



## OFFICIAL NOTICE AND AGENDA

Pardeeville Village Board Regular Meeting  
Pardeeville Village Hall – Board Room  
114 Lake Street, Pardeeville, WI 53954  
**Tuesday, April 9, 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 Public Hearing
  - 1.5. Announcement of Closed Session
  - 1.6. Proclamation – Arbor Day
2. **Approval of Minutes** – February 13, 2024, March 12, 2024
3. **Public Hearings**
  - 3.1. 7:05 pm – Reverting Business District Ordinance Revisions (58-73, 58-74, and 58-75)
  - 3.2. 7:06 pm – Ordinance 2-165: Zoning Board of Appeals
  - 3.3. 7:07 pm – Ordinance 58-407: Powers of Zoning Board of Appeals
  - 3.4. 7:08 pm – Ordinance 58-408: Variations
  - 3.5. 7:09 pm – Ordinance 2-166: Plan Commission
  - 3.6. 7:10 pm – Rezoning and PUD for Sunrise Subdivision Lot 17, 18, and 19
4. **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).*
5. **Communication & Reports:**
  - 5.1. Angie Cox Library Report
  - 5.2. EMS Commission Report
  - 5.3. Pardeeville Fire District Report
  - 5.4. PLMD Report
  - 5.5. Columbia County Supervisors Report
  - 5.6. Sheriff Monthly Report
  - 5.7. Public Works Director Report
  - 5.8. Clerk/Treasurer Report
6. **Presentation of Bills:**
  - 6.1. Monthly Bills
7. **Consent Agenda:**
  - 7.1. Community Development Authority – no minutes
  - 7.2. Finance & Personnel Committee – March 5, 2024
  - 7.3. Plan Commission – no minutes
  - 7.4. Public Protection Committee – March 5, 2024
  - 7.5. Public Utility Commission – no minutes
  - 7.6. Public Works, Parks, & Property Committee – March 5, 2024
8. **Ordinances & Resolutions:**
  - 8.1. Rescinding Business District Ordinance Revisions (58-73, 58-74, and 58-75)
  - 8.2. Ordinance 2-165: Zoning Board of Appeals
  - 8.3. Ordinance 58-407: Powers of zoning board of appeals
  - 8.4. Ordinance 58-408: Variations

- 8.5. Ordinance 2-166: Plan Commission
- 8.6. Ordinance 2-58: Regular Village Board Meetings
- 8.7. Resolution R24-01 Resolution Authorizing Staff Apply for the DNR Urban Forestry Grant
9. **Old Business:**
  - 9.1. Alter Metal Recycling metal dumpster on Village property
  - 9.2. Organizational Chart for Village Boards, Commissions, and Committees
  - 9.3. Work Boot Allowance Policy – Revision
10. **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 Public Works Director Hours of Operation**
11. **Consideration to reconvene into open session.**
12. **New Business:**
  - 12.1. Rezoning of Sunrise Subdivision Lots 17, 18, and 19
  - 12.2. Public Works Director Hours of Operation
  - 12.3. Goose Decoys/Deterrents
  - 12.4. Handicap Accessible Beach Mat - Change
  - 12.5. Special Events Application – Pardeeville Summer Volleyball League, May 30, 2024 – August 29, 2024
  - 12.6. Special Events Application – Pardeeville Car Show, August 31, 2024
  - 12.7. Operator’s License – Johnny B’s
  - 12.8. Signers on Bank First Loan Account
  - 12.9. General Hiring Policy
  - 12.10. Contract Signee Policy
  - 12.11. Grant Application Policy
  - 12.12. Regular Committee/Commission Meeting Schedule
  - 12.13. Revision – Special Zoning Permit
  - 12.14. Senior Center – Framing Construction Proposal for Doors
  - 12.15. Senior Center – Secondary Door System
  - 12.16. Latoya’s Legacy Invoice
  - 12.17. Personnel Requisition – Clerk Intern
  - 12.18. Tree Planting at Senior Center
  - 12.19. Park Bathroom Repair
  - 12.20. DNR Forestry Grant
  - 12.21. Veteran Park Cleaning
13. **Consideration of items for future agendas**
14. **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  
VILLAGE BOARD DRAFT MINUTES  
Pardeeville Village Hall  
February 13, 2024 at 7:00 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

**VILLAGE OF PARDEEVILLE  
VILLAGE BOARD DRAFT MINUTES  
Pardeeville Village Hall  
March 12, 2024 at 7:00 PM**

**Call meeting to order:** The meeting was called to order at 7:00 pm by President Haynes.

President Haynes led the Pledge of Allegiance.

**Roll Call:** Present: President Haynes, Trustee Babcock, Trustee Engelmann, Trustee Henslin, Trustee Taylor, Trustee Griepentrog.

Absent with Notice: Trustee Pufahl

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

**Guests:** Kristie Chapman, Casey Lyons, Lt. Jordan Haueter, Robert Roth, Margaret Worthington, Matt Baasch, Crystal Gunderson, Terry Anderson.

**Approval of Agenda:** A motion was made by Henslin to approve the agenda as posted. Second by Babcock. All in favor. Motion carried 5-1.

**Announcement of Closed Session:** President Haynes announced there would be a closed session later in the meeting.

**Approval of Minutes: October 10, 2023:** A motion was made by Babcock to approve the October 10, 2023 minutes. Second by Henslin. Engelmann opposed. Motion carried 5-1.

**February 13, 2024:** A motion was made by Henslin to approve the February 13, 2024 minutes. Second by Taylor. Babcock abstained. Discussion.

Engelmann stated there were multiple additions/changes she wanted added to the minutes. The first was adding the almost \$8,000 owed to us by EMS that was discussed during the EMS Report. She also wanted the all in favor, motion carried added to the Columbia County Humane Society Contract. Under the Recommendation from Public Protection Committee it was stated Englemann made the motion to accept the amended ordinance, however it was Pufahl who had made the motion. Lastly, under consideration of future items it was discussed the dilapidated buildings within the Village was brought up by Haynes and was advised that would be sent to the next CDA meeting, not the Village Board meeting.

Voice vote. All opposed. Motion failed. Discussion.

Engelmann made a motion to approve the minutes as amended. Motion failed for lack of second. Further discussion.

A motion was made by Engelmann to approve the agenda as amended. Second by Haynes. Roll call vote. Engelmann, Haynes & Taylor – Yes. Babcock, Griepentrog & Henslin Abstained. Motion failed 3-0-3.

The minutes were tabled to be discussed again later in the meeting.

**Comments from the Floor:**

Casey from Thee Upper Crust spoke of concerns about opening his business on Tuesdays with Jose's in the public parking lot right next to his business. They are looking at opening on Tuesday April 9<sup>th</sup> and feels like Jose's is taking away

from local businesses.

Margaret Worthington spoke about asking the DOT to do a traffic analysis from Kwik Trip to Industrial Drive. She would also like garbage services upgraded in Chandler Park. Currently the Village only has garbage barrels without covers.

Robert Roth spoke about possible conflicts with employees of his being brought to his attention in the future and that he is willing to discuss any issues we may have.

**Communication & Reports:**

**Angie Cox Library Report**

**EMS Commission Report:** Haynes stated they are continuing to work on their billing issues and have hired a new billing service.

**Pardeeville Fire District Report:** They're working on a proposed bylaw change.

**PLMD Report**

**Columbia County Supervisors Report**

**Sheriff Monthly Report:** Lt. Haueter spoke about the increase of Meth use within the village. There will be an upcoming road closure on Highway 33, just east of Morris Road to Dodge County Line as the bridge is being removed at Krueger Road by Didion.

**Public Works Director Report:** Frederickson updated the board that Attorney Johnson had sent out the letter today regarding the Digger Derrick truck. Babcock spoke about looking at what future options would be after the legal aspect of it.

**Clerk/Treasurer Report:** Vater spoke about absentee ballots being sent out and the upcoming election and training.

**Presentation of Bills:**

Babcock made a motion to approve the bills. Second by Henslin. Voice vote. Griepentrog abstained. Motion carried 5-0-1.

Babcock mentioned to Frederickson about reaching out to the waste and recycling center to see if we could add garbage cans to Chandler, Memorial and Veterans Park.

**Consent Agenda:**

**Community Development Authority – no minutes**

**Finance & Personnel Committee – no minutes**

**Plan Commission – no minutes**

**Public Protection Committee – February 13, 2024**

**Public Utility Commission – no minutes**

**Public Works, Parks, & Property Committee – no minutes**

Engelmann made a motion to approve the consent agenda in its entirety. Second by Henslin. Babcock and Griepentrog abstain. Motion carried 4-0-2.

**Ordinances & Resolutions:**

**7.1 Ordinance 2-170: Senior Center Commission:**

Engelmann made a motion to accept the Senior Center Commission ordinance as written. Second by Taylor. Discussion. Roll call vote. Engelmann – Yes, Griepentrog – Abstain, Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes. Motion carried 5-0-1.

**7.2 Ordinance 22-36: Sale of Motor Vehicles:**

Engelmann made a motion to accept the ordinance as written. Second by Taylor. Roll call vote.

Griepentrog – Abstain, Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes. Motion carried 5-0-1.

Engelmann asked about how we were going to get word out. It was advised through Facebook, our website and Pardeeville Neighbors Helping Neighbors, along with posting at Village Hall. Griepentrog mentioned sending a copy of the ordinance out with utility billings for new and updated ordinances. It was also suggested posting ordinance additions and revisions on the Village Hall notice board for a month.

### **7.3 Reverting Business District Ordinance Revisions (58-73, 58-74, and 58-75):**

Frederickson presented the topic.

Engelmann made a motion to bring Reverting Business District Ordinance Revisions to a public hearing for the Village Board meeting April 9<sup>th</sup>, 2024. Second by Taylor. Roll call vote.

Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes. All in favor. Motion carried 6-0.

### **7.4 Ordinance 2-165: Zoning Board of Appeals:**

Engelmann spoke about how the Zoning Board of Appeals is first and final. The appeal process isn't done properly.

Engelmann made a motion to bring Ordinance 2-165: Zoning Board of Appeals to a public hearing prior to the Village Board meeting on April 9<sup>th</sup>, 2024. Roll call vote.

Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes. All in favor. Motion carried 6-0.

### **7.5 Ordinance 58-407: Powers of zoning board of appeals:**

Engelmann made a motion to bring Ordinance 58-407 Powers of zoning board of appeals to a public hearing prior to the Village Board meeting on April 9<sup>th</sup>, 2024. Second Griepentrog. Roll call vote.

Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes. All in favor. Motion carried 6-0.

### **7.6 Ordinance 58-408: Variations:**

Engelmann made a motion to bring Ordinance 58-408 Variations to the next village board meeting for public hearing prior to the Village Board meeting on April 9<sup>th</sup>, 2024. Second by Henslin. Roll call vote.

Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes, Taylor - Yes. All in favor. Motion carried 6-0.

### **7.7 Ordinance 2-166: Plan Commission:**

Frederickson presented the topic.

Engelmann made a motion to bring Ordinance 2-166 Plan Commission to a public hearing prior to the Village Board

meeting on April 9<sup>th</sup>, 2024. Second by Griepentrog. Roll call vote.

Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes. All in favor. Motion carried 6-0.

**Old Business:** None.

**A motion was made by Henslin at 8:04 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 Utility & Billing Clerk Hiring.** Second by Taylor. Roll call vote.

Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes. All in favor. Motion carried 6-0.

Babcock invited Vater and Frederickson to stay for closed session. All in favor. Motion carried 6-0.

A motion was made by Babcock to return to open session. Second by Henslin. Roll call vote.

Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes. All in favor. Motion carried 6-0. Returned to open session at 8:12 pm.

**New Business:**

#### **11.1 Utility & Billing Clerk Hiring:**

Babcock made a motion to send a conditional job offer to Candidate A for the Utility and Billing Clerk position. Second by Henslin. Discussion. Engelmann clarified asking if we wanted to include the rate in the motion. Roll call vote.

Taylor – Yes, Babcock – Yes, Engelmann – No, Griepentrog – Yes, Haynes – Yes, Henslin – Yes. Motion passed 5-1.

#### **11.2 Dam Project Bid Opening:**

Robert Roth spoke about the Dam Project and how we had received public bids for the project. The DNR would also need to approve the bids as it's part of the grant conditions. We had a great turnout. The existing wall is deteriorating due to ice and wave action.

There were three different alternates that bidders were instructed to provide: A Base Bid using metal piling with the existing wall, Alternate 1 with metal piling and the wall removed and Alternate 2 using a vinyl product instead, however there were concerns with going that route. Roth stated metal piling is essentially the way to go. Terra Engineering came in as the low bid in Alternate 1 and overall. Radtke Contractors came in as the low bid in the base bid, second overall. Alternate 1 is a complete bid for the full project with the existing wall being removed. The DNR grant is going to cover 50% of the bid amount.

Haynes asked if there was any concern if the bidders are confused as to what is being requested. Roth stated there were conversations held with the company.

Babcock made a motion to approve Terra as low bidder for Alternate 1, not to exceed the amount of \$240,966.25 conditionally on DNR approval. Second by Engelmann. Roll call vote.

Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes, Taylor – Yes. All in favor. Motion passed 6-0.

Babcock stated he believed it would be a good idea to have a neighborhood meeting regarding this project. Haynes delegated Frederickson to invite homeowners to the meeting and advise the board of when it is.

### **11.3 Alter Metal Recycling metal dumpster on Village property:**

Engelmann stated she still hasn't heard anything back from Alter Metal Recycling.

### **11.4 Dilapidated building within the Village:**

It was in agreement this topic would be directed to be discussed at the next CDA meeting.

### **11.5 Special Events Application – Spring Sidewalk Sales, May 25th (Memorial Day Weekend) or April 27<sup>th</sup>:**

Crystal Gunderson spoke about the Spring Sidewalk Sales event and asked if there was a preference on a date. The board agreed April 27<sup>th</sup> would be preferred due to Memorial Day Weekend already being busy downtown. There was discussion on using the public parking lot for additional vendors. Henslin suggested possibly using the library parking lot instead of the public parking lot.

Henslin made a motion to accept the Spring Sidewalk Sales to occur on April 27<sup>th</sup>, 2024. Second by Engelmann. All in favor. Motion passed 6-0.

### **11.6 Special Events Application – Pardeeville Boys Club, August 24, 2024:**

Henslin made a motion to approve the Pardeeville Boys Club event on August 24<sup>th</sup>, 2024. Second by Taylor. Discussion. All opposed. Motion failed 0-6.

Henslin made a motion to approve the Pardeeville Boys Club application occurring on August 24<sup>th</sup>, 2024 with the condition that the statement of closing the entrance is stricken from the application. Second by Taylor. All in favor. Motion passed 6-0.

### **11.7 Special Events Application – Triathlon, July 13, 2024:**

Engelmann made a motion to approve this event without them having to pay for a dumpster fee. Second by Griepentrog. All in favor. Motion passed 6-0.

Babcock stated in the past it may have been a courtesy to coordinate with Solid Waste and take the dumpster from the Village Garage, load it, take it to the park and then it was kept there until Solid Waste moved it back the next Friday.

### **11.8 Special Events Application – Pardeeville Girls Club:**

Babcock made a motion to approve the special events application for Pardeeville Girls Club. Second by Henslin. All in favor. Motion carried 6-0.

### **11.9 Special Events Application – Pedal & Pardeeville with a Purpose, July 27, 2024:**

Engelmann made a motion to approve the special events application for Pedal & Pardeeville with a Purpose. Second by Taylor. Roll call vote.

Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes, Taylor – Yes. All in favor. Motion carried 6-0.

#### **11.10 Trustee Purchasing Policy:**

Babcock presented the topic being referred from the Finance and Personnel Committee.

Babcock made a motion to approve the Trustee Purchasing Policy. Second by Engelmann. All in favor. Motion carried 6-0.

#### **11.11 Debt Borrowing Capacity Policy:**

Babcock stated he believed we had a debt borrowing policy in place, however the Administrative team has been unable to find it.

Frederickson stated the state allows us to borrow 5% of our value and this policy limits us further.

Babcock spoke about listening to the Ehler's recording and how we need to limit our projects in 2024/2025.

Henslin made a motion to adopt the Debt Borrowing Capacity policy as presented. Second by Taylor. Discussion.

Engelmann questioned if anyone has ever borrowed their max limit. Haynes clarified and stated we aren't currently borrowing. He advised this policy only allows us to borrow so much so we don't take out our max limit.

Babcock stated he predicts the Village will need to borrow another \$1 million due to how quick Sunrise is moving and being approximately a year ahead of schedule.

Haynes stated we have to be able to take care of our village and our infrastructure.

Engelmann opposed. Motion carried 5-1.

#### **11.12 Social Media Policy:**

Babcock spoke about this being a recommendation from Finance and Personnel to adopt this policy that sets restrictions and limits on the social media.

Engelmann questioned if people could send messages to the Village. Vater confirmed they cannot and that feature was turned off.

Motion by Babcock to adopt the Social Media Policy. Second by Engelmann. All in favor. Motion carried 6-0.

#### **11.13 Work Boot Allowance Policy – Revision:**

Frederickson presented the topic.

Engelmann stated that most communities don't provide an allowance for these items. Frederickson stated it's either this or

we rent them through Cintas or another company. Griepentrog questioned revisiting this down the road. Engelmann agreed. Babcock asked Griepentrog if he would sunset this language as of 12/31/24.

Babcock made a motion that the Village adopts the revised Work Boot Allowance Policy as presented that came out of committee. Second by Henslin. Discussion. Roll call vote.

Engelmann – No, Griepentrog – No, Haynes – Yes, Henslin – Yes, Taylor – No, Babcock – Yes. Motion failed 3-3.

Griepentrog made a motion that there is no boot allowance in effect for the Village of Pardeeville Streets department as of December 31, 2024. Second by Engelmann. Discussion. Roll call vote.

Griepentrog – Yes, Haynes – Yes, Henslin – No, Taylor – Yes, Babcock – No, Engelmann – Yes. Motion passed 4-2.

#### **11.14 Excavation Permit – Revision:**

Babcock stated this revision is to make it more specific and detailed along with applicable permit fees. Frederickson discovered a Right of Way permit is a straight \$150 fee across the board. Costs should be specific to the type of work.

It was recommended from Finance & Personnel to adopt this fee schedule and permit process.

Babcock moved for approval as amended. Second by Griepentrog. All in favor. Motion carried 6-0.

#### **11.15 Village Office and Crew Hours:**

Babcock stated the Village office and crew hours has been an ongoing discussion by the Board of Trustees in the past. There was no recommendation from the Finance and Personnel Committee as they wanted to allow the full board to discuss this. Pufahl was adamant the office is open Monday through Friday. The Village needs to make sure the office is open for end of the year and any deadlines that need to be met.

Frederickson spoke about how Administrative staff were requesting four 9 hour days from 7:00 am – 4:30 pm from Monday through Thursday and then one 4 hour day from 7:00 am – 11:00 am on Friday. Vater agreed.

Babcock made a motion that the Village adopt the amended hours as proposed by Village Administration that will expire on December 31, 2024. The Finance and Personnel committee will revisit this agenda item at their meeting in November 2024. Second by Griepentrog. Roll call vote.

Haynes – Yes, Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – No, Griepentrog – Yes. Motion passed 5-1.

Frederickson clarified when we want this be enacted. It was in agreement the start date would be May 1<sup>st</sup>, 2024.

Babcock stated we will need to adjust the benefit time to state hours instead of days.

#### **11.16 Organizational Chart for Village Staff:**

Frederickson stated this addressed the utility clerk position being put under the Clerk/Treasurer verses the Department of Public Works Director.

Haynes directed Village staff to draft the necessary updates.



### **11.17 Organizational Chart for Village Boards, Commissions, and Committees:**

Frederickson presented the topic.

Engelmann stated she had a concern with moving ordinances to Finance and Personnel. Reviewing State and other municipalities that's not usually done. Ordinances are for Public Protection.

Frederickson stated how it is currently set up Public Protection currently sets up the ordinances, reviews them and interprets how they're read. Ordinances are Administrative. Engelmann was worried all power would be put into one committee.

Haynes stated this is a team that all has to be pulling in the same direction for this Village. The committees have to be trusted to do their work in the right way.

Engelmann believes we should have citizen members on the committees as well as board members.

Babcock stated board members are citizens who have been voted into their position to be the eyes and ears of the community.

Engelmann directed Village Staff to look further into this and postpone this item until the next Village Board meeting.

### **11.18 Fire Department Siren:**

Babcock stated the standard policy for the Fire Department Siren at the Columbia County Sheriff's Department has always been at 7:00 am-7:00 pm. No action taken.

### **11.19 Hunting on Village Owned Land:**

Frederickson presented the topic.

Engelmann made a motion to direct staff to purchase needed signs for no hunting on Village property and put them up accordingly. Second by Griepentrog. All in favor. Motion carried 6-0.

### **11.20 Arbor Day Proclamation:**

Frederickson spoke about having an Arbor Day Proclamation in April for the Village of Pardeeville to be recognized as a Tree City USA. There is no cost for us to do a proclamation.

Henslin made a motion to do an Arbor Day Proclamation in the village of Pardeeville. Second by Engelmann. All in favor. Motion carried 6-0.

### **11.21 Arbor Day Tree Planting:**

Frederickson spoke of how we would also need to do an Arbor Day tree planting event in order to be recognized as a Tree City USA. It was talked about possibly receiving a tree donation instead of purchasing one. Frederickson also suggested making a motion to plant them out at the Senior Center.

Henslin made a motion to announce a tree planning event for Arbor Day and would also direct staff to define a date and a source for the tree. Second by Haynes. Discussion.

Engelmann stated she spoke with Ian at Edgewater about what type of tree we would like.

All in favor. Motion carried 6-0.

#### **11.22 County Aid – Chip Sealing:**

Frederickson stated we had advanced \$7,000 towards a chip sealing project. The committee unanimously agreed.

Henslin made a motion to cancel the County aid project for Vince Street and refund the advanced money. Second by Taylor. Roll call vote.

Henslin – Yes, Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes. All in favor. Motion carried 6-0.

#### **11.23 LRIP – Schneider & Herwig:**

We were supposed to do the project in 2024. Frederickson suggested a postponement of the project in 2024 and discuss in 2025.

A motion was made by Engelmann to agree with the committee's recommendation and postpone the project until 2025. Second by Griepentrog. Roll call vote.

Taylor – Yes, Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes. All in favor. Motion carried 6-0.

Babcock would ask that if the policy is in place to continue where the Village President and Clerk/Treasurer are signers on any contract. It was also discussed that no contract can move forward until our attorney has seen it.

#### **11.24 Yard Waste Site Application:**

Frederickson stated we currently don't have a license from the DNR to have a Yard Waste Site. It was unanimous at the committee to switch the funds from the burn application to open the yard waste site.

Engelmann made a motion to apply for the yard waste site license only, using the money already paid. Second by Haynes. Discussion.

Babcock stated he is concerned about this being a chip only site. He believes it will be time consuming on staff, along with the chipper being an older unit. He stated we're going to spend more money on staff time versus how much it is to burn.

Frederickson advised the burn permit is \$200/year. All in favor. Motion passed 6-0.

#### **11.25 Yard Waste Site Opening Date:**

Frederickson stated he's hoping to have the application in and returned by March 28, 2024.

Henslin made a motion to set an opening date for the Yard Waste Site to be March 28<sup>th</sup>, 2024. Second by Griepentrog. All in favor. Motion carried 6-0.

#### **11.26 Yard Waste Site Hours of Operation:**

Henslin made a motion to set the regular Yard Waste Site hours to be open year round at all times of the day. Second by Taylor. Discussion. All in favor. Motion passed 6-0.

**11.27 Brush Pickup:**

Frederickson presented the topic.

A motion was made by Henslin 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. Second by Engelmann. All in favor. Motion carried 6-0.

**11.28 Village Hall Custodian:**

Frederickson presented the topic.

Griepentrog questioned if the person would come in after hours or if they would come in during the work day.

Frederickson stated non-business hours when it would disrupt the citizens the least. Frederickson stated he would be the person in charge of this and not the Clerk/Treasurer.

Engelmann made a motion to direct staff to draft a contract with the individual for a lump sum not to exceed \$2,500. Second by Griepentrog. Roll call vote.

Babcock – Yes, Engelmann – Yes, Griepentrog – Yes, Haynes – Yes, Henslin – Yes, Taylor – Yes. All in favor. Motion carried 6-0.

**Consideration of items for future agendas:** Was not covered.

**Adjournment:** A motion was made by Haynes to adjourn the meeting at 10:24 pm.

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Denise Vater, Clerk/Treasurer

# What's happening at the library in April 2024?



**ANGIE W. COX PUBLIC LIBRARY**

119 N. Main Street, P.O. Box 370

Pardeeville, WI 53954

608-429-2354

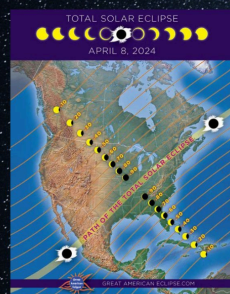


## WELCOME TO THE ANGIE W. COX PUBLIC LIBRARY - APRIL 2024

MON	1	5:30 p.m.	R.E.A.D ADULT BOOK CLUB
THUR	4	9:00 – 10:00 a.m.	FREE YOGA
SAT	6	10 - 11:00 a.m.	ESSENTRICS WITH ERIN WALTON Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
MON	8	5:30 p.m.	FRIENDS OF THE LIBRARY MEETING
TUE	9	5:30 p.m.	NOURISHING YOUR BODY FROM THE INSIDE OUT Join Lexus Witthun for an educational workshop to talk about the role our diet plays in our lives. Workshop is FREE! Stop in or call the library to register, space is limited. (608-429-2354)
THUR	11	9:00 – 10:00 a.m.	FREE YOGA
		4:30 – 6:00 p.m.	MAINLY CRAFTS - ADULT CRAFTING GROUP Craft to be determined. Call the library to inquire and to register!
SAT	13	10 - 11:00 a.m.	ESSENTRICS WITH ERIN WALTON Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
TUE	16	Noon - 3:00 p.m.	SPRING CARDS WITH MITZI Join Mitzi for a FREE card making workshop. Stop in or call the library (608-429-2354) to register by Friday April 12. Must be registered to attend. Class is open to adults.
		5 - 8:00 p.m.	
WED	17	9:00 a.m - Noon	
		5 - 8:00 p.m.	
THUR	18	9:00 – 10:00 a.m.	FREE YOGA
SAT	20	10 - 11:00 a.m.	ESSENTRICS WITH ERIN WALTON Rebalance your muscles, restore mobility and improve balance and posture with Essentrics. Stop in or call the library to register.
THUR	25	9:00 – 10:00 a.m.	FREE YOGA
		4:30 – 6:00 p.m.	MAINLY CRAFTS - ADULT CRAFTING GROUP Craft to be determined. Call the library to inquire and to register!
SAT	27	9:00 - 3:00 p.m.	FRIENDS OF THE LIBRARY BOOK SALE 5th floor of the Angie W. Cox Public Library

# GET READY FOR THE SOLAR ECLIPSE!

## MONDAY APRIL 8, 2024



Stop by the  
Angie W. Cox Public Library  
anytime before the eclipse  
for a free pair of solar  
eclipse glasses.  
(One pair per family)



SOLAR GLASSES ARE PROVIDED BY THE SEAL PROGRAM, WHICH IS FUNDED BY THE GORDON AND BETTY MOORE FOUNDATION.



# Mitzi's April Card Class

Theme: Spring

Tuesday, April 16, 2024  
Noon-3:00 pm and 5:00-8:00 pm



Wednesday, April 17  
9:00 am-Noon and 5:00-8:00 pm

Stop in or call the library to sign up.  
These classes are free and fill up fast!  
When signed up, please be respectful  
and let us know if you cannot make it.  
We often have wait lists and can contact  
those waiting so they may enjoy the class.

Healex Nutritional Therapy, LLC

## NOURISHING YOUR BODY FROM THE INSIDE OUT FREE WORKSHOP

Learn the science-backed diet for health and  
longevity

**April 9**

At 5:30 pm



**LEXUS WITTHUN**  
CERTIFIED NUTRITIONAL THERAPY  
PRACTITIONER

Join me for an  
educational workshop,  
on Tuesday, April 9th at  
5:30 pm. I will be  
speaking on the  
foundational role our  
diets play in our lives.  
Our diets have the  
capability of changing  
our health, mood,  
energy, and longevity.  
Start thriving and not  
just surviving in your  
body!

Register at:

Angie W. Cox Public Library  
in person or call (608) 429-2354

**119 N MAIN ST.  
PARDEVILLE, WI  
53954**



# MAINLY CRAFTS ADULT CRAFTING GROUP

Painted Porch Signs  
Thursday April 11  
4:30 p.m.

Bottle Cap Flowers  
Thursday April 25  
4:30 p.m.



**Explore, Create, and Have Fun!**  
Join us at the Angie W. Cox Public Library  
for **FREE** adult crafting.  
Call or stop into the library to sign up.  
Must be registered to attend. Space is limited.

## Friends of the Library Book Sale!

Saturday April 27  
9:00 - 3:00 p.m.

Located on the  
5th floor of the  
Angie W. Cox  
Public Library  
Pardeeville



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

**APPROVED PROJECTS:**

STP BRIDGE:	DESIGN	BUDGET	LETTING:	CONSTR EST	BUDGET
<b>2024 Projects (LET = April 9, 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	<b>\$81,800</b>

					TOWN
Hall Rd Crawfish River	\$104,845	\$530,920	\$635,765	\$634,765	\$1,000

**ROAD:**

	DESIGN	CONSTR	TOTAL	FED	COUNTY
<b>CTH P Pardeeville STH 22 to West Village Limit</b>					
	<b>Estimate</b>	<b>Federal 80%</b>	<b>Local 20%</b>	<b>County %</b>	<b>Village %</b>
Design	\$152,750	\$122,200	\$30,550	<b>\$7,582</b>	\$22,968
Construction	\$1,139,830	\$911,864	\$227,966	<b>\$45,328</b>	\$182,638
Ineligibles	\$665,720		\$665,720		\$665,720
Real Estate	\$27,000		\$27,000		\$27,000

★ Possible 2027 start Date

# County Project Status

Apr, 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		



## 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 Started
- STH 89 (Clarkson Rd to Avalon Rd) Started
- USH 51 Mill & Overlay (Tomlinson Dr to Ontario St) 12/12/2023
- STH 113 Mill & Overlay (STH 60 to STH 188) Rural Section Continuing
- 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 1/13/2026
- USH 51 (CTH V to STH 22/60)
- STH 113 Pavement Replacement (CTH J to STH 188)
- STH 78 Box Culvert @ County Line 8/12/2025

## 2027 – 2028 Work

- STH 60 (Riddle Rd to Clark St) 12/8/2026
- STH 146 (STH 16 to STH 33) Resurface 12/8/2026
- STH 127 Pave Repl (STH 16 to LaDawn Dr)
- IH 39 Resurface (STH 60 to CTH CS) 12/8/2026
- IH 39 Concrete Repairs (STH 78 to USH 51) 11/9/2027
- STH 33 Pavement & Safety (Blystone's, CTH F, CTH EE) 11/9/2027
- STH 33 Pavement Replace (Wisc River to STH 16) 12/14/2027

## 2028 or Later Work

- IH 39 (Petro Interchange to Marquette County)
- IH 90-94 (Petro Interchange to Sauk County)
- 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.

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 27, 2024
  - 128.25 hrs
  - 71 tons salt and 4792 gal brine STH
  - 42 tons and 3000 brine IH
- February 29, 2024 Anti-icing
  - 6 units for 40 hours
  - 13,000 gallons brine
- March 21, 2024 Anti-icing
  - 4 units for 31 hours
  - 9,303 gallons
- 

28/44 (64%) to date

Salt to date:

Brine 208,167 gallons

Interstate 2694 tons



**Pardeeville Patrol Report  
March 2024**

Columbia County Sheriff's Office

Sheriff Roger Brandner

Contract Supervisor

Lieutenant Jordan Haueter

# March 2024

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

3328 – Sergeant Chase Brock	119.50
3354 – Deputy Noah Hollander	172.00
3344 – Deputy Angie Beaumont	126.00
Other Deputies	51.75

**PARKING ENFORCEMENT: 0 hours**  
**OVERTIME HOURS (12.50 x 1.5): 18.75 hours**  
**INVESTIGATION HOURS: 12 hours**

**TRAFFIC CITATIONS: 15**  
**ORDINANCE CITATIONS: 10**  
**PARKING CITATIONS: 0**

**Mutual Aid**  
**6.50 hours**



## Columbia County Sheriff's Office Pardeeville Monthly Report

### Call Type:

911 HANG UP	5
ACCIDENT-NON RE	1
ACCIDENT-PDO	1
AGENCY ASSIST	4
ALARM-FIRE	1
ANIMAL BITE	1
BATTERY	2
BOND VIOLATION	1
CHILD SA	2
CITIZEN ASSIST	8
CONTROLLED	3
CP	3
CRIMINAL DAMAGE	2
DC	2
DOMESTIC	1
DRIVE	5
EMS	4
EXTRA PATROL	3
FIRE	3
FRAUD	1
HARASSMENT	1
JUVENILE	4
KEEP PEACE	1
LOST/FOUND	2
O/W PERSON	10
OPEN DOOR	1
ORD VIOL	2
OWI	4
PROPERTY DAMAG	1
SECURITY	210
SUSPICIOUS	10
THEFT	2
TRAFFIC STOP	54
TRO/INJ VIOL	1
TRUANCY	6
VOP	1
WELFARE	9

**Total Calls:372**

- There were two accidents in the village. One with property damage only and the other non reportable.
- The animal bite occurred on Lake street where passerby with a dog had another dog run out and the owner got bit by his dog attempting to fend off the second dog.
- The two battery calls resulted in arrests in both cases.
- The bond violation was for a driver without a license. They had bond conditions of not to drive.
- There were two Child Sexual Assault investigations. One was historical and the other is still being investigated.
- Out of the three controlled calls there was located methamphetamine and THC. Charges and arrested were made.
- The Criminal Damage calls were from a vacation home that was vacant the last 5 month.
- The two Disorderly Conduct calls resulted in arrests.
- The Domestic call resulted in arrest for disorderly conduct and narcotics charges.
- The three fire calls all originated from electrical issues. The were resolved by the fire department.
- The harassment call resulted in an arrest with additional narcotics charges for the offender.
- There were four juvenile calls. Two were for fighting siblings and the other two were unfounded.
- Two ordinance violations. One was resolved with a warning and the other a citation.
- There were four impaired driving arrests in the village.
- There were nine welfare checks. All were either unfounded or resolved with safety plans with family.

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
3/1/24	3328	8.00	3352	9.00	3342	0.50								
3/2/24	3352	3.00	3352	9.00					3328	2.50				
3/3/24	3352	3.00	3352	5.00									MULTIPLE	1.00
3/4/24	3328	7.50	3334	9.00	3326	0.50								
3/5/24	3328	8.00	3334	9.00	3344	0.50								
3/6/24	3328	8.00	3352	9.00	3342	1.00								
3/7/24	3328	8.00	3352	9.00	3354	1.00								
3/8/24	3328	8.00	3334	9.00										
3/9/24			3334	9.00	3337	0.50								
3/10/24			3334/330 6	16.50	3334	0.50								
3/11/24	3352	3.00	3352	9.00										
3/12/24	3352	3.00	3352	9.00	3342	0.50								
3/13/24			3334	9.00										
3/14/24			3334	9.00	3337	1.00							24-07709	1.00
3/15/24	3352	3.00	3352	9.00	3344	0.50								
3/16/24	3352	3.00	3352	9.00	3354	0.75							24-07913	0.75
3/17/24	3352	3.00	3352	9.00	3342	0.50								
3/18/24	3328	8.00	3334	9.00	3343	0.50								
3/19/24	3328	8.00	3334	9.00	3334	0.50							24-08261	1.50
3/20/24	3328	8.00	352/55/56	17.00	3355	0.50			3352	0.50	3352/55/56	12.00		
3/21/24	3328	8.00	3352	9.00										
3/22/24	3328	8.00	3334	9.00	3,343	0.50								
3/23/24			3334	9.00	3337	0.50								
3/24/24			3334	9.00	3334	3.00			3334	1.50				0.75
3/25/24	3328	8.00	3352	9.00									24-08861	1.00
3/26/24	3328	8.00	3352	9.00	3352/42	7.00			3328/52	7.00				
3/27/24	3328	8.00	3334	9.00	3344	2.00	24-09112		3334	1.00				
3/28/24	3328	8.00	3334	9.00	3344	0.50								
3/29/24			3352	9.00	3354	0.50								
3/30/24	3352	3.00	3352	9.00	3340	0.50								
3/31/24	3352	3.00	3352	5.00	3354	0.50							24-09472	0.50
	Days Total	146.50	PM Total	286.50	Mids Total	24.25	Parking	0.00	OT Total	12.50	Invest. Total	12.00	Mutual	6.50



**February 2024****Totals**

Monthly Hours Goal (6240 hour per year divided by 12 months)	520
Regular Hours Worked	469.25
Overtime Hours Worked = 12.50 Multiplied by 1.5	18.75
Training Hours	48.00
Benefit Hours Used	0.00
Court Hours	0.00
Parking Enforcement	0.00
Mutual Aid Hours Subtracted	6.50
Number of Hours <b>Above</b> Schedule Time	<b>9.50</b>
Banked Hours From Previous Months	315.23
<b>Total Banked Contract Hours at End of Month</b>	<b>324.73</b>

**Meeting Date:** 09 APR 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.
- Yard Waste Site open and ready for business. Restructured the site to make it more organized.

**Water & Sewer Utility:**

- PSC request of more information for PW&U Garage. Document submitted 04MAR2024.
- PSC recommending to full commission our rate increase.
- Wescott Water Tower inspection, report going to Utility Commission and then Village Board.
- Completed the Water Utility Emergency Response Plan.

**Electric Utility:**

- Third-party review of the Digger Derrick truck.
- Electric installs in Sunrise Subdivision.
- Looking into possibilities of new Electric Engineering firm.

**Community Development/Zoning:**

- Ordinance Review and recommendations for changes.

**Parks:**

- Working with School District on community work day event.
- Working on DNR Forestry Grant.

**Projects:**

- Sunrise Subdivision.
  - Discussion on P.U.D. and Phase 2.
  - Basements on Northside of Willow.
  - Working on Developers Agreement Amendment.
- Water Tower.
  - Waiting to hear back from Verizon.
- Dam Project.
  - DNR approved the Village Board's choice.
  - Waiting for contract signatures.
- Kwik Trip
  - Full submission heading to Plan Commission.

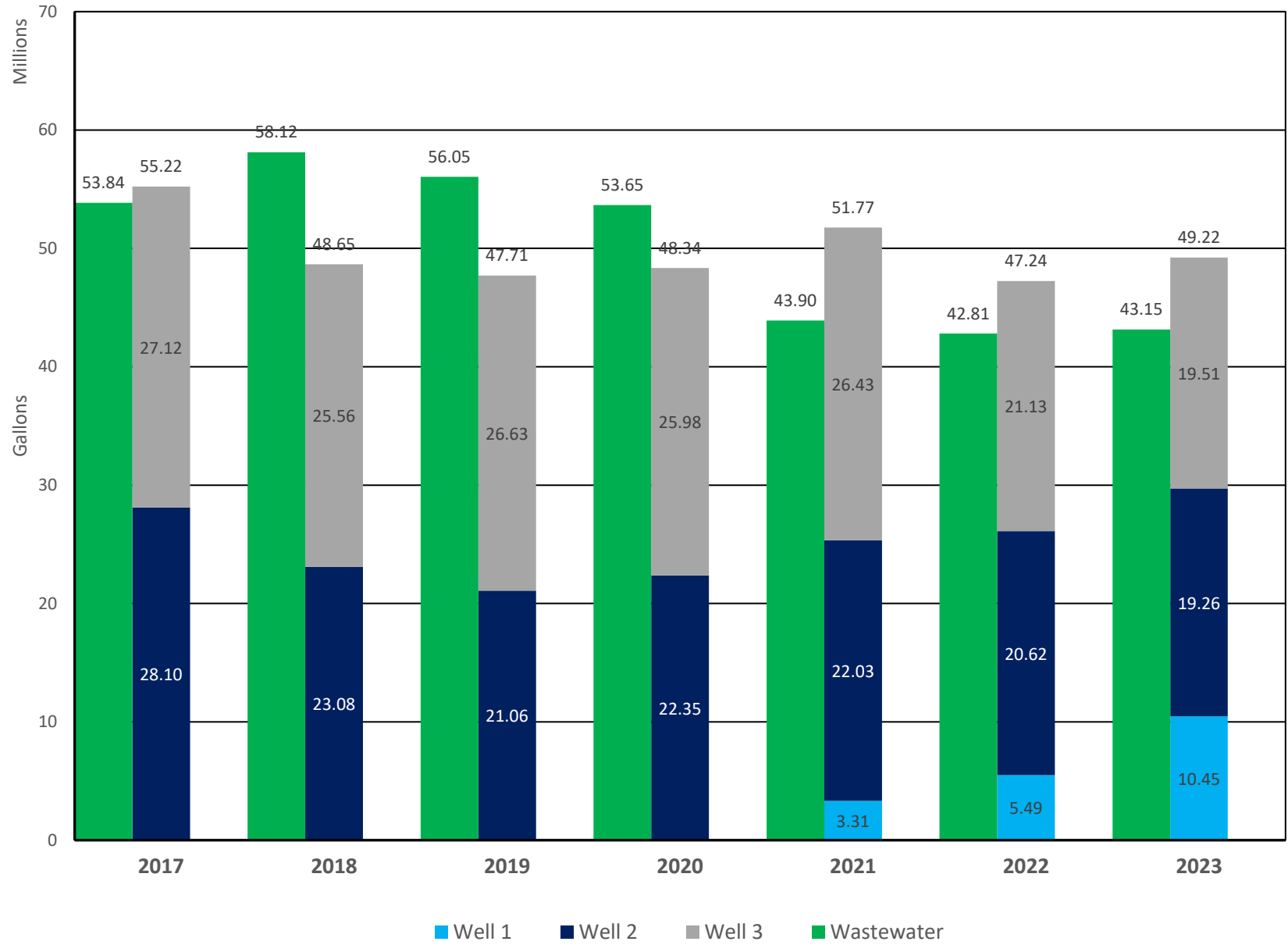
**Other:**

- None at this time.

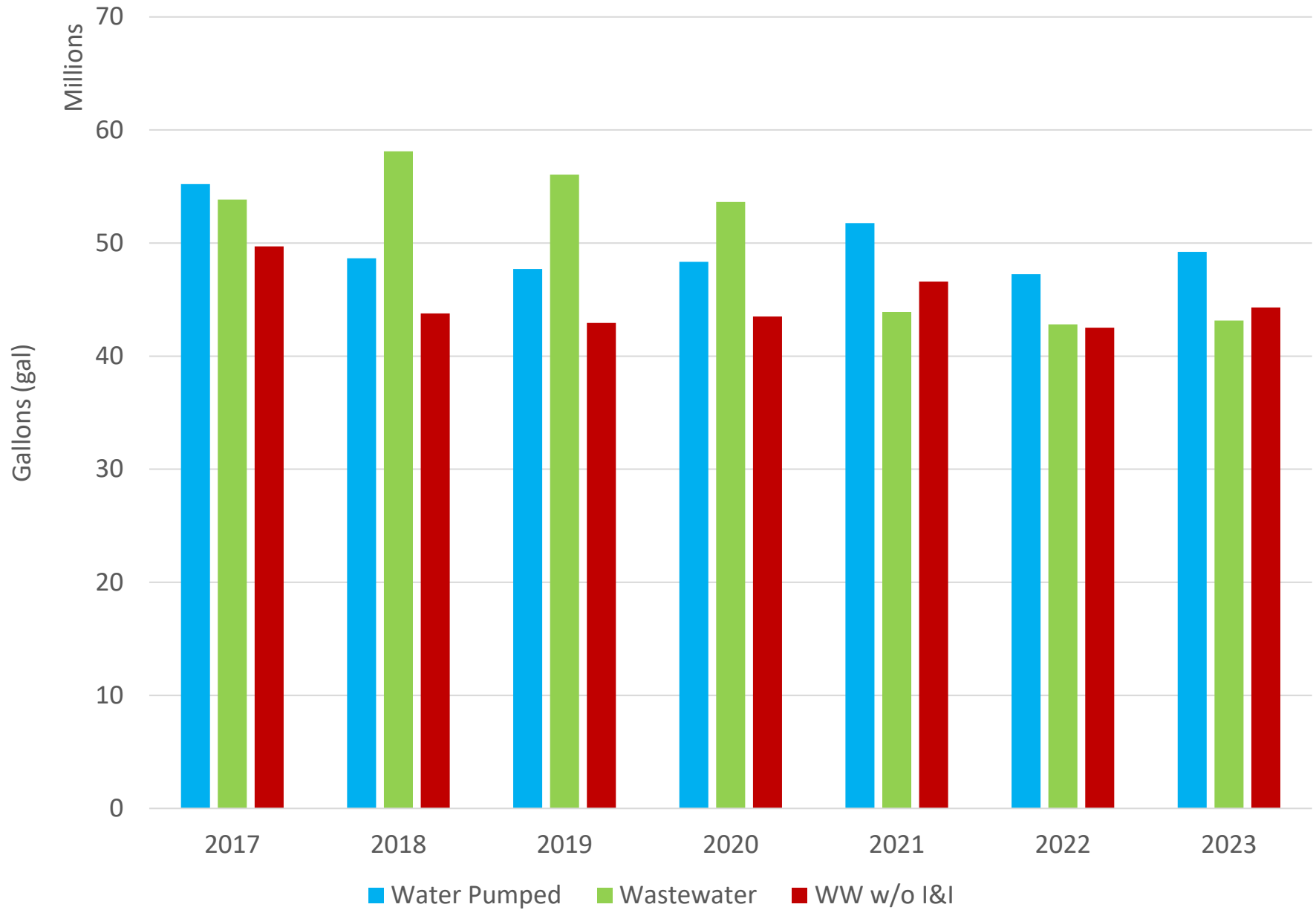
**Visuals/Graphics:**

- Graphs indicating Village Water and Sewer usage.

### Comparison of Water Pumped vs Sewer Treated



### Water Pumped vs Wastewater Flows



## Clerk/Treasurer's Report

### April 2024

- **Poll Worker Training/Public Testing:** The Wisconsin Elections Commission put a new online training system into place in Spring 2024, ElectEd. There was a slight learning curve as a lot of poll workers were familiar with the previous training system and the new program was still having some issues. Throughout the last couple months we were in contact with our Chief Inspectors and general poll workers to make sure they completed the proper training prior to the April 2<sup>nd</sup> election. We also provided an in-person training at our public testing on March 26<sup>th</sup>. We heard great feedback from the poll workers. Even though some have been involved in elections for years, they stated they learned a lot of new information they didn't know previously.
- **2024 Spring Election:** The Spring Election was held on Tuesday, April 2<sup>nd</sup>, 2024. We sent out a total of 48 absentee ballots and received 33 absentees back before the 8:00 pm deadline on April 2<sup>nd</sup>. We had a turnout of 440 voters, including 21 new registrations. We currently have 1200 registered voters, which means we had almost a 37% voter turnout. There were three citizen members elected to the Village Board who will be starting their 2 year term on Tuesday, April 16<sup>th</sup> as Village Trustees.
- **Audit:** We are still continuously working with Johnson Block to get them any additional information they need to complete our annual audit. We are also in the process of getting all the information together regarding our Worker's Compensation Audit and will be rescheduling that for a new date in the upcoming weeks.
- **Hiring:** Our new Utility Clerk, Rhea, started on March 18, 2024. She has a lot of prior Municipal experience that she is bringing with her and is a great asset to the Village.
- **US Cellular:** Contacted US Cellular and reduced data plans and additional device protection on devices that weren't necessary. Also deactivated a phone that was no longer in use by the Village, yet we were still being charged for it. This should save us approximately \$80-\$100 every month.
- **Board of Review:** Met with our assessor regarding the upcoming Open Book Process and Board of Review. There will need to be two trustees appointed at the organizational meeting on April 16<sup>th</sup> for this committee. There is an hour long training that needs to be completed for members on the Board of Review.
- **Upcoming Trainings:**
  - Utility Clerk will be completing Utilities Management Training through Civic over the next couple weeks.
  - WMCA Board of Review Training in Waunakee on April 18<sup>th</sup>.

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>38564</b>									
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	121000 3.6.24	FEB & MAR BILLS 2024	602-53-6400-000	187.91	187.91
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	121000 3.6.24		603-53-8270-000	187.92	187.92
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	294504 3.6.24	MARCH BILLS 2024	100-51-5160-340	69.65	69.65
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	294504 3.6.24		100-51-5161-340	69.65	69.65
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	294504 3.6.24		601-53-9305-340	69.65	69.65
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	294504 3.6.24		602-53-6400-000	69.66	69.66
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	294504 3.6.24		603-53-8270-000	69.66	69.66
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	697623 3.6.24	MARCH BILLS	602-53-6400-000	38.30	38.30
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	697623 3.6.24		603-53-8270-000	38.29	38.29
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	806175 3.6.24	MARCH BILLS 2024	602-53-6400-000	124.14	124.14
03/24	03/12/2024	38564	1289	ALLIANT ENERGY	806175 3.6.24		603-53-8270-000	124.13	124.13
Total 38564:									1,048.96
<b>38565</b>									
03/24	03/12/2024	38565	3445	Aspirus Medical Group, Inc.	126939	Drug test for new hire	100-53-5310-390	145.00	145.00
Total 38565:									145.00
<b>38566</b>									
03/24	03/12/2024	38566	3416	AUTO VALUE PARDEEVILLE	705026909	SEWER	603-53-8330-350	8.99	8.99
03/24	03/12/2024	38566	3416	AUTO VALUE PARDEEVILLE	705026909		603-53-8280-340	9.98	9.98
03/24	03/12/2024	38566	3416	AUTO VALUE PARDEEVILLE	705027146	hyd jack oil w/stop	100-53-5324-390	6.99	6.99
Total 38566:									25.96
<b>38567</b>									
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846	WORK COMP 2nd billing	100-51-5193-513	451.50	451.50
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		100-55-5511-155	210.70	210.70
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		601-53-9242-513	782.60	782.60
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		602-53-6842-513	782.60	782.60
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		603-53-8532-513	782.60	782.60
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846	GL & AUTO INS	100-51-5193-511	2,187.81	2,187.81
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		601-53-9244-511	2,187.81	2,187.81
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		602-53-6844-511	2,187.81	2,187.81
03/24	03/12/2024	38567	796	Baer Insurance Services, Inc.	7846		603-53-8534-511	2,187.82	2,187.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38567:									11,761.25
<b>38568</b>									
03/24	03/12/2024	38568	42	BAKER & TAYLOR	2038148456	Adult Fiction books	100-55-5511-340	35.15	35.15
Total 38568:									35.15
<b>38569</b>									
03/24	03/12/2024	38569	3523	Bank First	4038 2.29.24	MAGAZINE SUBSCRIPTIONS	100-55-5511-340	11.37	11.37
Total 38569:									11.37
<b>38570</b>									
03/24	03/12/2024	38570	26	BLIFFERT LUMBER & FUEL CO.	2402576432	Senior Center Exp	100-53-5371-340	51.46	51.46
03/24	03/12/2024	38570	26	BLIFFERT LUMBER & FUEL CO.	2403-577738	FORESTRY HELMET SYSTEM	100-55-5520-340	117.99	117.99
03/24	03/12/2024	38570	26	BLIFFERT LUMBER & FUEL CO.	2403-577738	SALES TAX REIMBURSEMENT FROM I	100-55-5520-340	.73-	.73-
Total 38570:									168.72
<b>38571</b>									
03/24	03/12/2024	38571	108	BORDER STATES INDUSTRIES INC.	927981028	wire/cables	601-53-9030-340	800.00	800.00
Total 38571:									800.00
<b>38572</b>									
03/24	03/12/2024	38572	2344	CENGAGE LEARNING	83962014	LARGE PRINT BOOKS	100-55-5511-340	24.79	24.79
Total 38572:									24.79
<b>38573</b>									
03/24	03/12/2024	38573	3429	CHARTER COMMUNICATIONS	001219702292	INTERNET/PHONE GARAGE SPECTR	100-51-5160-340	222.80	222.80
Total 38573:									222.80
<b>38574</b>									
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		601-53-9030-340	25.65	25.65
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		601-53-9030-340	18.78	18.78
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		602-53-6000-350	24.27	24.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		603-53-8270-340	16.65	16.65
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		100-53-5324-390	19.84	19.84
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185261884		100-53-5324-390	18.26	18.26
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		601-53-9030-340	25.65	25.65
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		601-53-9030-340	18.78	18.78
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		602-53-6000-350	24.27	24.27
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		603-53-8270-340	16.65	16.65
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		100-53-5324-390	19.84	19.84
03/24	03/12/2024	38574	2209	CINTAS CORP#446	4185983195		100-53-5324-390	18.26	18.26
Total 38574:									306.70
<b>38575</b>									
03/24	03/12/2024	38575	539	COLUMBIA COUNTY ACCOUNTING OF	PC-P235	SHERIFF CONTRACTED SERVICES	100-52-5210-270	34,747.75	34,747.75
Total 38575:									34,747.75
<b>38576</b>									
03/24	03/12/2024	38576	5	COLUMBIA COUNTY HIGHWAY COMM	36148	SALT/SAND	100-53-5331-340	5,427.41	5,427.41
Total 38576:									5,427.41
<b>38577</b>									
03/24	03/12/2024	38577	1639	COLUMBIA COUNTY SHOPPER	5657	Job advertisement	100-51-5142-360	101.50	101.50
Total 38577:									101.50
<b>38578</b>									
03/24	03/12/2024	38578	550	COLUMBIA COUNTY SOLID WASTE	35353	DISPOSAL OF APPLIANCES	100-53-5363-282	40.00	40.00
03/24	03/12/2024	38578	550	COLUMBIA COUNTY SOLID WASTE	35353	DISPOSAL OF TIRES	100-53-5363-282	99.75	99.75
Total 38578:									139.75
<b>38579</b>									
03/24	03/12/2024	38579	1247	CT LABORATORIES	184812	WATER SAMPLES	603-53-8270-340	106.00	106.00
03/24	03/12/2024	38579	1247	CT LABORATORIES	184969	WATER SAMPLES	603-53-8270-340	106.00	106.00
Total 38579:									212.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38580</b>									
03/24	03/12/2024	38580	3490	Dianna Dallman	02/29/2024 ST	ADULT PROGRAMMING	100-55-5511-394	300.00	300.00
Total 38580:									300.00
<b>38581</b>									
03/24	03/12/2024	38581	1776	FRIENDS OF THE KILBOURN LIBRAR	2.27.24 INVOI	LARGE PRINT ROTATION YEARLY FEE	100-55-5511-291	335.00	335.00
Total 38581:									335.00
<b>38582</b>									
03/24	03/12/2024	38582	13	FRONTIER	262159008503	Public utilities	603-53-8510-310	119.89	119.89
03/24	03/12/2024	38582	13	FRONTIER	262159008503		100-51-5142-390	119.89	119.89
03/24	03/12/2024	38582	13	FRONTIER	608429152505	Village	100-51-5142-390	76.53	76.53
03/24	03/12/2024	38582	13	FRONTIER	6084292354 3.	Phone AND INTERNET CHARGES LIBR	100-55-5511-311	190.61	190.61
Total 38582:									506.92
<b>38583</b>									
03/24	03/12/2024	38583	2376	JESSE MOWERY	02.26.24 TRAI	safety training	601-53-5693-340	20.53	20.53
Total 38583:									20.53
<b>38584</b>									
03/24	03/12/2024	38584	2205	LAKESIDE CLEANING	4554	LIBRARY CONTRACTED CLEANING	100-55-5511-292	500.00	500.00
Total 38584:									500.00
<b>38585</b>									
03/24	03/12/2024	38585	19	LEAGUE OF WIS MUNICIPALITIES	86911	HR WEBINAR	100-51-5142-130	75.00	75.00
Total 38585:									75.00
<b>38586</b>									
03/24	03/12/2024	38586	294	Madison Media Partners	195303	Legal notice - dam sheet piling project	100-51-5142-360	118.46	118.46
Total 38586:									118.46
<b>38587</b>									
03/24	03/12/2024	38587	2185	MICROMARKETING	946842	BOOKS ON CD	100-55-5511-340	54.79	54.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
03/24	03/12/2024	38587	2185	MICROMARKETING	947095	BOOKS ON CD	100-55-5511-340	39.99	39.99
Total 38587:									94.78
<b>38588</b>									
03/24	03/12/2024	38588	2002	MITZI MANTHEY	3.7.24 RECEI	ADULT PROGRAMMING	100-55-5511-394	59.55	59.55
Total 38588:									59.55
<b>38589</b>									
03/24	03/12/2024	38589	293	PARDEEVILLE ELECTRIC COMM	FEB 2024 UTI	UTILITY BILLS - WELLS/TOWERS/LIFT	602-53-6200-000	752.00	752.00
03/24	03/12/2024	38589	293	PARDEEVILLE ELECTRIC COMM	FEB 2024 UTI		603-53-8210-000	4,164.63	4,164.63
Total 38589:									4,916.63
<b>38590</b>									
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI	UTBILLS - UTILITY	100-51-5160-340	381.79	381.79
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		100-52-5210-310	71.52	71.52
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		100-57-5755-841	43.90	43.90
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		601-53-5695-340	43.90	43.90
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		602-53-6000-350	43.90	43.90
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		603-53-8270-340	43.91	43.91
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		100-53-5342-340	2,326.43	2,326.43
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		100-51-5161-340	46.89	46.89
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		601-53-5695-340	137.32	137.32
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		602-53-6000-350	137.32	137.32
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		603-53-8270-340	137.31	137.31
03/24	03/12/2024	38590	69	PARDEEVILLE PUBLIC UTILITIES	FEB 2024 UTI		100-55-5520-340	1,079.68	1,079.68
Total 38590:									4,493.87
<b>38591</b>									
03/24	03/12/2024	38591	739	SCHEPP PLUMBING & PUMP INC	10294	PLUMBING AT SENIOR CENTER	100-53-5371-340	1,609.81	1,609.81
Total 38591:									1,609.81
<b>38592</b>									
03/24	03/12/2024	38592	104	SECURIAN FINANCIAL GROUP INC.	APRIL 2024	Life Ins. Prem.	100-156220	193.60	193.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38592:									193.60
<b>38593</b>									
03/24	03/12/2024	38593	241	SJE, Inc.	CD99515581	eLECTRIC CONTRACTED SERVICES	601-53-9230-000	1,335.44	1,335.44
Total 38593:									1,335.44
<b>38594</b>									
03/24	03/12/2024	38594	181	SOUTH CENTRAL LIBRARY SYSTEM	24-325	BULK BARCODE LABEL ORDER	100-55-5511-340	177.04	177.04
Total 38594:									177.04
<b>38595</b>									
03/24	03/12/2024	38595	1520	THE O'BRION AGENCY, LLC	91439	2nd notices envelopes - utility	601-53-9210-310	298.33	298.33
03/24	03/12/2024	38595	1520	THE O'BRION AGENCY, LLC	91439		602-53-6810-310	298.33	298.33
03/24	03/12/2024	38595	1520	THE O'BRION AGENCY, LLC	91439		603-53-8510-310	298.34	298.34
Total 38595:									895.00
<b>38596</b>									
03/24	03/12/2024	38596	2303	THE SHOE BOX	86933	WORKBOOKS FOR MOWERY	603-53-8270-000	193.50	193.50
Total 38596:									193.50
<b>38597</b>									
03/24	03/12/2024	38597	201	USA BLUE BOOK	INV00282632	well supplies	602-53-6301-000	291.95	291.95
Total 38597:									291.95
<b>38598</b>									
03/24	03/12/2024	38598	3060	WISCONSIN BIOMEDICAL SERVICES I	45110	ANNUAL AED MAINTENANCE CONTR	100-51-5160-340	175.00	175.00
03/24	03/12/2024	38598	3060	WISCONSIN BIOMEDICAL SERVICES I	45110		601-53-9210-310	175.00	175.00
03/24	03/12/2024	38598	3060	WISCONSIN BIOMEDICAL SERVICES I	45110		602-53-6810-310	175.00	175.00
03/24	03/12/2024	38598	3060	WISCONSIN BIOMEDICAL SERVICES I	45110		603-53-8510-310	175.00	175.00
Total 38598:									700.00
<b>38599</b>									
03/24	03/12/2024	38599	369	WISCONSIN DEPARTMENT OF REVEN	ASSESS MAN	Assess Manufac. Property	100-51-5152-390	286.63	286.63

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38599:									286.63
<b>38600</b>									
03/24	03/12/2024	38600	3584	WISCONSIN WASTEWATER OPERATO	INV_4811	DPW TRAINING	100-51-5141-130	50.00	50.00
Total 38600:									50.00
<b>38601</b>									
03/24	03/12/2024	38601	3416	AUTO VALUE PARDEEVILLE	705026387	electrical splicing	601-53-9030-340	3.08	3.08
Total 38601:									3.08
<b>38602</b>									
03/24	03/12/2024	38602	2209	CINTAS CORP#446	9261969626	AED Agreement - Reviver	100-57-5752-806	214.00	214.00
Total 38602:									214.00
<b>38603</b>									
03/24	03/12/2024	38603	245	GENERAL ENGINEERING CO INC.	FEB BUILDIN	BUILDING PERMITS	100-52-5240-250	395.00	395.00
Total 38603:									395.00
<b>38604</b>									
03/24	03/27/2024	38604	2307	AARON TORGERSON	03/24 CELL P	CELL PHONE REIMBURSEMENT	603-53-8270-340	30.00	30.00
Total 38604:									30.00
<b>38605</b>									
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	20323 3.13.24	MARCH BILLS	100-51-5160-340	40.64	40.64
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	20323 3.13.24		100-51-5161-340	40.64	40.64
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	20323 3.13.24		601-53-9305-340	40.64	40.64
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	20323 3.13.24		602-53-6400-000	40.64	40.64
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	20323 3.13.24		603-53-8270-000	40.64	40.64
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	3706820000 3.	MARCH BILLS 2024	603-53-8270-000	43.99	43.99
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	3706820000 3.		602-53-6400-000	43.99	43.99
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	6911200768 3.	MARCH BILLS 2024	100-53-5371-340	368.20	368.20
03/24	03/27/2024	38605	1289	ALLIANT ENERGY	8328810000 3.	PURCHASED POWER	601-53-5450-000	176,205.87	176,205.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38605:									176,865.25
<b>38606</b>									
03/24	03/27/2024	38606	3416	AUTO VALUE PARDEEVILLE	705027298	MAINTENANCE FOR SWEEPER	100-53-5324-390	396.57	396.57
03/24	03/27/2024	38606	3416	AUTO VALUE PARDEEVILLE	705027333	CHIPPER TRUCK MAINTENANCE	100-53-5324-390	41.98	41.98
03/24	03/27/2024	38606	3416	AUTO VALUE PARDEEVILLE	705027335	SWEEPER MAINTENANCE	100-53-5324-390	114.98	114.98
03/24	03/27/2024	38606	3416	AUTO VALUE PARDEEVILLE	705027402	NEEDLE NOSE DISPENSER	100-53-5323-390	14.99	14.99
Total 38606:									568.52
<b>38607</b>									
03/24	03/27/2024	38607	42	BAKER & TAYLOR	2038175185	Adult Fiction books	100-55-5511-340	34.56	34.56
Total 38607:									34.56
<b>38608</b>									
03/24	03/27/2024	38608	3523	Bank First	26000114	ambulance loan	100-58-5830-620	14,745.55	14,745.55
Total 38608:									14,745.55
<b>38609</b>									
03/24	03/27/2024	38609	26	BLIFFERT LUMBER & FUEL CO.	2403-591423	SEWER	603-53-8270-000	19.62	19.62
Total 38609:									19.62
<b>38610</b>									
03/24	03/27/2024	38610	103	BOARDMAN & CLARK LLP	281579	GENERAL MATTERS	100-51-5110-220	120.00	120.00
03/24	03/27/2024	38610	103	BOARDMAN & CLARK LLP	281579	MUNICIPAL PROSECUTIONS	100-52-5210-220	469.00	469.00
03/24	03/27/2024	38610	103	BOARDMAN & CLARK LLP	281579	sale of lot 89	100-51-5110-220	48.00	48.00
Total 38610:									637.00
<b>38611</b>									
03/24	03/27/2024	38611	3429	CHARTER COMMUNICATIONS	001221303202	INTERNET CHARGES	100-51-5142-390	74.75	74.75
03/24	03/27/2024	38611	3429	CHARTER COMMUNICATIONS	001221303202		603-53-8510-310	49.84	49.84
03/24	03/27/2024	38611	3429	CHARTER COMMUNICATIONS	001221303202		100-52-5210-310	24.92	24.92
03/24	03/27/2024	38611	3429	CHARTER COMMUNICATIONS	001221303202		601-53-9210-310	49.83	49.83
03/24	03/27/2024	38611	3429	CHARTER COMMUNICATIONS	001221303202		602-53-6810-310	49.83	49.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38611:									249.17
<b>38612</b>									
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		601-53-9030-340	25.65	25.65
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		601-53-9030-340	18.78	18.78
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		602-53-6000-350	24.27	24.27
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		603-53-8270-340	16.65	16.65
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		100-53-5324-390	19.84	19.84
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4186703950		100-53-5324-390	18.26	18.26
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230	UNIFORMS / MATS / SHOP TOWELS	100-51-5160-350	29.90	29.90
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		601-53-9030-340	25.65	25.65
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		601-53-9030-340	18.78	18.78
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		602-53-6000-350	24.27	24.27
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		603-53-8270-340	16.65	16.65
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		100-53-5324-390	19.84	19.84
03/24	03/27/2024	38612	2209	CINTAS CORP#446	4187425230		100-53-5324-390	18.26	18.26
Total 38612:									306.70
<b>38613</b>									
03/24	03/27/2024	38613	550	COLUMBIA COUNTY SOLID WASTE	35657	GARBAGE PICKUP	100-53-5363-280	8,522.50	8,522.50
03/24	03/27/2024	38613	550	COLUMBIA COUNTY SOLID WASTE	35657	RECYCLING	100-53-5363-282	3,029.00	3,029.00
Total 38613:									11,551.50
<b>38614</b>									
03/24	03/27/2024	38614	1247	CT LABORATORIES	185106	WATER SAMPLES	603-53-8270-340	106.00	106.00
03/24	03/27/2024	38614	1247	CT LABORATORIES	185273	WATER SAMPLES	603-53-8270-340	289.43	289.43
Total 38614:									395.43
<b>38615</b>									
03/24	03/27/2024	38615	50	DEMCO INC	7449666	Book covering materials	100-55-5511-340	198.63	198.63
Total 38615:									198.63
<b>38616</b>									
03/24	03/27/2024	38616	2371	EHLERS	86676	Agent and Bond Fee	100-58-5834-620	500.00	500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 38616:									500.00
<b>38617</b>									
03/24	03/27/2024	38617	13	FRONTIER	608429481511	WWTP new line	603-53-8510-310	111.40	111.40
Total 38617:									111.40
<b>38618</b>									
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	municipal accounting services	100-51-5151-230	1,490.00	1,490.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952		601-53-9230-000	1,490.00	1,490.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952		603-53-8520-000	1,490.00	1,490.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952		602-53-6820-000	1,490.00	1,490.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	General fund	100-51-5151-230	5,500.00	5,500.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	Electric Utility	601-53-9230-000	4,000.00	4,000.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	Sewer	603-53-8520-000	250.00	250.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	General fund	100-51-5151-230	950.00	950.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	General fund	100-51-5151-230	100.00	100.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	General fund	100-51-5151-230	79.76	79.76
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	Sewer	603-53-8520-000	3,500.00	3,500.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	Water Utility	602-53-6820-000	3,500.00	3,500.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	TIF	100-57-5755-875	500.00	500.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	General fund	100-51-5151-230	700.00	700.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	Electric Utility	601-53-9230-000	945.00	945.00
03/24	03/27/2024	38618	14	JOHNSON BLOCK & COMPANY, INC.	514952	TIF	100-57-5755-875	850.00	850.00
Total 38618:									26,834.76
<b>38619</b>									
03/24	03/27/2024	38619	3032	MARTELLE WATER TREATMENT	26734	Chemicals - Chlorine	602-53-6301-000	309.65	309.65
Total 38619:									309.65
<b>38620</b>									
03/24	03/27/2024	38620	3447	Matt Weatherwax	3/24 CELL	Cell Phone Reimbursement	100-51-5142-310	30.00	30.00
Total 38620:									30.00
<b>38621</b>									
03/24	03/27/2024	38621	1298	MSA PROFESSIONAL SERVICES INC.	002946	Temp DPW services	100-51-5142-999	817.83	817.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
03/24	03/27/2024	38621	1298	MSA PROFESSIONAL SERVICES INC.	003019	kwik trip rebuild	100-56-5630-240	3,725.60	3,725.60
03/24	03/27/2024	38621	1298	MSA PROFESSIONAL SERVICES INC.	003082	General Engineering Services	100-53-5310-210	650.00	650.00
03/24	03/27/2024	38621	1298	MSA PROFESSIONAL SERVICES INC.	003124	TIF - LaFollette St.	100-57-5755-875	7,059.39	7,059.39
Total 38621:									12,252.82
<b>38622</b>									
03/24	03/27/2024	38622	317	PUBLIC SERVICE COMMISSION	2402-I-04540	Electric	602-53-6820-000	1,694.64	1,694.64
Total 38622:									1,694.64
<b>38623</b>									
03/24	03/27/2024	38623	2341	QUADIENT POSTAGE FUNDING	790004408069	POSTAGE MAILING MACHINE	100-51-5160-340	252.50	252.50
03/24	03/27/2024	38623	2341	QUADIENT POSTAGE FUNDING	790004408069		601-53-9030-340	252.50	252.50
03/24	03/27/2024	38623	2341	QUADIENT POSTAGE FUNDING	790004408069		602-53-6810-310	252.50	252.50
03/24	03/27/2024	38623	2341	QUADIENT POSTAGE FUNDING	790004408069		603-53-8510-310	252.50	252.50
Total 38623:									1,010.00
<b>38624</b>									
03/24	03/27/2024	38624	2022	ROTH PROFESSIONAL SOLUTIONS IN	2768(2024)	Senior Center	100-53-5371-340	173.75	173.75
03/24	03/27/2024	38624	2022	ROTH PROFESSIONAL SOLUTIONS IN	2769(2024)	North Dam Embankment Repair	100-57-5751-833	3,495.00	3,495.00
Total 38624:									3,668.75
<b>38625</b>									
03/24	03/27/2024	38625	2188	ROY C. WHITE	3/24 CELL	CELLPHONE REIMBURSEMENT	603-53-8270-340	30.00	30.00
Total 38625:									30.00
<b>38626</b>									
03/24	03/27/2024	38626	2321	SARGENTS EQUIPMENT OF WISCON	2513	Johnston Street Sweeper	100-57-5753-816	9,850.00	9,850.00
Total 38626:									9,850.00
<b>38627</b>									
03/24	03/27/2024	38627	3586	SCOTT VATER	2024 CONTR	2024 custodian contract	100-51-5160-275	2,500.00	2,500.00
Total 38627:									2,500.00



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
<b>38628</b>									
03/24	03/27/2024	38628	1479	SEERA	FEB 2024	PUBLIC BENEFIT FEES	601-253000	690.67	690.67
Total 38628:									690.67
<b>38629</b>									
03/24	03/27/2024	38629	2062	SPM PEST MANAGEMENT	57440	PEST CONTROL	100-51-5160-350	60.00	60.00
03/24	03/27/2024	38629	2062	SPM PEST MANAGEMENT	57531	SENIOR CENTER	100-53-5371-340	60.00	60.00
Total 38629:									120.00
<b>38630</b>									
03/24	03/27/2024	38630	1520	THE O'BRION AGENCY, LLC	91522	PAPER	100-51-5142-310	234.00	234.00
Total 38630:									234.00
<b>38631</b>									
03/24	03/27/2024	38631	2303	THE SHOE BOX	87048	JOSH CROSS SHOES	100-53-5330-390	220.50	220.50
Total 38631:									220.50
<b>38632</b>									
03/24	03/27/2024	38632	201	USA BLUE BOOK	85430	CHEMICALS	603-53-8510-310	58.62	58.62
Total 38632:									58.62
<b>38633</b>									
03/24	03/27/2024	38633	396	WAL-MART COMMUNITY	1654525722	DVD's	100-55-5511-340	135.98	135.98
Total 38633:									135.98
<b>38634</b>									
03/24	03/27/2024	38634	917	WATER TOWER CLEAN & COAT, INC	5532	INTERIOR CLEANING & DNR INSPECT	602-57-6051-000	3,550.00	3,550.00
Total 38634:									3,550.00
<b>38635</b>									
03/24	03/27/2024	38635	3587	WAUPUN UTILITIES	6048	SUNRISE SUBDIVISION TRANSFORM	601-57-5625-546	2,062.50	2,062.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
									2,062.50
									344,411.12


Report Criteria:  
Report type: GL detail

## Angie W. Cox Public Library - Voucher Approval List

**Date: 03/25/24**

Payee Name	Description	Amount
Baker & Taylor	Adult Fiction Books	\$34.56
Demco	Book Covering Materials	\$198.63
Walmart	DVD's	\$135.98
	<b>TOTAL:</b>	<b>\$369.17</b>

The aforementioned vouchers are hereby submitted for Board approval.

Library Board Treasurer: <i>Margo Pufahl - ok'd to sign txt / </i>	Date: 3/20/24
Library Director: <i>Kristina McGuire</i>	Date: 3/20/24

**VILLAGE OF PARDEEVILLE  
FINANCE & PERSONNEL COMMITTEE MEETING  
MINUTES**

**March 05, 2024**

**Pardeeville Village Hall**

**5:00 PM**

**Call to Order:** The meeting was called to order at 5:00 pm.

**Roll Call:** Present: Mike Babcock, Barry Pufahl. Absent: Ron Griepentrog

**Staff:** Austen Frederickson, Director of Public Works.

**Guests:** Rick Henslin, Kristie Chapman, Mark Taylor.

**Approval of Agenda**

Pufahl moved to approve the agenda. Second by Babcock. All in favor. Motion carried.

**Approval of the Minutes**

Babcock moved to approve the January 24, 2024 Finance & Personnel minutes as presented. Second by Pufahl. All in favor. Motion carried.

**Comments from the Floor:**

None.

**5.1 Trustee Purchasing Policy.**

Frederickson presented the policy.

Pufahl motioned to recommend the Village Board approve the Trustee Purchasing Policy. Second by Babcock. All in favor. Motion carried.

**5.2 Debt Borrowing Capacity Policy.**

Babcock presented the history of the topic.

Frederickson presented the policy.

Pufahl motioned to recommend the Village Board approve the Debt Borrowing Capacity Policy. Second by Babcock. All in favor. Motion carried.

**5.3 Social Media Policy.**

Babcock presented the history of the topic.

Frederickson presented the policy.

Babcock motioned to recommend the Village Board approve the Social Media Policy. Second by Pufahl. All in favor. Motion carried.

**5.4 Work Boot Allowance Policy Revision.**

Babcock presented the history of the topic.

Frederickson presented the policy revisions.

Pufahl motioned to recommend the Village Board approve the revisions to the Work Boot Allowance Policy. Second by Babcock. All in favor. Motion carried.

The Committee then directed staff to develop a policy for required clothing and dress code.

#### **5.5 Excavation Permit Revision.**

Frederickson presented the permit revision.

Babcock motioned to recommend the Village Board approve the revisions to the Excavation Permit. Second by Pufahl. All in favor. Motion carried.

#### **5.6 Village Office and Crew Hours.**

Frederickson presented the topic.

Babcock motioned to refer the item to the Village Board without a recommendation. Second by Pufahl. All in favor. Motion carried.

#### **5.7 Organizational Chart for Village Staff.**

Frederickson presented the Organizational Chart.

Pufahl motioned to recommend the Village Board approve the Staff Organizational Chart. Second by Babcock. All in favor. Motion carried.

#### **5.8 Organizational Chart for Village Boards, Commissions, and Committees.**

Frederickson presented the Organizational Charts and the staff recommended changes.

Babcock motioned to recommend the Village Board approve the recommended Organizational Chart with language indicating the financial ability of the commissions. Second by Pufahl. All in favor. Motion carried.

#### **5.9 Village Hall Custodian.**

Frederickson presented the topic.

Babcock motioned to recommend the Village Board approve a contract for a price not to exceed \$2,500 and the Director of Public Works to be the coordinator. Second by Pufahl. All in favor. Motion carried.

#### **5.10 General Hiring.**

Frederickson presented the topic.

Committee directed staff to bring back a revised policy for general hiring.

#### **Consideration for items for future agendas.**

Babcock brought up Senior Center items.

#### **Adjournment:**

The meeting was adjourned at 6:00 pm.

Mike Babcock – Chairperson

**VILLAGE OF PARDEEVILLE  
PUBLIC PROTECTION COMMITTEE MEETING  
MINUTES**

**March 05, 2024**

**Pardeeville Village Hall**

**6:00 PM**

**Call to Order:** The meeting was called to order at 6:00 pm.

**Roll Call:** Present: Barry Pufahl, Angie Engelmann, Mark Taylor. Absent: None.

**Staff:** Austen Frederickson, Director of Public Works; Rick Wendt, Fire Chief.

**Guests:** Rick Henslin, Kristie Chapman, Mike Babcock.

**Approval of Agenda**

Engelmann moved to approve the agenda. Second by Pufahl. All in favor. Motion carried.

**Approval of the Minutes**

Taylor moved to approve the February 13, 2024 Public Protection minutes as presented. Second by Pufahl. All in favor. Motion carried.

**Comments from the Floor:**

None.

**4.1 Fire Department Siren.**

Wendt presented the topic.

Engelmann motioned to recommend the Village Board approve and send to the County the updated siren times. Second by Pufahl. All in favor. Motion carried.

**4.2 Hunting on Village Owned Land.**

Frederickson presented the policy.

Pufahl motioned to recommend the Village Board approve purchasing and posting signage prohibiting hunting on Village land. Second by Engelmann. All in favor. Motion carried.

**5.1 Review Emergency Response Guide.**

Frederickson presented the topic.

Committee directed office management staff to review with Police Department and keep the Committee updated.

**5.2 Ordinance 2-170: Senior Center Commission.**

Frederickson presented the ordinance.

Pufahl motioned to recommend the Village Board approve the ordinance. No second. Further discussion.

Engelmann motioned to recommend the Village Board approve the ordinance with a change from the designated chairs to two general trustees. Second by Pufahl. All in favor. Motion carried.

**5.3 Ordinance 22-36: Sale of Motor Vehicles.**

Frederickson presented the ordinance.

Engelmann motioned to recommend the Village Board approve the ordinance. Second by Pufahl. All in favor. Motion carried.

**5.4 Undoing the Business District Ordinance Revisions (58-73, 58-74, and 58-75)**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board undo the changes to the Business District ordinances. Second by Taylor. All in favor. Motion carried.

**5.5 Ordinance 2-165: Zoning Board of Appeals; Ordinance 58-407: Powers of zoning board of appeals; Ordinance 58-408: Variations.**

Frederickson presented the ordinance revisions and the proper procedure.

Pufahl motioned to recommend the Village Board approve the revisions to the ordinances. Second by Engelmann. All in favor. Motion carried.

Engelmann noted it would be favorable to create a process guide so that residents know the proper processes.

**5.6 Ordinance 2-166: Plan Commission.**

Frederickson presented the ordinance revisions.

Engelmann motioned to recommend the Village Board approve the revision to the ordinance. Second by Taylor. All in favor. Motion carried.

**Consideration for items for future agendas.**

Engelmann brought up potential ordinance violations.

**Adjournment:**

The meeting was adjourned at 6:43 pm.

Barry Pufahl – Chairperson  
Approved 4/3/24

**VILLAGE OF PARDEEVILLE  
PUBLIC WORKS, PARKS, & PUBLIC PROPERTY COMMITTEE MEETING  
MINUTES**

**March 05, 2024**

**Pardeeville Village Hall**

**7:00 PM**

**Call to Order:** The meeting was called to order at 7:00 pm.

**Roll Call:** Present: Rick Henslin, Angie Engelmann, Mike Babcock substituting for Michael Haynes.  
Absent: None.

**Staff:** Austen Frederickson, Director of Public Works.

**Guests:** Mark Taylor.

**Approval of Agenda**

Frederickson stated he made an error and it would be beneficial to move item 5.7 before 5.5.  
Engelmann moved to approve the agenda as amended. Second by Henslin. All in favor.  
Motion carried.

**Approval of the Minutes**

Henslin moved to approve the July 11, 2023 Public Works, Parks, & Public Property minutes as presented. Second by Engelmann. All in favor. Babcock abstained. Motion carried.

**Comments from the Floor:**

None.

**4.1 Maple Trees on 3rd and Chestnut.**

Frederickson presented questions on the item.  
Committee directed staff to verify the trees in question and whether proper process was followed.

**5.1 Arbor Day Proclamation.**

Frederickson presented the need for the proclamation.  
Henslin motioned to recommend the Village Board make an Arbor Day Proclamation. Second by Engelmann. All in favor. Motion carried.

**5.2 Arbor Day Tree Planting.**

Frederickson presented the topic.  
Henslin motioned to recommend the Village Board announce a tree planting event for Arbor Day. Second by Engelmann. All in favor. Motion carried.

**5.3 County Aid – Chip Sealing.**

Frederickson presented the topic.



Engelmann motioned to recommend the Village Board cancel the County aid project and refund the \$7,000 advanced money. Second by Henslin. All in favor. Motion carried.

**5.4 LRIP – Schneider & Herwig.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board postpone the LRIP project in 2024 and return for discussion in 2025. Second by Henslin. All in favor. Motion carried.

**5.7 Yard Waste Site Application.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board apply for the Yard Waste Site License only, using the already paid money. Second by Henslin. All in favor. Motion carried.

**5.5 Yard Waste Site Opening Date.**

Frederickson presented the topic.

Henslin motioned to recommend the Village Board set an opening date of March 28th, 2024. Second by Babcock. All in favor. Motion carried.

**5.6 Yard Waste Site Hours of Operation.**

Frederickson presented the topic.

Henslin motioned to recommend the Village Board set the regular hours to be open year-round at all times of the day. Second by Engelmann. All in favor. Motion carried.

**5.8 Brush Pickup.**

Frederickson presented the topic.

Engelmann motioned to recommend the Village Board 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. Second by Henslin. All in favor. Motion carried.

**5.9 Leaf Pickup.**

Frederickson presented the topic and the Villages current capabilities.

The Committee directed staff to research options and return with findings.

**5.10 Public Works Dress Code.**

Frederickson presented the topic.

The Committee directed staff to create a policy for dress code.

**5.11 Pickleball Court.**

Frederickson presented the topic.

The Committee directed staff to research the topic and provide the most suitable location.

**Consideration for items for future agendas.**

None.

**Adjournment:**

The meeting was adjourned at 8:16 pm.

Michael Haynes – Chairperson

Approved 4/3/24



## 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 grievence 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.

- 
- 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).



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Ordinance Revision – Sec. 2-58

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This memo is in regards to the Ordinance Revision agenda item.

Attached is a draft revision to the ordinance.

In the past, the Village of Pardeeville held committee and commission meetings prior to the Village Board meeting. Thus, a 7:00 PM start time afforded the committees and commissions some time prior. With the new administrations push to have meetings before the day of the Village Board meeting, a 7:00 PM start time is no longer logical. Likewise, Tuesdays will always conflict with elections. To keep consistency, staff believes moving the Village Board meeting to 6:00 PM on the second Wednesday of the month will solve all the conflicts as well as afford staff adequate time to ensure agendas are put together properly.

Should you agree with the revisions, a motion would be in order to recommend the Village Board pass this to the new Village Board meeting for approval of the revisions to Ord. Sec. 2-58. Regular.

Respectfully,  
Austen



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**Sec. 2-58. Regular.**

Regular meetings of the village board shall be held on the second ~~Tuesday~~ **Wednesday** of each calendar month at ~~7:00~~ **6:00** p.m. Any regular meeting falling on a legal holiday shall be held on a day selected by a majority of the board at a previous meeting. At a regular meeting of the village board, the trustees can, as needed, change the date or time of the following monthly meeting by a two-thirds vote of the board. All meetings of the board shall be held at the village municipal building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three hours prior to any meeting. In any event, all board meetings shall be held within the boundaries of the village.

(Code 1986, § 2-2-9(a); Ord. of 5-7-2019(1); Ord. of 5-9-2023(1))



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Resolution R24-01

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This memo is in regards to the Resolution R24-01 agenda item.

Attached is a copy of the draft resolution.

To be allowed to submit an application for the DNR Forestry Grant, a resolution must be passed authorizing a specific individual to be the chief official of the project, essentially the DNR's main point of contact. It further implies to the DNR that the Village Board supports the application and supports the project. This is done to mitigate the rogue employee applying or the application but lack of commitment from the governing body.

Should you agree with the information presented, a motion would be in order to recommend the Village Board approve Resolution R24-01.

Respectfully,  
Austen

**RESOLUTION NO. R24-01**

**A RESOLUTION AUTHORIZING STAFF TO APPLY FOR THE DEPARTMENT OF NATURAL RESOURCES URBAN FORESTRY GRANT**

**WHEREAS**, The Village of Pardeeville, Columbia County, Wisconsin (the “Village”) is a municipality located in Wisconsin; and

**WHEREAS**, The Village owns and maintains many trees within its municipal boundaries; and

**WHEREAS**, The Village is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects as specified in Wisc. Stats. 23.097(1g); and

**WHEREAS**, the Village attests to the validity of veracity of the statements and representations contained in the grant application; and

**WHEREAS**, the Village requests a grant agreement to carry out the project.

**NOW, THEREFORE, BE IT RESOLVED**, the Village shall comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost share agreement.

**BE IT FURTHER RESOLVED**, the Village shall budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Village Public Works Director, its official to act on its behalf and to carry out all necessary requirements for this project.

Adopted by the Board of Trustees of the Village of Pardeeville on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Michael Haynes, Village President

ATTEST:

\_\_\_\_\_  
Denise Vater, Village Clerk-Treasurer



## Public Works Director Memo

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**Meeting Date:** 09 APR 2024

**Topic:** Public Works Director Hours of Operation

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This memo is in regards to the hours of operation for the Public Works Director agenda item.

This memo is to inform the Board that the Public Works Director has not secured a home in the area at this time. It is with this, that the Public Works Director is requesting an extension to the initial three-month granting of irregular hours of operation. The original agreed upon time was four, ten-hour days from Monday to Thursday. This time frame continues to be amicable and is requested to continue. The Public Works Director is requesting an extension of another three months.

Should the body agree with the request, a motion would be in order to approve an extension.

Respectfully,  
Austen



## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Pardeeville Summer Volleyball League  
EVENT DATE: May 30, 2024 - Aug. 29, 2024 RAIN DATE: \_\_\_\_\_  
CONTACT PERSON: Jessica Herbert PHONE: 608-566-4406  
EMAIL ADDRESS: jessica.dredstke@gmail.com  
MAILING ADDRESS: W5602 City Rd P Pardeeville, WI 53984

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

LOCATION OF EVENT (area and/or address)

Chandler, Volleyball Courts  
Park

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

Every Thurs 6-9 pm  
May 30 - Aug 29

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

Standard - play at own risk protocol

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

Will cancel in event of thunderstorm, tornado  
or other severe weather conditions.



# Village of Pardeeville

ESTIMATED TOTAL IN ATTENDANCE PER DAY: 25 ppl / hr. 75 over the

3 hours  
total

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): none

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

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

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

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

N/A

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.

## SPECIAL EVENTS REVIEW APPLICATION

ENTITY/EVENT NAME: Pardeeville Community Car & Truck Show, Inc. [PCCTS]

EVENT DATE: Annual Event- Held Saturday before Labor Day (Sat. August 31, 2024)

RAIN DATE: n/a

CONTACT PERSON: Dave Price PHONE: 608-206-1282

EMAIL ADDRESS: dprigs19@gmail.com

MAILING ADDRESS: N7576 Turtle Trail, Pardeeville, WI 53954

ARE THERE ANY CO-SPONSORS? YES \_\_\_ NO\_\*\_\_\_ WHO? We have different sponsorship levels that help support this event financially. 2019 List can be found in attached magazine.

LOCATION OF EVENT (area and/or address)

Chandler Park Pardeeville Wisconsin

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

With the past agreement and support of the Village of Pardeeville, the PCCTS always holds its event annually each year the Saturday prior to Labor Day (2024 – August 31). Please see flier and magazine donated to the car show.

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

Our event has the Columbia Co. Sheriff Department walking and patrolling on golf carts during the event. Additionally, 14 specific volunteers are equipped with professional hand held radios in all areas of the park (please see attachment of map which has location of event staff that help with parking, safety, handicap needs) and have direct communication with central Command Center in the plan of any security or emergency situation.



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

Please see the above description. 14 volunteers above assist with departures of vehicles from parking areas. Provided map highlights different exit points within event. PCCTS has been working with the Pardeeville Fire Department to support the event additional assistance in case an emergency surfaces. Each parking area has marked – using water based paint- evacuation paths to ensure that participants are safely able to leave event.

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

ESTIMATED TOTAL IN ATTENDANCE PER DAY: 2800 plus people maybe more. [Exact participation counts are dependent on weather for the day]

WILL THERE BE ANY VENDORS: YES\_ (Likely)\_\_\_\_ NO \_\_\_\_\_ **Please note:** At this point in time, we do not have any named vendors, however, given previous feedback from the Village, event will provide names of the vendors if and when vendors will attend our event.

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

Just 1 confirmed at this time: Per Prior Village direction event will provide names of the vendor when we would have them attend event.

Alzheimer’s Disease Vendor- Association \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

INSURANCE COMPANY \_\_\_\_\_ Consistent with past years, Event will respectfully continue to provide proof of insurance before event date. PCCTS is currently obtaining a binder for the upcoming policy as we typically acquire insurance 30 days prior to event at which point will be shared with Village. We will likely use the same insurance agency- Jensen Insurance Agency mailed to 7586 County RD 1 Arlington, WI

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

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

None currently planned at this time

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: \_\_\_\_\_  
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. Current telephone pole provides electricity needed for event.

Please note: Water based paints will be used for any markings on paved parking areas to ensure that there is no permanent markings left behind.

We will again need the use of the electrical power outside. We would like to request to use the electrical power off the pole between the basketball court and north side window of the food stand. Same as always, please.

**Please note:** Event will only use fence/s for banners and any other displays if and when event is given a banner from an event donor. NO other non donors banners or displaces will be approve by our event. PCCTS will continue to work with the Village to approve of use of banners on fence at Event similar to past years. Please let us know who we should use as a primary contact.

# PARDEEVILLE COMMUNITY CAR, TRUCK & TRACTOR SHOW



\* DONATES RADIO ATTENDANTS AND PARKING STAFF

CHANDLER PARK

Eliot Str.

## Village of Pardeeville Application for an "Operator's" License

I, the undersigned, hereby make application to the local governing body of the Village of Pardeeville in Columbia County, for an "Operator's" License as provided by WI Statute 125.17, for the license year July 1, 2023 through June 30, 2024.

I certify that I am 19 years of age, and am familiar with the laws, ordinances, and regulations governing the sale and service of alcoholic beverages, and agree, if granted this license, to obey all provisions of local and state laws governing such sale and service.

Name Janisch Jeremy David Date of Birth [REDACTED]  
Last  
 Drivers License # [REDACTED] Social Security # [REDACTED]  
 Current Address [REDACTED] Phone # [REDACTED]  
Street Address, City, State, Zip

List all prior addresses for the last 5 years:

Street Address	City	State	Zip	From	To

City and State where you were born: Madison, WI  
 Name of Employer's Business Johnny B's Rollin Smoke Phone # 608-429-8020

HAVE you ever held an alcohol or operator's license from the Village of Pardeeville? Yes  No

HAVE you ever held an alcohol or operator's license from another municipality/township? Yes  No   
 If Yes, specify where and when: \_\_\_\_\_

HAVE you EVER been convicted of ANY offenses in ANY State? Yes  No

If Yes:  
 For what? \_\_\_\_\_  
 When \_\_\_\_\_  
 Which Court? \_\_\_\_\_

For what? \_\_\_\_\_  
 When \_\_\_\_\_  
 Which Court? \_\_\_\_\_

HAVE you completed the state-required "Beverage Server" Course?  Yes  No. If yes, please provide a copy of the certificate of completion with this application. If No, we will issue a Provisional License for 60 days (if you pass the background check), within which time you must complete this course and provide the certificate of completion.

I hereby affirm that the above questions have been truthfully answered. I also authorize the Village of Pardeeville to review and check the information on this application and to refer this application for a full background investigation. I further understand that any incomplete, inaccurate or false answers will constitute sufficient reason for rejection, denial or revocation of the license.

[Signature]  
 Applicant's Signature

March 28, 2024  
 Date

**PAID**

APR 3 2024  
 529

Received by office staff (does not need to be notarized):  
28 day of March, 2024

FEES: (Certified or Uncertified)

Operator's(C) - \$30.00 Cash  Ck   
 Temporary (T) \$10.00 Cash  Ck   
 Provisional (UC) - \$15.00 Cash  Ck   
 Background Check - \$10.00 Cash  Ck

[Signature]  
 Village Clerk or official signature

For Office Use:

Approved  Rejected  at Village Board meeting on \_\_\_\_\_ Date \_\_\_\_\_ Background Check Confirmation # WTH, Y9j



## Clerk/Treasurer Memo

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**Meeting Date:** April 9, 2024

**Topic:** Signers on Bank First Loan Account

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This memo is in regards to Signers on the Bank First Loan Account agenda item.

While trying to get information for our annual audit, it was determined that the previous Clerk/Treasurer and Village President were still listed on the loan accounts at Bank First.

Should the body agree, a motion would be in order to notify Bank First that the current Village President, Michael Haynes, and Village Clerk/Treasurer, Denise Vater, be added to the Village of Pardeeville accounts and the previous Clerk/Treasurer and Village President be removed.

Thank you,  
Denise



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** General Hiring Policy

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This memo is in regards to the General Hiring Policy agenda item.

Attached is a draft copy of the proposed policy.

The Village currently has a policy drafted in 2007, which requires all hiring be conducted by the Finance & Personnel Committee (F&P) and approved by the Village Board (VB). This is, in most cases, unfeasible for the hiring of most positions. Staff has such revised this policy completely, rewriting the policy from scratch. In this new policy, there are three “tiers”. Part-time and Limited term positions are hired directly by Village staff. Staff will still need to open a requisition for the position, to be approved by F&P and VB, but will then conduct the hiring process completely. They must keep the VB notified of the hiring outcome and announce at the following VB meeting. Transitioning to Full-time staff, similarly, a requisition must be opened and approved by F&P and VB. However, only the interview process will be completed by Village staff. Village staff must then submit their findings and their recommendation to the VB for review, likely in closed session. There, the Village Board has the final say and the final right to decide on the candidate. Very similarly, for administrative management positions, F&P shall conduct the interviews and recommend to the VB for final review and hiring.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the General Hiring Policy.

Respectfully,  
Austen



# Village of Pardeeville

## Dress Code Policy

The Village of Pardeeville staff serve the Village residents in everything they do. As such, Village staff are expected to operate with a high caliber of integrity, professionalism, and respect in all facets of their position, especially when dealing directly with the public. With that in mind, the Village must ensure that quality candidates are selected to be employed, and only candidates that can uphold and embody the Village's core beliefs are selected. This policy shall entail the different requirements of each employee per their position within the Village, as to the hiring process.

### Definitions

**Administrative Management:** The salaried managers in the office, specifically the Public Works Director and the Clerk-Treasurer

**Full-time Office Staff:** The hourly employees that are scheduled on average 2,080 hours annually and primarily work within the Village Hall

**Full-time Crew Staff:** the hourly employees that are scheduled on average 2,080 hours annually and primarily work outside of the Village Hall

**Part-time Office Staff:** the hourly employees that are scheduled less than the average 2,080 hours annually and primarily work within the Village Hall

**Part-time Crew Staff:** the hourly employees that are scheduled less than the average 2,080 hours annually and primarily work outside of the Village Hall

**Limited Term Staff:** the hourly employees that have no set schedule and work on an as needed basis. These employees will mimic the dress code requirements of the Part-time Office and Crew Staff.

### Hiring Process

#### Limited Term and Part-time Office & Crew Staff

The Village staff will request to open a requisition for a position by first sending the requisition through the Finance & Personnel Committee. The Finance and Personnel Committee will review the requisition and make a recommendation to the Village Board. The Village Board will review and then make a motion on the requisition. Should the requisition be approved, the position can be opened and Village staff may start posting/soliciting applicants to apply. Limited Term and Part-time Staff positions are not required to be posted to the League of Wisconsin Municipalities job board. Limited Term and Part-time Staff position applicants shall be reviewed by office staff. Village Board members may review the applicants upon request. Village staff shall conduct the interviews. Village staff shall complete the hiring process and extend an offer. Village staff shall correspond with the Village Board regarding staff's decision and shall announce the new hire at the next Village Board meeting.

#### Full-time Office & Crew Staff

The Village staff will request to open a requisition for a position by first sending the requisition

through the Finance & Personnel Committee. The Finance and Personnel Committee will review the requisition and make a recommendation to the Village Board. The Village Board will review and then make a motion on the requisition. Should the requisition be approved, the position can be opened and Village staff may start posting/soliciting applicants to apply. Full-time Staff positions shall be posted in the League of Wisconsin Municipalities job postings. Applicants shall be reviewed by staff. Village Board members are encouraged to review the applications as well. Village staff shall conduct the interviews. Village staff shall then take the findings and make a recommendation to the Village Board. The Village Board shall, within closed session, discuss the findings. Upon exiting the closed session, the Village Board shall make a motion and complete the hiring process.

#### Administrative Management

The Village Board shall immediately, upon approval of a notice of resignation, open a requisition for the position being vacated. The position shall be opened and posting/solicitation shall commence. Administrative Management positions shall be posted in the League of Wisconsin Municipalities and any other associations related to the position. Applications shall be submitted to Administrative Management for organization and security. The Finance & Personnel Committee shall review all applications. If a number of qualified applicants have applied, the Committee shall conduct interviews of the candidates and make a recommendation to the Village Board. The Village Board shall, within closed session, discuss the findings from the Committee. Upon exiting the closed session, the Village Board shall make a motion and complete the hiring process.

*(Enacted 09APR2024)*





## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Contract Signee Policy

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This memo is in regards to the Contract Signee Policy agenda item.

Attached is a draft copy of the proposed policy.

The Village, during previous administration, created a policy indicating contract signers authorized within the Village. At the previous Board meeting, the Village Board made it clear that the only personnel allowed to sign contracts for the Village were the Clerk-Treasurer and the Village President. Staff has been unable to find this policy in its records, so staff has drafted the document as shown. Staff has drafted it to include only what was described at the March 12, 2024 Board meeting. It is staff's opinion that not including the Public Works Director as an eligible signer is the wrong decision, however, the policy is drafted that way. Should the governing body want to include the Public Works Director in the policy as an eligible signer, the motion listed below would have to include that verbiage.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the Contract Signee Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Contract Signee Policy**

Village Board Trustees afford special trust in its staff to move the Village forward in its best interests. The Village Board has such, enacted this policy designating the Clerk-Treasurer and Village President to be the only authorized signers for all contracts and submissions. Any other signatures shall be deemed inadequate and shall not be authorized as binding from the Village.

*(Enacted 09APR2024)*



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Grant Application Policy

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This memo is in regards to the Grant Application Policy agenda item.

Attached is a draft copy of the proposed policy.

Grants are often tough to come by in a Village of this size and economic demographic. Along with that point, grants often have quick turn around times and do not always afford the ability to pass through a committee or commission and through to the Village Board for approval. Staff has drafted a policy that would warrant staff to apply, if adequate timeframes did not exist for proper discussion and approval. In almost all cases, State and Federal grants do not have application fees associated with them, so the Village could withdraw their application if approval was not secured after the fact. Likewise, the Village could refuse the grant money should they be awarded. Ultimately, staff wants to allow itself to secure as much money as possible. Naturally, approval must be secured no matter what, but staff does not want the Village miss out on the opportunity because of a scheduling issue or a strict timeframe on the grantors end.

Should you agree with the policy, a motion would be in order to recommend the Village Board approve of the Grant Application Policy.

Respectfully,  
Austen

# **Village of Pardeeville**

## **Grant Application Policy**

The Village Board of the Village of Pardeeville believes in fiscal responsibility, ensuring the greatest benefit to the village taxpayer. Thus, the Village has adopted this policy such that the administrative team may search and apply for all grants in the best interest of the Village. The Village Board understands that often grants have quick turnaround times and have such allotted the Village Administrative Management team to complete applications, submit, and any other necessary steps required for application, prior to Village Board approval. Staff shall supply all submitted paperwork for these grant opportunities at the following Finance & Personnel Committee and Village Board meeting for review. By applying, village staff shall not force the Village into any project or compulsion to any stipulation to the grant should the Village Board refuse the grant opportunity.

*(Enacted 09APR2024)*



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Regular Committee/Commission Meeting Schedule

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This memo is in regards to the Regular Meeting Schedule agenda item.

Attached is a draft copy of the proposed meeting schedule.

The Village in the past has had committees and commissions meet on an irregular basis, typically as needed. Staff has the opinion that irregular schedules are not transparent to the public nor does it foster a structured environment. Items are submitted at random and then staff and committees/commissions are expected to react to submission, creating a meeting for one to several individuals. The Village ought to not be catering to one to several individuals, but to serve the entire public. Likewise, having a structured schedule gives deadlines for submission and allows for a more open and honest village culture. It further allows the elected and appointed individuals of these committees/commissions to plan accordingly, and mitigates the lack of a quorum issue.

Should you agree with the proposed meeting schedule, a motion would be in order to recommend the Village Board approve and send the proposed meeting schedule to the new Village Board for approval.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Revision - Special Zoning Permit

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This memo is in regards to the revision of the Special Zoning Permit agenda item.

Attached is a draft copy of the proposed revision to the Special Zoning Permit document.

The Village currently uses a four-page form for conditional uses, and a VERY similar four-page form for rezones. There is nothing for PUD's or Variance requests, other than going to the Zoning Board of Appeals. As discussed at the last meetings, the Zoning Board of Appeals is meant for appeals not general requests before being discussed at the Plan Commission or Village Board. The Village also uses a one-page form for what appears to be minor buildings and structures that are covered on Building Permits. Finally, the Village also utilizes an eight-page form for variance requests to the Zoning Board of Appeals.

Staff has drafted a singular, on-page document that encompasses all of the required information. Attached to the memo, following the four previous documents, you will see this form. In the previous applications, the cost was \$150 with the special caveat that if the application were to be denied the Village would refund \$50 of the cost. Staff believes that is not an effective or efficient way to operate. Firstly, Rezones, Variances, Conditional Uses, and PUD's all take staff time to review, cost money to legally post and cost money to mail letters to properties within the required radius. The Village, if refunding money will be net negative after this. So, with the refund, the Village will either have lost money from the process or will have passed something, which is incentivizing those in power to pass requests to save money. Likewise, the wording is if the "application is denied" not the request, implying that the application could be reviewed by staff and denied there. That is not staffs decision to make nor should it be implied to the public. In staff's opinion, the application fee is non-refundable and is part of the application costs due to the costs associated above. Staff has updated costs to reflect the costs associated with the items listed above that will follow an application. Because a PUD will require a lot more review from staff it should include a higher cost, likewise, a PUD often encompasses all of the other items listed which further emphasizes the higher cost.

Moving forward, once the office settles, property folders shall be established and these requests shall be housed in the individual property folders. Since zoning, conditional uses, and variances relate to the property and not the individual, the new form shall be less cumbersome for staff to retain and file.

Should you agree with the proposed revision to the Special Zoning Permit, a motion would be in order to recommend the Village Board approve the new Special Zoning Permit.

Respectfully,  
Austen

CONDITIONAL USE PERMIT APPLICATION  
APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100.00 and refunds \$50.00)  
(If this application is accepted, it must be renewed every two years for \$50.00)

APPLICANT'S NAME(s): \_\_\_\_\_  
APPLICANT'S ADDRESS: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Date: \_\_\_\_\_

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): \_\_\_\_\_  
ADDRESS OF SITE OWNER(s): \_\_\_\_\_  
Telephone # \_\_\_\_\_

CONTRACTOR, IF APPLICABLE: \_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_  
Telephone # \_\_\_\_\_ Insurance Company: \_\_\_\_\_

\*\*\*\*\*

ADDITIONAL REQUIREMENTS:

Set of plans are required under the following conditions:

- 1.) New building.
- 2.) Remodeling or enlarging of existing rooms, changing of entry or exits, etc.
- 3.) Use will become public versus private, i.e. Bed & Breakfasts, meeting halls, etc.
- 4.) Use to become commercial versus private.

Please provide the names of your architect or professional engineer or both (if applicable):

ARCHITECT: \_\_\_\_\_ Telephone # \_\_\_\_\_  
ENGINEER: \_\_\_\_\_ Telephone # \_\_\_\_\_

DESCRIPTION OF SUBJECT SITE:

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Business Type, If Applicable: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Proposed Use (make sure it meets ordinance uses):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Residential:

Total # of dwelling units proposed: \_\_\_\_\_ Number of Parking Stalls off-street: \_\_\_\_\_

Commercial or In Home Business:

Type of Business: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Parking

Plan: \_\_\_\_\_

\_\_\_\_\_



FLOOR PLAN or SITE PLAN OF USE REQUESTED IF APPLICABLE:

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

\_\_\_\_\_ Date                      Applicant: \_\_\_\_\_  
   Applicant: \_\_\_\_\_  
   Applicant: \_\_\_\_\_

\*\*\*\*\*

Date Application Received: \_\_\_\_\_

Scheduled Hearing Date: \_\_\_\_\_

Approved by Plan Commission: \_\_\_\_\_                      Board Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Village Clerk



Village of Pardeeville

# Generic Month 2024

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
		1st 5:00 PM – Utility Commission 6:00 PM – Comm. Dev. Authority	1st 5:00 PM – Finance & Personnel 6:00 PM – Public Protection 7:00 PM – PW, Parks, Public Prop.	1st	1st	1st
1st	1st	2nd	2nd 6:00 PM – Village Board	2nd	2nd	2nd
2nd	2nd	3rd	3rd 6:00 PM – Plan Commission	3rd	3rd	3rd
3rd	3rd	4th	4th	4th	4th	4th
4th	4th					

REZONE APPLICATION

APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100 and refunds \$50)

APPLICANT NAME(s): \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_ DATE: \_\_\_\_\_

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): \_\_\_\_\_

ADDRESS OF SITE OWNER(s): \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_

CONTRACTOR, IF APPLICABLE: \_\_\_\_\_

CONTRACTOR, ADDRESS: \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_ INSURANCE COMPANY: \_\_\_\_\_

ADDITIONAL REQUIREMENTS:

*Set of plans are required under the following conditions:*

- 1.) New building.
- 2.) Remodeling or enlarging of existing rooms, changing of entry or exits, etc.
- 3.) Use will become public versus private, i.e. Bed & Breakfasts, meeting halls, etc.
- 4.) Use to become commercial versus private.

Plat of Survey prepared by a registered land surveyor showing all the information as required by Section 58-11 for a Zoning Permit may be required by the Planning Commission and in addition the following:

- 1.) Mean and Historic high water lines on or within 40 feet of the subject premises.
- 2.) Existing or proposed landscaping.

Please provide the names of your architect or professional engineer or both if applicable:

ARCHITECT: \_\_\_\_\_ Telephone No. \_\_\_\_\_

ENGINEER: \_\_\_\_\_ Telephone No. \_\_\_\_\_

DESCRIPTION OF SUBJECT SITE:

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_

Business Type, If Applicable: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Requested Zoning: \_\_\_\_\_

Proposed Use (make sure it meets ordinance uses):

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

Residential:

Total # of dwelling units proposed: \_\_\_\_\_ Number of Parking Stalls off-street: \_\_\_\_\_

Commercial:

Type of Business: \_\_\_\_\_ Hours of operation: \_\_\_\_\_

Sketch of Site: (To include lot size, building placement, parking, loading, highway access points before proposed change)

FLOOR PLAN or SITE PLAN OF USE REQUESTED:

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

\_\_\_\_\_ Date                      Applicant: \_\_\_\_\_  
   Applicant: \_\_\_\_\_  
   Applicant: \_\_\_\_\_

\*\*\*\*\*

Date Application Received: \_\_\_\_\_

Scheduled Hearing Date: \_\_\_\_\_

Approved by Plan Commission: \_\_\_\_\_ Board Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Village Clerk



# Village of Pardeeville

## ZONING PERMIT APPLICATION

\*THIS APPLICATION MUST INCLUDE A SITE PLAN MAP

Owner Name \_\_\_\_\_ Date \_\_\_\_\_  
 Owner Address \_\_\_\_\_ Contact Phone \_\_\_\_\_  
 Owner Email Address \_\_\_\_\_

Applicant Name (Contractor, Architect, Engineer, if different) \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ Contact Phone \_\_\_\_\_  
 Applicant Email Address \_\_\_\_\_  
 Site Location/Address \_\_\_\_\_  
 Existing Use \_\_\_\_\_

Type of Development	Site Information
---------------------	------------------

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Change in Use    | <input type="checkbox"/> Access             | <input type="checkbox"/> Wetlands                 |
| <input type="checkbox"/> Garage           | <input type="checkbox"/> Pool               | <input type="checkbox"/> Underground Tanks        |
| <input type="checkbox"/> Fence            | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Floodplains              |
| <input type="checkbox"/> Deck             | <input type="checkbox"/> Addition           | Front Setback _____ Percent of Lot Coverage _____ |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Sign               | Rear Setback _____ Lot Square Foot _____          |
| <input type="checkbox"/> Tree Planting    | <input type="checkbox"/> Antenna / Tower    | Side Setback #1 _____ Easement _____              |
|   |   | Side Setback #2 _____ Height _____                |

### Special Considerations

- Does this project require a site visit? Yes No
- Does this project require a land survey? Yes No
- Does this project require a utility locate? Yes No Date of requested locate \_\_\_\_\_
- Estimated Land Distrurbance Area (square feet) \_\_\_\_\_

*The Zoning Administrator may request additional information during the review of the Zoning Application.  
 The Zoning Administrator may require a site survey by an RLS if proposed uses/structures occur within 2 feet of the applicable setback lines.*

### Building Information

- |   |   |                               |
|---|---|-------------------------------|
| <input type="checkbox"/> Building Permit Required | Building height _____                   | Square footage main _____     |
| <input type="checkbox"/> Home/Condo Association   | Maximum length _____                    | Square footage basement _____ |
|   | Maximum width _____                     | Square footage upper _____    |
|   | Accesorry building square footage _____ |                               |

Applicant's Signature \_\_\_\_\_

*This permit shall become void at the expiration of 120 days after the date of issuance unless construction is started.*

*All construction shall be completed within 18 months.*

*If any deviations are made from the original application, a new permit is required.*

*Once a Zoning Permit is issued the fee becomes non-refundable. Fees are based on a sliding scale per our \*Permit and Fee Schedule\*.*

*This permit shall be posted in a conspicuous location on the premises and shall remain in-place during the entire period of the construction.*

Comments:

Date \_\_\_\_\_

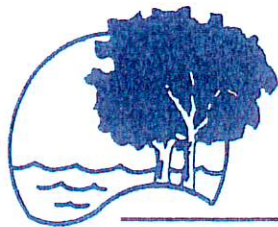
\*Fee \_\_\_\_\_

Permit Number \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_

Zoning Administrator \_\_\_\_\_





# Village of Pardeeville

114 Lake Street  
Pardeeville, WI 53954

1-608/429-3121  
FAX 1-608/429-3714

BOARD OF APPEALS  
(Variance requests)

APPLICATION FEE \$150.00

(If this application is denied the Village retains \$100 and refunds \$50)

APPLICANT NAME(s): \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_ DATE: \_\_\_\_\_

SITE OWNER, IF DIFFERENT FROM APPLICANT(s): \_\_\_\_\_

ADDRESS OF SITE OWNER(s): \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_

CONTRACTOR, IF APPLICABLE: \_\_\_\_\_

CONTRACTOR, ADDRESS: \_\_\_\_\_

TELEPHONE No. \_\_\_\_\_ INSURANCE COMPANY: \_\_\_\_\_

DESCRIPTION OF SUBJECT SITE:

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Explain the Variance or Administrative Appeal being requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons why the applicant cannot comply with the ordinance requirements (variance) OR why you believe a prior administrative decision is incorrect (attach additional comments or information if necessary)

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FOR VARIANCE: Draw or attach copy of site plan drawn to scale showing there a variance is being requested.

A public hearing will be held for consideration of this application and all property owners within 200 ft. will be notified of said hearing.

I, hereby, certify that the information provided is true and correct.

\_\_\_\_\_  
Date                      Applicant: \_\_\_\_\_  
                                 Applicant: \_\_\_\_\_  
                                 Applicant: \_\_\_\_\_

\*\*\*\*\*

Date Application Received: \_\_\_\_\_

Scheduled Hearing Date: \_\_\_\_\_

Approved by Plan Commission: \_\_\_\_\_      Board Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Village Clerk

## ARTICLE I

### Administration

#### SEC. 10-1-130 ZONING BOARD OF APPEALS.

- (a) MEMBERSHIP. The Zoning Board of Appeals shall be appointed pursuant to Title 2, Chapter 4 of this Code of Ordinances.
- (b) MEETINGS AND RULES. All meetings of the Board of Appeals shall be held at the call of the chairman and at such other times as the Board may determine. All hearings conducted by the said Board shall be open to the public. The Board 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 board and shall be public record. The Board of Appeals shall adopt its own rules of procedure not in conflict with this Code of Ordinances or with the applicable Wisconsin Statutes.
- (c) OFFICES. The Village Board shall provide suitable offices for the Board of Appeals for holding of hearings and the presentation of records, documents, and accounts.
- (d) APPROPRIATIONS. The Village Board shall appropriate funds to carry out the duties of the Board of Appeals and the Board of Appeals shall have the authority to expend, under regular procedure, all sums appropriated to it for the purpose and activities authorized herein.
- (e) JURISDICTION AND AUTHORITY. The Board of Appeals shall have the jurisdiction and authority as specified in Title 2, Chapter 4 of this Code of Ordinances.

#### SEC. 10-1-131 APPEALS TO THE ZONING BOARD OF APPEALS.

- (a) SCOPE OF APPEALS. Appeals to the Board of Appeals may be taken by any person aggrieved or by any officer, department, board or bureau of the Village, affected by any decision of the administrative officer. Such appeal shall be taken within reasonable thirty (30) days of the alleged grievance or judgment in question.
- (b) STAY OF PROCEEDINGS. An appeal shall stay all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certified to the Board that by reason of facts stated in the certificate a stay would, in his opinion, cause immediate peril to life or property. In such cases, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board of Appeals or by a court of record on application, on notice to the officer from whom the appeal is taken, and on due cause shown.
- (c) CONCURRING VOTE. The concurring vote of four (4) members of the Board shall be necessary to correct an error; grant a variance; make an interpretation; and permit a utility temporary, unclassified, or substituted use.

#### SEC. 10-1-132 HEARING OF APPEALS AND VARIANCES.

The Board of Appeals shall fix a reasonable time, not more than thirty (30) days from the date of filing, for the hearing of an appeal and shall give due notice thereof to all the parties involved. The Board or any of its officers it shall designate shall cause such hearings to be published in the Village's newspaper or newspapers.

SEC. 10-1-133      POWERS OF ZONING BOARD OF APPEALS.

In addition to these powers enumerated in Title 2, Chapter 4 of this Code, the Board of Zoning Appeals shall have the following powers;

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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 Board permits such a substitution, the use may not thereafter be changed without application.
- (e) 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.
- (f) 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 Board of Zoning Appeals, and shall be issued for a period not to exceed twelve (12) months. Compliance with all other provisions of this Chapter shall be required.
- (g) PERMITS. The Board may reverse, affirm wholly or partly, modify the requirements appealed from, and may issue or direct the issue of a permit.

SEC. 10-1-134      VARIATIONS. Amended 01-21-03

- (a) PURPOSE.
  - (1) A request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this Zoning Code 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 Board of Appeals may authorize upon appeal, in specific cases, such variance from the terms of the Zoning Ordinances as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the Zoning Ordinances will result in unnecessary hardship and so that the spirit of the Zoning Ordinance 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 degree of flood protection than the flood protection elevation for the particular area, or permit standards lower than those required by state law. The Board of Appeals shall apply the standards of Sec. 10-1-133(d).

- (3) For the purposes of this section, "unnecessary hardship" shall be defined as 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 FOR VARIATION. 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 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 10-1-12 for a Zoning permit.
  - (5) Additional information required by the Plan Commission, Village Engineer, Board of Zoning Appeals, or Building Inspector.
  - (6) Fee receipt from the Clerk-Treasurer in the amount as set forth in Section 1-1-8.
- (c) PUBLIC HEARING OF APPLICATION. The Board of Appeals shall conduct at least one (1) public hearing on the proposed variation. Notice of such hearing shall be given not more than thirty (30) days and not less than ten (10) days before the hearing in one or more of the newspapers in general circulation in the Village of Pardeeville, and shall give due notice to the parties in 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 Board shall thereafter reach its decision within thirty (30) days after the final hearing and shall transmit a written copy of its decision to the appellant or applicant, Zoning Inspector and Plan Commission.
- (d) ACTION OF THE BOARD OF APPEALS. For the Board 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 the Zoning Ordinance should be changed.
  - (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 the Zoning Code.
- (f) CONDITIONS. The 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.

- (g) EXPIRATION. Variances, substitutions or use permits granted by the Board shall expire within six (6) months unless substantial work has commenced pursuant to such grant.
- (h) REVIEW BY COURT OF RECORD. Any person or persons aggrieved by any decision of the Board of Zoning Appeals may present to the court of record a petition duly verified setting forth that such decision is illegal and specifying the grounds of the illegality. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the Board of Zoning Appeals.

SEC. 10-1-135      CHANGES AND AMENDMENTS TO THE ZONING CODE.

Amended 01-21-03

- (a) AUTHORITY.
  - (1) Whenever the public necessity, convenience, general welfare or good zoning practice require, the Village Board may, by ordinance, change the district boundaries or amend, change or supplement the regulations established by this Ordinance or amendments thereto.
  - (2) Such change or amendment shall be subject to the review and recommendation of the Plan Commission and the appropriate Joint Extraterritorial Zoning Committee.
- (b) INITIATION. A change or amendment may be initiated by the Village Board, Plan Commission, or by a petition of one or more of the owners or lessees of property within the area proposed to be changed.
- (c) PETITIONS. Petitions for any change to the district boundaries or amendments to the regulations shall be filed with the Clerk-Treasurer, describe the premises to be rezoned or the regulations to be amended, list the reasons justifying the petition, specify the proposed use and have attached the following:
  - (1) Plot Plan drawn to a scale of one (1) inch equals one hundred (100) feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within two hundred (200) feet of the areas proposed to be rezoned.
  - (2) Owners' Names and Addresses of all properties lying within two hundred (200) feet of the area proposed to be rezoned.
  - (3) Additional Information required by the Plan Commission, Joint Extraterritorial Zoning Committee, or Village Board.
  - (4) Fee Receipt from the Clerk-Treasurer in the amount as set forth in Section 1-1-8.
- (d) RECOMMENDATIONS.
  - (1) The Plan Commission shall review all proposed changes and amendments within the corporate limits and shall recommend that the petition be granted as requested, modified, or denied. The recommendation shall be made at a meeting subsequent to the meeting at which the petition is first submitted and shall be made in writing to the Village Board.
  - (2) The appropriate Joint Extraterritorial Zoning Committee and the Plan Commission shall review all proposed changes and amendments within the extraterritorial zoning jurisdiction, but only the members of the appropriate Joint Committee shall vote on matters relating to their zoning jurisdiction.
- (e) HEARINGS.
  - (1) The Village Board shall hold a public hearing upon each recommendation, giving at least ten (10) days' prior notice by publication at least two (2) times during the preceding thirty (30) days, listing the time, place, and the changes or amendments proposed. The Village Board shall also give

at least ten (10) days' prior written notice to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment.

(2) Prior to the Village Board hearing, the appropriate Joint Extraterritorial Zoning Committee shall hold a public hearing upon each proposed change or amendment within their zoning jurisdiction, giving at least ten (10) days' prior notice by publication at least three (3) times during the preceding thirty (30) days listing the time, place, and the changes or amendments proposed. The Joint Committee shall mail notice to the clerk of the affected town.

(f) BOARD'S ACTION.

(1) Following such hearing and after careful consideration of the Plan Commission's and appropriate Joint Extraterritorial Zoning Committee's recommendations, the Village Board shall vote on the passage of the proposed change or amendment.

(2) The Plan Commission's recommendations may only be overruled by three-fourths (3/4) of the full Village Board's membership.

(g) PROTEST. In the event of a protest against such district change or amendment to the regulations of this Chapter, duly signed and acknowledged by the owners of twenty (20%) percent or more either of the areas of the land included in such proposed change, or by the owners of twenty (20%) percent or more of the land immediately adjacent extending one hundred (100) feet therefrom, or by the owners of twenty (20%) percent or more of the land directly opposite thereto extending one hundred (100) feet from the street frontage of such opposite land, such changes or amendments shall not become effective except by the favorable vote of three-fourths (3/4) of the full Village Board membership.

SEC. 10-1-136      PENALTIES.

Failure to comply with the provisions of this Chapter shall be regarded as violation and any person who commits such violation shall be liable to a forfeiture of not less than Twenty-five (\$25.00) Dollars or not more than Five Hundred (\$500.00) Dollars, together with the costs of prosecution, and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned up to ninety (90) days in the Columbia County Jail. Each day a violation is continued shall be considered a separate offense.

SEC. 10-1-137 THROUGH SEC. 10-1-139 RESERVED FOR FUTURE USE.



# SPECIAL ZONING PERMIT



## Applicant Information

Applicant Name: \_\_\_\_\_ Owner (if different): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone (if different): \_\_\_\_\_  
 Email: \_\_\_\_\_ Email (if different): \_\_\_\_\_  
 Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

## Request Information

**Brief Description of Request:** \_\_\_\_\_  
*(attach a copy of any plans, details, and maps)*

## Permit Cost

*(Select a permit type fee below)*

Permit Type Fee		X
Rezoning	\$200	
Conditional Use	\$200	
Variance	\$200	
Planned Unit Development (PUD) Plan	\$500	
Other: _____	TBD	
<b>Total Fee:</b>		

## Signatures

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Owner

\_\_\_\_\_  
 Date

## Village Office Use Only

Notice Publish Date: \_\_\_\_\_

Notice Mailing Date: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Action Taken:

Approved       Denied

Approval Date: \_\_\_\_\_



## Bid Proposal

**Customer:** Village of Pardeeville – Senior Center

**Date:** March 26, 2024

Job Description	Estimated Price
<p><b>Senior Center Remodel Work:</b></p> <ul style="list-style-type: none"> <li>• Work to be done as described on sheet A2.0.</li> <li>• Remove window and prep opening for a 5’ door with sidelight. <b>Note:</b> door to be installed by others.</li> <li>• Remodel interior bearing wall with header for new double door per specs.</li> <li>• Materials included in this proposal: lumber for furring out 2x4 bearing wall.</li> <li>• <b>OPTION:</b> Remove door, frame in opening, and side entire gable wall. This option includes the siding material for the job.</li> </ul>	<p>\$4,100.00</p> <p>\$1,700.00</p>
<b>Total Estimated Amount</b>	<b>\$5,800.00</b>

**Policies:** One half of this estimated cost is due upon the start of the job. The remaining half is due upon completion of this job. All work to be completed in a workman like manner according to standard practices. Any alterations or deviations from above specifications, involving extra costs, will be executed only upon written orders and will be charged over and above this estimate. All material prices are based upon fair market value as of the date of this estimate. Material prices are subject to change without notice due to fluctuations in the current market. 1 ½% finance charge on any payments not received within 30 days of invoice.

**Customer:** The undersigned has read, understands, and agrees to this contract, job description, estimated cost, and the policies of Wynn Carpentry, Inc.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Josiah Wynn • N7699 Wendlick Road • Pardeeville, WI 53954 • (608) 697-5863



Lucas &gt;

Please call when available

Today 6:26 AM

Good morning. Call when able. Thanks

Today 10:08 AM

The village office just requested you text me that you are donating your labor and available materials.

Berg builders llc will be donating the labor, and available materials to frame new door opening on west end, closing up existing hole on west end, and headered opening for new interior divider door at pardeeville senior center

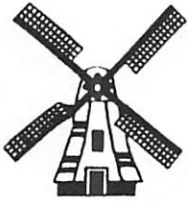
Perfect. Thank you!!



Text Message







## TDS Custom Remodeling & Cabinetry

No. **2517**

Terry S. Dykstra

608-846-9089 — Home

608-849-9079 — Shop

608-279-4105 — Mobile

PROPOSAL SUBMITTED TO: <u>Village of Pardeeville</u>	PHONE:	DATE: <u>3-25-24</u>
STREET:	JOB NAME: <u>Senior Center</u>	
CITY, STATE & ZIP CODE: <u>Pardeeville WI 53954</u>	JOB LOCATION: <u>113 Industrial Drive, Pardeeville WI</u>	

We hereby submit specifications and estimates for:

1. Demolition, temp. support framing for center double door and northwest corner entrance per print specs.
2. Fir out center wall to match header width of 4ply 2x10 DF
3. install nailer onto truss as needed for hanging drywall
4. Time with Hometown Glass as to minimize open time for exterior door + sidelight
5. reside North side as needed to match existing
6. Recommend leaving west entrance door in place and make inoperable while framing over said door and insulate ready for drywall, glass to be painted black. Door can be replaced at a later date when building is resided.

Currently not enough siding left over to patch west end, if door must be removed would then recommend removing siding to base of gable, install a 8" band board and install new siding from base to band board using existing corner posts. This option would increase cost by an additional \$2,060.<sup>00</sup>

I have read and understand "Buyer's Right to Cancel" on the back of this proposal.

We ~~Propose~~ hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:  
two thousand four hundred four & no/100 dollars (\$ 2,404.<sup>00</sup> ).  
 Payment to be made as follows: upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature Terry S. DykstraNOTE: This proposal may be withdrawn by us if not accepted within 60 days.

### Acceptance of Proposal —

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_


Signature \_\_\_\_\_



Pages: \_\_\_\_\_ of \_\_\_\_\_ Page No. \_\_\_\_\_

**TDS Custom Remodeling & Cabinetry**

TDS Construction  
 4618 CTY. HWY. V, DEFOREST, WISCONSIN 53532  
 408-378-4105 - Mobile



PROPOSAL SUBMITTED TO: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY, STATE & ZIP CODE: \_\_\_\_\_  
 JOB LOCATION: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**BUYER'S RIGHT TO CANCEL**

**YOU CAN CANCEL THIS AGREEMENT BY MAILING A WRITTEN NOTICE TO TDS CONSTRUCTION, 4618 CTY. HWY. V, DEFOREST, WISCONSIN 53532, BEFORE MIDNIGHT OF THE THIRD BUSINESS DAY AFTER YOU SIGNED THIS AGREEMENT.**

After Midnight of the third business day; Owner(s) agrees that in event of any cancellation of this contract before work is started, said Owner(s) shall pay to said Contractor on demand ten (10) per cent of the amount of this contract as stipulated damage due said Contractor.

"As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid."

The Owner(s) hereby certifies that he has read this agreement, that the terms and conditions and the meaning thereof have been explained to him and that he fully understands them; that there is no understanding between the parties verbal or otherwise than that contained in this agreement of which a copy thereof is hereby received and acknowledged.

# CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements \* Mobile Auto Glass \* Complete Glass Service

OFFICE AND SHOP: N7171 Raceway Road

Phone: (920) 887-3757 Fax: (920) 887-3338 Beaver Dam, WI 53916

**CONTRACT SUBMITTED TO:**

PHONE: Mike 608.429.9088  
EMAIL: pvtrustee2@gmail.com  
JOB NAME: Events Center  
STREET: 114 Lake St.  
CITY & STATE: Pardeeville WI 53954  
DATE: 3/13/2024

NAME: Village of Pardeeville  
STREET: 114 Lake St.  
CITY & STATE: Pardeeville WI 53954

It is agreed this Contract shall be for the following work and materials:

**Furnish and install a new exterior aluminum storefront entrance with sidelight into a new rough opening by others. Freight is included. Tax was not included. See page 2 for details and further scope. Quote is good for 30 days. \$5,375.00**

- Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
- A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

It is proposed that work shall be completed on or about: \_\_\_\_\_

It is agreed the above described work will be completed in accordance with the above specifications for the sum of: \_\_\_\_\_

\_\_\_\_\_ payable as follows: Net 30 Days \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



\* Insert name or representative who solicited or negotiated this contract.

Tim Weisensel

This contract shall be null and void if not accepted on or before: ( 30 Days From Today's Date ) 3/13/2024

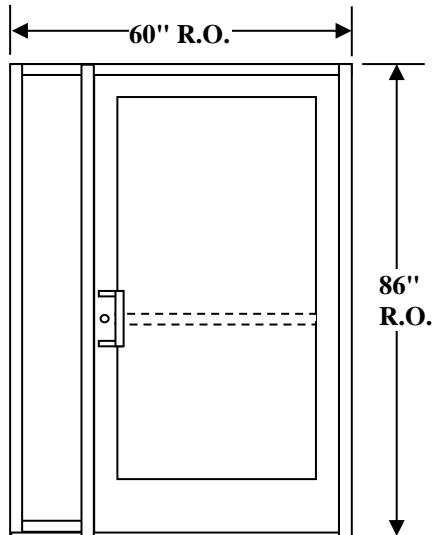
### ACCEPTANCE OF CONTRACT

Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



Project 3 - Exterior

2 x 4 1/2" Aluminum Frame

42" Wide Stile Aluminum Door

10" Bottom Rail

Clear Anodized Finish

Tubular 10" Offset Pull

1/2" ADA Threshold

LCN 4040XP Heavy Duty Hold Open Closer

ABH Heavy Duty Continuous Hinge

Von Duprin 99 Rim Exit Device

1" Clear Temp. Ins. Glass w/Low-e & Argon

Full Weather-Stripping w/Sweep

Perimeter Caulk

Option For White Painted Finish

**LODI GLASS & MIRROR**

218 Water Street

Lodi WI 53555

608-592-3288

# Estimate

Date	Estimate #
3/27/24	19076

<b>Name / Address</b>
Attn: Mike Babcock Village of Pardeeville 114 Lake St PO Box 217 Pardeeville WI 53954

<b>Project</b>			
113 Industrial Dr, Pardeeville			
<b>Customer E-mail</b>	<b>Customer Phone</b>		
babcockmc@frontier.com	608-429-9088		
<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Total</b>
We propose to furnish material & labor as follows:			
59 1/2 x 86 Medium Style Door (3'6" x 7'0") & sidelite / clear anodized finish (R.O. 60 x 86 1/2) 1" glazing w / Low E tempered safety glass using 3/16" glass 1 - Rim Panic device 1 - 10" Bottom Rail on door 1 - Exterior handle / panic pull 1 - 1 1/2" pair of butt hinges 1 - 4" threshold 1 - keyed cylinder 1 - sweep 1 - LCN 4040 Heavy Duty door closer w / drop plate & P-Arm / Spacer Block Installed, caulked complete	1	4,975.00	4,975.00
NOTE: Reframe & interior trim by others			
This is a preliminary quote and is valid for 30 days. Prices are subject to change based on final measurements. Significant out conditions for out-of-square openings may result in increased production costs.		<b>Subtotal</b>	
		\$4,975.00	
		<b>Sales Tax (5.5%)</b>	
		\$0.00	
The proposed work is a Special Order. Once ordered, it cannot be cancelled. The party ordering the work is responsible for payment.		<b>Total</b>	
		\$4,975.00	
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.			
Signature _____ Date _____			





## Clerk/Treasurer Memo

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**Meeting Date:** April 9, 2024

**Topic:** Latoya's Legacy Invoice

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This memo is in regards to the Latoya's Legacy Invoice agenda item.

Attached is the invoice and 2023 Latoya's Legacy Contract.

### Latoya's Legacy Invoice Timeline

January 25, 2024 – A dog was dropped off at Pardeeville Village Hall and picked up by Latoya's Legacy.

February 1, 2024 – Sgt. Brock informed Latoya's that per Village Ordinance since an owner hadn't come forth after 5 days the dog would be considered abandoned and they could start the adoption process as of February 1, 2024.

February 15, 2024 – The investigation was opened back up as further evidence and suspects had been located.

March 13, 2024 – The District Attorney's Office contacted Latoya's and advised the dog no longer needed to be held.

Latoya's Legacy states the invoice is from January 25, 2024-March 13, 2024, which is 49 days.

Thank you,  
Denise

LaToya's Legacy  
W7440 County Road G  
Pardeeville, WI 53954

**Florence Housing**

DESCRIPTION OF CHARGES	UNIT PRIC	QTY.	TOTAL			AMOUNT
Florence Intake and Housing 	\$15.00	40	\$ 600.00			\$ 600.00

Balance Due **\$ 600.00**

**MEMORANDUM OF UNDERSTANDING**  
**Updated: 11/28/2022**

This Memorandum of Understanding is entered into by and between the Village of Pardeeville, a Wisconsin Municipal Corporation (hereinafter "Village") and Latoya's Legacy Sanctuary (hereinafter "Latoya's").

**WHEREAS**, the Village of Pardeeville deems Latoya's Legacy Sanctuary as their animal shelter/rescue for felines and canines, starting on January 1, 2023.

**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby acknowledged, Village and Latoya's agree as follows:

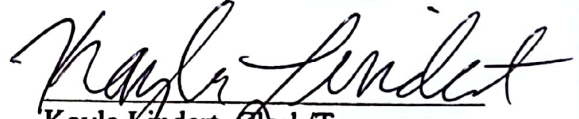
1. The Village of Pardeeville shall provide Latoya's an upfront payment the 1st week in January of 2023 in the dollar amount of 3,000. This amount is separate from the individual fee for each animal (feline or canine) brought to the shelter.
2. The cost for a cat (or kitten) to be housed and cared for at the shelter is a one-time fee of \$45 per feline.
3. The cost for a dog (or puppy) to be impounded at the shelter per day is \$15 per day, per canine.
4. Any feline or canine that is needing shelter shall first be taken to Village Hall or the Sheriff's Substation for a temporary hold (this is to resolve any issues on the time of day that an animal may be found or collected).
5. Once acknowledgement of the animal has been made from Latoya's, the Village (or designated representative) will then transport the animal to Latoya's.
6. At no time, shall an animal be dropped off and left at the main entrance to Latoya's.
7. Monthly update on Latoya's adoption rate and/or status of the Pardeeville Feral Cats
8. The Village and Latoya's will review this Memorandum of Understanding annually and make adjustments as needed.

**VILLAGE OF PARDEEVILLE**

Date: 12/7, 2022.

  
Phillip Posschl, Village President

Date: Dec. 6, 2022.

  
Kayla Lindert, Clerk/Treasurer

**LATOYA'S LEGACY SANCTUARY**

Date: November 28, 2022.

  
Megan Thill, Owner



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Requisition – Clerk Intern

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This memo is in regards to the requisition for the Clerk Intern position agenda item.

Attached is a requisition form, a job description, and announcement posting for the position.

Wisconsin Law is very strict when it comes to record retention of municipalities. Most items are 7 years, some are definite, and some are 10 years. The Village's records management is a disaster, with most items being placed in wrong locations or in areas that beg the question of "why?". With that being said, the time it would take for anyone in the office currently to break away a meticulously go through these files is currently not there. How can the Village move forward when it does not know what it has. This would be an opportunity for the Village to reorganize itself, while also not wasting key players time going through documents and organizing them together. It also would allow a prospective student in the community get a taste of municipal work or allow someone from the community that wants only a summer job, the opportunity to serve the Village.

Should the body agree, a motion would be in order to recommend the Village Board approve of the personnel requisition for the Clerk Intern.

Respectfully,  
Austen

## Village of Pardeeville Personnel Requisition

Request Date: 03 APR 2024	Date Employee Needed: 03 JUN 2024	Title of Position Being Requested/Changed: <b>Clerk Intern</b>	
Requested By: Frederickson, Austen; Vater, Denise	Date Approved:	Supervisory Responsibility? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Replacement For: _____ <input type="checkbox"/> Reason For Vacancy: _____ <input type="checkbox"/> Promotion <input type="checkbox"/> Additional Hours – Existing Position <input type="checkbox"/> Addition to Existing Staff Position <input type="checkbox"/> New Position – FLSA Exempt <input checked="" type="checkbox"/> New Position – FLSA Non-Exempt <input type="checkbox"/> Wage Scale Revision		Position is:	
		<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <div style="text-align: right;">If Part-Time: _____ Hours per Week If Temporary: <u>12</u> Weeks per Year</div>	
Funding Source: General Government	Department: Clerk	Salary Range (annually): \$6,720 – \$7,680	Salary Range (hourly): \$14.00/hr. – \$16.00/hr.

Starting Wage:	\$15.00/hr.	Account Number:	100-51-5142-110
<input type="checkbox"/> Funding Available in Current Budget <input checked="" type="checkbox"/> Funding Not Available in Current Budget		Current Budget:	\$54,088
		Surplus/(Deficit):	(\$7,200)

Attach a copy of the current position description.

Attach memo explaining any surplus/deficit and explaining need.

## Village of Pardeeville Position Description

Name: \_\_\_\_\_

Department: Clerk

Position Title: Clerk Intern

Type: Seasonal

FLSA: Non-Exempt

Date:

Reports To: Clerk-Treasurer

### **Purpose:**

- This position exists to supplement the Village's Clerk Department with records retention, filing, and various other Clerk related tasks. This position is a seasonal, temporary position consisting of approximately 12 weeks in the summer.

### **Typical Duties:**

- Working under the Clerk-Treasurer and with the Deputy Clerk-Treasurer and Utility Clerk to aid in records retention, filing, and proper storage of crucial documentation relating to Village operations.
- Handling of historical documents relating to Village projects, actions, and operations.
- Sorting, and proper tabulation, of key files in the Village storage room and records holding facility.
- All other duties as assigned.

### **Minimum Training and Experience:**

- At least two years of Highschool completed.
- Must have a reliable transportation mode to Village Hall.

### **Special Knowledge:**

- Knowledge or understanding in Wisconsin records retention laws are a plus, but not required.
- Prior office work is a plus, but not required.

### **Physical Requirements:**

Must have the ability to sit, stand, crouch, bend, squat for periods of time. Must be able to lift up to 25 pounds. Have the ability to sit for hours at a time. This position will primarily be in an office, with regulated temperature.

### **Communication:**

- Must be able to read, comprehend, interpret, and follow both written and verbal directions.
- Must have the ability to communicate effectively with other Village employees as well as professionally convey information to the Public, when needed.

The Village of Pardeeville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages all interested candidates to apply. The Village also encourages both prospective and existing employees to discuss any potential accommodations with their employer. There is a background check and drug-screening requirement for this position.

## Clerk Intern

The Village of Pardeeville Department of the Clerk is seeking candidates for a Clerk Intern position for the summer of 2024. Duties include, but are not limited to: records retention, file management, and document organization. To qualify, a candidate must have completed at least two (2) years in high school and have a reliable mode of transportation to Village Hall daily. Salary Range is \$14/hr. – \$16/hr. depending on qualifications. This position is a seasonal position intended to work approximately 40 hours per week for approximately 12 weeks in the summer. Applications and a detailed position description may be obtained from the Village of Pardeeville Village Hall, located at 114 Lake Street, Pardeeville, WI 53954, or by visiting the Village's website: [www.villageofpardeeville.net](http://www.villageofpardeeville.net).

Applications must be received by 11:00 am, Friday, May 03, 2024 to be considered. To submit in person, drop off a completed application to Denise Vater, 114 Lake Street, Pardeeville, WI 53954 or electronically to [clerk-treasurer@villageofpardeeville.net](mailto:clerk-treasurer@villageofpardeeville.net). Applications shall be reviewed as they come in with interviews to start May 06, 2024.

For additional information, contact Denise Vater, Village Clerk-Treasurer at (608) 429-3121 between 8:00 am to 4:00 pm or [clerk-treasurer@villageofpardeeville.net](mailto:clerk-treasurer@villageofpardeeville.net). Any job offer shall be conditional to a background investigation and pre-employment drug screening.





## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Tree Planting

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This memo is in regards to the Tree Planting at the Senior Center agenda item.

A member of the Garden Club discussed with staff the possibility of a tree planting at the Senior Center. This could be the tree planting event that the Village needs to do to satisfy the Tree City event, and is something the Committee and Board discussed at the previous meeting. Due to the Senior Center Commission not being up and running yet, this Committee is the de facto overseeing committee of the Senior Center.

Should the body agree, a motion would be in order to recommend the Village Board direct staff to work with the Garden Club to conduct a tree planting at the Senior Center.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Park Bathroom Repair

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This memo is in regards to the Park Bathroom Repair agenda item.

The Villages Public Works Crew has identified a couple of issues in the park bathroom, most notably the urinal being broken. Staff solicited a few local plumbing companies, but only received one quote back. The attached document is the quote received from Schepp Plumbing & Pump, Inc. The Village would utilize the 100-55-5520-340 line item labeled "PARKS – Operating Supplies & Equipment" which indicates in the comments a urinal repair. Normally, staff could receive a number of quotes and select the lowest as this price falls within the purchase policy and is budgeted for, however, due to the lack of three qualified bids, staff is requesting Committee and Board approval, or direction to search for more bidders.

Should the body agree, a motion would be in order to recommend the Village Board approve the quote for the repair for an amount not to exceed \$450.00.

Respectfully,  
Austen

# PLUMBING

**Schepp Plumbing & Pump, Inc.**  
N7228 Circle Drive  
Pardeeville, WI 53954  
(608)429-1519  
Master Plumber #MP 220425  
Licensed Pump Installer #4321

**Date: March 9, 2024**

**Village of Pardeeville**  
114 Lake Street  
PO Box 217  
Pardeeville, WI 53954

**RE: Replace Park Restroom Urinal**

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We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following:

Furnish and install all drain, waste, and vent piping using PVC pipe and fittings. All water lines to be Rehau Pex Tubing

1-Kohler 4904 Urinal, Reuse Existing Flush Valve

**For the sum of Four Hundred Fifty and no/100 dollars (\$ 450.00)**

Payments to be made as follows: Payments due monthly according to labor and material furnished.

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All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

---

Brian P. Schepp  
President, Schepp Plumbing & Pump, Inc.

This proposal may be withdrawn by us if not accepted within 30 days.

**This proposal may be withdrawn by us if not accepted within 30 days.**

**Prices subject to Change, due to Fluctuating Market Cost.**

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ACCEPTANCE OF PROPOSAL: The above or attached prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** DNR Forestry Grant

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This memo is in regards to the DNR Forestry Grant agenda item.

The Villages various Public Works and Utility crews have indicated several problem trees or hazardous trees in the Village that should be removed or at the very least trimmed. These trees are out of the Villages realm of capability, due to safety and current equipment. With that in mind, there are DNR grants for tree service. Both are 50/50 matches. One is a start-up and the other is a regular. The start-up is a maximum of \$10,000 project (match of \$5,000). The regular is a maximum of \$50,000 project (match of \$25,000). The start-up is not very competitive, and almost guaranteed, the caveat is that a community may only secure three (3) start-up grants in the lifetime of the program, but the third must be used for a tree inventory if one does not exist. The regular grant is very competitive and is not guaranteed but has no limit on number of grants that can be secured. Discussion from the body should include which grant is requested to secure, if one should be pursued.

Should you agree with the information presented, a motion would be in order to recommend the Village Board approve of the submission of a \_\_\_\_\_ DNR Urban Forestry Grant application.

Respectfully,  
Austen



## Public Works Director Memo

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**Meeting Date:** 03 APR 2024

**Topic:** Veteran Park Cleaning

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This memo is in regards to the Veteran Park Cleaning agenda item.

Village staff had a contractor stop by Village Hall to offer a free power washing of the Veterans Park monuments. Since the Village does not have a formal donation policy/procedure, and Veterans Park is a very sensitive item, staff felt it necessary to receive Committee and Board approval to accept this. The contractor is Sassy Heifer Cleaning and they have stated it would be a free pressure washing of the Veterans Park monuments.

Should the body agree, a motion would be in order to recommend the Village Board approve the donation.

Bonus: the body may also look to direct staff to develop a donation policy & procedure for the future, and defer that item to the Finance & Personnel Committee.

Respectfully,  
Austen