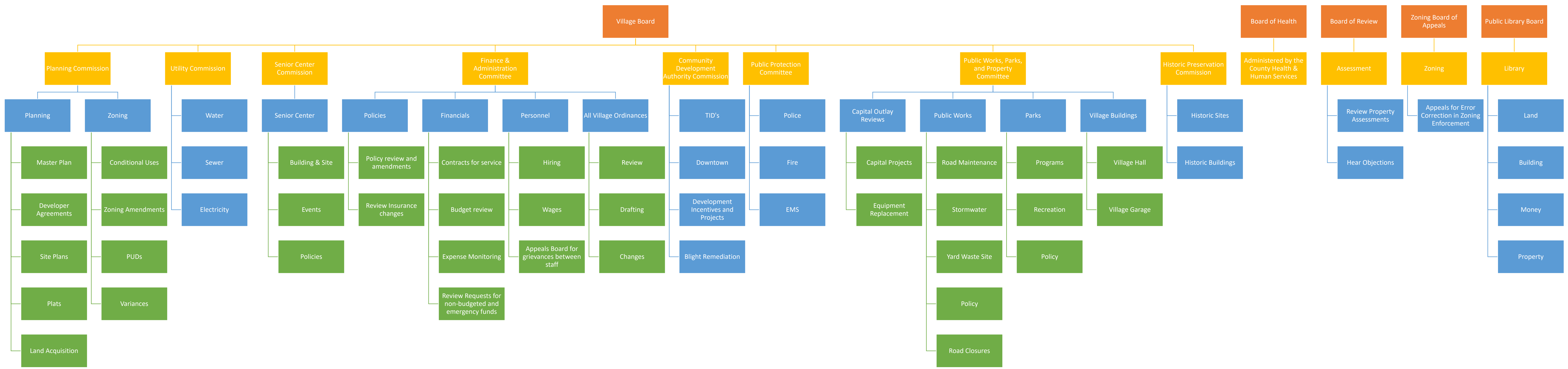
Should you agree with the changes, direction to staff to draft the necessary updates to Village ordinances would be in order.

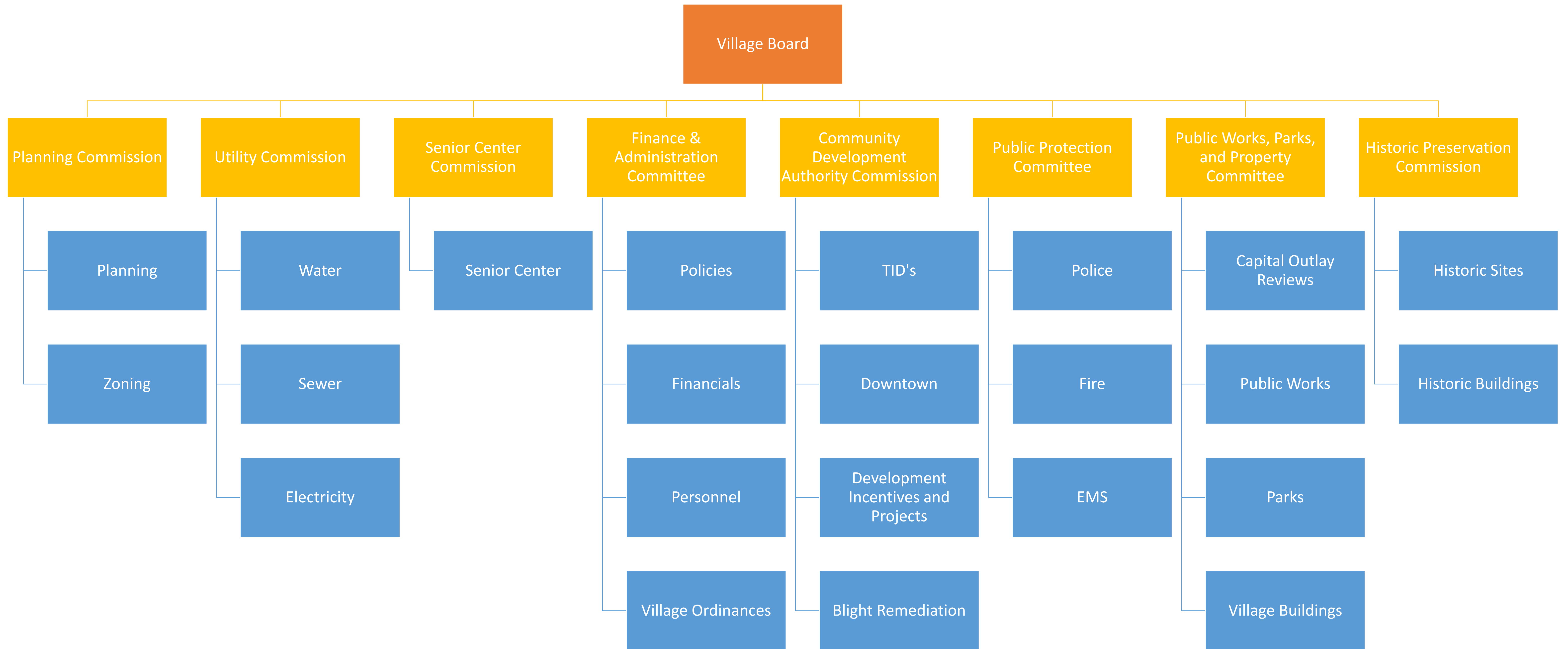
Respectfully,  
Austen











Rick Wendt  
CHIEF

Steve Johnson  
Secretary/Treasurer

# PARDEEVILLE FIRE DEPARTMENT



SERVING- The Village of Pardeeville and the Towns of Wyocena, Marcellon, and Scott.

February 15, 2024

Pardeeville Village Board,

The Pardeeville Fire Department would like to request that the fire siren(s) activation for fire calls are between the hours of 7:00 a.m. and 7:00 p.m. daily.

Thank you,

A handwritten signature in black ink that reads "Rick Wendt".

Rick Wendt: Chief  
Pardeeville Fire Department



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** **Hunting on Village Owned Land**

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This memo is in regards to the Hunting on Village Owned Land agenda item.

At the last Public Protection Committee meeting the Committee directed staff to investigate ordinances, policies, and ultimately the solution for proper notification preventing hunting on Village land that is located in the Township. Since the land does not fall within the Municipal Boundaries of the Village, an ordinance will not be citable. Policy does not affect the everyday citizen in the sense that they have to follow them. Typically, policies are for Village operations and staff. However, Village ordinance is technically the law of the Village, essentially its rules. So, if someone owned land and they made it a rule that they did not want to allow hunting on their land, that would be their right. Since the Village has ordinance Sec. 24-24 Discharge of firearms; archery hunting; which goes into detail prohibiting the unregulated discharge of a firearm and the hunting on publicly owned land. Staff believes a new ordinance is not needed. However, placing signs on the property facing adjacent properties should be adequate in deterring potential hunters and saving the Village liability.

Should the body agree, a motion would be in order to post signage stating "Village of Pardeeville owned land, No Hunting Allowed" on Village owned land in the Township.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Arbor Day Proclamation

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This memo is in regards to the Arbor Day Proclamation.

Attached is a draft copy of the proposed proclamation.

Unfortunately, the Village was unable to make the submission to be recognized as a Tree City USA. Due to the change in staff, and required items not being accomplished, the Village had a lapse in designation for the 2023 year. If the Village would like to pursue that recognition again, a couple of items must be approved.

Part 1. The Village must approve a proclamation, specifically acknowledging Arbor Day in the Village for 2024. Attached is a draft proclamation, using some of the sample text provided by the Department of Natural Resources (DNR). The DNR is the main point of contact for the Tree City USA recognition as they are the final submission. Our representative for the Southwest region gave me a few checkpoints, with the proclamation being the first. He also supplied me with a sample proclamation, that has been reworked to fit the Village of Pardeeville.

Should you agree with the proclamation, a motion would be in order to make a proclamation for Arbor Day.

Respectfully,  
Austen



## **Proclamation**

### **Arbor Day**

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**Whereas**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting and celebration of trees, and;

**Whereas**, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

**Whereas**, trees reduce the erosion of our topsoil by wind and water, moderate temperatures, clean the air, produce oxygen, and provide habitat for wildlife, and;

**Whereas**, trees in our Village increase property values, enhance economic vitality, and beautify our community, and;

**Whereas**, trees, wherever they are planted, are a source of joy, human well-being, and spiritual renewal;

---

**Now, Therefore**, I, Michael Haynes, Village President of the Village of Pardeeville, do hereby proclaim April 26<sup>th</sup>, 2024 as Arbor Day in the Village of Pardeeville, and I encourage all citizens to celebrate this day as such, and;

**Be It Further Proclaimed**, I encourage all citizens to plant and care for a tree to promote the well-being of future generations and support efforts to protect our local forests and natural environments.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

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Michael Haynes, Village President



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Arbor Day Tree Planting

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This memo is in regards to the Arbor Day Tree Planting.

Unfortunately, the Village was unable to make the submission to be recognized as a Tree City USA. Due to the change in staff, and required items not being accomplished, the Village had a lapse in designation for the 2023 year. If the Village would like to pursue that recognition again, a couple of items must be approved.

Part 2. The Village must approve and hold a special Arbor Day tree planting event. This is the second of the big tasks relating to the Tree City USA designation. A public event, typically on Arbor Day, but could be any day in the year (within reason), needs to be designated as a tree planting event. This event must include public notification and a planting of at least one tree. The specific tree and location can be determined through discussion.

Should the body agree, a motion would be in order to announce a tree planting event for Arbor Day.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** County Aid – Chip Sealing

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This memo is in regards to the County Aid – Chip Sealing agenda item.

Last year, the Village supplied the County, essentially, a down payment of \$7,000 for a county aid project to chip seal Vince Street (from Gillette to Termini) and conduct paving work on Roosevelt Street (from Vince to Justice). It appears the Roosevelt Street project was completed; however, the chip sealing was not. According to the County Highway Department, if the Village decided not to do the chip sealing project, the Village would be refunded the \$7,000 that was advanced. In light of several budgetary discoveries, it may be beneficial to hold off on this project, and just refund the \$7,000. The caveat to that is, should the Village wait too long on street maintenance, it may cost more to rehab or even reconstruct. However, it appears that this project is only a paving project, and not a mill and overlay, which means the asphalt would be laid on top of existing unrehab-ed failing pavement. This means it would just be a very temporary band-aid which would “fall-off” or show through in a few years.

Should the body agree, a motion would be in order to cancel the County aid project for Vince Street and refund the advanced money.

Respectfully,  
Austen



Petition for County Highway Aid

( Town,  Village,  City) of Pardeeville  
(select one)

To the Honorable Board of Supervisors of Columbia County:

Whereas, the records in the office of the Clerk show that the amounts given below have been provided for County Aid Highway Construction for said municipality.

The sums available have been raised as shown below for the improvement of the roads or streets named therein and all action taken in providing the sums named have been in accordance with the provisions of Sections 83.14 of the Wisconsin Statutes, and the taxes produced by said levies are not in excess of the legal minimums.

Local Road Budget	\$	<u>49,230</u>
State Transportation Aids	\$	<u>116,377</u>
* Total Road Budget	\$	<u>165,607</u>

Name of Road or Street:

- Vince St. ; Gillette to Termini, W.  
- Roosevelt ;

Charter of Improvement (grading or surfacing or both):

V = Chip Seal on Vince  
R = Labor for HMA installation on Roosevelt

Point where construction is to commence and where to proceed toward:

V = Gillette to Termini on West End  
R = Vince St. to Justice

The funds provided for the improvement are as follows:

By Vote of the Electors of the Municipality	\$	<u>49,230</u>
By Money Donated	\$	<u>0</u>
Total Available in the Municipality	\$	<u>49,230</u>

Therefore, we, the undersigned Officials of said municipality, do hereby petition your honorable body to appropriate an amount equal to the total above to cover the County's share of the cost of all the designated improvements, to be expended in the year 2023 for the above purposes, all in accordance with the provisions of Sections 83.14 of the Wisconsin Statutes.

Amount of money advanced:

\* \$ 7,000

E. M. Salmon  
Village Administrator /  
C.D.P.W.

Municipal Official(s)

Respectfully submitted this 05 day of JUNE 20 23

\* Total Road Budget = Local Road Budget + State Transportation Aids

received 07/05/2023 LMS  
7/6/23 Hwy Committee approved



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** LRIP – Schneider & Herwig

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This memo is in regards to the LRIP agenda item.

The Village was awarded some grant reimbursement money with the County in 2022. The LRIP, or Local Roads Improvement Program, is offered through the County on a rotating basis. The original plan was to mill and overlay Schneider Street (from W. Chestnut to Herwig) and Herwig Drive (from Schneider to W. Lafollette). Unfortunately, this project was not included in the budget so the Village would be required to borrow for it. Likewise, due to budgetary discoveries, it may be beneficial to postpone this project, and take another look at it next year. Another important piece of information is, the way the grant was written and awarded, some pieces of the project the County cannot do, and thus the project would have to bid out to complete. This would be extremely cost prohibitive since MSA would have to produce design plans and bid out the project for the Village. The Village may petition to do an amendment to the grant and remove the items that the previous Director included which the County cannot do, which would open up the ability for the County to do the work. However, the Village would still have to provide the estimated cost of approximately \$170,000. Like stated above, it may be beneficial to postpone this project until the Village is in a better financial standing. Village staff is working with the County to determine a sunset date for the grant to ensure the Village does not miss out on the grant funds. The estimated reimbursement money is approximately \$18,000.

Should the body agree, a motion would be in order to postpone the LRIP project in 2024 and return for discussion in 2025.

Respectfully,  
Austen

To submit this application/request online, visit the [LRIP Website](#) for more information on how to access the Web-based LRIPWeb Application.



# LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION

Wisconsin Department of Transportation  
DT2350 09/2021

**Check Only One Funding Year**

**State FY 2022** (Receive State/Municipal Agreement *by* 3/15/22– target date)

**State FY 2023** (Receive State/Municipal Agreement *after* 7/1/22)

**Program Type:**

CHI  TRI  MSILT  MSIGT  CHID  TRID  MSID

Applications for TRID, MSID and CHID will automatically be considered for the LRIP-Supplement.  select box if only willing to accept LRIP-S funding at greater than 50% cost share

County of <b>Columbia</b>	<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <b>Pardeeville</b>
Head of Government <b>Phillip Possehl</b>	Clerk <b>Jennifer Becker</b>
	Treasurer <b>Jennifer Becker</b>

**Project Improvement**

**CHECK ONE IMPROVEMENT TYPE**

*IN ADDITION, CHECK THE CORRESPONDING "PURCHASE HOT MIX ASPHALT ONLY" BOX IF THE LRIP REIMBURSEMENT WILL ONLY BE USED FOR HOT MIX ASPHALT MATERIALS PURCHASE.*

<input type="checkbox"/> Pavement Replacement	Purchase Hot Mix Asphalt – <b>ONLY</b> <input type="checkbox"/>
<input checked="" type="checkbox"/> Reconditioning	Purchase Hot Mix Asphalt – <b>ONLY</b> <input type="checkbox"/>
<input type="checkbox"/> Resurfacing	Purchase Hot Mix Asphalt – <b>ONLY</b> <input type="checkbox"/>
<input type="checkbox"/> Reconstruction	Purchase Hot Mix Asphalt – <b>ONLY</b> <input type="checkbox"/>

Yes  No Does this improvement include new bicycle and pedestrian facilities?

If Yes:

Yes  No Has the local municipality involved in the project adopted a resolution for these facilities?

If bicycle and pedestrian facilities are included in an LRIP *reconstruction* improvement project, each municipality\* involved in the reconstruction project must adopt an official resolution authorizing the establishment of those facilities as part of the improved project. This requires consensus amongst all the governing bodies in which a portion of the project will occur. A resolution is not required when bicycle and pedestrian facilities already exist and are to be replaced as part of the reconstruction or if bicycle and pedestrian facilities are not part of the improvement project. (pursuant to s.84.01(35), Wis. Stats.)

\*According to the State Statute 990.01(22) a municipality is defined as a city, village, or town. A county is not a municipality and county resolutions are not required when bicycle and pedestrian facilities are included in an LRIP project.

**Structure**

**Check Structure Type**  Replacement  Rehabilitation

**Check Structure Size**  Greater than 20 feet in length  Less than or equal to 20 feet in length

Surface Type	Thickness	Travel Width (Per Lane)
70-Hot Mix Asphalt Pavement (HMAC)	4.0 (inches)	12 (feet) 0 (inches)
Left Shoulder 5 (feet) 0 (inches)	<input checked="" type="checkbox"/> Curb and Gutter	
Right Shoulder 5 (feet) 0 (inches)	<input checked="" type="checkbox"/> Curb and Gutter	

Yes  No Is this project part of the *Improvement Plan* (minimum of 2 years for towns and 5 years for city, village or county)?

Yes  No Does this project meet the appropriate standards? (Trans 204, Trans 205 and FDM Chapter 11-20-1)  
**Note:** If project does not meet road standards, community understands an Exception to Standards will be required prior to any construction on this project.

**2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)**

Wisconsin Department of Transportation DT2350

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Yes  No Will the existing pavement be removed/alterd?

If Yes, identify the method: **Milled**

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Yes  No Will the base, subbase, or substandard soils be removed?

If Yes, identify which base work will be added following removal:

Breaker Run \_\_\_\_\_ in

Base Course (gravel) \_\_\_\_\_ in

Granular Subbase

*Base work will include grading, shaping and compacting.*

If applicable, check all other work that is needed to complete this project. Options marked with an asterisk (\*) are not eligible for reimbursement. For additional eligibility requirements, please refer to the LRIP Program Guidelines.

Add or Lengthen Turn Lanes

Geotextile Grid Fabric

Right-of-Way

Adjust Manholes

Install Guardrail

Sanitary Sewer\*

Binder Mat

Lighting\*

Street Signs\*

Clearing and Grubbing

Patching

Storm Sewer

Culverts

Pavement Marking

Undercutting

Cut Hills

Realign Roadway (vertically and/or horizontally)

Water Main\*

Drain Tiles

Reconstruct Intersection

Wedge

Driveway Joints

Re-establish Crown

Widening Roadway

Establish Drainage

Re-grade Ditches

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**Proposed Improvement Description – OPTIONAL**

This is an optional field to list any additional work on the project other than what has already been selected in previous steps. Please note: Entries in this field will be included on the State/Municipal Project Agreement (SMA).

**2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION** (continued)

Wisconsin Department of Transportation DT2350

ADT values and pavement ratings should be corrected in WISLR prior to project submittal.

**LOCATION**

On Route – Road to be Improved <b>Herwig Dr</b>	
At Route – Beginning Point <b>Schneider St (Termini)</b>	Toward Route – Ending Point <b>Herwig Ct</b>
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: <b>0</b> (ft)	Section Length: <b>898</b> (ft)
Need for Improvement	
<b>Significant Aging</b>	
Average Daily Traffic: <b>50</b>	Pavement Condition Rating (number): <b>3</b>

**LOCATION**

On Route – Road to be Improved <b>Herwig Dr</b>	
At Route – Beginning Point <b>Herwig Ct</b>	Toward Route – Ending Point* <b>Lafollette St W</b>
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: <b>0</b> (ft)	Section Length: <b>264</b> (ft)
Need for Improvement	
<b>Significant Aging</b>	
Average Daily Traffic: <b>50</b>	Pavement Condition Rating (number): <b>3</b>

**LOCATION**

On Route – Road to be Improved <b>Schneider St</b>	
At Route – Beginning Point <b>CTH P (Termini)</b>	Toward Route – Ending Point <b>Herwig Dr</b>
<i>Offset below only required if this project does not begin at the At Route intersection.</i> To identify a project location that ends before the Toward Route intersection, please adjust the section length accordingly.	
At Offset: <b>0</b> (ft)	Section Length: <b>422</b> (ft)
Need for Improvement	
<b>Significant Aging</b>	
Average Daily Traffic: <b>50</b>	Pavement Condition Rating (number): <b>5</b>

Yes  No Have the ADT values and Pavement Ratings shown above been updated in WISLR?

If No, please contact the WISLR Helpline at [WISLRinfo@dot.wi.gov](mailto:WISLRinfo@dot.wi.gov) or call (608) 266-2865

**2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)**

Wisconsin Department of Transportation DT2350

**Other Funding**

Yes  No Has the county/municipality requested or been approved for other federal or state funding from the Wisconsin Department of Transportation (WisDOT) for the improvement?  
**If Yes, please CHECK ALL THAT APPLY below:**

PROGRAM	REQUESTED	APPROVED	PROJECT ID (e.g. 8897-20-00)
<input type="checkbox"/> Congestion Mitigation and Air Quality Program (Eligible areas only)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Highway Safety Improvement Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Local Bridge Improvement Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Scenic Byways Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Rural	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Surface Transportation Program—Urban	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Alternatives Program	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Transportation Economic Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	

**The LRIP program does not allow other federal or state funding to be used on an LRIP project. Make certain that the LRIP route termini does not overlap other federal or state project termini.**

Estimated Project Cost:		Hot Mix Asphalt ONLY:	
Engineering:	\$ \$9,575.00	Hot Mix Asphalt Cost:	\$
Right-of-Way Acquisition:	\$ \$0.00	Total Eligible Costs:	\$
Construction:	\$ \$114,901.00		
Total Eligible Costs:	\$ \$124,476.00	Ineligible Improvement Costs:	\$
Ineligible Improvement Costs:	\$ \$44,394.00	Total Improvement Costs:	\$
Total Improvement Costs:	\$ \$168,870.00		

**Attachments**

Attach the following documents:

- Improvement Plan
- WISLR Map showing project location
- Discretionary Supporting Documentation (discretionary projects only)

**2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)**

Wisconsin Department of Transportation DT2350

**Terms and Conditions**

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement – whichever is less - except for LRIP-S projects, which can be funded to a maximum of 90 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
  - a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
  - b) This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Submitting this application indicates that the Requestor is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County Pardeeville	County of Columbia
x <u>Erin M. Salmon</u> Village Administrator / D.P.W. (Head of Government/Designee - Signature) Pardeeville Columbia	<u>11/08/2021</u> (Date -mm/dd/yyyy)
<u>Erin M. Salmon</u> Village Administrator / D.P.W. (Print Name) (Title)	



**2022 - 2023  
Local Roads Improvement Program (LRIP)  
Project Summary**

Document Created:	<b>February 07, 2024</b>	Program Type:	<b>MSILT</b>
Project Number:	<b>17878</b>	Project Status:	<b>Approved</b>
Request Number:	<b>131720</b>	PO Number:	<b>21599</b>
Request Status:	<b>Complete</b>		

**Project Recipient**

State Fiscal Year:	<b>2023</b>	Municipality/County:	<b>Village of Pardeeville</b>
County:	<b>Columbia</b>		

	<b>Head of Government</b>	<b>Clerk/Treasurer</b>
	PHILLIP POSSEHL	JENNIFER BECKER
<b>Address:</b>	511 WEST CHESTNUT ST	114 LAKE ST., PO BOX 217
	PARDEEVILLE, WI 53954	PARDEEVILLE, WI 53954-0217
<b>Business Phone:</b>	(608) 697-9626	(608) 429-3121
<b>Fax:</b>		(608) 429-3714
<b>Alt Phone:</b>		
<b>Email:</b>	No email on file	CLERK- TREASURER@VILLAGEOFPARDEEVILLE.NET

**Project Improvement**

Improvement Type:	<b>Reconditioning</b>
Surface Type:	<b>70 - Hot Mix Asphalt Pavement (HMAC)</b>
Is this project part of the improvement plan (minimum of 5 years)?	<b>Yes</b>
Does this project meet the standards in WisDOT Facilities Development Manual, Chapter 11-20-1?	<b>Yes</b>

**Project Location**

On Route 1:	<b>Herwig Dr</b>
At Route:	<b>Schneider St (Termini)</b>
Toward Route:	<b>Herwig Ct</b>

<b>At Offset:</b>	<b>Section Length:</b>	<b>ADT:</b>	<b>Pavement Rating:</b>
0 ft	898 ft	50	3

Need for Improvement:	<b>Significant Aging</b>
Other Work:	<b>Adjust manholes, Binder Mat, Re-establish crown</b>

Are the WISLR ADT values and Pavement Ratings correct for all road sections?	<b>Yes</b>
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Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
<b>4.00 in</b>	<b>12 ft 0 in</b>	<b>5 ft 0 in</b>	<b>Y</b>	<b>5 ft 0 in</b>	<b>Y</b>

Will the existing pavement be removed/alterd?	<b>Yes</b>
Identify Method:	<b>Milled</b>
Will the base, subbase, or substandard soils be removed?	<b>No</b>
Will the base, subbase be added?	<b>No</b>



**2022 - 2023**  
**Local Roads Improvement Program (LRIP)**  
**Project Summary**

On Route 2: **Herwig Dr**  
 At Route: **Herwig Ct**  
 Toward Route: **Lafollette St W**

**At Offset:** 0 ft      **Section Length:** 264 ft      **ADT:** 50      **Pavement Rating:** 3

Need for Improvement: **Significant Aging**  
 Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
<b>4.00 in</b>	<b>12 ft 0 in</b>	<b>5 ft 0 in</b>	<b>Y</b>	<b>5 ft 0 in</b>	<b>Y</b>

Will the existing pavement be removed/altered? **Yes**  
 Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

On Route 3: **Schneider St**  
 At Route: **CTH P (Termini)**  
 Toward Route: **Herwig Dr**

**At Offset:** 0 ft      **Section Length:** 422 ft      **ADT:** 50      **Pavement Rating:** 5

Need for Improvement: **Significant Aging**  
 Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
<b>4.00 in</b>	<b>12 ft 0 in</b>	<b>5 ft 0 in</b>	<b>Y</b>	<b>5 ft 0 in</b>	<b>Y</b>

Will the existing pavement be removed/altered? **Yes**  
 Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

**Project Funding**

Has the Village requested or been approved for other federal or state funding for the improvement? **No**

Engineering:	<b>\$9,575.00</b>
Right-of-Way Acquisition:	<b>\$0.00</b>
Construction:	<b>\$114,901.00</b>
<b>Total Eligible Costs:</b>	<b>\$124,476.00</b>
Ineligible Improvement Costs:	<b>\$44,394.00</b>
<b>Total Improvement Costs:</b>	<b>\$168,870.00</b>
Approved LRIP Reimbursement Amount:	<b>\$17,643.13</b>

# Engineer's Estimate

Herwig Dr: Schneider St - Herwig Ct  
 Herwig Dr: Herwig Ct - LaFollette St  
 Schneider St: CTH P - Herwig Dr  
 Village of Pardeeville  
 Columbia County, WI

11/3/2021

Prepared by: MSA Professional Services, Inc.

Notes: \*Parking lanes and utilities are NOT eligible costs

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE	Ineligible Costs	Eligible Costs
<b>General Requirements - Project</b>							
1.	Mobilization/Bonds/Insurance	1	LS	\$3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
2.	Traffic Control	1	LS	\$1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
<b>Erosion Control - Project</b>							
3.	Erosion Control	1	LS	\$1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
<b>Removals A - Herwig St: Schneider to Herwig Ct</b>							
4.A	Asphalt Pavment Milling	3,590	SY	\$2.00	\$ 7,180.00	\$ 2,111.11	\$ 5,068.89
5.A	Curb & Gutter Removal	100	LF	\$10.00	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Streets A - Herwig St: Schneider to Herwig Ct</b>							
6.A	Excavation Below Subgrade (EBS)	60	CY	\$18.00	\$ 1,080.00	\$ 317.55	\$ 762.45
7.A	Breaker Run for EBS	60	CY	\$18.00	\$ 1,080.00	\$ 317.55	\$ 762.45
8.A	Concrete Curb and Gutter, 30-Inch	100	LF	\$20.00	\$ 2,000.00	\$ -	\$ 2,000.00
9.A	Asphaltic Pavement, Binder Course, 2-Inch	480	TON	\$58.00	\$ 27,840.00	\$ 8,081.33	\$ 19,758.67
10.A	Asphaltic Pavement, Surface Course, 2-Inch	480	TON	\$60.00	\$ 28,800.00	\$ 8,360.00	\$ 20,440.00
<b>Removals B - Herwig St: Herwig Ct to LaFollette St</b>							
4.B	Asphalt Pavment Milling	1,200	SY	\$2.00	\$ 2,400.00	\$ 704.44	\$ 1,695.56
5.B	Curb & Gutter Removal	40	LF	\$10.00	\$ 400.00	\$ -	\$ 400.00
<b>Streets B - Herwig St: Herwig Ct to LaFollette St</b>							
6.B	Excavation Below Subgrade (EBS)	20	CY	\$18.00	\$ 360.00	\$ 105.67	\$ 254.33
7.B	Breaker Run for EBS	20	CY	\$18.00	\$ 360.00	\$ 105.67	\$ 254.33
8.B	Concrete Curb and Gutter, 30-Inch	40	LF	\$20.00	\$ 800.00	\$ -	\$ 800.00
9.B	Asphaltic Pavement, Binder Course, 2-Inch	160	TON	\$58.00	\$ 9,280.00	\$ 2,696.61	\$ 6,583.39
10.B	Asphaltic Pavement, Surface Course, 2-Inch	160	TON	\$60.00	\$ 9,600.00	\$ 2,789.60	\$ 6,810.40
<b>Removals C - Schneider St: CTH P to Herwig Dr</b>							
4.C	Asphalt Pavment Milling	1,590	SY	\$2.00	\$ 3,180.00	\$ 937.78	\$ 2,242.22
5.C	Curb & Gutter Removal	50	LF	\$10.00	\$ 500.00	\$ -	\$ 500.00
<b>Streets C - Schneider St: CTH P to Herwig Dr</b>							
6.C	Excavation Below Subgrade (EBS)	30	CY	\$18.00	\$ 540.00	\$ 159.25	\$ 380.75
7.C	Breaker Run for EBS	30	CY	\$18.00	\$ 540.00	\$ 159.25	\$ 380.75
8.C	Concrete Curb and Gutter, 30-Inch	50	LF	\$20.00	\$ 1,000.00	\$ -	\$ 1,000.00
9.C	Asphaltic Pavement, Binder Course, 2-Inch	220	TON	\$58.00	\$ 12,760.00	\$ 3,589.81	\$ 9,170.19
10.C	Asphaltic Pavement, Surface Course, 2-Inch	220	TON	\$60.00	\$ 13,200.00	\$ 3,713.60	\$ 9,486.40
	SubTotal				\$ 129,900.00	\$ 34,149.21	\$ 95,750.79
	Contingencies (20%)				\$ 25,980.00	\$ 6,829.84	\$ 19,150.16
	Subtotal				\$ 155,880.00	\$ 40,979.06	\$ 114,900.94
	Engineering (10%)				\$ 12,990.00	\$ 3,414.92	\$ 9,575.08
	<b>Total</b>				<b>\$ 168,870.00</b>	<b>\$ 44,393.98</b>	<b>\$ 124,476.02</b>

Mill & Over  
 1 1/2" asphalt

2022 - 2023  
Local Roads Improvement Program (LRIP)  
State Municipal Project Agreement

**Additional Locations:**

On Route 2: **Herwig Dr**  
At Route: **Herwig Ct**  
Toward Route: **Lafollette St W**

Need for Improvement: **Significant Aging**

Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

On Route 3: **Schneider St**  
At Route: **CTH P (Termini)**  
Toward Route: **Herwig Dr**

Need for Improvement: **Significant Aging**

Other Work: **Adjust manholes, Binder Mat, Re-establish crown**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
4.00 in	12 ft 0 in	5 ft 0 in	Y	5 ft 0 in	Y

Project Funding						
Funding Type	From Project	Program Type	Biennium	Sunset Date	Approved Amount	Date
New Biennium Project	N/A	MSILT	2022 - 2023	June 30, 2027	\$17,643.13	July 01, 2022
Total					\$17,643.13	

2022 - 2023  
**Local Roads Improvement Program (LRIP)  
 State Municipal Project Agreement  
 Terms and Conditions**

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in ch. Trans 206.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31 Wis. Stats. and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
  - a. The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
  - b. This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c. The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

**Checking this box indicates that the Preparer is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.**

<b>Recipient:</b>	Village of Pardeeville	<b>County:</b>	Columbia	
<b>Head of Government:</b>	PHILLIP POSSEHL	<b>Title:</b>	Head of Government	
<b>Preparer:</b>	Matthew Wathke	<b>Title:</b>	Consultant/Private Engineer acting as Municipal Engineer	<b>Date:</b> 11/05/2021
<b>Reviewer:</b>	Chris Hardy	<b>Title:</b>	County Highway Commissioner	<b>Date:</b> 01/08/2022

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Pardeeville (V)

Schneider St

Blair St

Ferry Ct

Columbia County

LeBlonde St W

Savannah Trl

Savannah Trl

Henry Ct

General Ct

Pardeeville (W)

Columbia County

Lafayette St W

Wankke St

P

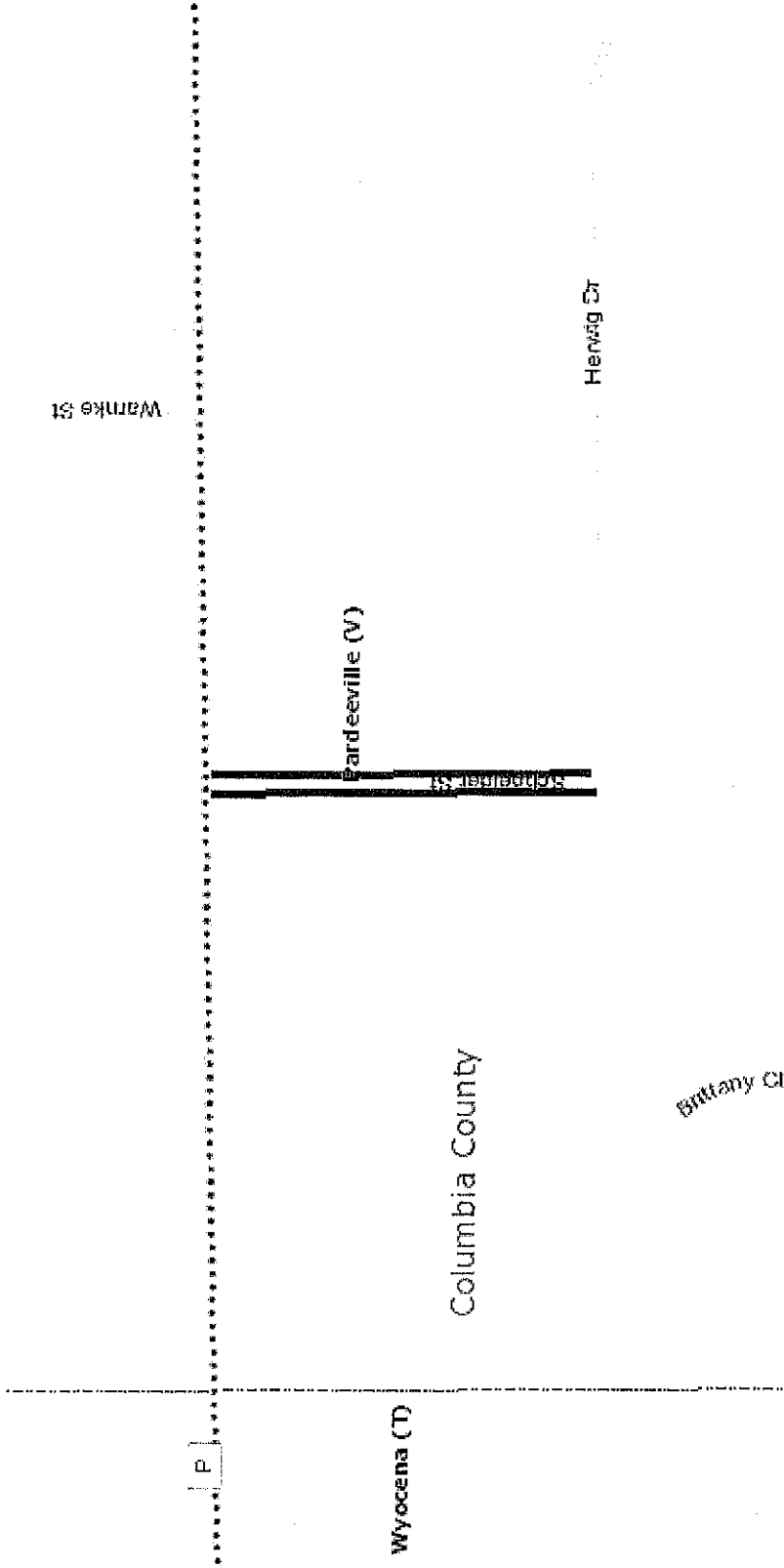
Parfeeville (V)

Columbia County

Wycocena (T)

Brittany Cr

Hervig Dr





## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Yard Waste Site Application

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This memo is in regards to the Yard Waste Site Application agenda item.

An item left by the previous Public Works Director, and the interim, was a burn site application to the DNR. This application entails a site review, site plan review, and annual license; all of which cost the Village money. The site review and plan review have already been paid for. However, if the Village were to consider not burning the brush pile, it would no longer have to pay an annual license fee. Likewise, the Yard Waste Site is currently unlicensed as a yard waste site. With that being said, the Village needs to submit an application for the yard waste site to become licensed, per Wisc. State Stats. NR 502.12. It is staff's opinion that burning the brush pile is not a wise decision. The Village also needs to receive signatures approving of the burn site since properties fall within ¼ mile of the site, which is the step that this was left at. It is staff's opinion that the brush could be chipped instead of burned, saving the Village the annual fee. Staff also is of the mind that the Village should use the money already paid to the Village to cover the cost of the yard waste site application (same cost).

Should the body agree, a motion would be in order to apply for the Yard Waste Site License only, using the already paid money.

Respectfully,  
Austen





## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Yard Waste Site Opening Date

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This memo is in regards to the Yard Waste Site Opening Date agenda item.

The Village owns a Yard Waste Site, which is a great amenity to its residents. There is not opening date listed anywhere that is easily discovered. In my research, several communities in the area are opening their Yard Waste Sites at the very end of March or at the very beginning of April. It would be beneficial for the Village to follow suite, especially with the warmer weather.

Should the body agree, a motion would be in order to set an opening date for the Yard Waste Site to be March 28th.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Yard Waste Site Hours of Operation

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This memo is in regards to the Yard Waste Site Hours of Operation agenda item.

The Village owns a Yard Waste Site, which is a great amenity to its residents. There are not many good reasons as to why the Village closes the Yard Waste Site in the winter. It would be a great benefit to residents to keep it open year-round, especially with years like this one. Likewise, the Village has cameras out at the Yard Waste Site, so any threat of misconduct is already being mitigated. So, it may also be beneficial to remove the hours of operation associated with the Yard Waste Site, as the hours of operation only dictate closing it for the officers and checking that there is no one around. This is generally a waste of the officer's time due to the threat of vandalism at a Yard Waste Site being extremely low, especially with our current cameras in place. The Village is better served with the contracted officers patrolling and monitoring the Parks more.

Should the body agree, a motion would be in order to set the regular Yard Waste Site hours to be open year round at all times of the day.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Brush Pickup

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This memo is in regards to the Brush Pickup agenda item.

The Village operates brush pickup annually. What was described was pickup occurring every other month. A good portion of residents are likely missing out on the amenity, given its scarcity. The Village may want to put in place a new frequency in place to better serve its residents. It would better serve its residents if it were, at minimum, monthly. Of course, it also occurs after large storm events.

Should the body agree, a motion would be in order to conduct brush pickup monthly, on the first Monday of the month, from April to October, weather dependent as decided by the Director of Public Works.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 12 MAR 2024

**Topic:** Village Custodian

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This memo is in regards to the Village Custodian agenda item.

The Village currently utilizes the Public Works staff to clean around the Village Hall. In the short term, this makes sense. However, long term, it is not a good use of the crew's time, nor is it something the Village ought to continue to require. A few cleaning companies have reached out the Village for potential contract, however, the amount that was budgeted for in the 2024 budget is abysmally low. The Village currently has budgeted \$2,500 for custodian services. That is, assuming only cleaning twice a month for only 1-hour each time, approximately \$104 each visit. Cleaning of the Village Hall is more than a one-hour task, and the Village would likely want cleaning to occur more than twice month, so the contract price quickly starts to dwindle.

The Clerk-Treasurer's husband has offered to conduct the cleaning of the Village Hall for the contracted price of \$2500. It is likely the best option available for the Village Hall to receive the cleaning it needs, and receive the lowest possible cost at the budgeted amount. The best option for this opportunity would be to draft a simple contract that dictates, for a lump sum payment of \$2500, the signee agrees to clean the Village Hall on an as needed basis, not to exceed twice a week. The potential person should also be allowed to utilize the Village's existing cleaning supplies for said cleaning services.

Should the body agree, a motion to approve a contract with the individual for a lump sum not to exceed \$2,500, would be in order.

Respectfully,  
Austen