Town of Berry Board Meeting
May 19, 2025, 7:00 p.m., at the Town Hall, 9046 State Road 19, Mazomanie, WI 53560
Agenda

1. Call to order
2. Confirmation of Compliance with Open Meetings Law
3. Approve minutes of April 21, 2025
4. 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.
5. Mike Theis, Update on TDS Broadband Deployment in the Town
6. Patrolman Report
7. Discussion/action re:
   A. (R-2025-3) Jeff Sarbacker, 9274 Kahl Road, rezone 3.55 acres from A-1Ex to SFR and approval of the final certified survey map
   B. (R-2025-4) Adam Mueller, 9008 Far View Road, rezone 32.39 acres from A-1Ex to AG and 3.05 acres from A-1Ex to SFR and approval of the final certified survey map
   C. (D-2025-3) Adam Mueller, 9008 Far View Road, driveway permit application
   D. (D-2025-2) Scott & Kathryn Easton, 9244 Far View Road, driveway permit application
8. Discussion/action re: Appointment of Plan Commission Members
9. Discussion/action re: Conversion of portion of playing field to prairie
10. Discussion/action re: Review the Request for Proposals for Assessment Services
11. Discussion/action re: Review the Request for Proposal for Garbage/Recycling Services
12. Discussion/action re: Election security email domain subgrant – wi.gov email transition
13. Discussion/action re: Process to convert parcels from legacy to current zoning
14. Budgetary Matters
    A. Discussion/action re: Payment of bills
15. Discussion/action re: Committee reports/Correspondence/Communications
    A. Fire Districts
    B. EMS Districts
    C. Other
16. Discussion of future agenda items
17. 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 twnberry@chorus.net
Posted: 5/12/25 Brenda Kahl, Clerk/Treasurer

TITLE: Town of Berry Town Board Meeting Minutes
DATE: April 21, 2025
TIME: 7:00 – 9:47 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: Duane Haag, David Evert, Michael Statz, Nichole Schwoerer and Derek Statz. Also present Attorney, Mark Hazelbaker, Clerk, Brenda Kahl and Patrolman, Lucas Danz.

II. CONFIRMATION OF COMPLIANCE WITH OPEN MEETING LAWS
The Clerk confirmed that the agenda was posted at the town hall and on the town website.

III. APPROVE MINUTES OF MARCH 17, 2025
Motion D Statz/Haag to approve the minutes of March 17, 2025 with the correction of the typo error on number 14 to add the dash to make it 5-0. Motion carried. Vote 5-0

IV. 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.

V. PATROLMAN REPORT
Patrolman was not present.

VI. DISCUSSION/ACTION RE:
A. (R-2025-2) Cardis Irrev. Trust, 5877 Whippoorwill Road, rezone 23.49 acres from A-2 to AG to create 2 lots and approval of final certified survey map
Motion Haag/Evert to approve Cardis Irrev. Trust's rezone of 23.49 acres from A-2 to AG to create two lots which will exhaust all the splits and approval of the final certified survey map and zoning approval is contingent upon the certified survey map be recorded within six months. Motion carried. Vote 5-0

B. (CUP-2025-2) Aaron Weber, 9201 Far View Road, conditional use permit for a ground mounted solar array
Motion Evert/M Statz to approve Aaron Weber's conditional use permit for a ground mounted solar array. Motion carried. Vote 5-0

C. (D-2024-4) Black Earth Valley Farms, South Valley Road, final driveway approval
Motion Haag/M Statz to approve Black Earth Valley Farms' final driveway pending viewing the actual location of the home foundation so it is in compliance with the emergency vehicle turnaround distance requirements. Motion carried. Vote 5-0

VII. DISCUSSION/ACTION RE: AWARDING PROPOSAL FOR MAINTENANCE OF THE HALL/GARAGE GROUNDS AND SUNNING HILL CEMETERY

Motion D Statz/M Statz to approve Jeff Dresen's proposal for the hall, garage grounds and Sunning Hill Cemetery. Motion carried. Vote 5-0

VIII. DISCUSSION/ACTION RE: MSA PROFESSIONAL SERVICES AGREEMENT FOR WHIPPOORWILL ROAD RECONSTRUCTION
Motion Evert/M Statz to approve MSA Professional Services Agreement for Whippoorwill Road reconstruction. Motion carried. Vote 5-0

IX. DISCUSSION/ACTION RE: CARPC COMPREHENSIVE PLAN REVISION ASSISTANCE PROPOSAL
Motion Haag/M Statz to accept CARPC Comprehensive Plan Revision Assistance Proposal for $32,900. Motion carried. Vote 4-1. In favor: Schwoerer, M Statz, Haag and D Statz. Opposed: Evert

X. DISCUSSION/ACTION RE: ZONING ORDINANCE AMENDMENTS
A. Related to Double Frontage Lots
Motion Evert/Haag to approve the Zoning Ordinance Amendment related to Double Frontage Lots. Motion carried. Vote 5-0

B. Related to Rural Based Businesses and Rural Residences
Motion Haag/Evert to approve the Zoning Ordinance Amendment related to Rural Based Businesses and Rural Residences. Motion carried. Vote 5-0

XI. DISCUSSION/ACTION RE: COURT ORDER FOR 8785 HIGHWAY 19
Motion Haag/D Statz to proceed with the Court Order for 8785 Highway 19. Motion carried. Vote 3-1. In favor: Schwoerer, Haag and D Statz. Opposed: M Statz. Evert abstained.

XII. DISCUSSION/ACTION RE: PUPPY MILL ORDINANCE
Motion Evert/M Statz to table a Puppy Mill Ordinance. Motion carried. Vote 5-0

XIII. DISCUSSION/ACTION RE: SECONDARY ENGINEERING FIRM
Motion D Statz/M Statz to strike Jewell Engineering as a designee and use any other professional engineer. Motion carried. Vote 5-0

XIV. DISCUSSION/ACTION RE: REVISIONS TO TOWN PARK COMMITTEE POLICY 103.3
Motion Evert/D Statz to approve the Town Park Committee Policy 103.3 as revised. Motion carried. Vote 5-0

XV. DISCUSSION/ACTION RE: APPOINTING A NOXIOUS WEED COMMISSIONER
Motion Haag/Evert to appoint Lucas Danz as the Noxious Weed Commissioner. Motion carried. Vote 5-0

XVI. DISCUSSION/ACTION RE: TOWN COMMITTEES AND APPOINTMENTS
Motion M Statz/Schwoerer to accept the committees and appointments as presented. Motion carried. Vote 5-0

XVII. BUDGETARY MATTERS

A. Discussion/action re: Payment of bills

Motion Haag/M Statz to approve the payment of bills. Motion carried. Vote 5-0. Check numbers 19691-19740

B. Discussion/action re: Replacing garage door opener

Motion D Statz/Schwoerer to approve the proposal from R&R Doors for $1,695. Motion carried. Vote 5-0

XVIII. COMMITTEE REPORTS/CORRESPONDENCE/COMMUNICATIONS

*District 1 EMS: Possibility of hiring a new chief and consolidation discussions
*Black Earth Fire District: Merger meeting with Black Earth and Mazomanie Fire Districts
*Looking into signing up for positive pay with both banks

XIX. DISCUSSION OF FUTURE AGENDA ITEMS

XX. ADJOURN

Motion M Statz/Evert to adjourn until the next regular meeting or the call of the chair. Motion carried. Vote 5-0

_____ _____

Brenda Kahl, Clerk/Treasurer Duane Haag, Chair

ZONING CHANGE APPLICATION

TOWN OF BERRY • 9046 STATE ROAD 19 • MAZOMANIE, WI 53560
PHONE (608) 767-4152 • FAX (608) 767-3015 • www.townofberry.org

PERMIT #:	2025 - 3
Permit Fee: $	Fee Paid: ☐
Approved By:	
Approval Date:	/ /

Items that must be submitted with your application:

- **Written Legal Description of the Proposed Zoning Boundaries**
  Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

- **Scaled Drawing of the Location of the Proposed Zoning Boundaries**
  The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME JEFF SARBACKER	CONTACT NAME RON KLAAS
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) D'ONOFRIO KOTTKE
MAILING ADDRESS 9274 KAHL ROAD	MAILING ADDRESS 7530 WESTWARD WAY
CITY, STATE, ZIP BLACK EARTH, WI 53515	CITY, STATE, ZIP MADISON, WI 53717
DAYTIME PHONE # (608) 212 - 9336	DAYTIME PHONE # (608) 833 - 7530
EMAIL JSARB@TDS.NET	EMAIL RKLAAS@DONOFRIO.CC

LAND INFORMATION

Town: BERRY Parcel Numbers Affected: 004/0607-301-9500-3
Section: 30 Property Address or Location: 9274 KAHL ROAD
Zoning District Change (To / From / # of acres) TO SINGLE FAMILY RESIDETIAL, FROM AG, FOR 3.55 ACRES
Soils classification of area (percentages) Class I Soils: ____ % Class II Soils: ____ % Other: 100 %
16ID2, EM-D2, EMF
Narrative: (reason for change, intended land use, size of farm, time schedule)

- ☐ Separation of buildings from farmland
- ☒ Creation of a residential lot
- ☐ Compliance for existing structures and/or land uses
- ☐ Other

I authorize that I am the owner or have permission to act on behalf of the owner of the property.

Signature: _____ Date: 4-11-25

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901

608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO: Town of Berry Plan Commission, Town Board, Town Clerk/Treasurer

FROM: Kory D. Anderson, P.E., Town of Berry Zoning Administrator
Mitchell Bortz, Assistant Town of Berry Zoning Administrator

DATE: (for) May 5, 2025 Plan Commission Meeting

SUBJECT: Zoning Change/CSM for Sarbacker - Kuehn
Tax Parcels 0807-301-9500-3

GEC NO.: 2-0124-36F

Background Information

Applicant: Jeff Sarbacker, Property Owner - Kuehn
9274 Kahl Road
Black Earth, WI 53515

Agent or Surveyor: D'Onofrio Kottke & Associates Inc.
7530 Westward Way
Madison, WI 53717

Location: 9274 Kahl Road
In part of the SE ¼ of the NE ¼ of Section 30, all in T8N, R7E, Town of Berry, Dane County, WI.

Request: Zoning Change/CSM Approval

Existing Zoning:

Tax Parcel 0807-301-9500-3	A-1 (EX)		40.00 Acres
		Total	40.00 Acres

Existing Land Use: Tax parcel 0807-301-9500-3 is a parcel that is divided by Kahl Road. It has a residential home that is on the property north of Kahl Road along with several agricultural accessory structures that appear to be used as a horse stable/ horse boarding operation. A very long driveway connects the home to Kahl Road. There are steep slopes in the rear yard of the home and rolling hills throughout the property. This parcel has an intermittent creek that runs through the northeastern section of the property.

Adjacent Land Uses: North: Agricultural
West: Agricultural
East: Agricultural
South: Kahl Road

Proposal

Zoning Change:

Proposed CSM Lot 1	SFR		3.55 Acres
Proposed CSM Lot 2	EA		36.45 Acres
		Total	40.00 Acres

Applicant submitted information for a zoning change of Tax Parcel 0807-301-9500-3 from zoning A-1 (EX) Exclusive Agricultural Zoning District to Proposed CSM Lot 1 to SFR Single-Family Residential District in the newer zoning ordinance and Proposed CSM Lot 2 to EA Exclusive Agricultural District in the newer zoning ordinance. The intent of the proposal is for the creation of a residential lot in the southeastern corner of the property. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

Submittals/Attachments

1. Zoning Change Application, received April 22, 2025.
2. Jurisdictional Review Form, received April 22, 2025.
3. Preliminary CSM from D'Onofrio Kottke & Associates Inc, received April 22, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

Comprehensive Plan

The planned land use for this parcel is Agricultural and Rural Lands Preservation Area and has Soils with Building Limitations for the Proposed CSM Lot 1 and CSM Lot 2. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. It does not appear there is extraterritorial review by another municipality.

Town Ordinances

1. **General**
   The map provided does not provide the location of the footprint of the future home on the new CSM Lot 1. When applying for the land use permits, required setbacks will need to be verified.
2. **General – Steep Slopes**
   According to the GIS maps/ Town of Berry Comprehensive Plan, this area of land has very steep slopes with slopes greater than 12%. There may be building limitations for this Proposed Lot.
3. **Driveway Permit**
   Prior to issuance of a land use permit for a new house on the proposed lot, the applicant will need approval of a new driveway from the Town of Berry.
4. **Well & Septic**
   Prior to issuance of a land use permit for any proposed house on Lot 1, the applicant will need approval of a septic system from Dane County Public Health.
5. **Preliminary CSM**
   Preliminary CSM appears to meet the Town's land division ordinance.
6. **General – Farmland Preservation**
   By rezoning out of Exclusive Ag, the property owner will no longer be eligible for Farmland Preservation credits in Proposed CSM Lot 1.

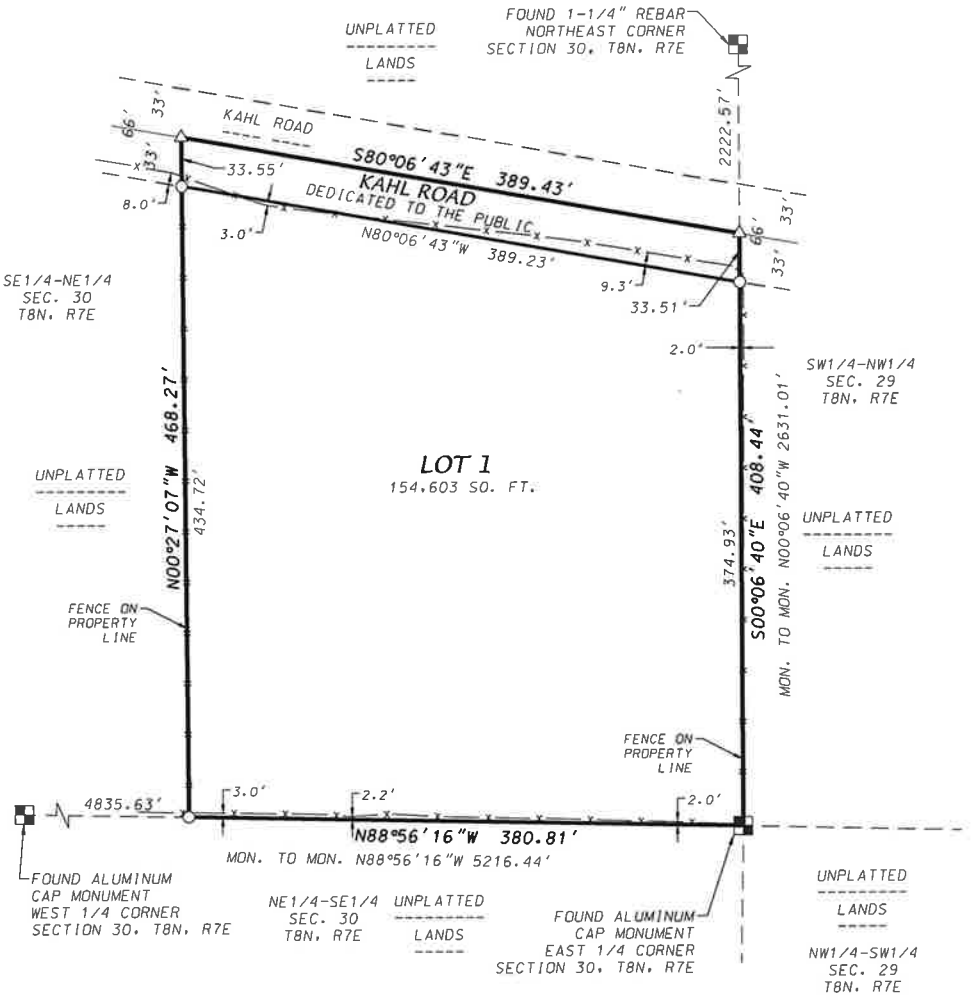
Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0807-301-9500-3 from zoning A-1 (EX) Exclusive Agricultural Zoning District to Proposed CSM Lot 1 to SFR Single-Family Residential District in the newer zoning ordinance and Proposed CSM Lot 2 to EA Exclusive Agricultural District in the newer zoning ordinance, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town Attorney shall be addressed.
3. The applicant shall provide a copy of the recorded certified survey map to the Clerk within ten (10) days after the certified survey map is recorded.

CERTIFIED SURVEY MAP

LOCATED IN THE SE1/4 OF THE NE1/4
SECTION 30, T8N, R7E, TOWN OF BERRY, DANE COUNTY, WISCONSIN



LEGEND

△ PLACED MAG NAIL

○ PLACED 3/4"X18" REBAR WT=1.5 LBS/FT

—x— FENCE

THE EAST LINE OF THE NE1/4 OF SECTION 30, T8N, R7E IS ASSUMED TO BEAR N00°06'40"W

0 100'

Scale 1" = 100'

SHEET 1 OF 4

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.
7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: April 10, 2025
F.N.: 25-07-101
C.S.M. NO. _____
DOC. NO. _____
VOL. _____ SHEET _____

Apr 10, 2025-9:12am U:\User\2507101\Drawings\Surveying\2507101 CSM.dwg SHEET 1

ZONING CHANGE APPLICATION

TOWN OF BERRY • 9046 STATE ROAD 19 • MAZOMANIE, WI 53560
PHONE (608) 767-4152 • FAX (608) 767-3015 • www.townofberry.org

PERMIT #:	2025-4
Permit Fee: $	Fee Paid: ☐
Approved By:	
Approval Date:	/ /

Items that must be submitted with your application:

- **Written Legal Description of the Proposed Zoning Boundaries**
  Legal description of the land that is proposed to be changed. The description may be a lot in a plat, Certified Survey map, or an exact metes and bounds description. A separate legal description is required for each zoning district proposed. The description shall include the area in acres or square feet.

- **Scaled Drawing of the Location of the Proposed Zoning Boundaries**
  The drawing shall include the existing and proposed zoning boundaries of the property. All existing buildings shall be shown on the drawing. The drawing shall include the area in acres or square feet.

OWNER	AGENT (Contractor, Coordinator, Other)
NAME Adam Mueller	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable) 8996 Zwettler Rd	BUSINESS NAME (if applicable)
MAILING ADDRESS Blue Mounds WI 53517	MAILING ADDRESS
CITY, STATE, ZIP 608-720-8351	CITY, STATE, ZIP
DAYTIME PHONE # Mueller adam 3 @ yahoo.com	DAYTIME PHONE #
EMAIL	EMAIL

LAND INFORMATION

Town: Berry — Parcel Numbers Affected: 080717180500

Section: 17 — Property Address or Location: 9008 Far View Rd Mazomanie WI 53560

Zoning District Change (To / From / # of acres) lot 2 - ..SFR/A1 ex 3.05
Lot1Ag / A1 ex 32.39

Soils classification of area (percentages) Class I Soils: ____ % Class II Soils: ____ % Other: 100 %

Narrative: (reason for change, intended land use, size of farm, time schedule)

- ☐ Separation of buildings from farmland
- ☐ Compliance for existing structures and/or land uses
- ☒ Creation of a residential lot
- ☐ Other

I authorize that I am the owner or have permission to act on behalf of the owner of the property.

Signature: Adam Mueller Date: 4/10/25

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901

608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

ZONING ADMINISTRATOR REVIEW REPORT

TO: Town of Berry Plan Commission, Town Board, Town Clerk/Treasurer

FROM: Kory D. Anderson, P.E., Town of Berry Zoning Administrator
Mitchell Bortz, Assistant Town of Berry Zoning Administrator

DATE: (for) May 5, 2025 Plan Commission Meeting

SUBJECT: Zoning Change/CSM for Mueller
Tax Parcels 0807-171-8050-0, 0807-084-9600-6, 0807-084-9550-0, 0807-084-8300-1

GEC NO.: 2-0124-36E

Background Information

Owner/Applicant: Adam Mueller
8996 Zwettler Road
Blue Mounds, WI 53517

Agent or Surveyor: Halverson Land Surveying
501 Oak Street
Arena, WI 53503

Location: 9008 Far View Road
In part of the NE ¼ of the NE ¼ of Section 17, all in T8N, R7E, Town of Berry, Dane County, WI.

Request: Zoning Change/CSM Approval

Existing Zoning:

Tax Parcel 0807-171-8050-0	A-1 (EX)		10.60 Acres
Tax Parcel 0807-084-9600-6	A-1 (EX)		14.40 Acres
Tax Parcel 0807-084-9550-0	A-1 (EX)		7.50 Acres
Tax Parcel 0807-084-8300-1	A-1 (EX)		5.00 Acres
		Total	37.50 Acres

Existing Land Use: Tax parcel 0807-171-8050-0 has a residential home that is on the property along with a small shed. A driveway connects the home to Far View Road. There are steep slopes in the rear yard of the property. The other three parcels currently have no buildings located on the property and have no other improvements. These three parcels have an intermittent creek that runs through the property and has a FEMA floodplain area. There are many steep slopes on these properties.

Adjacent Land Uses: North: Agricultural
West: Agricultural
East: Agricultural
South: Far View Road

Proposal

Zoning Change:	Proposed CSM Lot 1	AG	34.45 Acres
	Proposed CSM Lot 2	SFR	3.05 Acres
		Total	37.50 Acres

Applicant submitted information for a zoning change of Tax Parcel 0807-171-8050-0, 0807-084-9600-6, 0807-084-9550-0, 0807-084-8300-1 from zoning A-1 (EX) Exclusive Agricultural Zoning District to Proposed CSM Lot 1 to AG Agricultural District in the newer zoning ordinance and Proposed CSM Lot 2 to SFR Single-Family Residential District in the newer zoning ordinance. The intent of the proposal is for the creation of a residential lot. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

Submittals/Attachments

1. Zoning Change Application, received April 22, 2025.
2. Jurisdictional Review Form, received April 22, 2025.
3. Preliminary CSM from Halverson Land Surveying, received April 22, 2025.

GEC reviewed the attachments and the information submitted by the applicant/agent and has the following comments outlined below:

Comprehensive Plan

The planned land use for this parcel is Open Space Corridor Area, Agricultural and Rural Lands Preservation Area and has Soils with Building Limitations for the Proposed CSM Lot 1 and CSM Lot 2. I'll always defer to the Town on the history of a property meeting the density requirements and the Agricultural and Rural Lands Preservation Area policy in the Town's Comp Plan. It does not appear there is extraterritorial review by another municipality.

Town Ordinances

1. **General**
   The map provided does not provide the location of the footprint of the future home on the new CSM Lot 1, assuming this is the reason for creating a new residential lot. When applying for the land use permits, required setbacks will need to be verified.
2. **Driveway Permit**
   Prior to issuance of a land use permit for a new house on the proposed lot, the applicant will need approval of a new driveway from The Town of Berry.
3. **Well & Septic**
   Prior to issuance of a land use permit for any proposed house on Lot 1, the applicant will need approval of a septic system from Dane County Public Health.
4. **Preliminary CSM**
   Preliminary CSM appears to meet the Town's land division ordinance.
5. **General – Farmland Preservation**
   By rezoning out of Exclusive Ag, the property owner will no longer be eligible for Farmland Preservation credits.

Recommendation

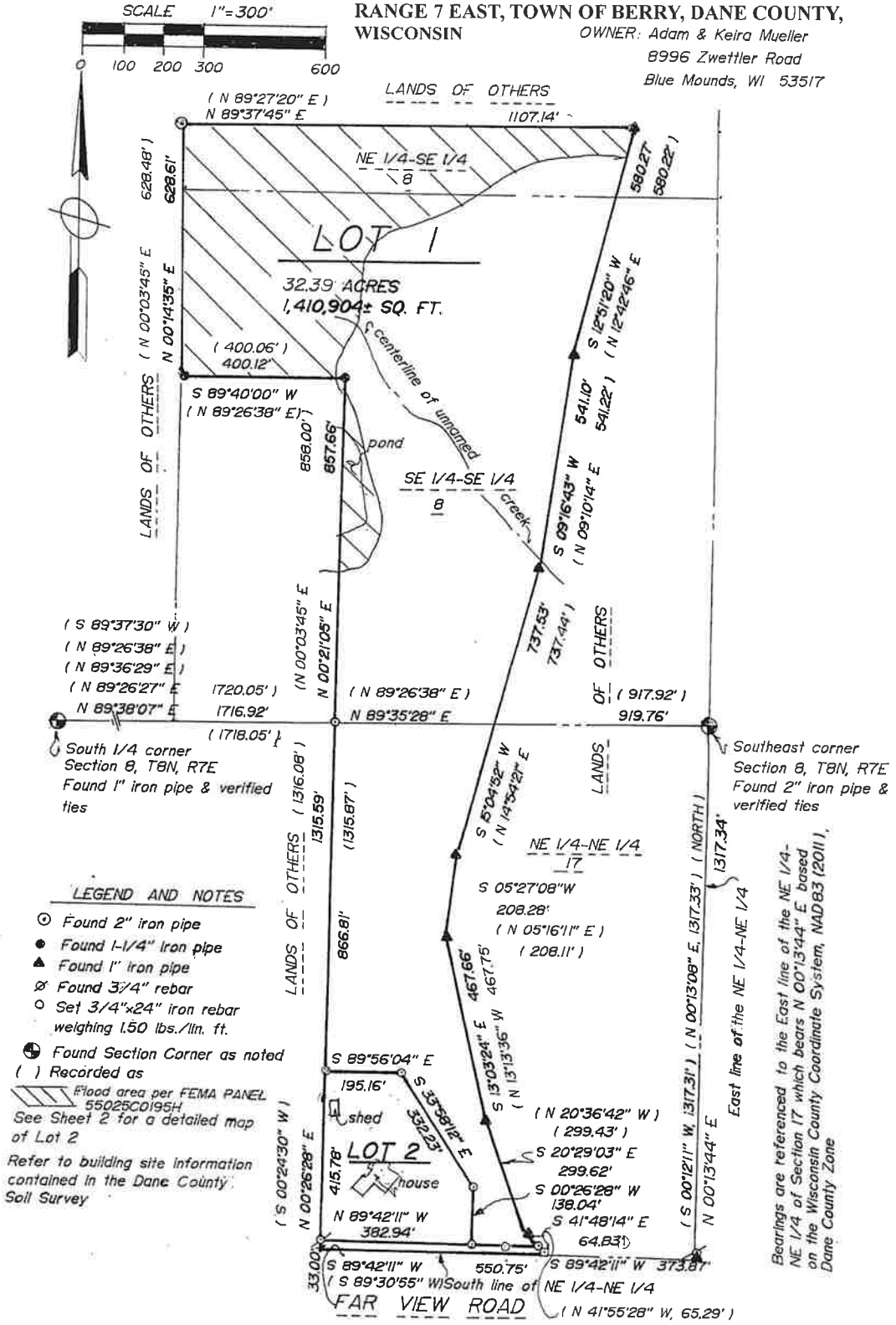
GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0807-171-8050-0, 0807-084-9600-6, 0807-084-9550-0, 0807-084-8300-1 from zoning A-1 (EX) Exclusive Agricultural Zoning District to Proposed CSM Lot 1 to AG Agricultural District in the newer zoning ordinance and Proposed CSM Lot 2 to SFR Single-Family Residential District in the newer zoning ordinance, contingent on the following:

1. Town Board discuss any concerns with above comments.
2. Any comments or conditions from the Town Attorney shall be addressed.
3. The applicant shall provide a copy of the recorded certified survey map to the Clerk within ten (10) days after the certified survey map is recorded.

DANE COUNTY CERTIFIED SURVEY MAP NO. _____

LOCATED IN THE NORTHEAST ¼-SOUTHEAST ¼ AND THE SOUTHEAST ¼-SOUTHEAST ¼ OF SECTION 8, AND THE NORTHEAST ¼-NORTHEAST ¼ OF SECTION 17, TOWN 8 NORTH, RANGE 7 EAST, TOWN OF BERRY, DANE COUNTY, WISCONSIN

OWNER: Adam & Keira Mueller
8996 Zwettler Road
Blue Mounds, WI 53517



LEGEND AND NOTES

- ⊙ Found 2" iron pipe
- ● Found 1-1/4" iron pipe
- ▲ Found 1" iron pipe
- ⌀ Found 3/4" rebar
- ○ Set 3/4"x24" iron rebar weighing 1.50 lbs./lin. ft.
- ◔ Found Section Corner as noted
- ( ) Recorded as
- Flood area per FEMA PANEL 55025C0195H

See Sheet 2 for a detailed map of Lot 2

Refer to building site information contained in the Dane County Soil Survey

Bearings are referenced to the East line of the NE 1/4-NE 1/4 of Section 17 which bears N 00°13'44" E based on the Wisconsin County Coordinate System, NAD83 (2011), Dane County Zone

2025-3

Town of Berry

www.townofberry.org

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

DRIVEWAY CONSTRUCTION PERMIT APPLICATION

Applicant: Name: Adam Mueller

Street Address: 8996 Zwettler Rd

City, State, Zip: Blue Mounds WI 53517

Phone Number: 608-720-8351 Email: Mueller adam 3 @ yahoo.com

Specific Site Location / Nearby Roads: 9008 Far View rd, Mazomanie WI 53560

Parcel #: 080717180500

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: Adam Mueller Date: 4/10/25

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 _____/_____/_____

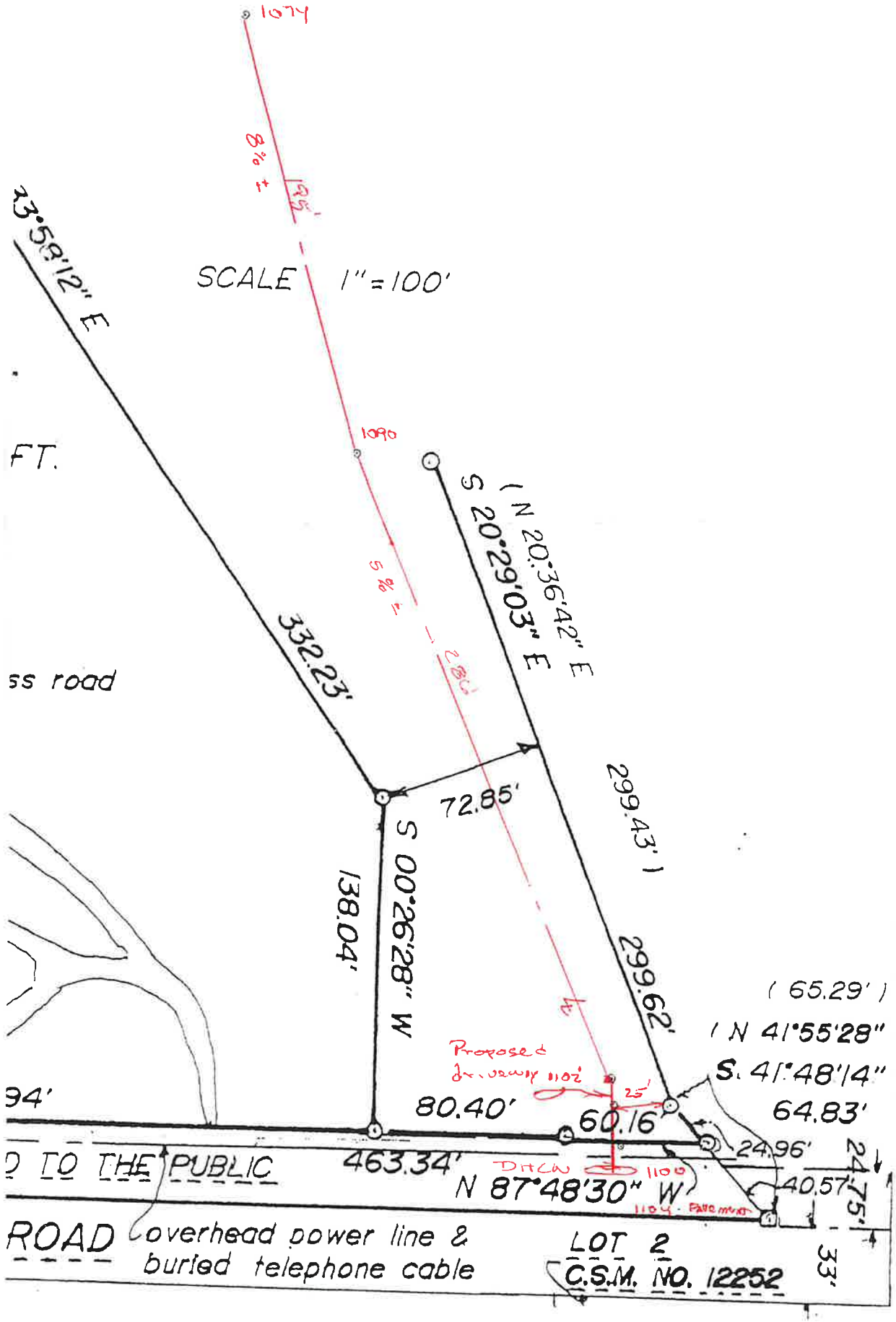
Driveway Permit expiration Date _____/_____/_____

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____/____/_____


1074
8% ±
95'
SCALE 1" = 100'
1090
5% ±
23°59'12" E
FT.
ss road
332.23'
S 20°29'03" E
(N 20°36'42" E
299.43')
72.85'
138.04'
S 00°28'00" W
299.62'
(65.29')
(N 41°55'28"
S. 41°48'14"
64.83'
Proposed
driveway 110±
25'
80.40'
60.16'
24.96'
24.75'
40.57'
94'
463.34'
N 87°48'30" W
1100
1104 - Fare mark
33'
O TO THE PUBLIC
ROAD
overhead power line &
buried telephone cable
LOT 2
C.S.M. NO. 12252

2025-2

Town of Berry

www.townofberry.org

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

DRIVEWAY CONSTRUCTION PERMIT APPLICATION

Applicant: Name: Thomas Herrling, Summit Custom Homes, LLC Scott + Kathryn Easton

Street Address: 8608 University Green Suite 1

City, State, Zip: Middleton, WI 53562

Phone Number: 608-575-4413 Email: tom@summit-builds.com

Specific Site Location / Nearby Roads: 9244 West of Farview Road connecting to existing shared driveway

Parcel #: 004/0807-181-9800-0

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: Thomas Herrling Date: 04 / 17 / 2025

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 _____/_____/_____

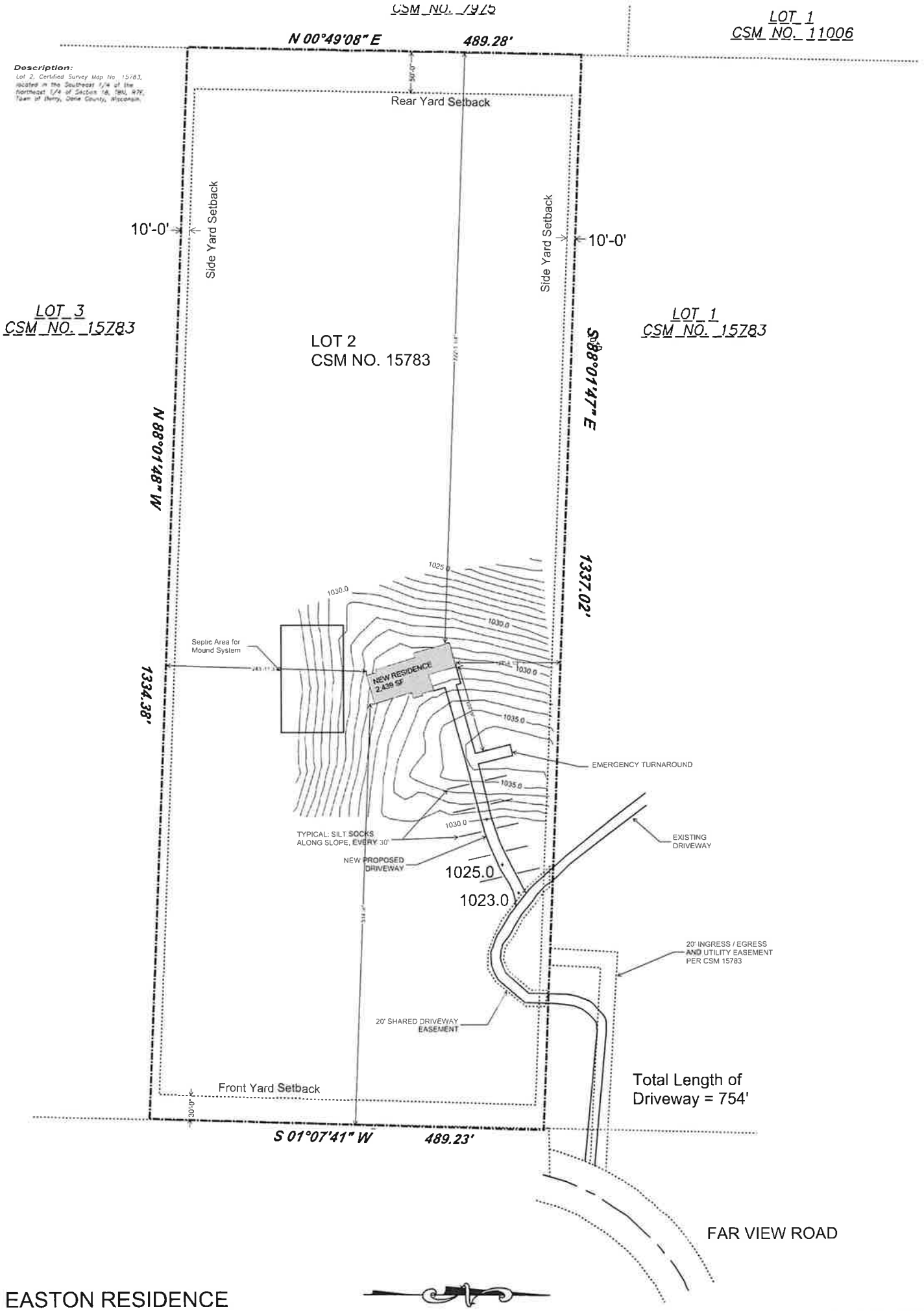
Driveway Permit expiration Date _____/_____/_____

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_____/_____/_____



EASTON RESIDENCE
DRIVEWAY PLAN

April 17, 2025

5-12-25

Agenda Item #8, Appointment of Plan Commission Members

Duane Haag, Chair

David Evert, Board Member

Joe Kruchten, Citizen Member, term ends April 2026

Travis Richards, Citizen Member, term ends April 2027

Chris Schwoerer, Citizen Member, term ends April 2028

5-12-25

Agenda Item #9, Conversion of portion of playing field to prairie

Annual Meeting minutes:

David Lucey, Park Committee member, presented the proposal of converting approximately one acre of the grass area to prairie.

Motion David Evert/David Ohnstad to recommend to the Town Board to consider converting a portion of the grass area to prairie as recommended by the Park Committee after notifying town residents and the public who use the grass area. Motion carried. Raise of hands vote 11-1

The Park Committee is meeting on Tuesday, so we will have their recommendation by our meeting.

TOWN OF BERRY
REQUEST FOR PROPOSALS (RFP)
ASSESSMENT SERVICES

SUMMARY

The Town of Berry is seeking proposals from qualified assessment firms/individuals to provide annual assessment service for the Town of Berry, (hereafter, referred to as "Town") for the 2026, 2027 and 2028 assessment rolls. The Town is seeking a firm/individual to serve as its statutory assessor. The scope of work is to provide annual maintenance work in a competent, timely, efficient, cost-effective and customer service-oriented manner.

BACKGROUND

The Town has a population of 1,181, and is located in Dane County. Current parcel count is 1,259.

A Town market revaluation is due to be completed by 2028, but would prefer it to be completed prior to 2028.

Proposals should be mailed or emailed to:

Town of Berry
9046 State Road 19
Mazomanie, WI 53560
twnberry@chorus.net

Acceptance/Rejection Process

The Town may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The Town will award the contract for assessment services based upon the proposal that the Town determines is in the best interests of the Town.

Surveying Premises

Applicants are encouraged to carefully inspect the community and facilities of the Town and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Questions regarding desired services or general operations are to be directed to:

Town Clerk/Treasurer
9046 State Road 19
Mazomanie, WI 53560
twnberry@chorus.net

Term of Engagement
This proposal is for the term beginning January 1, 2026 through December 31, 2028 which includes the 2026 assessment roll. In addition, the bidder must be willing to answer questions/defend the tax roll if needed beyond the completion of the roll as needed.

TIME REQUIREMENTS
The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	June 9, 2025
Coverage beginning date:	January 1, 2026

SCOPE OF WORK
SPECIFIC SERVICES REQUIRED

1. The Town of Berry is seeking professional services that focus on transparency, solution-based resolution, excellent communication and responsiveness to our resident's inquiries.

2. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for the property of the Town in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The individual shall be a certified Assessor. The individual designated as such shall be available to the Town for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the Town.

3. The assessor shall be accountable and report to the Town Chair and Clerk/Treasurer. The assessor shall meet with the Clerk/Treasurer on a regularly scheduled basis to discuss the progress of the work and to review the data and the reports completed. The Town reserves the right to inspect the data and the progress of the work performed at any time without limitation.

4. The assessor and the Town Clerk/Treasurer shall be available to address assessment related questions during the Town hours of business. The assessor is expected to respond to assessment issues within twenty-four hours. The assessor will be required to schedule and work with the Town Clerk/Treasurer to post Open Book and Board of Review meetings. The assessor will be required to attend the Open Book and Board of Review meeting. In addition, the assessor may be required to attend a Town Board meeting if requested by the Town Chair.

5. The assessor shall oversee and assist in all assessment related clerical duties and customer service, as needed.

6. The assessor will provide a phone number and email address for the Town officials to contact the assessor during regular business hours, Monday – Friday, and shall return calls and emails within twenty-four hours.

7. The assessor will conduct in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.

8. The assessor will conduct in the field review and assessment of new construction as of January 1st of the current year.

9. The assessor will conduct interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling and additions.

10. The assessor will conduct in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks and other miscellaneous permits.

11. The assessor will be responsible for the accounting of all buildings destroyed or demolished.

12. The assessor will be responsible for implementing the of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.

13. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption from property tax, and will mail written determinations to owners when requests are received.

14. The assessor will take digital photographs of new construction on or about January 1st annually, and also during the review process if needed.

15. The assessor will maintain and annually update property owner lists, with current name and address changes.

16. The assessor will validate sales and provide assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.

17. The assessor will annually update all property owner information with new legal descriptions electronically.

18. The assessor will be responsible to mail Notice of Assessment to property owners and others as required by Wisconsin Statute.

19. The assessor shall notify the Town Clerk/Treasurer for the publication of Open Book and Board of Review notices prior to Open Book – at least 60 days prior to a revaluation year, or 30 days in a maintenance year.

20. The assessor will work with the Town Clerk/Treasurer who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings. The assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of Open Book contacts to file with the State required AAR (Annual Assessor's Report).

21. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor shall update the Town computer records within fourteen days of the final adjournment of the Board of Review. The assessor shall oversee updating the Town assessment computer data. Assessment roll summaries and totals shall be forwarded to the Town Clerk/Treasurer, and necessary County and State representatives.

22. The assessor will attend the Board of Review hearings, serve as Town staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review.

23. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.

24. The assessor will complete the coordination with the Register of Deeds/Real Property Listing office of Dane County to facilitate the digital and manual transfer of data and values.

25. The assessor shall also perform all other duties incidental to the normal duties of the assessor, including but not limited to, tracking omitted property values for future rolls, work associated with ag use conversion notices, and municipal boundary agreements.

26. All assessment files and records created data collected by the assessor shall remain the property of the Town. Records removed for work in progress shall be returned to the Town office.

27. The assessor shall communicate openly and in a timely manner with the proper Town personnel and the public regarding assessment matters. The assessor shall provide to

the Town a month-in-review report communicating opportunities, issues and resolution and action taken. The assessor shall provide educational material to businesses and residents on an annual basis in order to provide greater clarity of the assessor's role in the property taxation and valuation process.

28. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with Town staff and the public.

29. All assessment personnel shall carry proper photo identification to assure the public of their identity and purpose for gaining access to private property.

30. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the Town.

31. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be actively certified and in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.

32. The assessor shall obtain and maintain full coverage insurance, with the Town as a named insured, which insurance shall include:
    a. Worker's compensation in compliance with Wisconsin State laws
    b. Comprehensive general and public liability coverage, and
    c. Comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor with the following minimum limits: Bodily injury $500,000/person, $1,000,000/ occurrence, and Property damage $250,000/occurrence.

    Prior to commencing services, Assessor shall provide the Town with certificates for all required insurance. All insurance coverage shall contain a 10-day advance notice of cancellation to the Town. Assessor shall timely pay all insurance premiums.

33. The assessor agrees to carry proper and sufficient insurance to cover loss of the Town's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the Town.

34. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State Law. Final assessment figures for each property shall be provided by the assessor to the County. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) to the Department of Revenue in a timely manner.

35. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.

36. The assessor shall be required to execute a contract with the Town that incorporates the information included in this RFP.

37. All work of the Assessment Service shall be accomplished in accordance with the provisions of the laws of the State Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Town.

TOWN OBLIGATIONS

1. The Town shall allow access by the assessor to the Town records including, but not limited to, prior assessment rolls, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.

2. The Town shall furnish the name and correct address of the owner or other identifying description of each parcel to be appraised.

3. The Town shall furnish, from the County, the name and correct address, if known, to the assessor for notices to be sent for changes in assessed values.

4. The Town shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement.

GENERAL PROPOSAL REQUIREMENTS

1. Submit a total of six (6) copies of proposal, with one being unbound and single-sided.

2. All proposals must identify the firm name, address, and specific assessments service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the Town's point of contact for the work to be performed; experience with conducting a revaluation process; demonstrate accuracy of assessment work.

3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the Town of Berry for which your firm currently provides assessments services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.

4. The proposal shall include the total annual compensations rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment year 2026, 2027 and 2028. Beginning on January 1, 2026. The proposal shall list maintenance year annual costs and full revaluation costs as separate costs.

5. The proposal shall provide an option to amortize the cost of revaluation equally over the term of the contract.

6. Proposals shall clearly list the fee for each assessment year for the proposed contract years 2026, 2027 and 2028 tax rolls in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, postage, transportation costs, meals, lodging, computer software, Open Book and Board of Review expenses.

7. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall possess certification. Staff should be competent and certified to perform such a revaluation of commercial and residential property. The Town reserves the right to accept or reject the proposal for re-evaluation in whole or in part.

8. The proposal shall identify three references from Wisconsin municipal clients of a size similar to the Town of Berry for which the assessor and the person/persons to be assigned as the Town's point of contact for the work to be performed and has provided assessment and/or revaluation services with the past three years. References must include the name, title, address, email and business phone number of the contact person.

9. The assessor shall provide a detailed resume of the person or persons assigned as the Town's statutory assessor/point of contact for the work to be performed.

10. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license.

11. The assessor is advised to carefully inspect the community, the assessment records and facilities of the Town of Berry and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the

provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.

12. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the Town.

13. The successful assessor will have experience in Wisconsin municipal government assessing, including revaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments.

14. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the Town of Berry considering experience, price, and other factors. The Town reserves the right to accept or reject any and all proposals received.

EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that we received and which meet the RFP specification requirements:

1. Demonstration of successful experience in providing general assessment services and assessment software to Wisconsin municipalities of similar size as the Town of Berry.

2. Demonstration of customer service excellence and proactive approaches to issues.

3. Personnel management experience.

4. Past experience with providing assessment and revaluation services.

5. Ability to provide and maintain a computerized database of property assessments records.

6. Demonstration of a high level of accuracy in assessment work for municipal clients.

7. Cost of Assessment Services.

8. Evidence of positive customer iteration.

RIGHT TO REJECT PROPOSALS

By responding to the RFP an individual respondent accepts the process outlined in this RFP and full acknowledges that the final determination of the Town is binding and without appeal.

The Town reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the Town. In addition, the Town reserves the

right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The Town reserves the right to accept the proposal considered most advantageous to the Town which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.

TOWN OF BERRY
REQUEST FOR PROPOSALS (RFP)
RESIDENTIAL GARBAGE/RECYCLING SERVICES

SUMMARY

The Town of Berry (hereafter, referred to as "Town") is seeking proposals for garbage and recyclable collection for the residents of the Town.

The Town is a rural municipality in Dane County. It has a population of 1,181 who live in approximately 515 residences

BACKGROUND

The proposal is for the term beginning January 1, 2026 through December 31, 2030.

The proposal is due on June 9, 2025

Proposals should be mailed or emailed to:

Town of Berry
9046 State Road 19
Mazomanie, WI 53560
twnberry@chorus.net

Questions regarding proposal are to be directed to the Town Clerk/Treasurer, 608-767-4152
twnberry@chorus.net

REFUSE COLLECTION

The Contractor shall collect and haul all normal domestic household refuse generated by single-family units, duplex units and farms. Any commercial structure or businesses require their own separate contract with the contractor of their choice.

RECYCLABLE COLLECTION

The Contractor shall collect, process and haul recyclables, in accordance with the Town's Recycling Ordinance and/or any Dane County applicable rules and regulations, and in accordance with any State of Wisconsin mandates. The Contractor shall not collect non-recyclable materials or recyclable materials that have not been properly prepared. The Contractor shall leave those items in the container and leave a notice of improper material.

SERVICE

- The contractor shall collect refuse weekly and recyclables bi-weekly in accordance with a specific collection schedule, established and maintained by the Contractor, with the Town's approval.
- At the beginning of each year the contractor shall provide dates of collection. Unless the contractor gives the Town and affected residents at least thirty days advance notice, all regular collections shall occur on the same day each week. When a designated collection

day is scheduled for pickup on a holiday, collection shall be made on the business day following that regular collection day. Holidays shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

- Should the contractor decline from collecting any curbside pickup, he or his agents shall inform the resident why the solid waste was not collected.
- The Contractor agrees that no recyclable materials collected under this agreement will be landfilled, with the exception of materials that are unmarketable due to improper preparation or contamination. The contractor may decline to collect any recyclable materials not properly prepared or placed. In the event that markets become unavailable for any recyclable material to be collected in this program during any term of this Contract, the Contractor shall notify the Town, and the two parties agree to meet to negotiate a resolution to the problem.
- The Contractor shall provide the Town with a recycling summary detailing the weight of each recyclable material collected on a quarterly basis. Complaints from residents and from Contractor, shall be submitted on a quarterly basis. Contractor will assist the Town in educating residents on the proper way to recycle and proper procedures for solid waste disposal.
- The contractor provides garbage and recycling collection services to the Town Hall and the Town Garage at no additional charge.

COLLECTION EQUIPMENT

An adequate number of vehicles shall be provided by the Contractor to serve in accordance with the terms of this Contract. All vehicles and other equipment shall be kept in proper repair and sanitary condition. Each vehicle shall bear, as a minimum, the name and phone number of the contractor plainly visible on both sides of the vehicle. All vehicles shall be sufficiently secure so as to prevent any littering of solid waste and/or leakage of fluid. No vehicles shall be willfully overloaded. The contractor may make private collections with the same vehicles used for contract collections provided that such use in no way impairs the delivery of service required under this Contract.

INDEMNITY

The Contractor will indemnify and save harmless the Town, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees resulting from a willful or negligent act or omission of the contractor, its officers, agents, servants and employees in the performance of this Contract; provided, however, that the Contractor shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees arising out of the award of this Contract or a willful or negligent act or omission of the Town, Board members and employees.

INSURANCE

- In addition to worker's compensation insurance, the Contractor shall carry general public liability insurance with limits of not less than $1,000,000 aggregate coverage, vehicle insurance with not less than $1,000,000 aggregate coverage and an umbrella policy with not less than $1,000,000 coverage. The contractor shall furnish the Town

with a certificate to show that all required insurance policies are in force and effective for the term of the Contract.

- All insurance policies carried by the Contractor, required by the conditions of the contract, shall bear an endorsement or shall have attached thereto a rider providing that in the events of cancellation of such policies for any reason whatsoever, the Town shall be notified, in writing, by the carrier and contractor, at least thirty days prior to such cancellation.

CONTENT OF BID

- Background information about the submitter's organization
- Three references from current municipal customers
- Include as an exhibit, a typical municipal contract
- Please answer the following questions and submit with your proposal. (Answer the questions that are applicable to your company)

1) Monthly charge per household for weekly collection of residential **solid waste** with automated refuse collection. _____

What is the initial cost to purchase the containers?_____

What is the size(s) of the containers?_____

Would you be prepared to provide multiple container sizes at the option of the homeowner?_____

2) Monthly charge per household for weekly collection of residential **recyclables** with automated collection. _____

What is the initial cost to purchase the containers?_____

What is the size(s) of the containers?_____

Would you be prepared to provide multiple container sizes at the option of the homeowner?_____

3) Monthly charge per household for weekly collection of residential **solid waste** with residents using own containers or bags. _____

Is there a (number) bag limit per week? _____

4) Monthly charge per household for bi-weekly collection of residential **recyclables** with residents using own containers or bags. _____

5) What is the fee for large items, such as TV's, appliance, furniture, etc.? (You may attach a price list)

_____

_____

6) Please advise any other applicable fees and/or additional services (if any):

_____

_____

_____

5-12-25

Agenda Item #12, Election security email domain subgrant – wi.gov email transition

The Wisconsin Elections Commission has a $600 subgrant for costs incurred until December 1, 2025 to set up a wi.gov email domain. A secure wi.gov email account will be required to receive future emails from WEC.

I have been corresponding with Ken Busby, owner of Momentum Computer Solutions (also a current town clerk). He will assist me with setting up the email domain. He charges $76/hr and estimates it will take around 1-2 hours. This has been the cheapest option I have been able to find.

The wi.gov email domain is free thru the state, but you are also required to have a company "host" the account which I plan to use Google (the easiest version to set up) and they charge around $7/month. All these costs will be covered by the grant.

I will slowly convert my TDS email account over to the wi.gov email account. Google also offers the option for more wi.gov email accounts for a cost of $84/year if the Town feels each board member should have a wi.gov secure account.

5-12-25

Agenda Item #13, Process to convert parcels from legacy to current zoning

The Plan Commission met with the Town of Blue Mounds Chair Dennis Jelle and Deputy Clerk Curt Winter. They provided us with information (attached) since they are finished with their parcel conversions.

I plan to start working on this after board approval.

POINTS TO KEEP IN MIND

We did not follow the guidebook on this. There was no guidebook. Some of the procedures you will hear about can undoubtedly be accomplished more effectively in some other way. But with extremely limited resources we did get it done.

The need for quality data as your foundation goes without saying.

It is critical the Board and Clerk are in perfect sync in responding to questions about the process. Some residents do ask different people the same questions seeking a response that is different or more advantageous to their position.

INITIAL DATA PREPARATION

Keep in mind the power *and the peril* of working within a program as all-encompassing as Excel. The following is the detailed work we all despise but must be done. Make frequent saves.

A

1. Request a spreadsheet from AccessDane that reflects every parcel PIN, Owner, Co-Owner, parcel address, billing address, etc. including the Legacy zoning designations
2. I also requested a spreadsheet from CARPC asking for the same information <u>including</u> zoning designations.
3. I used the AccessDane spreadsheet as **THE** master document that everything would be referenced from (mail merges, etc.). I sorted the AccessDane spreadsheet and the CARPC spreadsheets in the same manner and then began comparing the two. *Hide all the columns you don't need to see right now on both spreadsheets. Keep it simple!!*

C

   a. Identify your duplicate parcel numbers. They are likely all the PIP situations. I separated those from the main group and put them on a separate tab for further action.
   b. Compare the remaining parcel information for continuity/accuracy keeping in mind the AccessDane is your master document.

A

   c. While reviewing and if not supplied by AccessDane, insert the current Legacy zoning in a column you created.

4. Sort your spreadsheet by ***Legacy designation***. Insert three more columns that combined will have these four headings: Legacy Designation, Legacy Description, Town Designation, Town Description.

D

5. While I had the spreadsheet sorted by Legacy Designation, I got a count of how many parcels were in each Legacy designation and then compared them to our Town zoning by count <u>and</u> use.

B

6. Record the new zoning designation information for each parcel using the updated zoning designation table.
7. Re-sort by Owner Last Name. Your spreadsheet is now ready to supply information for your notification to resident letters.

LETTERS/HANDOUT

8. Resident notification letter sent. This will initiate a certain amount of phone traffic to Town Hall for a variety of reasons. Encourage them to attend the open house.

9. Conduct open house/informational session. Have several copies of an explanatory handout at the door for people to take. Because you reviewed the information in Step #5, you can anticipate what residents will be asking about.

10. Have a form ready to record any discrepancies that require attention. There should be very few.

PROCEDURAL

11. At the next meeting following the open house a resolution was made to recommend the updating of the official zoning map of all parcel zoning designations within the Town of Blue Mounds. It was recommended to create an ordinance amendment and conduct an Open Hearing on this amendment at the December 2024 meeting.

12. An Open Hearing was held at the December meeting to discuss and take action on Ordinance Amendment Z 2024-9 to update the official zoning map of all parcels within the Town of Blue Mounds.
13. Save your spreadsheet in comma delimited format (.csv) to submit to CARPC for official map amendment

5/12/2025		List of bills to be approved at theMay 19, 2025 board meeting	
Date	**Check #**	**Payee**	**Amount**
4/22/2025	19741	Brenda Kahl	1,830.70
4/22/2025	19742	Lucas Danz	1,678.23
5/6/2025	19743	Brenda Kahl	1,830.70
5/6/2025	19744	Lucas Danz	1,678.23
5/19/2025	19745	Accurate Appraisal - contract	3,075.00
5/19/2025	19746	Alliant Energy	297.27
5/19/2025	19747	Brenda Kahl - mileage	29.40
5/19/2025	19748	Compass Minerals - salt	1,980.03
5/19/2025	19749	Gary Endres - tractor and mower rental	1,020.00
5/19/2025	19750	GFC Leasing - printer lease	178.37
5/19/2025	19751	Gordon Flesch - fee for copies printed per month	98.59
5/19/2025	19752	Group Health Cooperative - medical insurance	2,583.00
5/19/2025	19753	Kalscheur Implement - part	65.00
5/19/2025	19754	Lake Ridge Bank - postage, election, supplies, fuel	243.17
5/19/2025	19755	Lucas Danz - cell phone	25.00
5/19/2025	19756	Mazo Hardware - supplies	31.96
5/19/2025	19757	North Woods Superior Chemical - degreaser, polish, etc	230.17
5/19/2025	19758	R&R Doors - fixed garage door	194.00
5/19/2025	19759	TDS Telecom	207.44
5/19/2025	19760	TrollBytes - May IT services	60.00
5/19/2025	19761	Weld Riley - attorney fees for zoning and meeting items	1,110.45

Additional bills will be handed out at the meeting