Town of Berry Board Meeting
August 18, 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 July 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. Patrolman Report
6. Discussion/action re:
   A. (R-2025-9) Adam Schall & Lindsay Koth, 4837 Enchanted Valley Road, rezone 1.32 acres from A-1(EX) to AG and 7.68 acres from RH-2 to AG to consolidate acreage to current parcel and approve final certified survey map
   B. (R-2025-8) John Brooks, 4863 County Highway KP, rezone 33.64 acres from A-1(EX) to RC (lot 1) and 37.63 acres from A-1(EX) to AG (lot 2) and approve final certified survey map
   C. (R-2025-7) Jeffrey & Amy Olsen, Enchanted Valley Road, rezone 5.9 acres from SFR to AG
   D. (D-2025-7) Jeffrey & Amy Olsen, Enchanted Valley Road, driveway permit application
   E. (D-2025-5) TowerNorth Development, 5054 County Highway P, driveway permit application
7. Discussion/action re: Request for Proposal for Garbage/Recycling Services
8. Discussion/action re: Resolution Approving Participation in the Dane County Urban County Consortium
9. Discussion/action re: District One EMS financing options for new ambulance
10. Discussion/action re: Cross Plains Area EMS Review and Financial Analysis 2025
11. Discussion/action re: Set date for working budget meeting
12. Discussion/action re: Cell phone and laptop for Town Chair
13. Budgetary Matters
    A. Discussion/action re: Payment of bills
14. Discussion/action re: Committee reports/Correspondence/Communications
    A. Fire Districts
    B. EMS Districts
    C. Other
15. Discussion of future agenda items
16. 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: 8/11/25 Brenda Kahl, Clerk/Treasurer

TITLE: Town of Berry Town Board Meeting Minutes
DATE: July 21, 2025
TIME: 7:00 – 8:04 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, Michael Statz, Nichole Schwoerer and Derek Statz. David Evert was excused. Also present 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 JUNE 16, 2025
Motion M Statz/D Statz to approve the minutes of June 16, 2025. Motion carried. Vote 4-0

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.
*David Lucey asked for the status of 8785 State Highway 19. Attorney Hazelbaker was working on serving papers to Mr. Matz.

V. PATROLMAN REPORT
The Freightliner needed a new EGR cooler. Boehnen's finished excavating Spring Valley Road.

VI. DISCUSSION/ACTION RE:
A. (R-2025-6) Nicholas Armbrust, 5079 Padrutt Road, rezone of 7.073 acres from RH-2 to SFR
Motion Schwoerer/M Statz to approve Nicholas Armbrust's rezone of 7.073 acres from RH-2 to SFR. Motion carried. Vote 4-0

B. (D-2025-6) Nicholas Armbrust, 5079 Padrutt Road, driveway permit application
Motion D Statz/M Statz to approve Nicholas Armbrust's driveway permit application. Motion carried. Vote 4-0

C. (D-2025-4) Thomas Wangard, County Highway P, driveway permit application
Motion Haag/M Statz to approve Thomas Wangard's driveway permit application. Motion carried. Vote 4-0

D. (D-2025-5) TowerNorth Development, 5054 County Highway P, driveway permit application
Motion Haag/M Statz to postpone until next month's meeting. Motion carried. Vote 4-0

E. (D-2023-3) Paul Pierstorff, 8273 County Highway K, final driveway approval
Motion D Statz/M Statz to approve Paul Pierstorff's final driveway. Motion carried. Vote 4-0

VII. DISCUSSION/ACTION RE: CONVERT PORTION OF THE PLAYING FIELD LAWN TO PRAIRIE
Motion Schwoerer/M Statz to take from the table. Motion carried. Vote 4-0

Motion Haag/M Statz to decline converting a portion of the playing field lawn to prairie. Motion carried. Vote 3-1. In favor: Schwoerer, Haag and D Statz. Opposed: M Statz

VIII. DISCUSSION/ACTION RE: REQUEST FOR PROPOSALS FOR GARBAGE AND RECYCLING SERVICES
Motion Haag/M Statz to postpone to next month's meeting. Motion carried. Vote 3-1. In favor: Schwoerer, Haag and M Statz. Opposed: D Statz

IX. DISCUSSION/ACTION RE: AMENDING ADMINISTRATIVE FEES POLICY 113.4
Motion M Statz/Schwoerer to approve amending Administrative Fees Policy 113.4 as presented. Motion carried. Vote 4-0

X. DISCUSSION/ACTION RE: INSIGHT FS LP CONTRACT
Motion Haag/D Statz to contract 1,700 gallons of LP at a total cost not to exceed $2,890. Motion carried. Vote 4-0

XI. BUDGETARY MATTERS
A. Discussion/action re: Payment of bills
Motion Haag/M Statz to approve the payment of bills. Motion carried. Vote 4-0. Check numbers 19802-19844, excluding voided check numbers 19804-19805

XII. COMMITTEE REPORTS/CORRESPONDENCE/COMMUNICATIONS
*District 1 EMS: Hired a Chief; have nine AEMT's; purchasing a new ambulance in the next couple years
*Cross Plains EMS: Village of Cross Plains is considering taking over possession of the services, but no proposal has been presented. Derek Statz has requested an open records request of Lengfeld's emails.

XIII. DISCUSSION OF FUTURE AGENDA ITEMS
Ordinance for garbage and recycling containers being stored at the end of driveways.

XIV. ADJOURN
Motion Haag/D Statz to adjourn until the next regular meeting or the call of the chair. Motion carried. Vote 4-0

Brenda Kahl, Clerk/Treasurer

Duane Haag, Chair

ZONING CHANGE APPLICATION

PERMIT #:	2025-9
Permit Fee: $	Fee Paid: ☐
Approved By:	
Approval Date:	/ /

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

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 Lindsay & Adam Koth	CONTACT NAME Chris Adams
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) Williamson Surveying and Associates LLC
MAILING ADDRESS 4837 Enchanted Valley Road	MAILING ADDRESS 104A W. Main Street
CITY, STATE, ZIP Middleton, WI 53562	CITY, STATE, ZIP Waunakee, WI 53597
DAYTIME PHONE # 608-469-3609	DAYTIME PHONE # 608-617-4945
EMAIL lkoth@bunburyrealtors.com	EMAIL chris@williamsonsurveying.com

LAND INFORMATION

Town: Berry — Parcel Numbers Affected: 004/0807-364-9560-0 and 004/0807-364-9620-0

Section: 36 — Property Address or Location: 4837 Enchanted Valley Road, Middleton, WI 53562 (Lot 1 CSM 13733)

Zoning District Change (To / From / # of acres) AG / A-1(EX) / 1.32 acres - AG / RH-2 / 7.68 acres

Soils classification of area (percentages) Class I Soils: 0 % Class II Soils: 45 % Other: 55 %

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

The Koth's are adding 1.32 acres on the back side of their garage to give themselves a little more room on the back side of there garage

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

Signature: Chris Adams Date: 6-5-2025

TOWN OF BERRY JURISDICTION REVIEW FORM

COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Noa Prieve Email:

Address: 104 A West Main ST City/State/Zip: Waunakee, WI 53597 Phone: (608) 255-5705

Parcel ID Number(s): 0807-364-9560

CSM or Plat Information, if any: lot 1 CSM # 13733

Proposed activity on the property: residential

Is the property enrolled in CRP or any other farm programs? ☑ No ☐ Yes

If "Yes" is checked, identify the program and file identification number(s):

JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?
   ☐ No ☑ Yes
2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?
   ☐ No ☑ Yes
3. Is your proposed project located within a floodplain? ☑ No ☐ Yes
4. Is your proposed project located within a wetland? ☐ No ☑ Yes
5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?
   ☑ No ☐ Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)
6. Do the maps showing wetlands, floodplains and shorelands at https://dcimapapps.countyofdane.com/lwrviewer/ indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?
   ☐ No ☑ Yes

STATEMENT OF APPLICANT

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 07-10-2025 By: Noa Prieve

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

DETERMINATION BY DANE COUNTY

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: _____ By: _____

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, Town of Berry Assistant Zoning Administrator

DATE: (for) August 4, 2025: Plan Commission Meeting

SUBJECT: Zoning Change/CSM for Lindsay & Adam Koth
Tax Parcels 0807-364-9560-0 & 0807-364-9620-0

GEC NO.: 2-0125-36J

Background Information

Owner/Applicant: Lindsay & Adam Koth
4837 Enchanted Valley Road
Middleton, WI 53562

Agent or Surveyor: Williamson Surveying & Associates, LLC
104A W. Main Street
Waunakee, WI 53597

Location: 4837 Enchanted Valley Road
In part of the SE ¼ of the SE ¼ of Section 36, all in T8N, R7E, Town of Berry, Dane County, WI.

Request: Zoning Change/CSM Approval

Existing Zoning:			
	Tax Parcel 0807-364-9560-0	RH-2	7.68 Acres
	Tax Parcel 0807-364-9620-0	A-1(EX)	26.90 Acres
		Total	34.58 Acres

Existing Land Use: Tax parcel 0807-364-9560-0 has a residential home and a detached garage on the property. There is a long driveway that connects the home to Enchanted Valley Road. There is some rolling terrain associated with each property. Tax parcel 0807-364-9620-0 is primarily open agricultural fields. There are no improvements on this parcel. There is an intermittent stream on each parcel. There are wetlands and shoreland zoning on both tax parcels.

Adjacent Land Uses: North: Agricultural
West: Agricultural
East: Enchanted Valley Road
South: Agricultural

Proposal

Zoning Change:			
	Proposed CSM Lot 1	AG	9.00 Acres
	Remnant Parcel	EA	25.58 Acres
		Total	34.58 Acres

Applicant submitted information for a zoning change of Tax Parcel 0807-364-9560-0 and 087-364-9620-0 from zoning A-1(EX) (Legacy) Exclusive Agriculture District and RH-2 Rural Homes District to Proposed CSM Lot 1 to AG Agricultural District with the remnant parcel rezoned to Exclusive Agricultural District in the newer zoning ordinance. The intent of the proposal is to create a bigger lot so there is more acreage behind the detached garage. A recorded CSM will follow the rezone to solidify the boundary of the rezoned areas.

Submittals/Attachments

1. Zoning Change Application, received July 15, 2025.
2. Jurisdictional Review Form, received July 15, 2025.
3. Preliminary CSM received July 15, 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 district for the Proposed CSM Lot 1 with some areas of Soils with Building Limitations. 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. **Preliminary CSM**
   The preliminary CSM appears correct and meets the Town Land Division Ordinance.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0807-364-9560-0 and 087-364-9620-0 from zoning A-1(EX) (Legacy) Exclusive Agriculture District and RH-2 Rural Homes District to Proposed CSM Lot 1 to AG Agricultural District with the remnant parcel rezoned to 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

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

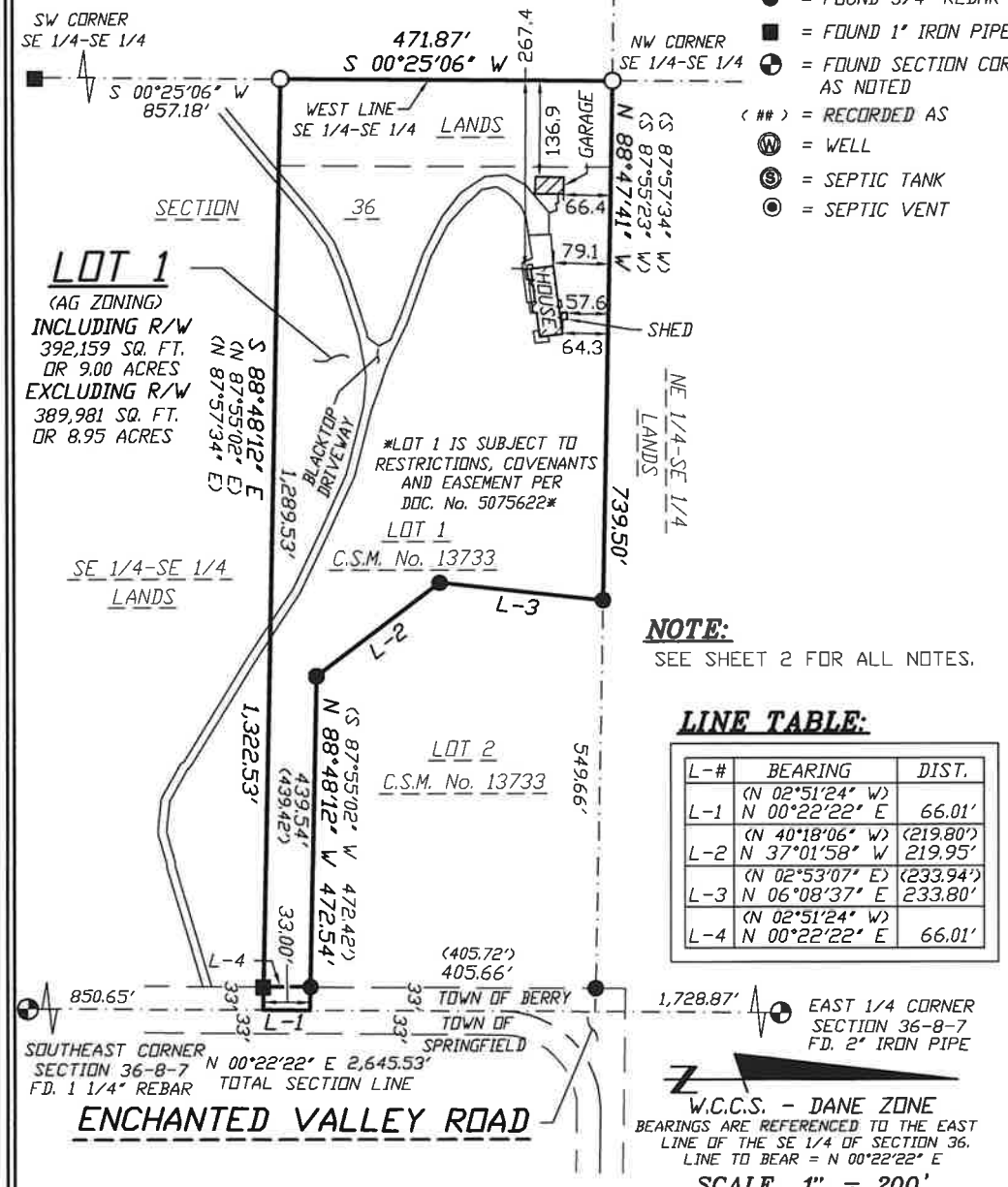
NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southeast 1/4 of the Southeast 1/4 of Section 36, T8N, R7E, Town of Berry, Dane County, Wisconsin. Including all of Lot 1, Certified Survey Map No. 13733.

PREPARED FOR:

LINDSAY KOTH & ADAM SCHALL
4837 ENCHANTED VALLEY ROAD
MIDDLETON, WI 53562



LEGEND

- ○ = SET 3/4"x24" REBAR WT 1.5 LB PER LIN FT
- ● = FOUND 3/4" REBAR
- ■ = FOUND 1" IRON PIPE
- ⊕ = FOUND SECTION CORNER AS NOTED
- (##) = RECORDED AS
- Ⓦ = WELL
- Ⓢ = SEPTIC TANK
- ◉ = SEPTIC VENT

NOTE:

SEE SHEET 2 FOR ALL NOTES.

LINE TABLE:

L-#	BEARING	DIST.
L-1	(N 02°51'24" W) N 00°22'22" E	66.01'
L-2	(N 40°18'06" W) N 37°01'58" W	(219.80') 219.95'
L-3	(N 02°53'07" E) N 06°08'37" E	(233.94') 233.80'
L-4	(N 02°51'24" W) N 00°22'22" E	66.01'

W.C.C.S. - DANE ZONE

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SECTION 36. LINE TO BEAR = N 00°22'22" E

SCALE 1" = 200'

0' 100' 200' 400' 600'

DOCUMENT NO._____

CERTIFIED SURVEY MAP NO._____

CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS

104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southeast 1/4 of the Southeast 1/4 of Section 36, T8N, R7E, Town of Berry, Dane County, Wisconsin. Including all of Lot 1, Certified Survey Map No. 13733.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Town of Berry, and by the direction of the owners listed below, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being part of the Southeast 1/4 of the Southeast 1/4 of Section 36, T8N, R7E, Town of Berry, Dane County, Wisconsin. Including all of Lot 1, Certified Survey Map No. 13733, recorded in the Dane County Register of Deeds Office in Volume 90 of Certified Survey Maps, Pages 265 through 268, as Document No. 5076282, more particularly described as follows:

Commencing at the Southeast Corner of said Section 36; thence N 00°22'22" E along the east line of said Southeast 1/4, 850.65 feet to the Southeast Corner of said Lot 1, Certified Survey Map No. 13733 also being the centerline of Enchanted Valley Road and the point of beginning.

Thence continue along said Lot 1 for the next 5 courses N 00°22'22" E, 66.01 feet; thence N 88°48'12" W, 472.54 feet; thence N 37°01'58" W, 219.95 feet; thence N 06°08'37" E, 233.80 feet to the north line of said Southeast 1/4 of the Southeast 1/4; thence N 88°47'41" W along said north line, 739.50 feet to the Northwest Corner of said Southeast 1/4 of the Southeast 1/4; thence S 00°25'06" W along the west line of said Southeast 1/4 of the Southeast 1/4, 471.87 feet to the extension of the south line of said Lot 1; thence S 88°48'12" E along said south line, 1,322.53 feet to the point of beginning. This parcel contains 392,159 sq. ft. or 9.00 acres and is subject to a public road right of way over the easterly side.

Williamson Surveying and Associates, LLC
by Noa T. Prieve

Date_____

_____

Noa T. Prieve S-2499
Professional Land Surveyor

NOTES:

1.) THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT FOR THE SUBJECT TRACT OR ADJOINERS AND IS THEREFORE SUBJECT TO ANY EASEMENTS, AGREEMENTS, RESTRICTIONS AND STATEMENT OF FACTS REVEALED BY EXAMINATION OF SUCH DOCUMENTS.

2.) WETLANDS AND FLOOD PLAIN, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.

3.) SECTION CORNER TIES HAVE BEEN CHECKED AND VERIFIED PER THE LATEST TIE SHEET ON RECORD FOR THE SOUTHEAST CORNER AND EAST 1/4 CORNER OF SECTION 36, T8N, R7E.

SURVEYORS SEAL

25W-190

ZONING CHANGE APPLICATION

PERMIT #:	2025-8
Permit Fee: $_____	Fee Paid: ☐
Approved By:	
Approval Date:	/ /

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

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 John Brooks	CONTACT NAME Chris Adams
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable) Williamson Surveying and Associates LLC
MAILING ADDRESS 4863 County Highway "KP"	MAILING ADDRESS 104A W. Main Street
CITY, STATE, ZIP Cross Plains, WI 53528	CITY, STATE, ZIP Waunakee, WI 53597
DAYTIME PHONE #	DAYTIME PHONE # 608-617-4945
EMAIL	EMAIL chris@williamsonsurveying.com

LAND INFORMATION

Town: Berry
Parcel Numbers Affected: 004/0807-334-9000-9,004/0807-334-9500-4 and 004/0807-343-9000-8
Section: 33 and 34
Property Address or Location: 4863 County Highway "KP"
Zoning District Change (To / From / # of acres) RC / A-1(EX) / 33.64 acres - AG / A-1(EX) / 37.63 acres

Soils classification of area (percentages) Class I Soils: _____ % Class II Soils: 3 % Other: 97 %

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

John is splitting his house and 37.63 acres for himself and is selling the remaining 33.64 acres to Ice Age Trail Alliance for conservation purposes.

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

Signature: Chris Adams Date: 6-5-2025

TOWN OF BERRY JURISDICTION REVIEW FORM

COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Chris Adams (agent) chris@williamsonsurveying.com Email: _____

Address: 104A W. Main Street City/State/Zip: Waunkee, WI 53597 Phone: (608) 205-5705

Parcel ID Number(s): 004/0807-334-9000-9,004/0807-334-9500-4 and 004/0807-343-9000-8

CSM or Plat Information, if any: _____

Proposed activity on the property: Conservancy

Is the property enrolled in CRP or any other farm programs? ☐ No ☑ Yes

If "Yes" is checked, identify the program and file identification number(s): Managed Forest Law Doc No. 3414874

JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?
   ☐ No ☑ Yes
2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?
   ☑ No ☐ Yes
3. Is your proposed project located within a floodplain? ☑ No ☐ Yes
4. Is your proposed project located within a wetland? ☑ No ☐ Yes
5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?
   ☑ No ☐ Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)
6. Do the maps showing wetlands, floodplains and shorelands at https://dcimapapps.countyofdane.com/lwrviewer/ indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?
   ☐ No ☑ Yes

STATEMENT OF APPLICANT

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 6-5-2025 By: Chris Adams

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

DETERMINATION BY DANE COUNTY

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: _____ By: _____

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

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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) August 4, 2025: Plan Commission Meeting

SUBJECT: Zoning Change for Brooks
Tax Parcels 0807-334-9000-9, 0807-334-9500-4, 0807-343-9000-8

GEC NO.: 2-0125-36I

Background Information

Owner / Applicant: Jon Brooks
4863 County Road KP
Cross Plains, WI 53528

Agent or Surveyor: Williamson Surveying & Associates LLC
104A W. Main Street
Waunakee, WI 53597

Location: 4863 County Road KP/ 4874 County Road KP
In part of the SW ¼ of the SE ¼ and SE ¼ of the SE ¼ of Section 33 and in part of the SW ¼ of the SW ¼ of Section 34, all in T8N, R7E, Town of Berry, Dane County, WI.

Request: CSM/ Zoning Change Approval

Existing Zoning:

Tax Parcel 0807-334-8300-8	RH-1	1.40 Acres
Tax Parcel 0807-334-9000-9	A-1(EX)	38.50 Acres
Tax Parcel 0807-334-9500-4	A-1(EX)	39.00 Acres
Tax Parcel 0807-343-9000-8	A-1(EX)	32.00 Acres
	Total	110.90 Acres

Existing Land Use: Tax parcel 0807-334-9500-4 and 0807-334-8300-8 have 2 principal structures on the property with one of the homes located on 2 different parcels. Both have driveways that connect the homes along County Road KP. The home on the west side of County Road KP is well within the setbacks and there is an accessory structure built in the right of way. There are no improvements on tax parcels 0807-334-9000-9 and 0807-343-9000-8. The properties listed all have some level of wetlands or shoreland zoning concerns. The properties are mostly wooded with sloping terrain.

Adjacent Land Uses: North: Agricultural, Residential
West: Agricultural
East: Village of Cross Plains
South: Town of Cross Plains, Village of Cross Plains

Proposal

Zoning Change:	Proposed Lot 1	RC Resource Conservancy	33.64 Acres
	Proposed Lot 2	AG Agriculture	37.63 Acres
	Remnant Parcel 1	SFR	3.16 Acres
	Remnant Parcel 2	EA Exclusive Agriculture	36.54 Acres
		Total	110.90 Acres

The applicant submitted information for a zoning change of Tax Parcels 0807-334-8300-8, 0807-334-9000-9, 0807-334-9500-4, 0807-343-9000-8 from zoning A-1(EX) Exclusive Agriculture District to AG Agricultural District in the newer zoning ordinance; rezoning another A-1(EX) property to RC Resource Conservancy; also rezone the remnant parcels to SFR Single Family Residential and EA Exclusive Agriculture, all in the Town's newer ordinance. The rezone for this rezone CSM review is to sell a portion of land to the Ice Age Trail Alliance for conservation purposes and correct a spot zoning issue with two of the parcels with the home at 4874 County Road KP.

Submittals/Attachments

1. Zoning Change Application, received July 15, 2025.
2. Jurisdictional Review Form, received July 15, 2025.
3. Preliminary CSM from Williamson Surveying & Associates, LLC, received July 15, 2025.

GEC reviewed the attachments and the information submitted by the Town of Berry and has the following comments outlined below:

Comprehensive Plan

The planned land use for this parcel is Open Space Corridors Area with Soils with Building Limitations overlay districts. 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 appear there is extraterritorial review by the Village of Cross Plains.

Town Ordinances

1. **General – Preliminary CSM**
   Tax Parcel 0807-334-9500-4 appears to be spot zoned and currently has 2 principal structures located on the property. The home is also located on tax parcel 0807-8300-8 to the north as well, which is most likely why it was spot zoned in the first place. With this land division, the home on the east side of at 4874 County Road KP will be located on Proposed Lot 2. The CSM will eliminate the issue with the spot zoning and two principal structures on the property. The CSM does not show to other house on the west side of County Road KP in any new lot or combined with a remnant parcel. I'm referencing it as remnant lot 1. This should be rezoned to SFR as it is the only zoning district that meets the acreage requirements. This should be shown on the CSM. The house and one other accessory structure does not meet the County Road setbacks and is built in the right of way. Remnant parcel 2, the larger property with mostly wetlands is also missing from this CSM. We recommend these 2 remnant parcels be addressed properly for the CSM being approved.
2. **General – Farmland Preservation**
   By rezoning out of Exclusive Ag, the property owner will no longer be eligible for Farmland Preservation credits.

Recommendation

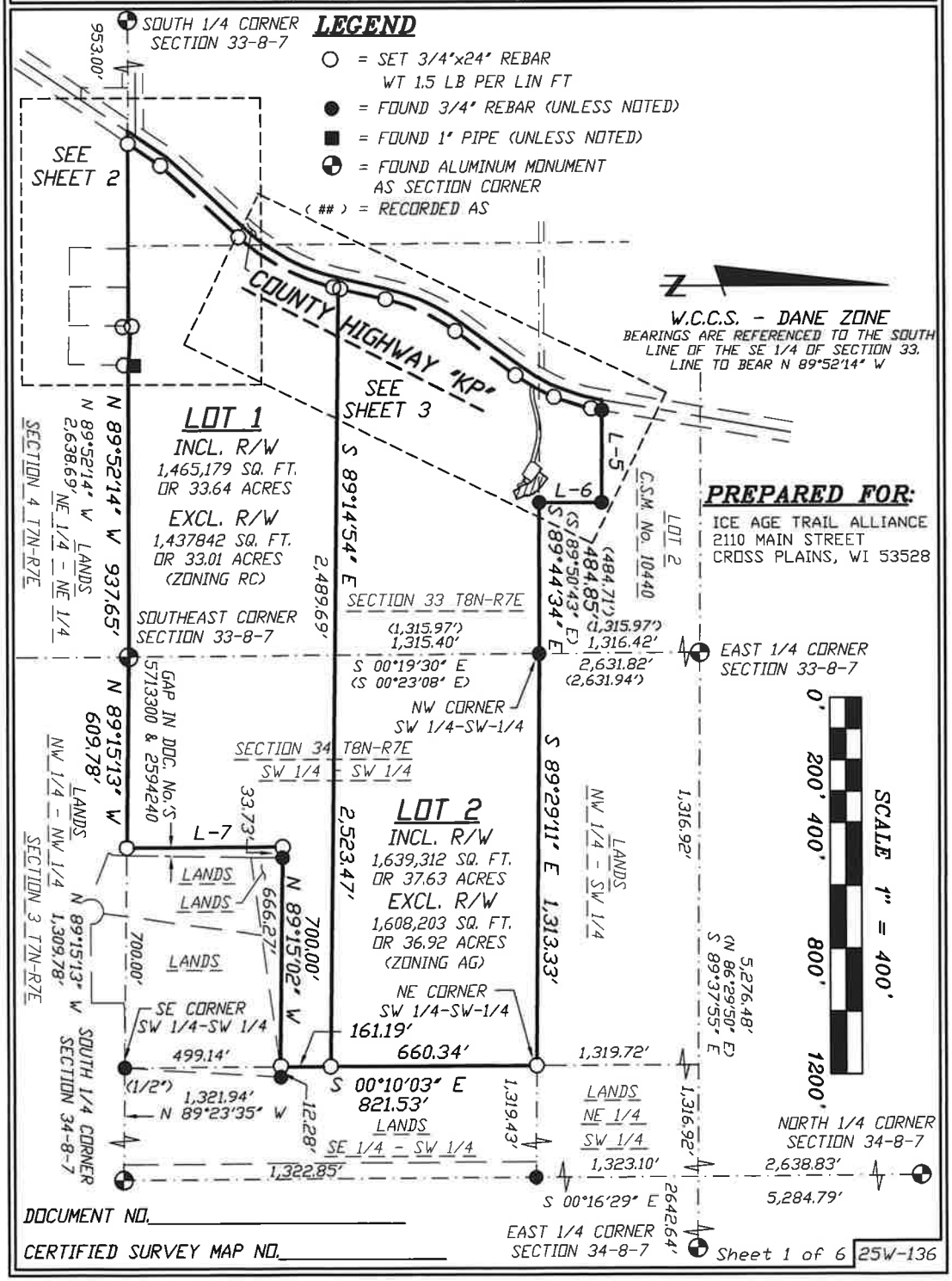
GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcels 0807-334-8300-8, 0807-334-9000-9, 0807-334-9500-4, 0807-343-9000-8 from zoning A-1(EX) Exclusive Agriculture District to AG Agricultural District in the newer zoning ordinance; rezoning another A-1(EX) property to RC Resource Conservancy; also rezone the remnant parcels to SFR Single Family Residential and EA Exclusive Agriculture, all in the Town's newer 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

WILLIAMSON SURVEYING AND ASSOCIATES, LLC
NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southwest and Southeast 1/4's of the Southeast 1/4 of Section 33 and part of the Southwest 1/4 of the Southwest 1/4 of Section 34, all in T8N, R7E, Town of Berry, Dane County, Wisconsin.



DOCUMENT NO._____

CERTIFIED SURVEY MAP NO._____

CERTIFIED SURVEY MAP

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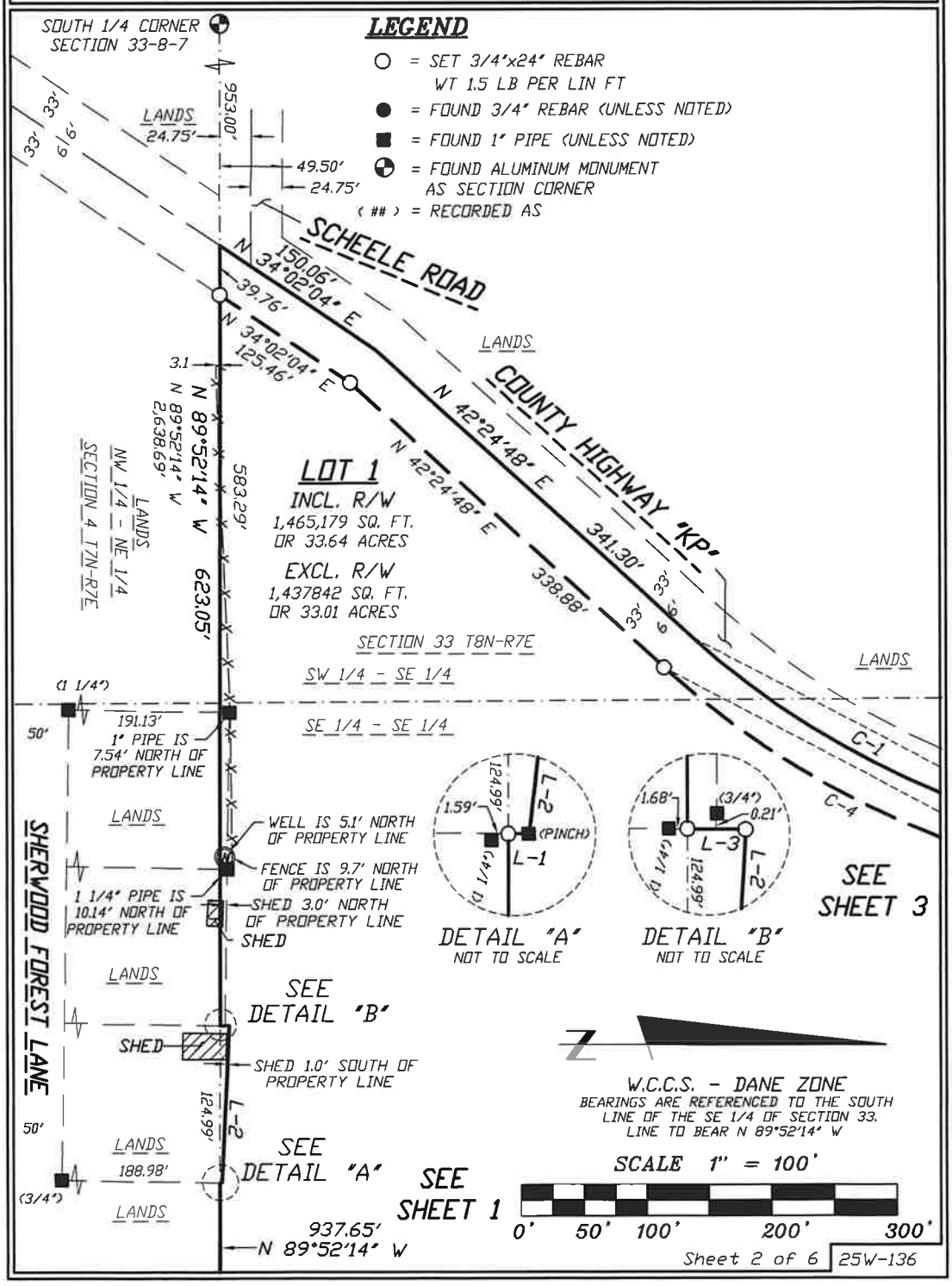
Located in part of the Southwest and Southeast 1/4's of the Southeast 1/4 of Section 33 and part of the Southwest 1/4 of the Southwest 1/4 of Section 34, all in T8N, R7E, Town of Berry, Dane County, Wisconsin.



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

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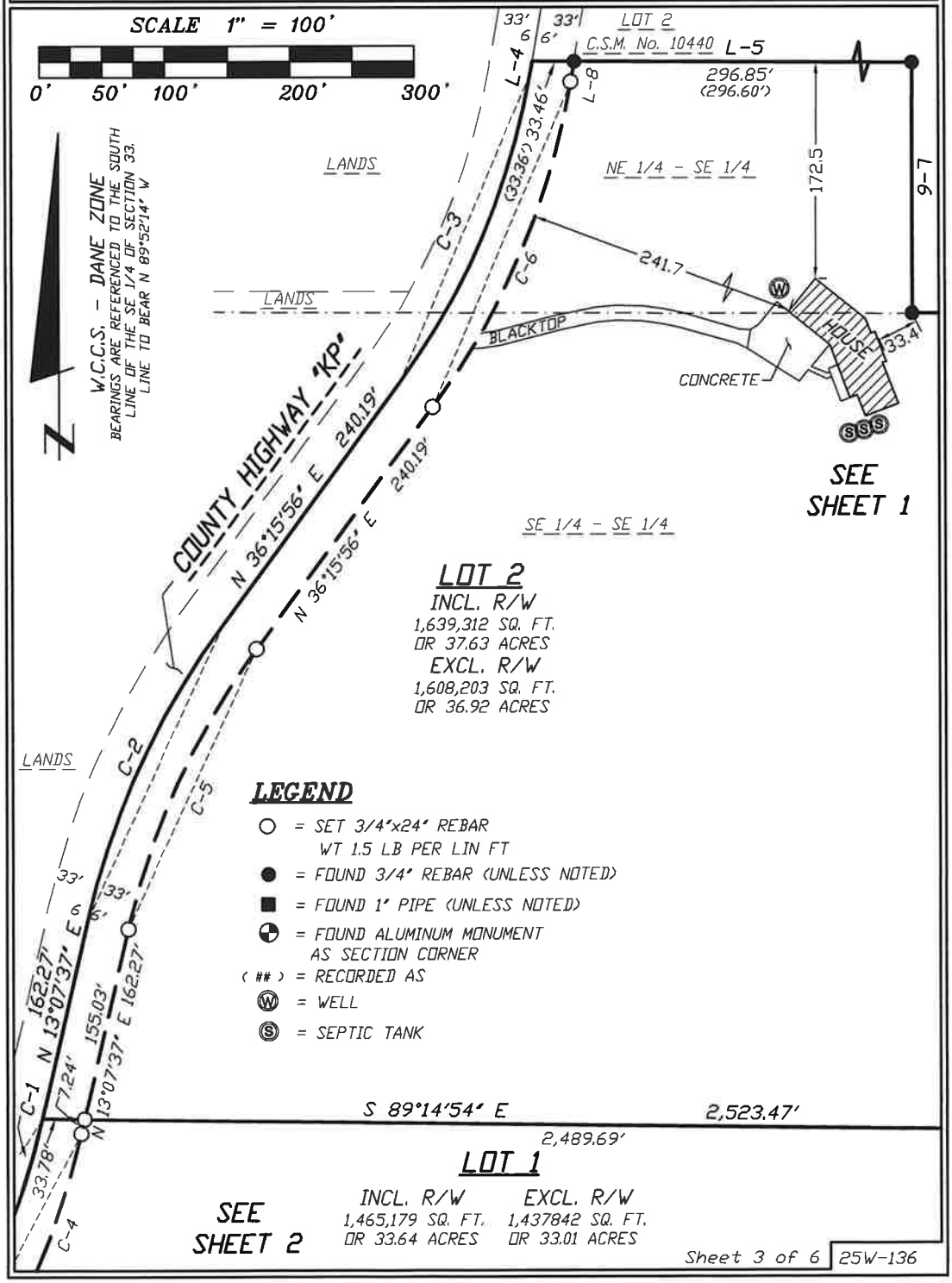
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southwest and Southeast 1/4's of the Southeast 1/4 of Section 33 and part of the Southwest 1/4 of the Southwest 1/4 of Section 34, all in T8N, R7E, Town of Berry, Dane County, Wisconsin.



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC
NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in part of the Southwest and Southeast 1/4's of the Southeast 1/4 of Section 33 and part of the Southwest 1/4 of the Southwest 1/4 of Section 34, all in T8N, R7E, Town of Berry, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the Town of Berry, and by the direction of the owners listed on Sheet 5, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being part of the Southwest and Southeast 1/4's of the Southeast 1/4 of Section 33 and part of the Southwest 1/4 of the Southwest 1/4 of Section 34, all in T8N, R7E, Town of Berry, Dane County, Wisconsin, being more particularly described as follows:

Beginning at the Southeast Corner of said Section 33; thence N 89°52'14" W along the south line of said Southeast 1/4 of Section 33, 937.65 feet; thence N 00°51'28" E, 1.68 feet; thence N 87°13'57" W, 125.06 feet; thence S 00°49'31" W, 7.44 feet to the said south line; thence N 89°52'14" W along said south line, 623.05 feet to the centerline of County Highway "KP"; thence along said centerline for the next 8 courses N 34°02'04" E, 150.06 feet; thence N 42°24'48" E, 341.30 feet; thence along an arc of a curve concaved northwesterly having a radius of 662.19 feet and a long chord bearing and distance of N 27°46'12" E, 334.80 feet; thence N 13°07'37" E, 162.27 feet; thence along an arc of a curve concaved southeasterly having a radius of 644.53 feet and a long chord bearing and distance of N 24°41'46" E, 258.53 feet; thence N 36°15'56" E, 240.19 feet; thence along an arc of a curve concaved northwesterly having a radius of 583.55 feet and a long chord bearing and distance of N 23°03'21" E, 266.70 feet; thence N 09°50'47" E, 10.76 feet; thence S 89°43'37" E, 33.46 feet to the Southwest Corner of Lot 2 Certified Survey Map No. 10440; thence along said Lot 2 for the next 3 courses S 89°43'37" E, 296.85 feet; thence S 00°05'47 W, 199.82 feet; thence S 89°44'34" E, 484.85 feet to the Northwest Corner of the said Southwest 1/4 of the Southwest 1/4 of Section 34; thence S 89°29'11" E along the north line of said Southwest 1/4 of the Southwest 1/4, 1,313.33 feet to the Northeast Corner of the said Southwest 1/4 of the Southwest 1/4; thence S 00°10'03" E along the east line of said Southwest 1/4 of the Southwest 1/4, 821.53 feet; thence N 89°15'02" W, 700.00 feet; thence S 00°10'03" E, 499.18 feet to the south line of said Southwest 1/4 of the Southwest 1/4; thence N 89°15'13" W along said south line, 609.78 feet to the point of beginning. This parcel contains 3,104,491 sq. ft. or 71.27 acres and is subject to a public 33 foot road right of way over the westerly side.

Williamson Surveying and
Associates, LLC
by Noa T. Prieve

Date_____

_____
Noa T. Prieve S-2499
Professional Land Surveyor

CURVE TABLE:

C-#	RADIUS	CHORD BEARING AND DIST.		ARC	DELTA
C-1	662.19'	N 27°46'12" E	334.80'	338.48'	29°17'11"
C-2	644.53'	N 24°41'46" E	258.53'	260.29'	23°08'20"
C-3	583.55'	N 23°03'21" E	266.70'	269.08'	26°25'10"
C-4	695.19'	N 27°46'12" E	351.49'	355.34'	29°17'11"
C-5	611.53'	N 24°41'46" E	245.29'	246.97'	23°08'20"
C-6	616.55'	N 23°03'21" E	281.78'	284.30'	26°25'10"

LINE TABLE:

L-#	BEARING	DIST.
L-1	N 00°51'28" E	1.68'
L-2	N 87°13'57" W	125.06'
L-3	S 00°49'31" W	7.44'
L-4	N 09°50'47" E	10.76'
L-5	(S 89°50'43" E) S 89°43'37" E	(329.96') 330.31'
L-6	(SOUTH) S 00°05'47" W	(200.00') 199.82'
L-7	S 00°10'03" E	499.18'
L-8	N 09°50'47" E	16.32'

SURVEYORS SEAL

25W-136

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 #:	2025-7
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 Jeffrey D. Olsen	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable) Amy L. Olsen	BUSINESS NAME (if applicable)
MAILING ADDRESS 1102 N. Fairbrook Dr.	MAILING ADDRESS
CITY, STATE, ZIP Waunakee, WI 53597	CITY, STATE, ZIP
DAYTIME PHONE # 608-215-5342	DAYTIME PHONE #
EMAIL jeffolsen@charter.net	EMAIL

LAND INFORMATION

Town: Town of Berry — Parcel Numbers Affected: 004/0807-144-8220-0

Section: 14 — Property Address or Location: Enchanted Valley Rd

Zoning District Change (To / From / # of acres) AG→SFR 5.9 Acres

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

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

Intend to use parcel for primary residence and horses, including an outbuilding. Filing zoning change application to have parcel rezoned to Agriculture.

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

Signature: Jeff D. Olsen Date: 7/11/2025

TOWN OF BERRY JURISDICTION REVIEW FORM

COMPLETE THIS FORM BEFORE STARTING THE ZONING APPLICATION

If your property is subject to Dane County's jurisdiction, the Town cannot grant your zoning change without Dane County's approval. If the answer to any of the Jurisdictional Questions is "Yes", the Town cannot proceed with your application unless Dane County indicates that the County does not have jurisdiction over zoning the parcel.

Applicant/Agent/Contractor: Jeffrey D. Olsen Email: _____

Address: 1102 N. Fairbrook Dr. City/State/Zip: Waunakee, WI 53597 Phone: (608) 215-5342

Parcel ID Number(s): 004/0807-144-8220-0

CSM or Plat Information, if any: Lot 2 CSM 14983

Proposed activity on the property: Primary residence and outbuilding for horses

Is the property enrolled in CRP or any other farm programs? ☑ No ☐ Yes

If "Yes" is checked, identify the program and file identification number(s): _____

JURISDICTIONAL QUESTIONS

1. Is your proposed project located within 1,000 feet of the ordinary high-water mark of a navigable lake, pond or flowage?
   ☑ No ☐ Yes
2. Is your proposed project located within 300 feet of the ordinary high-water mark of a navigable river, stream or creek?
   ☑ No ☐ Yes
3. Is your proposed project located within a floodplain? ☑ No ☐ Yes
4. Is your proposed project located within a wetland? ☑ No ☐ Yes
5. Will your project involve disturbing more than 4,000 square feet of land by excavating, grading or filling?
   ☑ No ☐ Yes (If Yes, you may need a Dane County erosion control and/or stormwater permit)
6. Do the maps showing wetlands, floodplains and shorelands at https://dcimapapps.countyofdane.com/lwrviewer/ indicate that there are any floodplain, wetland or shoreland areas on your property or an adjacent parcel?
   ☑ No ☐ Yes

STATEMENT OF APPLICANT

The answers above were made after reviewing the facts pertaining to my property. I am aware that if my proposed project is located within a floodplain, shoreland or wetland area, the project must be reviewed by Dane County. Any approvals obtained in error will be void, and all expenses incurred in seeking those approvals will be lost.

Dated: 7-11-2025 By: Jeffrey D. Olsen

If the answer to any jurisdictional question is "Yes," the applicant must submit this request to the Dane County Department of Planning and Development for a determination of whether the project is subject to Dane County Jurisdiction.

DETERMINATION BY DANE COUNTY

The undersigned, acting by authority of Dane County, indicates that the parcel identified in this Jurisdictional Review Form is not subject to shoreland, floodplain or wetland zoning regulations of Dane County.

Dated: _____ By: _____

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, Town of Berry Assistant Zoning Administrator

DATE: (for) August 4, 2025: Plan Commission Meeting

SUBJECT: Zoning Change for Olsen
Tax Parcel 0807-144-8220-0

GEC NO.: 2-0125-36K

Background Information

Owner/Applicant: Jeffrey Olsen
1102 N Fairbrook Drive
Waunakee, WI 53597

Agent or Surveyor: Williamson Surveying & Associates, LLC
104A W. Main Street
Waunakee, WI 53597

Location: No Parcel Address
In part of the NE ¼ of the SE ¼ of Section 14, all in T8N, R7E, Town of Berry, Dane County, WI.

Request: Zoning Change Approval

Existing Zoning:			
	Tax Parcel 0807-144-8220-0	SFR	5.90 Acres
		Total	5.90 Acres

Existing Land Use: Tax parcel 0807-144-8220-0 is primarily open agricultural fields. There are no improvements on this parcel. There is an intermittent stream on the parcel. Steep slopes are present on the western edge of this property.

Adjacent Land Uses: North: Agricultural
West: Agricultural
East: Enchanted Valley Road
South: County Road K

Proposal

Zoning Change:			
	Tax Parcel 0807-144-8220-0	AG	5.90 Acres
		Total	5.90 Acres

Applicant submitted information for a zoning change of Tax Parcel 0807-144-8220-0 from zoning SFR Single Family Residential District to AG Agricultural District in the newer zoning ordinance. The purpose of the proposal is to use the parcel for a new residence and an accessory structure that will be used to keep horses on the property.

Submittals/Attachments

1. Zoning Change Application, received July 15, 2025.
2. Jurisdictional Review Form, received July 15, 2025.
3. Approved CSM, received July 15, 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. 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 or outbuilding on the property. When applying for the land use permits, required setbacks will need to be verified. There is an intermittent stream that runs east to west approximately 350ft north of the lot line. Steep slopes may be an issue on the very far western edge of this property.
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. Driveway access per the CSM is strictly prohibited from CTH K.
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. **General – AG**
   Keeping farm animals is a permitted use in AG zoning district. It is not known the extent to which horses are being kept here. If the owner is planning to create an equestrian type of facility, it will require a conditional use permit.

Recommendation

GEC recommends that the Plan Commission conditionally approve the proposed zoning change of Tax Parcel 0807-144-8220-0 from zoning SFR Single Family Residential District to AG 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

WILLIAMSON SURVEYING AND ASSOCIATES LLC
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597.
608-255-5705

LOCATED IN PART OF THE NE 1/4 AND NW 1/4 OF SE 1/4, SECTION 14, T8N, R7E, TOWN OF BERRY, DANE COUNTY, WISCONSIN. BEING LOT 1 OF CERTIFIED SURVEY MAP NUMBER 12970 RECORDED IN VOLUME NUMBER 82 AS DOCUMENT NO. 4684864

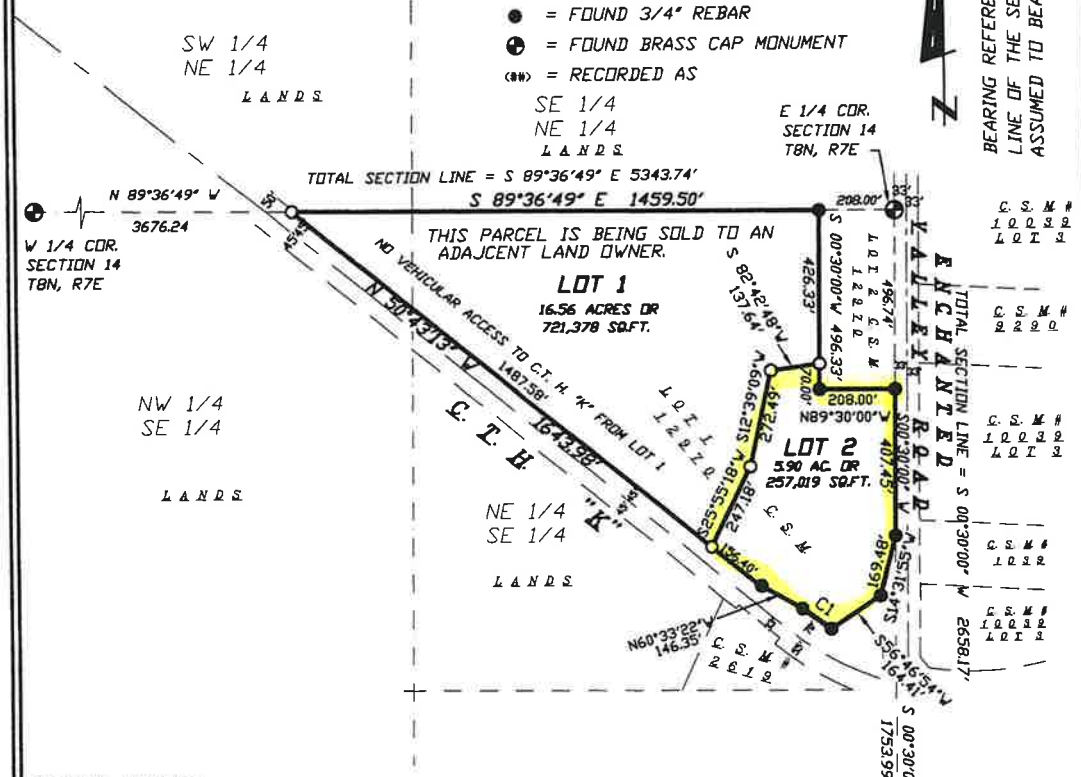
SCALE 1" = 400'

0' 200' 400' 800' 1200'

PREPARED FOR:
RONALD DRESEN
8223 COUNTY ROAD "K"
CROSS PLAINS, WI 53528

LEGEND:
- O = SET 3/4"x24" REBAR WT 1.5 LB PER LIN FT
- ● = FOUND 3/4" REBAR
- ◉ = FOUND BRASS CAP MONUMENT
- (##) = RECORDED AS

BEARING REFERENCED TO THE EAST LINE OF THE SE 1/4 OF SEC. 14, ASSUMED TO BEAR S 00°30'00" W



CURVE TABLE:

CURVE	RADIUS	L.C. BEARING	DISTANCE	DELTA	TANGENT IN	TANGENT OUT
C-1	748.51'	N 54°28'22" W	97.70'	07°29'01"	N 58°12'52" W	N 50°43'51" W

NOTES:

1.) DRIVEWAY ACCESS FOR LOT 2 WILL BE LOCATED ON ENCHANTED VALLEY ROAD.

2.) THIS PARCEL IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.

3.) TOTAL AREA OF PARCEL IS 22.46 ACRES OR 978,397 SQ.FT.

DOCUMENT NO. 5455432

CERTIFIED SURVEY MAP NO. 14983

Sheet 1 OF 3

SURVEYORS SEAL

WISCONSIN
NOA PRIEVE S-2499 LODI, WI
LAND SURVEYOR
11-15-18

18W-364

2025-7

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: Jeffrey D. Olsen

Street Address: 1102 N. Fairbrook Dr.

City, State, Zip: Waunakee, WI 53597

Phone Number: (608) 215-5342 Email: jeffolsene charter.net

Specific Site Location / Nearby Roads: Enchanted Valley Rd.

Parcel #: 004/0807-144-8220-0

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: Jeff D. Ol Date: 7 / 11 / 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_____/_____/_____

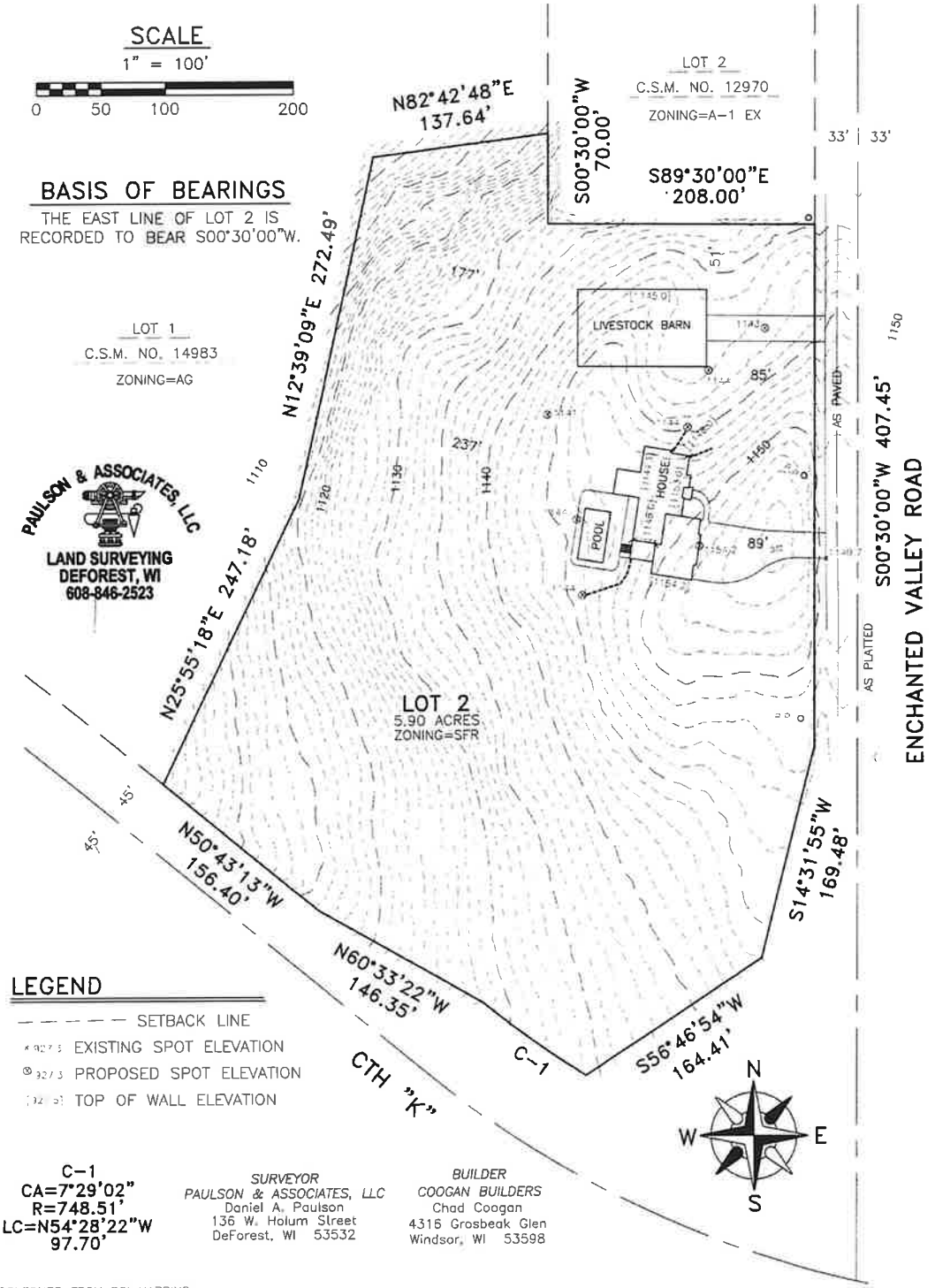
Permit issued by: Clerk Signature_____ Date_____/_____/_____

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

Final inspection approval by: Chair Signature_____ Date_____/_____/_____

SITE PLAN

BEING LOT 2, CSM 14983, LOCATED IN THE NE 1/4 OF THE SE 1/4
SECTION 14, T8N, R7E, TOWN OF BERRY, DANE COUNTY, WISCONSIN



C-1
CA=7°29'02"
R=748.51'
LC=N54°28'22"W
97.70'

SURVEYOR
PAULSON & ASSOCIATES, LLC
Daniel A. Paulson
136 W. Holum Street
DeForest, WI 53532

BUILDER
COOGAN BUILDERS
Chad Coogan
4315 Grosbeak Glen
Windsor, WI 53598

CONTOURS FROM DCI MAPPING
THIS SITE PLAN IS NOT A PROPERTY SURVEY AND DOES NOT COMPLY WITH THE MINIMUM STANDARDS OF A PROPERTY SURVEY AS SPECIFIED IN CHAPTER AE-7 OF THE WISCONSIN ADMINISTRATIVE CODE.
THIS SITE PLAN WAS PREPARED AT THE DIRECTION OF THE CLIENT/BUILDER.
MODIFICATIONS TO THIS SITE PLAN MUST BE APPROVED BY THE CLIENT/BUILDER.

OLSON RESIDENCE
(REVISED 2-25-25)
(PLOTTED 5-1-25)

DRAFTED BY: T.W.P.

SHEET 1 OF 1

FILE NO. 25-048

Town of Berry

www.townofberry.org

2025-5

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

DRIVEWAY CONSTRUCTION PERMIT APPLICATION

Applicant: Name: TowerNorth Development, LLC

Street Address: c/o Peter Schau, Terra Consulting Group, 600 Busse Highway

City, State, Zip: Park Ridge, IL 60068

Phone Number: (773) 919-5112 Email: petes@terraltd.com

Specific Site Location / Nearby Roads: 5054 County Highway P, Cross Plains, WI 53528

Parcel #: 004/0807-362-9000-5, 004/0807-363-85001-1

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: Pete Schau, on behalf of applicant Date: 5 / 15 / 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____/____/_____

LEGEND

- PROPERTY LINE
- FENCE
- OVERHEAD POWER LINE
- UNDERGROUND TELCO
- UNDERGROUND POWER
- BURIED WATER LINE
- BURIED GAS LINE
- EDGE OF BUSH/TREES

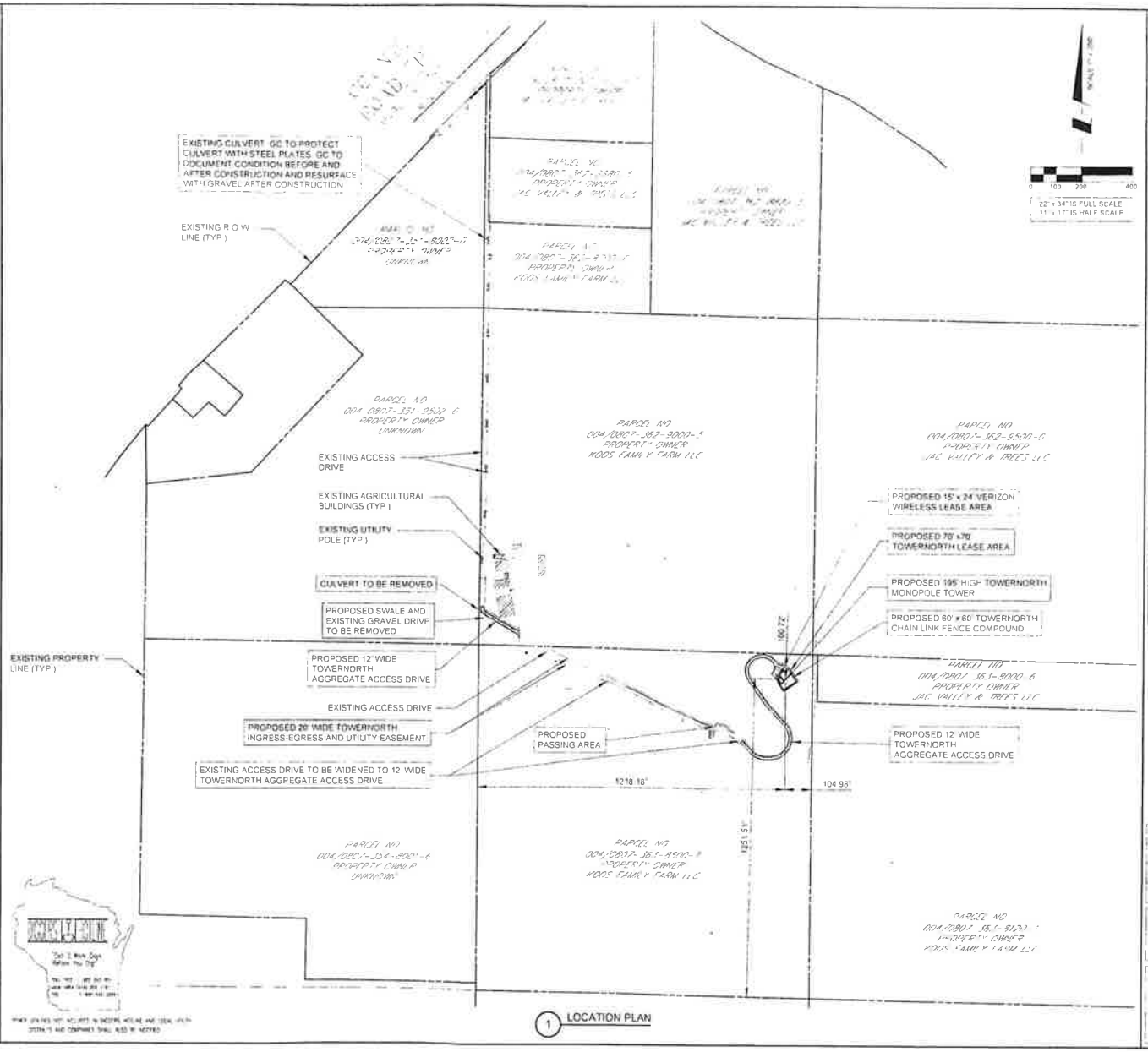
SURVEY PERFORMED BY:

MERIDIAN SURVEYING, LLC
N8774 Firelane 1
Menasha, WI 54952
Office 920-993-0881
Fax 920-273-6037

BENCHMARK INFORMATION
SITE BENCHMARK (BM A)
RAILROAD SPIKE IN WEST FACE
OF WOOD POST
ELEVATION 1083.23

GENERAL SITE NOTES

1. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING PAVEMENT CONTRACTOR SHALL PHOTOGRAPH AND VIDEOTAPE EXISTING PAVEMENT PRIOR TO CONSTRUCTION ANY DAMAGE CAUSED DURING CONSTRUCTION SHALL BE REPLACED TO EXISTING OR BETTER CONDITION AT NO ADDITIONAL COST
2. THE CONTRACTOR WILL UPON BECOMING AWARE OF SUBSURFACE OR LATENT PHYSICAL CONDITIONS DIFFERING FROM THOSE DISCLOSED BY THE ORIGINAL SOIL INVESTIGATION WORK PROMPTLY NOTIFY THE OWNER VERBALLY AND IN WRITING AS TO THE NATURE OF THE DIFFERING CONDITIONS NO CLAIM BY THE CONTRACTOR FOR ANY CONDITIONS DIFFERING FROM THOSE ANTICIPATED IN THE PLANS AND SPECIFICATIONS AND DISCLOSED BY THE SOIL STUDIES WILL BE ALLOWED UNLESS THE CONTRACTOR HAS SO NOTIFIED THE OWNER, VERBALLY AND IN WRITING AS REQUIRED ABOVE OF SUCH DIFFERING SUBSURFACE CONDITIONS
3. CONTRACTOR TO PROVIDE APPROXIMATE 50'X50' STAGING AREA AND TEMPORARY ROAD CONTRACTOR SHALL COORDINATE WITH ANTENNA CONTRACTOR A STAGING AREA AND TEMPORARY ROAD THAT IS ACCEPTABLE TO THE OWNER STAGING AREA AND TEMPORARY ROAD SHALL BE RESTORED TO EXISTING CONDITIONS AS NECESSARY UPON COMPLETION OF THE PROJECT
4. BEFORE AND DURING CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE ADEQUATE EROSION CONTROL AS NECESSARY IN THE FORM OF SILT FENCES FOR THE SITE AND BALES AROUND ANY EXISTING MANHOLES INLETS OR CATCH BASINS SUSCEPTIBLE TO EROSION EROSION CONTROL MEASURES SHALL BE PERIODICALLY INSPECTED TO ENSURE PROPER FUNCTION EROSION CONTROL SHALL BE REMOVED UPON COMPLETION OF WORK



1 LOCATION PLAN

TowerNorth

TERRA
600 BUSSE HIGHWAY
PARK RIDGE, IL 60068
PH: 847-858-6400
FAX: 847-858-6401

CARRIER
verizon
1701 GOLF ROAD
TOWER 2, SUITE 400
ROLLING MEADOWS, IL 60008
PHONE (847) 619-5397
FAX (847) 706-7415

NO	DESCRIPTION	DATE	BY
1	REVISED PER TOWERNORTH COMMENTS	05/03/24	JJR
2	ADDITION OF SHOREWIND'S	05/23/24	KMW
3	ADDITION OF VERIZON WIRING	06/25/24	TJS
4	UPDATED PER POWER COORDINATION	07/29/24	JJR
5	ISSUED FOR FINAL	10/10/24	TJS
6	REVISED PER COMMENTS	10/18/24	MC
7	REVISED PER LL COMMENTS	04/03/25	MC

SITE #WI-1017-B
MGD LOC# 5000158967
FUZE ID: 17292774

AIRPORT ROAD

5054 COUNTY HIGHWAY P
CROSS PLAINS, WI 53528

DRAWN BY	TJS
CHECKED BY	DNS
DATE	04/03/24
PROJECT #	170-071

SHEET TITLE
LOCATION PLAN

SHEET NUMBER
LP-1

8-11-25

Agenda Item #7, Request for Proposal for Garbage/Recycling Services

Enclosed are the agreements from Pelliteri and Republic. Republic will no longer allow the current services so we are required to switch to totes.

Estimated cost per year for residents:

Republic:
2026 = $162.12
2027 = $168.61
2028 = $175.36
2029 = $182.38
2030 = $189.68

Pelliteri:
2026 = $267.60
2027 = $276.96
2028 = $286.68
2029 = $296.64
2030 = $307.08

Dane County
Department of Human Services

Director – John Schlueter
Housing Access & Affordability Division – Casey Becker

1202 Northport Drive, Madison, WI 53704-2092
PHONE: 608-242-6200 FAX: 608-242-6294

TO: Dane County Urban County Consortium Members

FROM: Cindy Grady, Dane County CDBG Administrator

DATE: August 1, 2025

SUBJECT: Urban County Consortium Cooperation Agreements

Your membership for the Dane County Urban County Consortium (UCC) has been renewed for another 3-year period (October 1, 2025 – September 30, 2028). Thank you for your continued involvement, and we look forward to strengthening our partnership with all of our members!

As you know, the Dane County UCC was formed in 1999 with several municipalities and their residents eager to experience the benefits of the federal Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) grant funds. Over the years, more cities, towns and villages joined the Dane County UCC, and we are happy to announce that ALL municipalities are now members effective October 1st! This allows the CDBG and HOME funds to benefit all residents in Dane County outside the City of Madison.

We now have a time-sensitive request: the Department of Housing and Urban Development (HUD) requires that they maintain up-to-date copies of the Cooperation Agreements of all of the Dane County UCC members. Due to changes in HUD policies and federal regulations over the years, HUD has directed Dane County to ensure that all Cooperation Agreements use consistent contract language. As a result, Dane County must collect updated Cooperation Agreements from all municipalities within the Dane County Urban County Consortium.

Next Steps:

- If your municipality *has a copy* of the original signed Dane County Urban County Cooperation Agreement, please forward a copy to CDBG@danecounty.gov, **no later than August 11, 2025**.
    - We will review the agreement and determine what updates are needed.
- If you *do not have a copy* of the agreement:
    - Let us know if you do not have a copy, and email CDBG@danecounty.gov, no later **than August 11, 2025**.

- Review the Dane County Urban County Consortium Cooperation Agreement template and Resolution sample attached. The updated agreement may need to go through your municipality's legislative or approval process by resolution.
- Present Cooperation Agreement and Resolution to your municipality's governing body.
  - Note: The Cooperation Agreement is provided as a template. Insert your municipality's information.
  - Note: The Resolution is a sample. You may utilize your municipality's resolution style or template.

- Once the new Cooperation Agreement and Resolution are signed and dated by your highest elected official and clerk, please forward to CDBG@danecounty.gov, **no later than September 15, 2025**.

We are here to assist you in this process, if needed. Please contact Cindy Grady if you would like to discuss the next steps at grady.cindy@danecounty.gov or (608) 896-0710.

We are excited for the next three years of the Dane County UCC, and look forward to your continued partnership.

Sincerely,

Cindy Grady
CDBG Administrator

TOWN OF BERRY

RESOLUTION 2025-2

APPROVING PARTICIPATION IN THE DANE COUNTY URBAN COUNTY CONSORTIUM (DCUCC)

WHEREAS, the Town of Berry has participated as a member of the Dane County Urban County Consortium; and

WHEREAS, the Town of Berry supports efforts to provide accessible and affordable housing for its citizens; and

WHEREAS, the Town of Berry supports efforts to provide public services and economic assistance to its citizens; and

WHEREAS, the Town of Berry wishes to continue to participate in a Consortium that administers programs and provides funding for affordable housing and public services to low to moderate income persons; and

WHEREAS, the Town of Berry has determined that joining the Dane County Urban County Consortium will be advantageous to Town of Berry residents.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Berry shall participate in the Dane County Urban County Consortium. Town of Berry staff are hereby authorized to execute all necessary documents to participate in the DCUCC.

The above and foregoing Resolution was duly adopted at a meeting of the Board of Town of Berry on August 18, 2025.

Attest:_____
Brenda Kahl, Clerk/Treasurer

Posted_____

_____
Duane Haag, Chair

_____
David Evert, Supervisor

_____
Michael Statz, Supervisor

_____
Nichole Schwoerer, Supervisor

_____
Derek Statz, Supervisor

COOPERATION AGREEMENT
Urban County Program

THIS AGREEMENT entered into this _____ day of _____, 2025, by and between the County of Dane, Wisconsin (hereinafter referred to as "COUNTY" OR "Urban County") and the Town of Berry (hereinafter referred to as "MUNICIPALITY");

WITNESSETH:

WHEREAS the United States Congress enacted the Housing and Community Development Act of 1974 (P.L. 93-383) as amended (hereinafter referred to as "the HCD Act"), providing federal assistance for the support of community development activities which are directed toward the specific objectives identified in Section 101 of the Act; and

WHEREAS, the United States Congress also enacted the Cranston-Gonzalez National Affordable Housing Act (P.L. 100-625) as amended, (hereinafter referred to as "the NAH Act") providing Federal assistance for, among other things, the HOME Investment Partnership program (hereinafter referred to as "HOME") which is intended to increase the number of families served with decent, safe, sanitary, and affordable housing and expand the long-term supply of affordable housing; and

WHEREAS the HCD Act and the NAH Act make possible the allocation of funds to COUNTY for the purpose of undertaking only community development and housing program activities identified in Section 105 of the HCD Act and housing activities identified in the NAH Act; and

WHEREAS COUNTY is applying to be qualified by the United States Department of Housing as an Urban County eligible to receive Community Development Block Grant (hereinafter referred to as “CDBG”) for federal fiscal years 2026, 2027 and 2028; and

WHEREAS the HCD Act recognizes that MUNICIPALITY may enter into a cooperation agreement with COUNTY in order to undertake housing and community development activities as authorized in the HCD Act and in the NAH Act; and

WHEREAS COUNTY and MUNICIPALITY have determined that joint action is an effective way to accomplish the purposes of the HCD Act and the NAH Act; and

WHEREAS counties in Wisconsin, pursuant to Section 59.01 of the Wisconsin Statutes, and municipalities in Wisconsin, pursuant to Section 66.0301 of the Wisconsin Statutes, have the necessary authority to enter into contracts of the type herein contemplated;

NOW THEREFORE, upon the consideration of the mutual promises contained herein, it is agreed between COUNTY and MUNICIPALITY as follows:

PURPOSE

The purpose of this Agreement is to establish the mutual desire to cooperate to undertake, or assist in undertaking, essential community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, by means of implementing a Consolidated Plan and Annual Action Plan for both HUD CDBG funds as an Urban County for Federal fiscal years 2026, 2027, and 2028 appropriations and from any program income generated from the expenditure of such funds, and HUD HOME funds, if received, from appropriations in the same federal fiscal year and from any program income generated from the expenditure of such funds.

CONSIDERATION

MUNICIPALITY, by the execution of this Cooperation Agreement, agrees to have its population, its number of impoverished residents, its extent of housing over-crowding, its age of housing and other applicable statistics, all as defined in the HCD Act and the NAH Act, included in the formula allocations set forth in the HCD Act and in the NAH Act for the purpose of determining the allocation of funds to COUNTY as an Urban County, as defined in the HCD Act and the NAH Act, as amended. COUNTY agrees to include MUNICIPALITY as part of its Annual Action Plan, to be submitted to HUD under the terms and conditions of the HCD Act and the NAH Act.

RESTRICTIONS

Neither COUNTY nor MUNICIPALITY shall have a veto or other restrictive power which would in any way limit the cooperation of the parties to this Agreement or any other cooperating units of government in achieving the activities set forth in the Consolidated Plan, the Annual Action Plan, and any other CDBG submissions or HOME submissions for the program years covered by this Agreement.

TERM

The term of this Agreement shall be three (3) years commencing October 1, 2025 and continuing through the 2028 federal fiscal year, and for such additional time as may be established under the automatic renewal terms of this section or as may be required for the expenditure of the CDBG and HOME funds granted to COUNTY for such period and the related program income, as defined by HUD regulations and all activities are completed. Neither the COUNTY nor the MUNICIPALITY executing this Agreement shall have the opportunity to opt out of the Urban County Program during the period that this Agreement is in effect.

This Agreement shall be automatically renewed for participation in future three-year qualification periods, unless COUNTY or MUNICIPALITY provides written notice to the other party that it elects not to participate in a new qualification period by the date specified in HUD's urban county qualification notice for the next qualification period. The terminating party shall send a copy of the notice of termination to the HUD field office by the date specified in HUD's Urban County Qualification Notice. By the date specified in HUD's urban county qualification notice for the next qualification period,

COUNTY shall notify MUNICIPALITY of its right not to participate in the next qualification period. A copy of the County's notification must be sent to the HUD field office by the date specified in the Urban County Qualification Notice.

Both COUNTY and MUNICIPALITY shall adopt any amendment to the Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in HUD's urban county qualification notice for a future three-year urban county qualification period. COUNTY shall submit such amended Agreement to HUD as provided in the urban county qualification notice. Failure to comply shall void the automatic renewal of such subsequent qualification period.

PROVISIONS

COUNTY and MUNICIPALITY agree to cooperate to undertake, or assist in undertaking, essential community renewal and lower-income housing assistance activities. COUNTY and MUNICIPALITY further agree to undertake all actions necessary to assure compliance with Dane County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended. The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, and the Fair Housing Act and the implementing regulations at 24 CFR part 100, and will affirmatively further fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152.

COUNTY and MUNICIPALITY further agree to comply with section 109 of Title I of the Housing and Community Development Act of 1974 and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act of 1974, and the implementing regulation at 28 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968 and other applicable laws.

Urban County funding is prohibited for activities in, or in support of, any cooperating unit of local government that does not affirmatively further fair housing within its own jurisdiction or that impedes COUNTY's actions to comply with its fair housing certification.

COUNTY and MUNICIPALITY acknowledge that a unit of general local government may not sell, trade, or otherwise transfer all or any portion of CDBG funds covered by this agreement to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Housing and Community Development Act of 1974, as amended.

MUNICIPALITY understands that by executing this Cooperation Agreement, it may not apply for grants from appropriations under the State Small Cities or State CDBG programs for fiscal years during the period in which it participates in COUNTY's CDBG program, and

MUNICIPALITY may receive a formula allocation under the HOME program only through COUNTY, and even if COUNTY does not receive a HOME formula allocation, MUNICIPALITY cannot form a HOME consortium with other local governments.

This does not preclude COUNTY or MUNICIPALITY from applying for HOME funds from the State, if the State allows.

Non-compliance by MUNICIPALITY with any of the provisions above may constitute non-compliance by COUNTY which may provide cause for funding sanctions or other remedial actions by HUD.

Nothing contained in this Agreement shall deprive MUNICIPALITY of any power of' zoning, development control or other lawful authority which it presently possesses.

MUNICIPALITY must inform COUNTY of any income generated by the expenditure of CDBG or HOME funds received by MUNICIPALITY. Any such program income must be paid to COUNTY, or, if the completion of an approved activity should require the use of program income, MUNICIPALITY may retain said income upon mutual agreement of COUNTY and MUNICIPALITY. Any program income MUNICIPALITY is authorized to retain may only be used for eligible activities in accordance with all CDBG and HOME requirements as may then apply.

MUNICIPALITY must establish and maintain appropriate record-keeping and reporting of any retained program income and make such available to COUNTY in order that COUNTY can meet its monitoring and reporting responsibilities to HUD.

Pursuant to 24 CFR 570.501(b), MUNICIPALITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR 570.503.

If the Dane County Urban County Program is, at some future date, closed out, or if the status of MUNICIPALITY's participation in the Dane County Urban County Program changes, any program income retained by MUNICIPALITY, or received subsequent to the close-out or change in status, shall be paid to COUNTY.

MUNICIPALITY attests that it has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations, and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

If MUNICIPALITY utilizes, in whole or in part, funds covered by this Agreement to acquire or improve real property that is or will be within the control of MUNICIPALITY, then the following standards shall apply:

1. MUNICIPALITY will notify COUNTY of any modification or change in the use of the real property from that planned at the time of the acquisition or improvement, including disposition, and,

2. MUNICIPALITY will, if acquired or improved property is sold or transferred for a use which is not an eligible CDBG or HOME activity, as applicable, reimburse COUNTY in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG or HOME funds); and,

3. Program income generated from the disposition or transfer of property acquired or improved in whole or in part with CDBG or HOME funds prior to or subsequent to the close-out, change of status, or termination of this Agreement shall be treated under the provisions of this Agreement concerning program income.

The above Cooperation Agreement has been authorized by the governing body of Town of Berry by Resolution 2025-2 and is executed this 18th day of August, 2025, by the Town Chairperson and the Clerk of the Town of Berry.

_____ _____

Chief Executive Officer/Chairperson Town of Berry Clerk

The above Cooperation Agreement has been authorized by the Dane County Board of Supervisors, by resolution, dated _____ (copy attached), and is executed this _____ by the County Executive of Dane County.

_____

Melissa Agard
County Executive

The terms and provisions of the above Cooperation Agreement are fully authorized under State and local law and the Cooperation Agreement provides full legal authority for the County of Dane to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and lower income housing activities. The above Cooperation Agreement includes the language required by 24 CFR 570 and CPD Notice 25-04.

Dated this _____ day of _____, 2025.

_____

Susan Rauti
Assistant Corporation Counsel
State Bar # 1037944

8-11-25

Agenda Item #9, District One EMS financing options for new ambulance

The district finance committee is looking for input from each municipal board on how they prefer the district to budget for the future ambulance purchase coming in 2028.

They have about $250,000 saved.

Do you prefer that the district continues saving for the ambulance which would require a large increase in future levy requests or should they bill each municipality for their remaining ambulance cost and the municipality decides on how to budget for it?

Village of Cross Plains
PO Box 97, 2417 Brewery Road
Cross Plains, WI 53528
Phone: (608) 798-3241
Fax: (608) 798-3817

August 6, 2025

Dear Village of Cross Plains Residents,

The community is currently engaged in an important community discussion regarding changing governance of existing Emergency Medical Services (EMS). Please know that the idea of changing EMS governance was not reached lightly or impulsively. It is a response to long-standing challenges the Village has faced. None of these options will have an impact on the level or quality of service EMS you receive currently. That has never been a subject of discussion. The issue at hand is governance.

The current **Agreement for Emergency Medical Services** between the Village and the Cross Plains Area Emergency Medical Service District (the District) is outdated, grants the District disproportionate authority, and lacks sufficient oversight, accountability, and transparency. Moreover, it is financially unsustainable for the Village.

Over the years, I have personally raised concerns with the District Board regarding these issues. Unfortunately, responses have often been dismissive, such as "That is your problem, not mine," or "If it happens, it happens." In February 2024, the Village Board submitted a proposal outlining structural changes to the District Board. That proposal was declined with little discussion and no counteroffer. As a result, the Village is left with only one viable option, which brings us to our current position.

Under the terms of the existing agreement, a municipality may exit the District once every five years by providing written notice no later than December 1, two years before the agreement's renewal date. The upcoming deadline is this December. Leaving the District would release the Village from the limitations of the current agreement. This does not prevent us from collaborating with the Townships to develop a new agreement. In fact, once the Village leaves the District, all participating municipalities are free to explore arrangements that best serve their individual communities. This is why the Finance Committee has been engaged in the process.

The Finance Committee is a citizen group tasked with research, development, and fiscal oversight. While they rarely make formal recommendations, they provide the data and analysis the Village Board needs to make informed decisions. In this case, the Committee was asked to evaluate the Village's options and one of these options is merging EMS into the Village's governance and developing potential scenarios in the event we decide to exit the District. Their findings will assist the Board in making an informed decision.

Our EMS has transitioned over the past six years from a volunteer organization to a fully staffed, professional service. The 2025 EMS operating budget is projected at **$735,165**. For comparison:

- The Police Department budget is **$782,800**
- Public Works is **$692,775**
- Parks and Recreation is **$637,600**

One reason the current agreement is financially unsustainable is the potential for future expansion. It is possible that within the next seven years, the District may choose to add a second ambulance and crew. Based on current costs, this would require more than **$500,000**, with the Village responsible for **60 percent**, or more than **$300,000 annually**. This would be a recurring cost. The Village would likely need to pursue a referendum to meet that obligation. However, under the existing agreement, the District Board could make such a decision without approval from any of the municipalities 'governing boards.

Even if one ambulance crew continues to meet the Village's needs, the current funding model would still require us to pay 60 percent of the cost of each crew. This effectively means that the Village would be subsidizing the Townships. I ask you to consider: would residents support a referendum knowing it includes funding for services that financially benefit other municipalities?

We cannot borrow funds or draw from reserves to cover this type of recurring cost. It would almost certainly result in cuts to services or reductions in staff. Therefore, I ask you to consider whether the District Board should have the authority to make such significant financial decisions without the consent of the governing bodies that fund them.

This letter provides a brief overview of the major issues. A more detailed analysis is available in the Finance Committee Report, which can be found on the Village website. Additionally, you are encouraged to attend the following public meetings to learn more and ask questions:

- **Public Safety Committee Meeting**
  Monday, August 19 at 7:00 PM
  Location: American Legion Post
- **Community Information Meeting**
  Monday, September 16 at 7:00 PM
  Location: Cross Plains Fire Station

If EMS staff, Village trustees, and residents believe that remaining part of the District is the best path forward, then it is essential to encourage the town boards to participate in meaningful discussions. A new agreement must be developed that ensures proper oversight, fiscal responsibility, and transparency for all municipalities involved.

Sincerely,
Jay Lengfeld
Village President

Cross Plains Area EMS Review and Financial Analysis 2025

Finance Advisory and Enhancement Committee

Introduction

Cross Plains Aera Emergency Medical Services (CPAEMS) play a vital role in safeguarding the health and safety of the community. Ensuring a consistently high standard of service remains a top priority for the Village of Cross Plains. While current EMS operations meet expectations for reliability and quality, rising costs and evolving service demands necessitate a thorough financial analysis. This report presents key data and explores potential service models, including options for maintaining or adjusting the current structure to ensure sustainability and excellence.

This report is phase I of three phases. Phase II will be receiving feedback and input from EMS staff, Village Board, Village and Township residents, Township Boards, and the village Public Safety Committee. Phase III is the discussion and decision-making process by the Village Board.

Why now? The CPAEMS agreement states that if a municipality wants to withdraw from the district, they must give written notice to each municipalities clerk by December 1st two years prior to the end of the agreement. The end line for this agreement would be December 1, 2025, with an implementation date of January 1, 2028. The next opportunity would be notification by December 1, 2030, and implementation date of January 1, 2033.

Historical Background

The Standard Operating Procedures Manual for CPAEMS (2024) states that:

In 1977, a group of Cross Plains residents established a local emergency medical service to serve the Cross Plains–Berry Fire District. This initiative became known as the Cross Plains–Berry EMS. In parallel, Dane County formed a broader EMS district—District One EMS—encompassing communities such as Black Earth, Mazomanie, and the Town of Vermont. By 1995, increasing population and development in the Cross Plains area highlighted the need for a dedicated service capable of delivering basic life support and transportation to advanced life support facilities. This need led to the creation of a specialized EMS agency focused on providing safe and timely pre-hospital care.

Background

The Cross Plains Area EMS currently serves the entire Village of Cross Plains, the majority of the Town of Cross Plains, and portions of the Towns of Berry and Springfield. The agency operates at the Advanced EMT level and maintains 24/7 coverage. Its staffing model includes four full-time employees, sixteen part-time employees, and twenty-five volunteers. Daily operations are managed by a two-person crew, including the Chief and Deputy Chief of Emergency Medical Services.

Calls for Service

Number of calls CPAEMS responded to by year.

Year	Number of Calls
2017	388
2018	383
2019	377
2020	360
2021	406
2022	510
2023	463
2024	522

Location of the calls for service in 2024.

Jurisdiction	Number
Village Cross Plains	322
Town Cross Plains	96
Town of Berry	28
Middleton	26
Black Earth	25
Town Springfield	10
Mt Horeb	8
Mazomanie	6
Waunakee	1
Cancelled Calls	29

Response Time

Cross Plains Area EMS Resposne Times by Municipality and Year

Number of Incidents by Municipality and Year

	2022	2023	2024	2025	Total
City of Madison	1				1
City of Middleton	5	3	18	1	27
Town of Berry	20	37	27	7	91
Town of Black Earth	1	3	6	3	13
Town of Cross Plains	66	55	79	33	233
Town of Mazomanie			2		2
Town of Middleton	3	4	4	3	14
Town of Springdale	2	1		1	4
Town of Springfield	31	36	10	9	86
Town of Vermont		2	1		3
Village of Black Earth	4	13	15	6	38
Village of Cross Plains	328	248	319	101	996
Village of Mazomanie		4	2	2	8
Village of Mount Horeb		1	4	1	6
Village of Waunakee	2		1		3
Grand Total	463	407	488	167	1,525

Average Unit En Route to Arrived on Scene in Minutes by Municipality and Year

	2022	2023	2024	2025
City of Madison	11 2			
City of Middleton	26 5	21 8	24 5	12 2
Town of Berry	12 4	22 6	9 6	10 1
Town of Black Earth	13 0	23 3	11 3	12 2
Town of Cross Plains	9 8	19 5	7 9	9 1
Town of Mazomanie			13 7	
Town of Middleton	13 0	14 2	8 4	11 4
Town of Springdale	13 7	12 7		12 3
Town of Springfield	12 9	11 7	34 8	22 8
Town of Vermont		22 5	14 6	
Village of Black Earth	12 1	24 9	16 6	9 6
Village of Cross Plains	14 7	11 4	19 8	10 2
Village of Mazomanie		14 9	13 8	12 9
Village of Mount Horeb		17 0	28 6	13 0
Village of Waunakee	26 2		10 5	

90th Percentile of Unit En Route to Arrived on Scene in Minutes by Municipality and Year

	2022	2023	2024	2025
City of Madison	11 2			
City of Middleton	29 2	23.0	30 6	12.2
Town of Berry	18 0	30 6	13 3	12 7
Town of Black Earth	13 0	25 4	15 2	15.7
Town of Cross Plains	13 4	28 0	11 2	13 0
Town of Mazomanie			14 0	
Town of Middleton	14 4	20 1	9 8	15 3
Town of Springdale	14 6	12 7		12 3
Town of Springfield	15 2	14 3	40 1	25 3
Town of Vermont		22 5	14 6	
Village of Black Earth	14 8	31 1	19 6	10 8
Village of Cross Plains	19 1	16.8	24.6	13 2
Village of Mazomanie		15 9	14 3	13 0
Village of Mount Horeb		17 0	30 9	13 0
Village of Waunakee	26 2		10 5	

90th percentile – The percentile represents the point at which 90% of events fell within. For example, 90% of CPAEMS responses in 2025 had an "arrived on scene" time within 13.2 minutes from the time the ambulance was dispatched.

Future Program – Community EMS Initiative

Traditional EMS (Emergency Medical Services) are designed to deliver immediate medical attention to individuals in crisis. EMS personnel respond to 911 calls, provide on-site treatment, stabilize patients, and transport them to appropriate healthcare facilities. They are trained to manage a broad spectrum of emergencies including cardiac events, strokes, trauma, and other acute conditions.

Community EMS programs extend beyond emergency response by offering preventive healthcare, support for chronic conditions, and public education. These services may include medication assistance, wellness checks, and outreach activities that promote healthier lifestyles and preparedness. They are particularly valuable for individuals with limited mobility, chronic illnesses, behavioral health needs, or substance use challenges. Community EMS initiatives can also help reduce emergency department visits, hospital readmissions, and 911 call volume—resulting in more efficient resource use.

Community EMS provides:

- Preventive care
- Basic medical care and assistance to individuals in non-emergency situations, such as assisting with medication management or checking vital signs for chronic conditions
- Public health education
- Community outreach programs
- Educational events to promote healthy living, injury prevention, and emergency preparedness
- Overall, community EMS serves as a vital link between the public and the healthcare system, providing immediate medical care and support to individuals in need and helping to improve overall health outcomes in the community

Target patient population are:

- Individuals with chronic medical conditions who require regular medical monitoring and assistance
- Elderly individuals who may experience frequent falls or other medical emergencies
- Patients with limited mobility who may have difficulty accessing traditional healthcare services

- Individuals with mental health issues who may require immediate crisis intervention- Patients with substance abuse issues who may require medical assistance or transportation to treatment facilities

Community EMS can save a department money by:

- Reducing unnecessary emergency department (ED) visits, hospitalizations, and re-admissions, leading to more efficient healthcare resource utilization.
- By addressing healthcare needs in the community and improving access to care, programs can also lead to fewer 911 calls and reduced overall costs.

Financial Analysis

Basis of Division of Cost

The agreement has the following language related to the basis of division of costs:

Each Municipality shall pay its proportionate share of costs for the district in the proportion that its population bears to the population of the entire District. The population of each Municipality herein shall be based on the population shown by the last State of Wisconsin Department of Administration Demographics Services Center Census. The District Board shall establish an equitable method, as determined by the District Board, to determine the population where only a portion of a Municipality is included in the district. The last five years of the share cost in percentages for each Municipality:

	2021	2022	2023	2024	2025
Cross Plains	58%	58.3%	59.2%	59.2%	58.4%
Town Cross Plains	18%	16.9%	16.3%	16.3%	17.7%
Berry	11%	10%	9.6%	9.6%	9.7%
Springfield	13%	14.2%	14.9%	14.9%	14.2%

Population is calculated by multiplying the number of housing units by the average household size. Figure 1 shows the numbers used for the 2025 calculation. The calculations in figure 1 are not correct. One of the data sets needed to be changed. The average household size was taken from the 2020 census, and the population was used to calculate the shared costs, so we decided to modify the number of households. Figure 2 shows the modified data.

Figure 1 (Original)

Municipality	Housing Units	Avg Household size	Population
Town of Berry	282	2.04	695
Town of Cross Plains	458	3.06	1,256
Town of Springfield	370	2.5	1,007
Cross Plains	1,708	2.56	4,149
Total	2,818		7,107

Figure 2 (Modified)

Municipality	Housing Units	Avg Household size	Population
Town of Berry	341	2.04	695
Town of Cross Plains	410	3.06	1,256
Town of Springfield	403	2.5	1,007
Cross Plains	1,621	2.56	4,149
Total	2,775		7,107

Since the cost sharing is calculated on population, population growth is a very important factor for the district. Figure 3 shows the 2020 census population and the estimated population on 1/1/2024 from the Department of Administration for each municipality.

Figure 3 (Population Change)

Municipality	2020 Census	1/1/2024 Est	Change %
Town of Berry	1,168	1,181	1.11%
Town of Cross Plains	1,494	1,506	.8%
Town of Springfield	2,929	2,912	-.0058%
Cross Plains	4,104	4,202	2.39%
Total	9,695	9,801	

The rate of growth for the Village of Cross Plains is more than twice the increase in population than the other municipalities. Currently, there are 20 lots that have pulled permits and 72 lots for sale in the village. There is a new housing development in the planning stage that will have approximately 130 housing units in their first two phases. These lots could be on the market by this Fall. Over the last three years the Village is

averaging 30-40 housing units per year. Using the percentage from Figure 3 for the Towns and 35 housing units per year for the Village we can estimate the 2030 population and cost share percentages (Figure 4).

Figure 4 (2030 estimates)

Municipality	Housing Units	Avg Household size	Population
Town of Berry	345	2.04	703 (9%)
Town of Cross Plains	443	3.06	1,356 (18%)
Town of Springfield	403	2.48	1,001 (13%)
Cross Plains	1,796	2.56	4,598 (60%)
Total	2,987		7,658

Staffing

Over the past decade, CPAEMS has transitioned from a primarily volunteer-based service to a professionally staffed operation. This evolution has accelerated in the past five years. Wage and benefit costs have nearly doubled, rising from $318,200 in 2021 to a projected $600,800 in 2025, an increase of nearly 89%. This transition has substantially increased the time the chief spends on administrative tasks in general and on tasks that are not in their skill set. This increase in work for the chief has been a major reason for the two previous chiefs resigning. CPAEMS has had three chiefs in the last five years.

Considerations

We looked at three hypothetical approaches that municipal leaders might consider addressing the rising costs and/or increase in administrative service demands. The committee is open to other ideas and/or modifications to the options presented. Keeping the EMS district as is will likely be part of the discussion also.

Option 1: Merge with the Village

This option proposes integrating EMS into the Village of Cross Plains as a formal department. Under this model, EMS staff would become official village employees, with no changes to current wages or benefits. Volunteer retirement accounts would remain under the village s oversight.

Operational procedures and services would continue unchanged. The service would remain housed in the existing facilities, and staffing levels would be maintained. The

surrounding towns would have the opportunity to continue receiving EMS coverage by entering into service agreements with the village. Cost sharing would still be based on population.

From a financial standpoint, this approach offers minimal savings on the expense side. There is a risk that one or more of the municipalities would opt out of the current service. Should this happen, ambulance service revenues would likely decrease due to fewer calls. Unfortunately, since most expenses are fixed in nature, there will not be a 1:1 reduction in costs. As a result, the remaining municipalities would have to absorb a greater portion of the costs not covered by other sources.

Using the 2025 EMS budget as the base point, the spreadsheet below shows the effects of municipalities opting out of the current service on the remaining municipalities.

Cross Plains Area EMS Analysis
Revenue Scenarios

Municipality Included? (1=Yes, 0=No)								
Village of Cross Plains	1	1	1	1	1	1	1	1
Town of Cross Plains	1	1	1	0	1	0	0	0
Town of Springfield	1	1	0	1	0	1	0	0
Town of Berry	1	0	1	1	0	0	1	0
Municipal Fee Revenue %:								
Village of Cross Plains	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%
Town of Cross Plains	17.70%	17.70%	17.70%	0.00%	17.70%	0.00%	0.00%	0.00%
Town of Springfield	14.20%	14.20%	0.00%	14.20%	0.00%	14.20%	0.00%	0.00%
Town of Berry	9.70%	0.00%	9.70%	9.70%	0.00%	0.00%	9.70%	0.00%
	100.00%	90.30%	85.80%	82.30%	76.10%	72.60%	68.10%	58.40%
Ambulance Service Revenue %								
Village of Cross Plains	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%	58.40%
Town of Cross Plains	17.40%	17.40%	17.40%	0.00%	17.40%	0.00%	0.00%	0.00%
Town of Springfield	1.80%	1.80%	0.00%	1.80%	0.00%	1.80%	0.00%	0.00%
Town of Berry	5.10%	0.00%	5.10%	5.10%	0.00%	0.00%	5.10%	0.00%
Other Municipalities	17.30%	17.30%	17.30%	17.30%	17.30%	17.30%	17.30%	17.30%
	100.00%	94.90%	98.20%	82.60%	93.10%	77.50%	80.80%	75.70%
Expenses to be Covered	735,162	723,040	730,883	693,802	718,761	681,680	689,524	677,401
Non-Municipal Revenue:								
CPR Community Training Revenue	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Grants From Other Nonprofits	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Ambulance Service Revenue	240,000	227,760	235,680	198,240	223,440	186,000	193,920	181,680
Total Non-Municipal Revenue	250,000	237,760	245,680	208,240	233,440	196,000	203,920	191,680
Expenses to Be Allocated to Municipalities	485,162	485,280	485,203	485,562	485,321	485,680	485,604	485,721
Allocation:								
Village of Cross Plains	283,335	313,847	330,255	344,554	372,441	390,685	416,436	485,721
Town of Cross Plains	85,874	95,121	100,094	0	112,880	0	0	0
Town of Springfield	68,893	76,312	0	83,779	0	94,995	0	0
Town of Berry	47,061	0	54,854	57,229	0	0	69,168	0
	485,163	485,280	485,203	485,562	485,321	485,680	485,604	485,721

Capital Impact

The information and charts for the construction of the original CPAEMS building and the first addition were in an agreement provided by CPAEMS. The second addition information was developed through documents and past practices.

Capital expenditures associated with the EMS facility include the station itself and the accompanying ambulance. The Village of Cross Plains acquired the two parcels of land on which the station is located in 1989 and 2001, at a combined cost of $46,000. Per the existing agreement, this amount is to be reimbursed to the Village in the event the property is sold.

The original EMS station was constructed in 1989, followed by two subsequent expansions in 2002 and 2013. Funding for the initial construction and the first expansion was provided by three of the four municipalities: the Village of Cross Plains, the Town of Cross Plains, and the Town of Berry.

The breakdown of costs and contributions for the 1989 EMS building construction is as follows:

Municipality	Percentage	Dollars
Village of Cross Plains	35.3	$46,494.29
Town of Berry	24.3	$32,005.99
Town of Cross Plains	40.2	$52,943.75
Total	99.8	$131,444.03

2002 expansion of EMS building:

Municipality	Percentage	Dollars
Village of Cross Plains	54	$189,000
Town of Berry	31	$108,500
Town of Cross Plains	15	$52,500
Total	100	$350,000

Based on the above two projects total project costs and recorded municipal contributions, the following figures represent the proportional equity interests held by the Village of Cross Plains, the Town of Berry, and the Town of Cross Plains in the EMS facility:

Municipality	Percentage	Dollars
Village of Cross Plains	48.9	$235,209
Town of Berry	29.2	$140,452
Town of Cross Plains	21.9	$105,339
Total	100	$481,000

The financial details surrounding the second building expansion remain unclear, as there is no formal documentation outlining the final project cost or the agreed-upon breakdown of municipal contributions. A review of the four bidding documents confirmed that North Central Construction Corporation was awarded the contract. Their base bid totaled $199,752, with Alternate Bid A priced at $6,500 and Alternate Bid B at $37,510. It was verified that Alternate Bid B was included in the project, bringing the total cost to $237,262, based on the bid documentation. The 2013 budget allocates $150,000 in capital funding for the expansion; however, it is uncertain whether the remaining costs were covered using fund balance or other sources. While the Town of Springfield did not contribute to the first two construction phases, existing records also indicate that it did not contribute to this expansion. The accompanying chart reflects the full project cost distributed without Springfield's share according to the percentage allocations outlined in the 2013 budget.

Municipality	Percentage	Dollars
Village of Cross Plains	67	$158,721
Town of Berry	12	$27,640
Town of Cross Plains	21	$50,901
Total	100	$237,262

Total proportional equity interests by municipalities.

Municipality	Percentage	Dollars
Village of Cross Plains	55	$393,930
Town of Berry	23	$168,092
Town of Cross Plains	22	$156,240
Total	100	$718,262

Estimated Staff Impact

Another consideration of Option 1 (Merging with the Village) is the reallocation of administrative services—currently managed by the EMS Chief or third-party consultants—to the Village's finance department staff. These services include accounts payable processing, bi-weekly payroll processing, payroll reporting, financial statement preparation and analysis, annual operating and capital budget preparation, new employee onboarding, human resources support, and general administrative tasks.

This transition is estimated to require an additional 62.5 staff hours per month, at a cost of approximately $3,536. However, by shifting these responsibilities to Village staff, the EMS Chief would gain additional capacity to focus on operational duties, and the entity would realize savings by reducing or eliminating consultant fees.

Finance Options

1. Work within the current budget process
2. Increase District membership
3. Close TID #3 and use increment
4. Go to referendum

Option 2: Consolidate with another EMS District

The majority of CPAEMS borders two other EMS districts: Middleton to the east and District One to the west. Smaller segments of the Town of Cross Plains and Town of Springfield also border Mt. Horeb and Waunakee EMS districts, respectively.

In 2024, the Wisconsin Policy Forum released a study titled *"Strength in Numbers"* evaluating consolidation options for Middleton and Waunakee Area EMS. In one of the study's recommendations was to explore potential inclusion of CPAEMS in a future consolidation. However, there is currently no indication that such consolidation efforts are imminent.

A key challenge in consolidation lies in the disparity of certification levels between EMS districts:

- Middleton: Paramedic level
- CPAEMS: Advanced EMT
- District One: Basic EMT

These differences in staffing levels and scope of care would require significant operational coordination and potential re-training if consolidation were pursued. The potential advantage

is if the consolidation increased the population served by the district, the cost may decrease since population is the basis for cost sharing in all the EMS districts.

Option 3: Contract EMS Services

There is a company that provides EMS services to municipalities through a two-year contract. They will provide a two-person crew with one being a paramedic and the second member at least an EMT. The municipality only pays the lump sum and no other operating costs. The cost for each municipality is mainly based on population, calls for service, and billing revenue. City of Lake Mills has a contract with this company and their EMS cost for 2024 was $338,000 and $347,000 in 2025. Their population is approximately 6,849. In comparison, the Village of Cross Plains shared costs for CPAEMS were $276,178 in 2024 and $286,068 in 2025.

Option 4: Remain a member of the current CPEMS District

Summary

CPAEMS provides a critical service to the Village of Cross Plains and surrounding area residents. The report and future feedback/input discussions will not change the service provided in the field by staff, staff wages and benefits, staff hours or policies. The intent is to improve the structure, communication, transparency, and accountability of CPAEMS.

Appendix A

Cross Plains Area EMS

Budget vs Actuals Holly 2025 BudgetFY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
1500 Ambulance Fees				
1500.1 Ambulance Service Revenue		240,000.00	-240,000.00	
Total 1500 Ambulance Fees		**240,000.00**	**-240,000.00**	
1505 CPR Community Training Revenue		3,000.00	-3,000.00	
Contributed income				
Grants from other nonprofits		7,000.00	-7,000.00	
Total Contributed income		**7,000.00**	**-7,000.00**	
Municipal Fees				
1601 Village of Cross Plains (58.4%)		286,068.54	-286,068.54	
1602 Town of Cross Plains (17.7%)		86,702.28	-86,702.28	
1603 Town of Springfield (14.2%)		69,557.76	-69,557.76	
1604 Town of Berry (9.7%)		47,514.81	-47,514.81	
Total Municipal Fees		**489,843.39**	**-489,843.39**	
Total Revenue	**$0.00**	**$739,843.39**	**$ -739,843.39**	**0.00%**
GROSS PROFIT	**$0.00**	**$739,843.39**	**$ -739,843.39**	**0.00 %**
Expenditures				
100 Gross Wages				
101 Chief Wages		70,700.00	-70,700.00	
101.1 Chief OT Wages		0.00	0.00	
102 Deputy Chief		60,600.00	-60,600.00	
103 Full Time Wages		100,100.00	-100,100.00	
103.1 FT Overtime		15,000.00	-15,000.00	
104 Part Time Wages		165,000.00	-165,000.00	
104.1 Part Time OT		3,000.00	-3,000.00	
105 Volunteer Stipends		23,000.00	-23,000.00	
106 Monthly Training		7,000.00	-7,000.00	
108 Employer Tax Liabilities		35,000.00	-35,000.00	
171 Health Insurance		50,000.00	-50,000.00	
173 Workman's Comp Insurance		13,000.00	-13,000.00	
174 Retirement		45,000.00	-45,000.00	
177 Life Insurance		400.00	-400.00	
178 Income Continuation Disability		0.00	0.00	
181 Length of Service Award (LOSA)		8,000.00	-8,000.00	
Total 100 Gross Wages		**595,800.00**	**-595,800.00**	
186 CPR Cards		800.00	-800.00	
187 CPR Disposable Supplies		200.00	-200.00	
188 CPR Equipment		100.00	-100.00	
190 CPR Wages		400.00	-400.00	
200 Contractual Services				
200.1 Medical Direction		1,300.00	-1,300.00	
201 Computer Consulting & Supplies		5,400.00	-5,400.00	

Cross Plains Area EMS

Budget vs Actuals Holly 2025 BudgetFY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
202 Bookkeeping		7,000.00	-7,000.00	
204 Payroll Processing Fee		6,100.00	-6,100.00	
205 Ambulance Billing		13,200.00	-13,200.00	
206 CAD software		1,500.00	-1,500.00	
208 Fire Alarm System Monitoring		912.00	-912.00	
209 Defib Maintenance		650.00	-650.00	
210 ALS Intercepts		6,000.00	-6,000.00	
212 Scheduling Software		3,000.00	-3,000.00	
213 Lexipol		550.00	-550.00	
214 Legal/Accounting Fees		8,000.00	-8,000.00	
Total 200 Contractual Services		**53,612.00**	**-53,612.00**	
300 Supplies and Expenses				
301 Office Supplies		3,000.00	-3,000.00	
301.1 Postage & PO Box		200.00	-200.00	
Total 301 Office Supplies		**3,200.00**	**-3,200.00**	
302 Building Operating Cost				
302.1 Building Cleaning Supplies		850.00	-850.00	
302.2 Building Maintenance		3,000.00	-3,000.00	
302.3 Insurance - BLD & PROP		2,300.00	-2,300.00	
Total 302 Building Operating Cost		**6,150.00**	**-6,150.00**	
303 Building Supplies		800.00	-800.00	
305 Vehicle Cost				
305.1 Vehicle Fuel		8,000.00	-8,000.00	
305.2 Vehicle Repair		5,000.00	-5,000.00	
305.3 Vehicle Insurance		9,000.00	-9,000.00	
Total 305 Vehicle Cost		**22,000.00**	**-22,000.00**	
306 Medical Supplies				
306.1 Disposable Medical Supplies		15,000.00	-15,000.00	
306.2 Oxygen		1,500.00	-1,500.00	
306.3 Medical Equipment		4,000.00	-4,000.00	
Total 306 Medical Supplies		**20,500.00**	**-20,500.00**	
307 Uniforms		2,200.00	-2,200.00	
307.01 Uniform Stipends - FT		1,200.00	-1,200.00	
Total 307 Uniforms		**3,400.00**	**-3,400.00**	
308 Training				
308.1 Public Relations		1,500.00	-1,500.00	
308.2 Training Supplies		1,500.00	-1,500.00	
308.3 School Expenses		3,600.00	-3,600.00	
308.4 Employee Recognition		2,500.00	-2,500.00	
Total 308 Training		**9,100.00**	**-9,100.00**	
309 Equipment/Capital Fund		3,000.00	-3,000.00	
309.1 Communication-Pager, Radio, & Central Square		1,000.00	-1,000.00	

Cross Plains Area EMS

Budget vs Actuals Holly 2025 BudgetFY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 309 Equipment/Capital Fund		**4,000.00**	**-4,000.00**	
Total 300 Supplies and Expenses		**69,150.00**	**-69,150.00**	
Occupancy				
Utilities				
203 Utilities				
203.1 Gas & Electric		7,400.00	-7,400.00	
203.2 Mobile Phone		900.00	-900.00	
203.3 Telephone, Internet & TV		4,000.00	-4,000.00	
203.4 Water & Sewer		2,800.00	-2,800.00	
Total 203 Utilities		**15,100.00**	**-15,100.00**	
Total Utilities		**15,100.00**	**-15,100.00**	
Total Occupancy		**15,100.00**	**-15,100.00**	
Total Expenditures	**$0.00**	**$735,162.00**	**$ -735,162.00**	**0.00%**
NET OPERATING REVENUE	**$0.00**	**$4,681.39**	**$ -4,681.39**	**0.00 %**
NET REVENUE	**$0.00**	**$4,681.39**	**$ -4,681.39**	**0.00 %**

8-11-25

Agenda Item #11, Set date for working budget meeting

Next month I will start preparing the budget for 2026.

Below are some proposed dates for working on the budget. Which day would work best for you? Meeting would start at 7:00 pm.

Wednesday, October 1st

Thursday, October 2nd

Wednesday, October 8th

Thursday, October 9th

8-11-25

Agenda Item #12, Cell phone and laptop for Town Chair

The purchase of a cell phone is estimated to cost around $300 and the monthly fee around $55.

A laptop with Microsoft Office included will cost between $500 to $850. I am waiting to hear from TrollBytes about the price of a refurbished laptop.

8/11/2025		List of bills to be approved at the August 18, 2025 board meeting	
Date	**Check #**	**Payee**	**Amount**
7/22/2025	19845	Insight FS - LP contract	2,888.30
7/29/2025	19846	Brenda Kahl	1,830.70
7/29/2025	19847	Lucas Danz	1,678.23
7/30/2025	0	Lake Ridge Visa - bank withdrawal - postage & supplies	72.47
8/12/2025	19848	Brenda Kahl	1,830.70
8/12/2025	19849	Lucas Danz	1,678.23
8/18/2025	19850	Alliant Energy	185.67
8/18/2025	19851	BFI Waste Services - garbage & recycling	7,407.75
8/18/2025	19852	Boehnen Inc - Spring Valley Road	33,696.25
8/18/2025	19853	Brenda Kahl - mileage & postage	76.96
8/18/2025	19854	Cross Plains Area EMS - payment 2 of 2 & share of ambulance	46,068.76
8/18/2025	19855	Dane County Treasurer - Jan-June DaneCom	3,154.00
8/18/2025	19856	GFC Leasing - printer lease	178.37
8/18/2025	19857	Gordon Flesch - fee for copies printed per month	23.24
8/18/2025	19858	Lucas Danz - cell phone & reimburse for backpack sprayer	119.92
8/18/2025	19859	Mazo Hardware - supplies	27.57
8/18/2025	19860	TDS Telecom	207.25
8/18/2025	19861	TrollBytes - August IT services	70.00
8/18/2025	19862	Weld Riley - review of garbage contracts & cell tower driveway	1,056.25

Additional bills will be handed out at the meeting