

Town of Berry Board Meeting  
October 19, 2020, 7:00 p.m., at the Town Hall, 9046 State Road 19, Mazomanie, WI 53560  
Agenda

1. Call to order
2. Approve minutes of September 21, 2020
3. Public Comments: You may address the Board on any item not on the agenda. A discussion item may be placed on a future agenda. Public comment may be heard on any agenda item either now, or at the time the agenda item is to be discussed, or at the discretion of the Town Chair at any other time the agenda item is discussed. Comments are generally limited to three minutes.
4. Patrolman Report, if necessary
5. Discussion/action re:
  - A. (D-2020-4) Ryan Yentz, 8248 Scott Road, driveway permit application
  - B. (D-2020-5) James Buechner, Whippoorwill Road, driveway permit application
6. Discussion/action re: Revising Administrative Fees Policy 113.4
7. Budgetary Matters
  - A. Discussion/action re: Payment of bills
8. Committee reports/Correspondence/Communications
  - A. Fire Districts
  - B. EMS Districts
  - C. Other
9. Closed Session: The board may meet in closed session, pursuant to Wisconsin Statute 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
10. Reconvene into Open Session per Wisconsin Statute 19.85(2)
11. Discussion of future agenda items
12. Adjourn

Persons requiring additional services to participate in a public meeting should contact the Town Clerk at the Town Hall, 9046 Hwy 19, Mazomanie, WI 53560. 767-4152 [twberry@chorus.net](mailto:twberry@chorus.net)  
Posted: 10/12/20 Brenda Kahl, Clerk/Treasurer

TITLE: Town of Berry Board Meeting Minutes  
DATE: September 21, 2020  
TIME: 7:00 – 8:05 p.m.  
PLACE: Town Hall, 9046 State Road 19, Mazomanie, WI 53560  
POSTINGS: Town Hall and Town of Berry website

I. CALL TO ORDER – ROLL CALL: The meeting was called to order at 7:00 p.m. Board members present: Anthony Varda, David Evert, Christine Molling and Duane Haag. Michael Statz was excused. Also present Clerk, Brenda Kahl.

II. APPROVE MINUTES OF AUGUST 17, 2020

**Motion** Haag/Evert to approve the minutes of August 17, 2020. Motion carried. Vote 4-0

III. PUBLIC COMMENTS: You may address the Board on any item not on the agenda. A discussion item may be placed on a future agenda. Public comment may be heard on any agenda item either now, or at the time the agenda item is to be discussed, or at the discretion of the Town Chair at any other time the agenda item is discussed.

\*Steve Schmudlach asked all the board members to approve the use of town roads for ATV routes.

\*Dan Hinrichs asked if anyone else was missing from their property vote for signs.

IV. PATROLMAN REPORT, IF NECESSARY

Turkey Road project is behind schedule

V. DISCUSSION/ACTION RE:

A. (R-2020-4) Allayne Turk, intersection of Blackberry and Kahl Road, zoning change of 11.455 acres from A-2(8) to SFR, with a transfer of development right

**Motion** Varda/Haag to approve Allayne Turk's zoning change of 11.455 acres from A-2(8) to SFR with a transfer of development right. Motion carried. Vote 4-0

B. (D-2018-11) Alex Wille, 5487 County Road KP, final driveway approval

**Motion** Haag/Evert to approve Alex Wille's final driveway. Motion carried. Vote 4-0

VI. DISCUSSION/ACTION RE: REQUEST FOR PROPOSALS FOR RESIDENTIAL GARBAGE/RECYCLING COLLECTION

**Motion** Haag/Varda to accept Town & Country Sanitation's Bag Service proposal with a five year contract. Motion carried. Vote 4-0

VII. DISCUSSION/ACTION RE: FUNDING OF CROSS PLAINS-BERRY FIRE DISTRICT PURCHASE OF RAPID RESPONSE VEHICLE

**Motion** Varda/Haag that the representatives for the Cross Plains Fire District carry back a message that if they really want to do this they need to show up with no power point but all the necessary information to demonstrate the necessity and efficiency of this step forward. Motion carried. Vote 4-0

VIII. DISCUSSION/ACTION RE: RESOLUTION 2020-2, DANE COUNTY ORDER #9  
**Motion** Varda/Haag to adopt Resolution 2020-2.

**Motion** Molling/Varda to remove the last paragraph on page one because statistics are outdated.  
Motion carried. Vote 4-0

**Motion** to approve Resolution 2020-2 as amended. Motion carried. Vote 4-0

IX. DISCUSSION/ACTION RE: SET DATE, TIME AND LOCATION FOR THE PUBLIC BUDGET HEARING AND SPECIAL TOWN MEETING OF THE ELECTORS

**Motion** Varda/Haag to hold the Public Budget Hearing and Special Town Meeting of the Electors on November 5, 2020 at 7:00 pm. Motion carried. Vote 4-0

X. BUDGETARY MATTERS

A. Discussion/action re: Lakeside International statement  
Lakeside International will be contacting the town

B. Discussion/action re: Payment of bills

**Motion** Varda/Haag to approve the payment of bills. Motion carried. Vote 4-0 Check numbers 17593-17632 & 4533

XI. COMMITTEE REPORTS/CORRESPONDENCE/COMMUNICATIONS

\*Black Earth Fire District: Approved the 2021 budget and Berry's portion is less than last year; Roof repair estimate is between \$50,000 - \$100,000 and if repair is approved the town will need to borrow funds for the project because it was not included in the 2021 budget

\* Cross Plains Fire District: The new audio visual system will be used by the fire staff, EMS district and police department

\*District 1 EMS: Annual survey of EMS districts and District 1 is at \$5.90/person which is at the medium level of Dane County; \$3.00 of the \$5.90 goes into a sinking fund for a new ambulance

\*Parks Committee: A meeting is being organized; Kent McDonald and Dick Handschke have resigned from the committee

\*Turkey Road is being monitored and the Town Chair has met with the contractor over various issues.

XII. DISCUSSION OF FUTURE AGENDA ITEMS

XIII. ADJOURN

**Motion** Haag/Varda to adjourn until the next regular meeting or the call of the chair. Motion carried. Vote 4-0.

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Brenda Kahl, Clerk/Treasurer

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Anthony Varda, Chair



2020-4

www.townofberry.org

9046 State Road 19, Mazomanie, WI 53560, 608-767-4152, twnberry@chorus.net

**DRIVEWAY CONSTRUCTION PERMIT APPLICATION**

**Applicant:** Name: Ryan Yentz

Street Address: 8248 Scott Rd

City, State, Zip: Cross Plains, WI 53528

Phone Number: 608-576-9371 Email: ryan.yentz@strand.com

Specific Site Location / Nearby Roads: north of Scott Road, west of Enchanted Valley Rd

Parcel #: 004/0807-144-9331-0

My signature below indicates that:

**I have received** a copy of the Driveway, Field Road and Right-of-Way Ordinance 301.1 and the Applications Guide, and that

**I have attached** the information as requested for a driveway permit, and that

**I agree to construct** the driveway in accordance with the Driveway, Field Road and Right-of-Way Ordinance and to follow any additional requirements as approved by the Town Board, and that

**I have paid** the application fee of \$300.00 to the Town Clerk/Treasurer, and that *pd*

**I hereby give permission** to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the Town Board to enter the property in order to evaluate the site of the proposed driveway and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-Way Ordinance.

**Applicant Signature:** *Ryan Yentz* Date: 7 / 26 / 2020

**Board decision:** Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Culvert required in right-of-way Yes  No \_\_\_\_\_ Size 18 x 30

Engineering Plan required? Yes \_\_\_\_\_ No

Additional Requirements? Yes \_\_\_\_\_ if yes see attached requirements No \_\_\_\_\_

Driveway construction must begin by Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

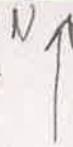
Driveway Permit expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Permit issued by: Chair Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Permit issued by: Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk**

Final inspection approval by: Chair Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



A-1 (EX) ZONE

Land owned by Applicant  
 @ 8248 Scott Rd  
 Cross Plains, WI 53528

- ⊙ Gravel Driveway
- ⊙ Topsoil, Minimal Clay, Gravel
- ⊙ Slope 0.06  $\frac{H}{V}$   
 ←

DRIVEWAY -  $20' \frac{1}{2} \times 115 \times 0.5' (\text{THICK}) = \frac{1 \text{CY}}{27 \text{CC}} = 43 \text{CY} *$

TOP SOIL =  $20 \times 115 \times 0.33 \times \frac{1}{27} = 30 \text{CY}$   
 (TO BE REMOVED)

FILL - OUTSIDE DRIVEWAY =  $\approx 40 \text{CY}$

TO LEVEL THE DRIVEWAY  $9\frac{1}{2} \times 20' \times 115 \times \frac{1}{27} \approx 32 \text{CY} \leftarrow$

ASSUMING WE HAVE  
 EX. MAT'L TO LEVEL  
 IT ALL OUT BEFORE  
 PLACING STONE.

I'D PLAN ON 4-5 LOADS  
 OF STONE. HOPEFULLY WE  
 DON'T NEED 6.



www.townofberry.org

9046 State Road 19, Mazomanie, WI 53560, 608-767-4152, twnberry@chorus.net

**DRIVEWAY CONSTRUCTION PERMIT APPLICATION**

**Applicant:** Name: James G. Buechner  
 Street Address: 7615 Terrace Ave.  
 City, State, Zip: Middleton, WI 53562  
 Cell: 608-698-7615 Email: buechs@tds.net  
 Home: 608-836-7615  
 Specific Site Location / Nearby Roads: Just south of 6041 Whippoorwill Rd.  
 Parcel #: 080712192000

My signature below indicates that:

**I have received** a copy of the Driveway, Field Road and Right-of-Way Ordinance 301.1 and the Applications Guide, and that

**I have attached** the information as requested for a driveway permit, and that

**I agree to construct** the driveway in accordance with the Driveway, Field Road and Right-of-Way Ordinance and to follow any additional requirements as approved by the Town Board, and that

**I have paid** the application fee of \$300.00 to the Town Clerk/Treasurer, and that

**I hereby give permission** to the Town Board and/or their representative which could be the Plan Commission or other inspector authorized by the Town Board to enter the property in order to evaluate the site of the proposed driveway and to verify compliance with and/or to enforce the Driveway, Field Road and Right-of-Way Ordinance.

**Applicant Signature:** James G. Buechner Date: 10/05/2020

**Board decision:** Approve \_\_\_\_\_ Deny \_\_\_\_\_ Date   /  /  

Culvert required in right-of-way Yes \_\_\_\_\_ No \_\_\_\_\_ Size \_\_\_\_\_

Engineering Plan required? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Requirements? Yes \_\_\_\_\_ if yes see attached requirements No \_\_\_\_\_

Driveway construction must begin by Date   /  /  

Driveway Permit expiration Date   /  /  

Permit issued by: Chair Signature \_\_\_\_\_ Date   /  /  

Permit issued by: Clerk Signature \_\_\_\_\_ Date   /  /  

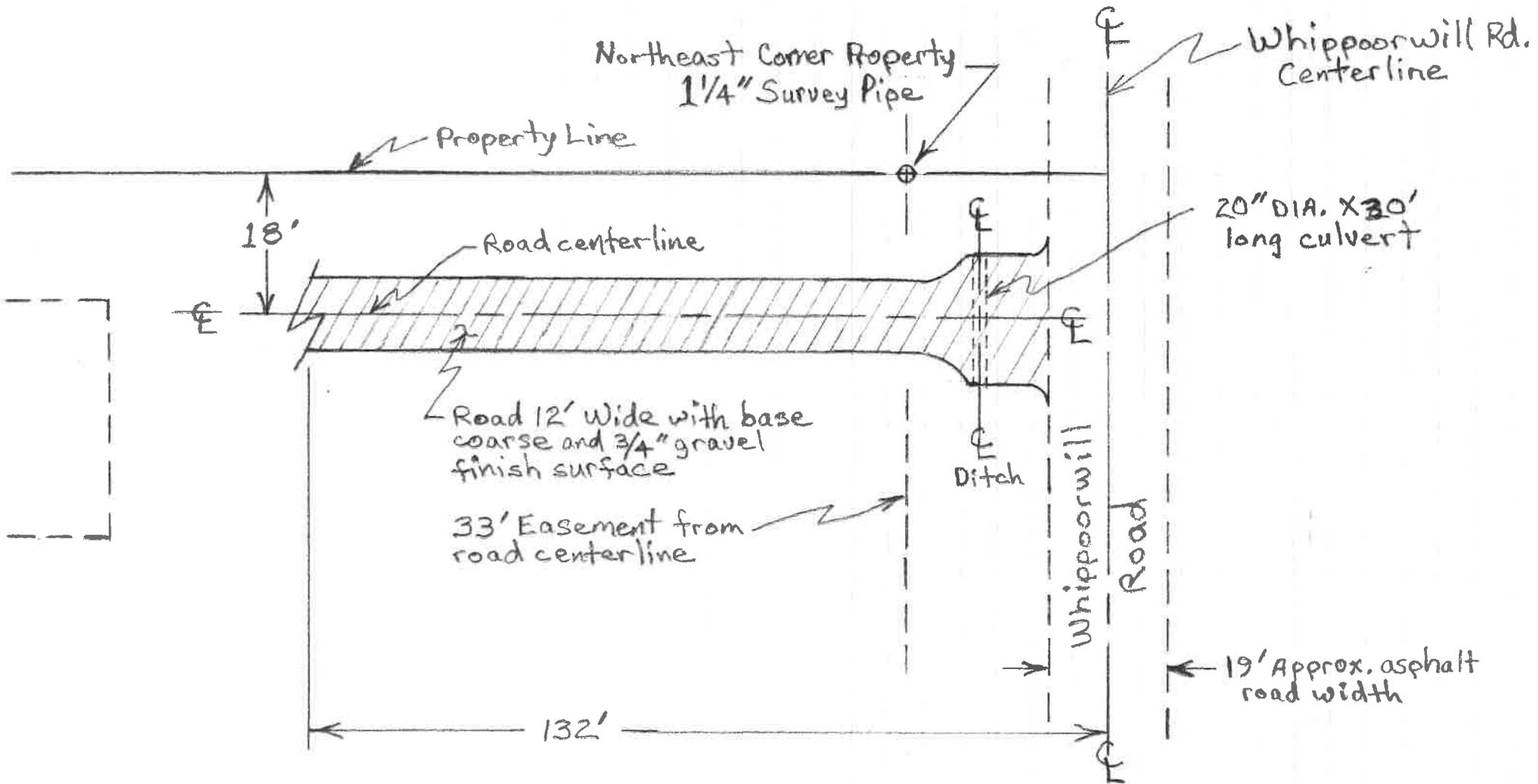
**Permit is not valid unless signed by the Applicant, Town Chair and Town Clerk**

|  |
|--|
| Final inspection approval by: Chair Signature _____ Date <u>  /  /  </u> |
|--|

North



Scale:  $\frac{1}{8}'' = 3'$   
(in) (ft)



Property Owners: Jim Buechner  
 Address Chris Schultz-Buechner  
 7615 Terrace Ave.  
 Middleton, WI 53562

Parcel No.: 080712192000  
 Property: XXXX Whippoorwill Road

|              |                    |      |
|--------------|--------------------|------|
| ROAD DRAWING |                    |      |
| DWN BY: JGB  | DATE: Oct. 5, 2020 | REV: |

10-12-20

Agenda Item #6, Revising Administrative Fees Policy 113.4

This is on the agenda to review the fees for driveway permits, etc. as discussed at the budget working meeting.

## 113.4 Administrative Fees Policy

- I Special Meeting of the Town Board
- II Driveway, Field Road and Trail Permit Applications
- III Zoning Change Applications
- IV Liquor Licenses
- V Dog Licenses
- VI Document Copies and Searches

### SECTION I – SPECIAL MEETING OF THE TOWN BOARD

The Town may engage the services of an engineer, attorney, planner or other expert to advise the Town on the merits of a petition or request, and the petitioner shall reimburse the Town for all such expenses incurred. If a special meeting of the Town Board is requested by a petitioner to meet a deadline, the petitioner shall pay a base fee.

**Base Fee**  
\$250

### SECTION II – DRIVEWAY, FIELD ROAD AND TRAIL ACCESS PERMIT APPLICATIONS

- Driveway Permit
- Field Road Access Permit
- Trail Access Permit – When modifying right-of-way
- Fee for each subsequent inspection for non-complying driveways when more than 3 inspections are required

**Base Fee**  
\$300  
\$25  
\$25  
\$200

### SECTION III – ZONING CHANGE APPLICATIONS

- Pre Application Concept Review by Plan Commission
- Pre Application Site Visit
- \*Credited against subsequent petition to amend
- Petition to amend Zoning Maps in Industrial and Commercial
- Petition to amend Zoning Maps in All Other Districts
- Request to Rezone from the Exclusive Agriculture District (EA)
- Application involving Shoreland-Wetland or Inland-Wetland Districts
- Farmland Preservation Zoning Conversion Fee for Exclusive Agriculture Zoning District (EA) or A-3 (AG)
- Petition to amend Exclusive Ag (EA) to Single Family Residential (SFR) or Agricultural (AG)
- Conditional Use for primary farm in Exclusive Ag District (EA)
- Residential Conditional Use
- Communication Tower Conditional Use
- Mineral Extraction Conditional Use

**Base Fee**  
No Charge  
\$100/Nonrefundable\*  
\$800  
\$650  
Base Fee plus \$100  
Base Fee plus \$125  
Base Fee plus \$55/Acre  
\$265  
\$265  
\$550 plus \$36 Digital Mapping Maintenance Fee  
\$3,200 plus \$36 Digital Mapping Maintenance Fee  
\$1,200 plus \$36 Digital Mapping Maintenance Fee

|  |   |
|--|---|
| Variance   | \$450                                       |
| Appeal to the Board of Adjustments   | \$350                                       |
| Zoning Certificate under Wisconsin Farmland Preservation Act   | \$30/Each                                   |
| Administrative Determination of navigability of any Lake, Pond<br>Flowage, River or Stream   | \$125                                       |
| Administrative Determination of Flood Plain Status   | \$125                                       |
| Preliminary Density Study  | \$100                                       |
| General Development Plan (GDP)   | \$400 plus \$5/Acre                         |
| Amend previously approved GDP or for review of Specific SIP  | \$1,000                                     |
| Rural Planned Unit Development District  | \$500 Initial GDP<br>\$500 Amendment or SIP |
| Additional fees to correct application errors or unusual application<br>requests will be assessed to the application based on actual cost for<br>the administrative services | Actual Cost                                 |

#### **SECTION IV – LIQUOR LICENSES**

|   | <b>Base Fee</b> |
|---|-----------------|
| Class B Retailer's Fermented Malt Beverage (beer) | \$100           |
| Class B Intoxicating Liquor                       | \$200           |
| Operator's License                                | \$5             |
| Cigarette & Tobacco Products Retail License       | \$5             |

#### **SECTION V – DOG LICENSES**

|  | <b>Base Fee</b> |
|--|-----------------|
| Neutered or Spayed Dog   | \$17.50         |
| Un-Neutered or Un-Spayed Dog   | \$22.50         |
| Neutered or Spayed Puppy (5 months old by July 1)                              | \$16            |
| Un-Neutered or Un-Spayed Puppy (5 months old by July 1)                        | \$18.50         |
| Multiple Dogs (Kennel) License (includes up to 12 dogs)                        | \$47            |
| Additional Tags<br>(for dogs over the 12 included in the Multiple Dog License) | \$17.50         |
| Delinquent Fee   | \$5             |

#### **SECTION VI – DOCUMENT COPIES AND SEARCHES**

|   | <b>Base Fee</b>                                |
|---|--|
| Hard Copies: 8 ½ x 11, 8 ½ x 14, or 11 x 17<br>Per Page (black and white) | \$0.19   |
| Per Page (color)  | \$0.24   |
| Hard Copies: Larger than 11 x 17  | Actual Printing Cost                           |
| Electronic Copies: DVD or Flash Drive                                     | Actual Cost of Device                          |
| Audios  | Actual Cost plus Device                        |
| Postage   | Actual Cost                                    |
| Research Time   | First \$50 is Free,<br>\$20.32/Hour thereafter |
| Title Searches  | \$25/Parcel Number                             |

Dated this 19<sup>th</sup> day of October, 2020

Attest: \_\_\_\_\_  
Brenda Kahl, Clerk/Treasurer

\_\_\_\_\_  
Anthony Varda, Chairperson

Posted: \_\_\_\_\_

\_\_\_\_\_  
David Evert, Supervisor

\_\_\_\_\_  
Michael Statz, Supervisor

\_\_\_\_\_  
Christine Molling, Supervisor

\_\_\_\_\_  
Duane Haag, Supervisor

10/12/2020

**List of bills to be approved at the October 19, 2020 board meeting**

| <b>Date</b> | <b>Check #</b> | <b>Payee</b>   | <b>Amount</b> |
|-------------|----------------|--|---------------|
| 9/29/2020   | 17633          | Brenda Kahl  | 1157.65       |
| 9/29/2020   | 17634          | Orlin Danz   | 1177.04       |
| 9/29/2020   | 17635          | Tyler Danz - part-time employee                              | 121.89        |
| 9/23/2020   | 17636          | Lakeside International - International truck repair          | 331.28        |
| 10/5/2020   | 17637          | Dane County Treasurer - dog license tags settlement          | 41.25         |
| 10/13/2020  | 17638          | Brenda Kahl  | 1157.65       |
| 10/13/2020  | 17639          | Orlin Danz   | 1177.04       |
| 10/19/2020  | 17640          | Alliant Energy   | 120.21        |
| 10/19/2020  | 17641          | Anthony Varda - base pay and meetings                        | 1098.96       |
| 10/19/2020  | 17642          | Brenda Kahl - mileage  | 72.22         |
| 10/19/2020  | 17643          | Christine Molling - base pay and meetings                    | 660.30        |
| 10/19/2020  | 17644          | Clemens Excavating - Scherbel Rd patch and underdrain repair | 4847.00       |
| 10/19/2020  | 17645          | David Evert - base pay and meetings                          | 531.01        |
| 10/19/2020  | 17646          | District 1 EMS - payment 4 of 4                              | 1188.95       |
| 10/19/2020  | 17647          | General Engineering Company - land use and building permits  | 1664.70       |
| 10/19/2020  | 17648          | Gordon Flesch - fee for copies per month                     | 44.55         |
| 10/19/2020  | 17649          | Group Health Coop - medical and dental insurance             | 4638.00       |
| 10/19/2020  | 17650          | Insight FS - fuel  | 1849.30       |
| 10/19/2020  | 17651          | Joe Kruchten - Plan Commission meetings                      | 101.58        |
| 10/19/2020  | 17652          | John Deere Financial - oil filter                            | 30.40         |
| 10/19/2020  | 17653          | Larowe Gerlach Taggart - loan documents                      | 37.50         |
| 10/19/2020  | 17654          | Michael Statz - base pay and meetings                        | 600.27        |
| 10/19/2020  | 17655          | Michael Theis - Plan Commission meetings                     | 129.29        |
| 10/19/2020  | 17656          | News Publishing - zoning notice                              | 15.80         |
| 10/19/2020  | 17657          | Prairie Plumbing & Heating - annual furnaces maintenance     | 122.91        |
| 10/19/2020  | 17658          | Robert Agee - Plan Commission meetings                       | 129.29        |
| 10/19/2020  | 17659          | State Bank of Cross Plains - postage and supplies            | 533.77        |
| 10/19/2020  | 17660          | TDS Telecom  | 193.61        |
| 10/19/2020  | 17661          | Town & Country Sanitation - garbage & recycling              | 5904.40       |
| 10/19/2020  | 17662          | US Cellular - patrolman's cell phone                         | 55.04         |

Additional bills will be handed out at the meeting