



Board of Trustees Meeting Notice
Agenda

Date: Tuesday, January 12, 2021, 7:00 p.m.

Location: Virtual via Zoom

Meeting will convene virtually via Zoom:

<https://us02web.zoom.us/j/85924712073>

Meeting ID: 859 2471 2073

Call in via phone: +1 312 626 6799

Meeting ID: 859 2471 2073

Pages

1. Meeting Opening

1.a. Call to Order

1.b. Roll Call

1.c. Confirmation of Open Meeting Law Compliance

1.d. Adoption of Agenda

Motion to approve adoption of this meeting agenda.

1.e. Public Comment

Limit of 3 minutes per person-The public comment section of the agenda allows citizens to address the board. However, discussion is limited due to the confines of open meeting laws. Concerns brought forth during this portion of the agenda will be directed to the appropriate department for follow-up.

2. Consent Agenda

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Motion to approve the consent agenda as presented.

2.a. Minutes to be approved

4

2.b. General Fund, Payroll and Automatic checks for approval

10

2.c. Department Reports

19

Type: Received and Filed

3. Business

All items under the Business section are information, discussion and possible action.

- 3.a. 01/07/2021 Public Hearing Comments Received and Discussion
Due to Wisconsin Open Meetings Law no action could be taken on public comment received at the public hearing on 01/07/2021.
- 3.b. Review of 2021 Projects and Project Schedule for Levied 2021 Projects
- 3.c. Procedures and next steps for Cardinal Community Center/RES
- 3.d. Gym Use - Resident and Citizen Inquiries
Tyler Goebel-use of gym for basketball practice

Erinn and Luke Hiltbrand-use of gym for son recovering from two broken legs.
- 3.e. RFP for Engineering Services 35
- 3.f. State Statute 943.2 Theft 44
Motion to approve adoption of State Statute 943.2 Theft into the Village of Ridgeway Ordinance Chapter 10.
- 3.g. Auditor 45
Quotes for 2020 Audit/Auditor

Motion to approve contracting with _____ for Auditing for the years 2020-20__.
- 3.h. Land Use Agreement with Wisconsin DNR 52
Motion to approve the Land Use Agreement with the Wisconsin Department of Natural Resources.
- 3.i. CDBG Update and Agreement with the Department of Administration for 61
08/21/2020 through 12/31/2022
Motion to approve the CDBG Agreement with the Wisconsin Department of Administration.
- 3.j. Master Policy First American Title Insurance Company 82
Motion to approve the Master Policy for Cardinal Way Phase 2.
- 3.k. Resolution 2021-01 Regarding the Sale of Lots in the Cardinal Way Subdivision 94
Phase II
Motion to approve re-numbering of Resolution 2020-19 to 2021-01.
- 3.l. Future Board Meetings
Discussion regarding doing in person board meetings and moving them to 208 Jarvis Street.

Motion to move monthly board and Plan Commission meetings to in person meetings to be held at 208 Jarvis Street.

4. Correspondence

Trustee Announcements and Correspondence Received from Residents

5. Future Agenda Items

6. Adjournment
Motion to Adjourn.



DRAFT

The Village of Ridgeway Board of Trustees convened on Tuesday, December 8, 2020 via Zoom, with President Steen and Clerk, L Phelan at the Village Hall/Fire Station located at 113 Dougherty Ct., Ridgeway, Iowa County, Wisconsin.

Generated by Lori Phelan on Tuesday, December 8, 2020

- 1.1 Call to Order by President Steen @ 7:00 pm.
- 1.2 Roll Call: President-J Steen; Trustees-MK Baum, M Casper, J Garner, S Vosberg, K Venden, R Short; J Brindley, T Cullen; M Gorham; H Roessler-Deputy Clerk; L Phelan-Clerk.
- 1.3 L Phelan confirmed this was a properly noticed meeting.
- 1.4 Motion to approve adoption of this meeting agenda by MK Baum, 2nd by K Venden. Motion carried.
- 1.5 Open Regular Board of Trustee Meeting
- 1.6 Public Comment - B Paull commented on the lack of participation of the commission members during the last meeting. Very disappointed in this, the former RES building is a big project for the Village.
2. Motion to approve the Consent Agenda as presented by M Casper, 2nd by MK Baum. Motion carried.
 - 3.1 Ridgeway Farmer's Market - TABLED. Amber joined later due to internet issues and addressed the board with the plans for the winter pop-up style market. Motion by R Short, 2nd by M Casper to approve this and use of the parking lot under the water tower. Motion carried.
 - 3.3 Motion by R Short to approve Pay Application #3 for G-Pro in the amount of \$56,430.54, 2nd by J Garner. The contractor is done for this year, but will return this spring to take care of any landscaping matters or other issues. A 15% retainage is held until the spring work is completed and final asphalt is laid. Motion carried.

Motion by K Venden to approve Change Order #2 for G-Pro \$650.00, 2nd by M Casper. Motion carried.
 - 3.4 Motion by S Vosberg to approve Delta 3 Engineering putting the Water Tower project out for bids with the plans & specs as presented, 2nd by K Venden. Alternate bids will be done for Cathodic Protection and the SCADA System. Delta 3 will provide a range of logo designs then the Village Residents will have input into the choice that gets painted on the tower. Motion carried.
 - 3.5 Motion by M Casper to approve authorizing Delta 3 to proceed with Option 1, with no retaining wall, for the park improvement project, 2nd by R Short. S Vosberg opposed. Motion carried.
 - 3.6 Motion to approve the purchase of a new plow truck from Fillback Ford at a cost of \$59,212.20 by MK Baum, 2nd by J Garner. Motion carried.
 - 3.7 Motion to adopt the 2021 General Fund Budget, 2021 Capital Fund Budget, 2021 Sewer Fund Budget and 2021 Water Fund Budget by MK Baum, 2nd by M Casper. Motion carried.
 - 3.8 Motion by MK Baum to approve Resolution 2020-19 for purchase of 208 Jarvis Street with the Village Treasurer executing the closing documents, 2nd by M Casper. Motion carried.

Motion to authorize a closing date on or after December 9th on the 208 Jarvis Street property by M Casper, 2nd by K Venden. Motion carried.
 - 3.9 Motion to approve the Plan Commission recommendation and proceed with planning for Layout as presented in Site Option 2 and Exterior Site Layout Option 2 for the Cardinal Community Center by M Casper, 2nd by S Vosberg. Motion carried.

Motion to approve a change of address for 208 Jarvis Street to 100 West Farwell Street for the Cardinal Community Center at closing by MK Baum, 2nd by R Short. Motion carried.

3.10 Cardinal Community Center Restoration and Development Committee discussion regarding interested individuals. Appointments by J Steen: Gene Dougherty, James Gardner, Dan Phelan, Kari Phelan, Jason Neis, Rick Short, Steve Vosberg. A walk-through and meeting will be scheduled with this new committee.

3.11 H Roessler to work with the new Cardinal Community Center Restoration and Development Committee regarding the Request for Proposals - Mechanical, Electrical, Plumbing Review and Blueprint Design.

3.12 Maintenance of the property from time of closing until construction was discussed at length. The decision by the board was that Jeff Brindley, Tanner Cullen and Marshal Gorham talk with Roy March about his current daily checks. Then these three work out a schedule, amongst each other, to do daily checks of the property. Should any issues arise from the daily check of the property, the contact person will be Jeff Brindley. Discussion regarding Processes, Usage, and Fees for Cardinal Community Center-Public Use were tabled but to be reviewed by the Committee.

3.13 The Board discussed the Cardinal Community Center Web Page on Village Website and made some suggestions to be reviewed at the next board meeting.

3.14 Motion to authorize adoption of Uniform Dwelling Code SPS 320, 321, 323, 324, 325; Commercial Building Code SPS 361-366; Plumbing Code SPS 381-387 into Village Municipal Code Chapter 7.02 State Codes by S Vosberg, 2nd by J Garner. Motion carried.

Motion to authorize Building Inspector Todd Parkos to apply for Commercial Building Plan Review and small commercial building projects and inspections of all size commercial buildings by M Casper, 2nd by MK Baum. Motion carried.

Motion to authorize permit fees as presented for Commercial Inspections and Commercial Plan reviews by M Casper, 2nd by R Short. Motion carried.

3.15 Motion to reclassify Zoning Ordinance as Chapter 14 by S Vosberg, 2nd by MK Baum. Motion carried.

Motion to reclassify Land Division Ordinance as Chapter 11 by S Vosberg, 2nd by MK Baum. Motion carried.

Motion to reclassify Section 9.12 Floodplain Ordinance as Chapter 15 by S Vosberg, 2nd by M Casper. Motion carried.

Motion to adopt amendments to Chapter 3.01 Village Marshal Ordinance by S Vosberg, 2nd by MK Baum. Motion carried.

Motion to approve reclassification of portions of Chapter 1, Chapter 5, Chapter 8, Chapter 9, and Chapter 10 by S Vosberg, 2nd by MK Baum. Motion carried.

Motion to rename Chapter 10 to Public Peace, Safety, and Good Order by S Vosberg, 2nd by MK Baum. Motion carried.

3.16 Motion to adopt the updates to the Employee Handbook by MK Baum, 2nd by R Short. Motion carried.

3.17 eSCRIBE Preview not done. Training set with the board for January 4, 2021 at 6:30 pm.

4.1 Motion to Adjourn by MK Baum, 2nd by J Garner. Motion carried. Adjourned 10:08 pm.

DRAFT

TO BE ADOPTED AT THE NEXT REGULAR SESSION BOARD OF TRUSTEE MEETING TO BE HELD ON JANUARY, 12, 2021



DRAFT

The Village of Ridgeway Board of Trustees convened virtually on Thursday, December 10, 2021 at 6:30 pm for the Final Public Hearing for the Tallman Court Special Assessments.

Generated by Lori Phelan on Thursday, December 10, 2020

1.01 Call to Order by President Steen at 6:37 pm, due to Zoom technical delays. Roll Call: President-J Steen; Trustees-MK Baum, M Casper, J Garner, K Venden, R Short; L Phelan-Clerk/Treasurer. Absent: S Vosberg. Mark Doyle of Delta 3 Engineering was also present.

1.02 L Phelan confirmed this was a properly noticed meeting.

1.03 Motion to approve adoption of this meeting agenda by MK Baum, 2nd by R Short. Motion carried.

1.04 OPEN PUBLIC HEARING

1.05 Sarah Brooks, a Tallman Court resident, asked about the final layer of asphalt and when it will be put down, there is about 1 1/2" gap from the top of the asphalt to the curb & gutter and driveway entrances. Mark stated that this will be done in the spring. Public Works and Streets are aware of the gap for snowplowing. Sarah also inquired about the replacement of the "Children at Play" sign that was on Tallman Ct. prior to the project. Mark Doyle will check the photos he took prior to the start and will contact G-Pro to investigate and will let either Jon or Lori know what he finds. The sign will get replaced. She also indicated that when the project was being done it would have been nice to have some prior notice of when the street was going to be closed.

1.06 Motion by MK Baum to close the public hearing, 2nd by J Garner. Motion carried.

Motion by R Short to adopt Final Resolution 2020-19 Declaring Intent to Exercise Special Assessment Police Powers under Sec. 66.0703, Wis. Stats., 2nd by M Casper. Motion carried.

Regular Board Business

2.01 Cardinal Community Center Webpage Update was presented and discussed. Changes will be made as discussed. This will be on the agenda for the January 12, 2021 meeting for Board approval to add this page to the website.

3.01 Motion to Adjourn by MK Baum, 2nd by K Venden. Motion carried.

Adjourned @ 7:14 pm.

DRAFT

TO BE APPROVED AT THE NEXT REGULAR BOARD OF TRUSTEE MEETING TO BE HELD ON JANUARY 12, 2021.



Board of Trustees

Meeting Minutes

Date: January 7, 2021, 5:00 p.m.
Location: Cardinal Community Center
Gymnasium
208 Jarvis Street
Ridgeway, WI 53582

Members Present: President - J Steen
MK Baum
K Venden
M Casper
R Short
J Garner
S Vosberg

Staff Present: Clerk/Treasurer - L Phelan
Deputy Clerk - H Roessler
M Gorham

1. Meeting Opening

1.a Call to Order

Meeting called to order by President Steen @ 6:02pm

1.b Roll Call

1.c Confirmation of Open Meeting Law Compliance

L Phelan confirmed the agenda and hearing notice was posted on January 6, 2021 at the Ridgeway Village Hall/Fire Station, Farmer's Savings Bank entryway, Ridgeway Post Office lobby, and on the Village of Ridgeway website.

1.c.1 Reminder to residents where information can be accessed

2. Update from Village Board, Village Attorney, and Staff

2.a 2020 Projects, CDBG Award and 2021 Streets

J Steen spoke on recent projects that the Village has done. Shared the grants that have been recently awarded and the upcoming streets project, which was also awarded a grant.

2.b Village Park Improvements

M Casper shared the upcoming park improvements and why they need to be done. There has been a history of issues with the water and erosion. Since there is an upcoming streets project, we could potentially save costs as we will have contractors in the Village and they may bid both jobs.

2.c TID and Cardinal Way Subdivision Update

J Steen talked about the TID and how it is performing. The Cardinal Way subdivision is part of the TID, so this is providing growth within the district, which will increase the taxes that stay in the village.

3. 2020 Real Estate Tax Information

3.a Debt vs. Levy Increase

L Phelan shared information regarding the tax base, debt and levy increase. She suggested that residents come into the office to discuss their situation on an individual basis and provide more detail of the process.

3.b Determining the tax rate, levy limit, and tax base

L Phelan explained briefly, how the tax rate is determined and how the levy limit changed from the previous year due to the three new loans as well as other additions in the budget. She also shared how that increase in the levy impacted the tax rate.

4. Questions from Residents

4.a The board will respond to resident submitted questions

The Village attorney read the submitted questions and members of the board addressed and answered them.

5. Open Public Hearing

Motion by MK Baum
Seconded by J Garner

Motion to open public hearing

Motion carried

6. Close Public Hearing and Adjournment

Motion by MK Baum
Seconded by M Casper

Motion to close the public hearing

Motion carried

Motion by MK Baum
Seconded by R Short

Motion to adjourn

Motion carried

ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:
 Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	1/12/2021	BADGER METER	
	Jan - June 2021 Service Agreement		
400-00-53610-000-821		OPERATION EXPENSES	780.00
	Jan - June 2021 Service Agreement		
		Total	780.00
<hr/>			
	1/12/2021	CHASE CARD SERVICES	
100-00-21800-000-000		CREDIT CARD PAYABLE	1,154.38
300-00-21800-000-000		CREDIT CARD PAYABLE	105.00
400-00-21800-000-000		CREDIT CARD PAYABLE	122.60
		Total	1,381.98
<hr/>			
	1/12/2021	CINTAS CORP.	
		Previous Year Expense	
300-00-53311-000-852		UNIFORMS	32.87
400-00-53311-000-852		UNIFORMS	32.87
100-00-53311-755-000		STREETS - UNIFORMS	41.79
		Total	107.53
<hr/>			
	1/12/2021	CULLIGAN TOTAL WATER TREATMENT	
	DEC Bottled water services		
		Previous Year Expense	
100-00-51420-310-000		CLERK OFFICE SUPPLIES	28.00
	DEC Bottled water services		
		Total	28.00
<hr/>			
	1/12/2021	DEAN HEALTH PLAN	
	Feb 2021 - L Phelan		
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	1,761.21
	Feb 2021 - L Phelan		
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	832.07
	Feb 2021 - M Gorham		
100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	1,146.18
	Feb 2021 - H Roessler		

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ACCT

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Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			3,739.46

1/12/2021 DELTA 3 ENGINEERING, INC.

Previous Year Expense

100-00-57331-000-000		HIGHWAY & STREET OUTLAY	148.50
	D20-003 INV#16533	2021 INFRASTRUCTURE	
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	148.50
	D20-003 INV#16533	2021 INFRASTRUCTURE	
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	386.25
	D20-003 INV#17042	2021 INFRASTRUCTURE	
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	386.25
	D20-003 INV#17042	2021 INFRASTRUCTURE	
100-00-57331-000-000		HIGHWAY & STREET OUTLAY	500.00
	D20-003-2 Inv #170432021	Infrastructure	
210-00-57735-000-000		TIF CAPITAL OUTLAY	3,155.50
	D20-066 Cardinal Way Inv#17041		
400-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	9,242.50
	D20-057 Water Tower Repaint and Repair		
300-00-53612-000-852		CONTRACTED SERVICES	426.00
	Inv #17044 01/04/2021		
Total			14,393.50

1/12/2021 DELTA DENTAL OF WISCONSIN

Feb 2021-Lori, Hailey & Mike

100-00-21530-000-000		HEALTH & DENTAL INS PAYABLE	180.54
	Feb 2021-Lori, Hailey & Mike		
Total			180.54

1/12/2021 DIGGERS HOTLINE, INC.

Inv #201 2 21051 Dated 12.31.2020

Previous Year Expense

400-00-53710-000-682		CONTRACTED SERVICES	12.80
	Inv #201 2 21051 Dated 12.31.2020		
Total			12.80

1/12/2021 DODGEVILLE SCHOOL DISTRICT

Dec Tax Payments/Jan Settlement

100-00-24600-000-000		DUE TO DODGEVILLE SCHOOLS	190,185.17
	Dec Tax Payments/Jan Settlement		
Total			190,185.17

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Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	1/12/2021	DRS ENTERPRISES, LLC	
DEC 2020			Previous Year Expense
100-00-53311-730-000		STREETS - FUEL	407.51
DEC 2020			
100-00-55200-730-000		PARK - FUEL	0.00
100-00-52100-410-000		POLICE - FUEL	171.89
DEC 2020			
100-00-52100-315-000		POLICE - MISC SUPPLIES	7.99
400-00-53610-000-822		FUEL-AUTO	75.68
DEC 2020			
300-00-53610-000-822		FUEL-AUTO	75.68
DEC 2020			
300-00-53610-000-827		OTHER SUPPLIES & EXPENSES	12.17
100-00-53311-730-000		STREETS - FUEL	0.00
400-00-53700-000-640		SUPPLIES	10.45
		Total	761.37
	1/12/2021	EDWARD D. JONES	
Jan -Jeff, Tanner, Lori, Michael, Hailey			
100-00-21520-000-000		RETIREMENT PAYABLE	500.00
Jan -Jeff, Tanner, Lori, Michael, Hailey			
		Total	500.00
	1/12/2021	EPIC LIFE INSURANCE COMPANY	
300-00-53612-000-854		EMPLOYEE BENEFITS	38.48
Jeff			
400-00-53710-000-686		EMPLOYEE BENEFITS	38.48
Jeff			
100-00-51420-125-000		CLERK EMPLOYEE BENEFITS	19.66
Lori			
300-00-53612-000-854		EMPLOYEE BENEFITS	9.82
Lori			
400-00-53710-000-686		EMPLOYEE BENEFITS	9.82
Lori			

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Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-52100-125-000		POLICE - EMPLOYEE BENEFITS	39.95
		Michael	
100-00-51420-125-000		CLERK EMPLOYEE BENEFITS	33.49
		Hailey	
300-00-53612-000-854		EMPLOYEE BENEFITS	5.58
		Hailey	
400-00-53710-000-686		EMPLOYEE BENEFITS	5.58
		Hailey	
Total			200.86

	1/12/2021	FAHERTY, INC.	
DEC 2020			Previous Year Expense
100-00-53635-000-000		RECYCLING COLLECTION	1,430.52
		DEC 2020	
100-00-53620-000-000		GARBAGE COLLECTION	2,224.95
		DEC 2020	
Total			3,655.47

	1/12/2021	INKWELL PRINTERS, LLC	
INV 48233 12/30/20			Previous Year Expense
100-00-51980-000-000		OTHER GENERAL GOV'T	305.00
		INV 48233 12/30/20	
Total			305.00

	1/12/2021	IOWA COUNTY CLERK	
Partisan Election 11.03.2020 Cartridges			Previous Year Expense
100-00-51420-372-000		ELECTION SUPPLIES	40.00
		Partisan Election 11.03.2020 Cartridges	
Total			40.00

	1/12/2021	IOWA COUNTY HUMANE SOCIETY	
2021 Stray & Abandoned Contract			
100-00-54100-000-000		ANIMAL CONTROL	500.00
		2021 Stray & Abandoned Contract	
Total			500.00

	1/12/2021	IOWA COUNTY TREASURER	
Envelopes for Property Tax bills			Previous Year Expense
100-00-51420-310-000		CLERK OFFICE SUPPLIES	22.88
		Envelopes for Property Tax bills	

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			22.88
<hr/>			
1/12/2021 IOWA COUNTY TREASURER			
Dec Tax Payments/Jan Settlement			
100-00-24310-000-000		TAXES DUE COUNTY / STATE	128,050.60
Dec Tax Payments/Jan Settlement			
Total			128,050.60
<hr/>			
1/12/2021 L.W. ALLEN, INC.			
			Previous Year Expense
400-00-53710-000-682		CONTRACTED SERVICES	620.34
Inv #105555 12/18/2020			
400-00-53700-000-650		REPAIRS & MAINTENANCE	480.00
Inv #105809 12/31/2020			
400-00-53700-000-650		REPAIRS & MAINTENANCE	250.00
Inv #105785 12/31/2020			
Total			1,350.34
<hr/>			
1/12/2021 LEAGUE OF WISCONSIN MUNICIPALITIES			
2021 League Dues			
100-00-51420-320-000		CLERK MEMBERSHIP DUES	379.48
2021 League Dues			
Total			379.48
<hr/>			
1/12/2021 LOCAL TITLE COMPANY LLC			
Owner's Policy CardWayP2 InvL012493TI			
210-00-57735-000-000		TIF CAPITAL OUTLAY	1,128.00
Owner's Policy CardWayP2 InvL012493TI			
Total			1,128.00
<hr/>			
1/12/2021 LV LABORATORIES, LLC			
			Previous Year Expense
400-00-53710-000-682		CONTRACTED SERVICES	100.00
Inv #21217 1/4/21			
300-00-53612-000-852		CONTRACTED SERVICES	717.50
Inv #17080 1/4/21			
Total			817.50
<hr/>			
1/12/2021 MID-AMERICAN RESEARCH CHEMICAL (MARC)			
Inv 0719157-IN 12/4/20			Previous Year Expense

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
300-00-53610-000-821		OPERATION EXPENSES	1,885.78
		Inv 0719157-IN 12/4/20	
		Total	1,885.78
	1/12/2021	MUELLER GRAPHICS	
		INV#10725 12.10.2020	
		Previous Year Expense	
100-00-53311-715-000		STREETS MAINTENANCE	245.40
		INV#10725 12.10.2020	
		Total	245.40
	1/12/2021	OMNIGO SOFTWARE	
		Report Exec Direct Web License 2021	
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE	1,389.13
		Report Exec Direct Web License	
		Total	1,389.13
	1/12/2021	RIDGEWAY UTILITIES	
		Previous Year Expense	
100-00-53311-760-000		STREETS - UTILITIES	32.79
300-00-53610-000-823		UTILITIES	16.40
400-00-53610-000-823		UTILITIES	16.40
100-00-55200-760-000		PARK - UTILITIES	0.00
		Total	65.59
	1/12/2021	SOUTHWEST TECHNICAL COLLEGE	
		Dec Payments/Jan Settlement	
100-00-24500-000-000		DUE TO SWTC	23,715.88
		Dec Payments/Jan Settlement	
		Total	23,715.88
	1/12/2021	STAFFORD ROSENBAUM, LLP	
		Inv1247059 building/resident ??	
		Previous Year Expense	
100-00-51300-000-000		LEGAL EXPENSE	199.50
		Inv1247059 building/resident ??	
210-00-51300-000-000		LEGAL EXPENSE	0.00

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1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51300-000-000		LEGAL EXPENSE	269.50
		Inv 1247060 RES Purchase	
Total			469.00

1/12/2021		STRANG, INC	
FEASIBILITY STUDY - RES			Previous Year Expense
100-00-57190-000-000		GENERAL GOVERNMENT OUTLAY	1,198.00
		FEASIBILITY STUDY - RES	
Total			1,198.00

1/12/2021		TRANSCENDENT TECHNOLOGIES	
TAX RECEIPTING			
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	409.00
		TAX RECEIPTING	
100-00-51500-240-000		SOFTWARE SUBSCRIPTIONS & FEES	175.00
		PET LICENSING	
Total			584.00

1/12/2021		TRITECH SOFTWARE SYSTEMS	
Mobile CAD 01/18/2021-01/17/2022			
100-00-52100-450-000		POLICE - COMPUTER/SOFTWARE	74.97
		Mobile CAD 01/18/2021-01/17/2022	
Total			74.97

1/12/2021		U.S. CELLULAR	
			Previous Year Expense
100-00-51420-325-000		CLERK TELEPHONE	84.46
100-00-52100-325-000		POLICE - TELEPHONE	61.19
300-00-53610-000-823		UTILITIES	119.35
400-00-53610-000-823		UTILITIES	92.61
100-00-53311-750-000		STREETS - TELEPHONE/CELL	3.19
Total			360.80

1/12/2021		UNION TECHNOLOGY COOPERATIVE	
Lori-laptop (chromebook exchange)			Previous Year Expense

1/11/2021 11:19 AM

In Progress Checks - Full Report - ALL

Page: 8

ALL Checks by Payee

ACCT

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:

Thru: 1/12/2021 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	324.00
		Lori-laptop (chromebook exchange)	
100-00-51420-316-000		CLERK INFORMATION TECHNOLOGY	325.00
		Set up Lori laptop for work from home	
		Total	649.00
	1/12/2021	WIL-KIL PEST CONTROL	
Inv #4057513	12/15/20	Previous Year Expense	
300-00-53612-000-852		CONTRACTED SERVICES	84.75
		Inv #4057513 12/15/20	
		Total	84.75
		Grand Total	379,242.78

1/11/2021 11:19 AM

In Progress Checks - Full Report - ALL

Page: 9
ACCT

ALL Checks by Payee

1-POOLED CHECKING ACCOUNT **0307

Dated From: 1/12/2021 From Account:
Thru: 1/12/2021 Thru Account:

	Amount
<hr/>	
Total Expenditure from Fund # 100 - GENERAL FUND	359,005.02
Total Expenditure from Fund # 210 - TIF FUND	4,283.50
Total Expenditure from Fund # 300 - SEWER FUND	3,529.38
Total Expenditure from Fund # 400 - WATER FUND	12,424.88
Total Expenditure from all Funds	379,242.78



113 Dougherty Court | Ridgeway, WI 53582

To: Board of Trustees
RE: Monthly Tasks completed
From: Lori Phelan
January 12, 2021

Routine-monthly or quarterly tasks:

- ✓ Respond to emails, answer phones, open/distribute mail
- ✓ Enter and process utility payments as received
- ✓ Prepare bank deposits as needed
- ✓ Distribute time sheets for allocation notations
- ✓ Allocate time in NovaTime weekly, per allocations indicated from time sheet reviews
- ✓ Process payroll
 - Pay Federal and State withholding taxes
- ✓ Generate sick time accruals in Workhorse
- ✓ Verify employee accrual accuracy in Workhorse and NovaTime and that accruals match
- ✓ Submit Direct Pay ACH file to FSB for utility customers
- ✓ Enter monthly recurring journal entries per audit
- ✓ Reconcile bank accounts for October, November reconciliation is not completed.
- ✓ Enter Automatic payments received into bank accounts
- ✓ Process Village ACH payments to vendors
 - Frontier, Alliant Energy, Ascentis (NovaTime)

Other:

- ✓ Picked up tax bills from the county 12/4/20
 - Mailed out tax bills 12/7/20
 - Created a stuffer with Village information & included with tax bills
- ✓ Filed the Levy Limit Worksheet with DOR
- ✓ Filed the Statement of Taxes with DOR
- ✓ Investigated funds deposited into the CDBG Account from the state. Have not gotten an answer from the state as to what that is for. Funds were transferred out of that account into the General Fund Checking.
- ✓ Processed annual board payroll
 - Received necessary payroll documents from all paid trustees and committee members
- ✓ eSCRIBE workshops and trainings periodically during the month.
- ✓ Executed closing documents for 208 Jarvis St.
 - Closed December 28th
 - Signed & notarized documents emailed to Dane County Title on 12/28, sent paper documents via overnight mail with the check on 12/29/20.
- ✓ Receive & enter property
- ✓ Worked with Michele and Hailey on communication to the residents (6 hrs.)
- ✓ Set up audio meeting via Zoom for the Public Hearing to be held. Residents can call in to listen if they are unable to attend. Tested to ensure the forward from the village phone to the Zoom works. (2.5 hrs)
- ✓ Created spreadsheets to assist me in tax information to share with residents (10 hours)

December 2020 work report

RECEIVED
JAN 04 2021

12/1 charged battery on generator for well number 1. Ran to farm and fleet for supplies. 1 hour in the water department and 7hrs in the streets department.

12/2 8hrs vacation

12/3 installed rain cap on generator for well number 1. Emptied public trash cans. Patched potholes with sand patch. 1hr in the parks department and 7hrs in the streets department.

12/4 cleaned village shop and organized sign materials and road signs. 8hrs in the streets department.

12/7 sand patched many potholes on Keane Street and Richard street. 8hrs in the streets department.

12/8 board meeting. Ordered spark plugs and ignition wires for the f350. 8hrs in the streets department.

12/9 called Fillbacks and told them there offer for the f550 they specked out had been accepted by the board. Got plow trucks and equipment ready for incoming snow storm. 8hrs in the streets department.

12/10 continued to prepare equipment and trucks for snow storm checking fluids and etc. 8hrs in the streets department.

12/11 plowed snow and salted. 8hrs in the streets department.

12/12 plowed snow and salted.

12/14 salted streets and roadways as necessary and started snow cleanup. Plowed and salted sidewalks. 8hrs in the streets department.

12/15 salted streets and roadways as necessary. Continued snow cleanup, moving of snow banks at intersection etc. 8hrs in the streets department.

12/16 continued snow cleanup. 8hrs in the streets department.

12/21 researched solutions of how to clear village sidewalks. Researched small 3 point snow blowers for the rear of the compact tractor for sidewalk use. 8hrs in the streets department.

12/22 cleaned inside and out of the peterbilt and the f350. 8hrs in the streets department.

12/23 replaced fire station road signs on HHH. And took inventory of road signs and what is needed. 8hrs in the streets department.

12/24 cleaned village shop and office. 4hrs in the streets department.

12/25 8hrs holiday

12/27 plowed snow and salted streets and roadways.

12/28 plowed snow and salted streets and roadways. Plowed and salted sidewalks. 8hrs in the streets department.

12/29 salted as needed and started snow cleanup. 8hrs in the streets department.

12/30 salted as needed and started snow cleanup. 8hrs in the streets department.

12/31 salted as needed and started snow cleanup. 8hrs in the streets department. Moved snow piles over to greenspace on HHH.



113 Dougherty Court | Ridgeway, WI 53582

To: Board of Trustees

RE: Work Update

From: Hailey Roessler, Elections Clerk/Deputy Clerk/Health Liaison

January 8, 2021

- Ordinances update to web and Chapter 10 Amendment
- Comprehensive Plan and Zoning Updates
- Local Government Grant Writing Training
- eSCRIBE Training
- Policy and Procedure Drafting
- File Retention and Organization
- Received and responded to resident correspondence and inquiries via phone and e-mail
- Assisted with license issuance, utility/tax payments, and other general customer service
- Monitored and maintained social media and website
- Assisted with general office administration as directed by Clerk/Treasurer
- Assisted with agenda and minute preparations and records as directed by Clerk/Treasurer
- Assist Marshal's Office with communications

EMPLOYEE REPORT

WORK TASK: DECEMBER 2020

- WORKING WITH ENGINEERS ON PROJECTS (PUNCHLIST ITEMS) ROAD PROJECTS, WATER TOWER PROJECT, CARDINAL RIDGE PROJECT AND PARK PROJECTS.
- BOARD MEETING 12/8
- WATER TESTING (12/1)
- PLAN COMMISSION MEETING 12/1
- BACTI-SAMPLING 12/2 -12/16 WELL#1 AND WELL#2 RAW
- WATER REPORT 12/7
- REPAIR WATER SHUT OFF –MURPHY ST.
- DNR COMPLIANCE REPORT
- POWER OUTAGE RAN AUXILIARY POWER LIFT STATIONS(11/24)
- ASSIST IN SNOW PLOWING AND CLEAN UP 12/19 ,12/30
- WATER READS(12/28)
- DAILY ROUTINE REQUIREMENTS OF THE W.W.T.P. AND WATER DISTRIBUTION SYSTEM.
- WATER TRAINING SEMINAR 12/17

JEFF BRINDLEY

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2020

12/14/2020 - 12/20/2020 [7 days]

Report Time: 3:56:39 PM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/14/2020 Mon	201 [POW]	07:56AM	09:31PM	13.50	13.5000000	
12/16/2020 Wed	201 [POW]	11:11AM	11:50PM	12.50	12.5000000	
12/18/2020 Fri	201 [POW]	09:00AM	10:56PM	14.00	14.0000000	
12/20/2020 Sun	201 [POW]	02:32PM	11:20PM	8.75	8.7500000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									58.50
3 [SICK]									84.00
6 [FH]									
201 [POW]	1[UNUSED]	48.75		48.75					
TOTALS		48.75		48.75					142.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/31/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 10:41:08 AM

Corrected

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/22/2020 Tue	201 [POW]	03:23PM	12:23AM*	9.00	9.0000000	
12/24/2020 Thu	202 [POH]				4.0000000	
	201 [POW]	03:00PM*	10:12PM*	11.25	7.2500000	
12/25/2020 Fri	202 [POH]			8.00	8.0000000	
12/27/2020 Sun	201 [POW]	12:30PM*	10:30PM*		10.0000000	
	208 [PADJ]			-5.00	-15.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									58.50
3 [SICK]									84.00
6 [FH]									
201 [POW]	1[UNUSED]	26.25		26.25					
202 [POH]	1[UNUSED]	12.00		12.00					
208 [PADJ]	1[UNUSED]	-15.00		-15.00					
TOTALS		23.25		23.25					142.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

12/31/20 *Plus phone call to Michael*

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 4:08:32 PM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/22/2020 Tue	201 [POW]	03:23PM	12:23AM*	9.00	9.0000000	
12/24/2020 Thu	202 [POH]				4.0000000	
	201 [POW]	03:00PM*	10:12PM*	11.25	7.2500000	
12/25/2020 Fri	202 [POH]			8.00	8.0000000	
12/27/2020 Sun	201 [POW]	12:30PM*	10:18AM*		21.7500000	
	208 [PADJ]			-5.00	-26.7500000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									58.50
3 [SICK]									84.00
6 [FH]									
201 [POW]	1[UNUSED]	38.00		38.00					
202 [POH]	1[UNUSED]	12.00		12.00					
208 [PADJ]	1[UNUSED]	-26.75		-26.75					
TOTALS		23.25		23.25					142.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/23/2020

12/14/2020 - 12/20/2020 [7 days]

Report Time: 10:37:32 AM

AD001 [PHELAN, LORI L]					
Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/14/2020 Mon	501 [TRW]	08:05AM	01:00PM	10.50	5.0000000	
	501 [TRW]	01:35PM	06:58PM		5.5000000	
12/15/2020 Tue	501 [TRW]	08:07AM	11:52AM	7.25	3.7500000	
	501 [TRW]	01:13PM	04:39PM		3.5000000	
12/16/2020 Wed	501 [TRW]	08:11AM	01:14PM	8.00	5.0000000	
	501 [TRW]	02:04PM	05:00PM		3.0000000	
12/17/2020 Thu	504 [TRV]			8.00	2.5000000	
	501 [TRW]	08:04AM	10:40AM		2.7500000	
	501 [TRW]	01:40PM	04:34PM		2.7500000	
12/18/2020 Fri	501 [TRW]	06:50AM	10:49AM	4.00	4.0000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					33.50		2.50		31.00
3 [SICK]									240.00
6 [FH]									
501 [TRW]	1[UNUSED]	35.25		35.25					
504 [TRV]	1[UNUSED]	2.50		2.50					
TOTALS		37.75		37.75	33.50		2.50		271.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L Phelan
Employee Signature

X _____
Supervisor Signature

Sum 32.75
Sew 2.5
Wat 2.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 4:08:31 PM

AD001 [PHELAN, LORI L]

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/21/2020 Mon	501 [TRW]	08:20AM	01:43PM	8.50	5.5000000	
	501 [TRW]	02:16PM	05:10PM		3.0000000	
12/22/2020 Tue	501 [TRW]	08:02AM	11:57AM	8.50	4.0000000	
	501 [TRW]	01:03PM	05:28PM		4.5000000	
12/23/2020 Wed	501 [TRW]	08:35AM	01:13PM	9.75	4.7500000	
	501 [TRW]	02:00PM	07:04PM		5.0000000	
12/24/2020 Thu	607 [WADH]			4.00	1.0000000	
	502 [TRH]				2.0000000	
	307 [SADH]				1.0000000	
12/25/2020 Fri	607 [WADH]			8.00	1.5000000	
	502 [TRH]				5.0000000	
	307 [SADH]				1.5000000	

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									31.00
3 [SICK]									240.00
6 [FH]									
307 [SADH]	1[UNUSED]	2.50		2.50					
501 [TRW]	1[UNUSED]	26.75		26.75					
502 [TRH]	1[UNUSED]	7.00		7.00					
607 [WADH]	1[UNUSED]	2.50		2.50					

TOTALS		38.75		38.75					271.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L Phelan

Employee Signature

X _____

Supervisor Signature

Gen 27.75
 Sew 5.5
 Wat 5.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/14/2020 - 12/20/2020 [7 days]

Report Time: 5:23:53 PM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	EL	Pay Policy	550
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/14/2020 Mon	511 [CW]	01:54PM	02:53PM		1.0000000	
	511 [CW]	04:15PM*	07:00PM*	3.75	2.7500000	
12/15/2020 Tue	511 [CW]	08:15AM	11:32AM		3.2500000	
	511 [CW]	12:05PM	04:35PM	7.75	4.5000000	
12/16/2020 Wed	511 [CW]	08:14AM	12:32PM		4.2500000	
	511 [CW]	01:03PM	04:30PM*	7.75	3.5000000	
12/17/2020 Thu	511 [CW]	08:08AM	01:29PM		5.2500000	
	511 [CW]	02:04PM	04:30PM	7.75	2.5000000	
12/18/2020 Fri	511 [CW]	08:14AM	11:59AM		3.7500000	
	511 [CW]	12:30PM	05:04PM	8.25	4.5000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									38.50
6 [FH]									
511 [CW]	1[UNUSED]	35.25		35.25					
TOTALS		35.25		35.25					78.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

EC - 2

DC - ~~33.25~~ 30.25

1.5 Sewer
1.5 Water

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 4:08:31 PM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	EL	Pay Policy	550
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/22/2020 Tue	514 [CV]			8.00	8.0000000	
12/23/2020 Wed	514 [CV]			8.00	8.0000000	
12/24/2020 Thu	502 [TRH]				4.0000000	
	511 [CW]	08:02AM	01:01PM	9.00	5.0000000	
12/25/2020 Fri	502 [TRH]			8.00	8.0000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									38.50
6 [FH]									
502 [TRH]	1[UNUSED]	12.00		12.00					
511 [CW]	1[UNUSED]	5.00		5.00					
514 [CV]	1[UNUSED]	16.00		16.00					
TOTALS		33.00		33.00					78.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

DC - 4
Rest Holiday + Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/23/2020

12/14/2020 - 12/20/2020 [7 days]

Report Time: 10:37:32 AM

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/14/2020 Mon	301 [SEW]	05:40AM	02:20PM	8.00	8.000000 ✓	
12/15/2020 Tue	304 [SEV]				1.250000 ✓	
	301 [SEW]	10:19AM	03:35PM		5.250000 ✓	
	604 [WAV]			7.75	1.250000 ✓	
12/16/2020 Wed	301 [SEW]	05:47AM	03:08PM	9.00	9.000000 ✓	
12/17/2020 Thu	304 [SEV]				1.000000 ✓	
	301 [SEW]	08:48AM	03:31PM		6.250000 ✓	
	604 [WAV]			8.00	0.750000 ✓	
12/18/2020 Fri	609 [WAFH]				6.250000 ✓	
	301 [SEW]	05:54AM	07:51AM	8.00	1.750000 ✓	
12/19/2020 Sat	601 [WAW]	06:38AM	08:38AM*	2.00	2.000000 ✓	
12/20/2020 Sun	601 [WAW]	06:51AM	08:51AM*	2.00	2.000000 ✓	

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					11.25		4.25		7.00
3 [SICK]									240.00
6 [FH]					8.00		6.25		1.75
301 [SEW]	1[UNUSED]	30.25		30.25					
304 [SEV]	1[UNUSED]	2.25		2.25					
601 [WAW]	1[UNUSED]	4.00		4.00					
604 [WAV]	1[UNUSED]	2.00		2.00					
609 [WAFH]	1[UNUSED]	6.25		6.25					
TOTALS		44.75		44.75	19.25		10.50		248.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

Water - 23.75
Sewer - 21

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 4:08:32 PM

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/21/2020 Mon	609 [WAFH]				1.7500000	
	604 [WAV]				1.0000000	
	609 [WAFH] - error				2.2500000	
	304 [SEV]				1.5000000	
	301 [SEW]	09:21AM	12:55PM	10.25	3.7500000	
12/22/2020 Tue	304 [SEV]				1.0000000	
	301 [SEW]	06:24AM	12:55PM		6.0000000	
	604 [WAV]			8.00	1.0000000	
12/23/2020 Wed	301 [SEW]	06:28AM	03:32PM	8.50	8.5000000	
12/24/2020 Thu	302 [SEH]				2.0000000	
	301 [SEW]	06:33AM	10:38AM		4.2500000	
	602 [WAH]			8.25	2.0000000	
12/25/2020 Fri	302 [SEH]				4.0000000	
	301 [SEW]	06:24AM	08:24AM*		2.0000000	
	602 [WAH]			10.00	4.0000000	
12/26/2020 Sat	601 [WAW]	07:09AM	09:09AM*	2.00	2.0000000	
12/27/2020 Sun	601 [WAW]	07:25AM	09:25AM*	2.00	2.0000000	

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					7.00		4.50		2.50
3 [SICK]									240.00
6 [FH]					4.00		4.00		
301 [SEW]	1[UNUSED]	24.50		24.50					
302 [SEH]	1[UNUSED]	6.00		6.00					
304 [SEV]	1[UNUSED]	2.50		2.50					
601 [WAW]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	6.00		6.00					
604 [WAV]	1[UNUSED]	2.00		2.00					
609 [WAFH]	1[UNUSED]	4.00		4.00					

TOTALS		49.00		49.00	11.00		8.50		242.50
---------------	--	--------------	--	--------------	--------------	--	-------------	--	---------------

Handwritten:
 49.00
 - 2.25
 46.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
 Employee Signature

X _____
 Supervisor Signature

Handwritten notes:
 water - 20
 sewer - 26
 streets - 3

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/23/2020

12/14/2020 - 12/20/2020 [7 days]

Report Time: 10:37:33 AM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/14/2020 Mon	401 [STW]	06:47AM	03:38PM	8.25	8.2500000	
12/15/2020 Tue	401 [STW]	07:07AM	03:33PM	8.00	8.0000000	
12/16/2020 Wed	401 [STW]	06:58AM	03:33PM	8.00	8.0000000	
12/17/2020 Thu	401 [STW]	06:59AM	03:32PM	8.00	8.0000000	
12/18/2020 Fri	404 [STV]				3.5000000	
	401 [STW]	06:53AM	11:20AM	7.75	4.2500000	

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					24.25		3.50		20.75
3 [SICK]									56.00
6 [FH]									
401 [STW]	1[UNUSED]	36.50		36.50					
404 [STV]	1[UNUSED]	3.50		3.50					
TOTALS		40.00		40.00	24.25		3.50		76.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Tanner Cullen*

Employee Signature

x _____

Supervisor Signature

40 Hrs Streets Department

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/29/2020

12/21/2020 - 12/27/2020 [7 days]

Report Time: 4:08:32 PM

SP002 [CULLEN, TANNER]					
Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/21/2020 Mon	401 [STW]	07:01AM	11:27AM		4.5000000	
	401 [STW]	12:09PM	03:44PM	8.00	3.5000000	
12/22/2020 Tue	401 [STW]	06:52AM	03:32PM	8.00	8.0000000	
12/23/2020 Wed	401 [STW]	06:57AM	03:34PM	8.00	8.0000000	
12/24/2020 Thu	402 [STH]				4.0000000	
	401 [STW]	06:53AM	11:01AM	8.00	4.0000000	
12/25/2020 Fri	402 [STH]			8.00	8.0000000	
12/27/2020 Sun	401 [STW]	04:31PM	11:35PM	6.50	6.5000000	

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									20.75
3 [SICK]									56.00
6 [FH]									
401 [STW]	1[UNUSED]	34.50		34.50					
402 [STH]	1[UNUSED]	12.00		12.00					
TOTALS		46.50		46.50					76.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

46.50 Streets Department



113 Dougherty Court | Ridgeway, WI 53582

Request for Proposals Engineering Services Consultant

Issue Date:

Due Date:

The Village of Ridgeway is seeking proposals from professional consultants or qualified firms to provide their qualifications and fee structure for mechanical engineering services and a proposal related to the adaptive reuse of the property at 208 Jarvis Street/100 W Farwell Street, a former elementary school.

Mechanical, electrical, structural, and plumbing engineering services are to include:

- Assessments of existing systems, including evaluations of energy efficiency opportunities.
 - Investigate, analyze, and measure the existing facilities to the extent necessary to determine the information necessary for project work
 - Review and analyze building components, heating/cooling load requirements and make system recommendations for necessary repairs, replacements, and future use capacities
- Review existing floor plans, design proposal, actual conditions, and advise the Village on issues of concern in regard to design, material selection, cost estimation, as well as maintenance cost and life-cycle analysis
- Preparing design and contract documents for remodeling and construction work
- Provide architectural design drawings which shall include all components and accessories
- Provide schematic and design development for mechanical, electrical, and plumbing (MEP) bid documents and a detailed cost estimate at each phase
- Prepare probable construction cost estimates to assist the Village in the preparation of funding requests, grant applications, and project phasing with an informed project schedule that will promote proper and efficient organization, and sequence of construction/remodeling within the space
- Prepare a list of all permits, licenses, reviews, and approvals as required

The selected consultant/firm will facilitate the most cost-effective options for long-range remodeling and construction planning to take place in phases for the revitalization of the Ridgeway Elementary School to serve intended uses for the Village of Ridgeway. It is the intent of this RFP and its brevity to allow consultants to provide the village with unique, innovative and most importantly, cost effective plans to provide for a facility that meets the needs of municipal service operations, its participants, and the community both short and long term in nature.

Pertinent Information

I. Location: 208 Jarvis Street, Ridgeway, WI 53582 (100 West Farwell Street) (See Appendix A – Site Location)

II. Facility Participants/Parties that will Share the Facilities:

- Village of Ridgeway Office Staff (2)
- Village of Ridgeway Marshal’s Office (1)
- Friends of the Dodgeville Public Library
- Future Businesses and Services
- Community Members

III. Scope of Expected Services

It is expected that the consultant will thoroughly and comprehensively investigate, review and recommend the needs of the current building to effectively and efficiently accommodate and house the operations of the Village of Ridgeway office staff and Marshal’s Office, and library, and a future commercial kitchen, daycare/senior center/multipurpose room through immediate cost-effective remediation of asbestos containing materials and upgrades to the failing boiler and HVAC systems.

It is expected that the study will illustrate the conceptual layout from a personnel, equipment, storage and site operational perspective. This shall be a full-service facility that when designed and revitalized shall take into account the current needs, as well as the short-term future needs and long-term expectations of the residents of Ridgeway. See *Appendix B – Proposed Layout*. This is to include a MEP review of the aging boiler and furnace system design, selection, performance- and cost-estimation, construction, and projection for operating/maintaining the resulting facilities.

The design and engineering of the facility’s initial remodeling and ultimate completion over the next few years will consider design and construction methods, engineering and work efforts to provide for a fully functional and operational public facility that is efficient, effective, and cost conscious in nature. The village encourages and expects a resourceful effort to facilitate its cost-conscious work in preserving history while providing for current and expanding community needs through phased construction planning.

IV. Elements of the Proposal

- A. Qualifications
- B. Fee Schedule/Structure
- C. Summary of Understanding of the Scope of Work and Materials the Village will receive by the submitter

V. Village Information/Documents to be Provided

- The Village shall provide to all interested parties an initial inspection report and feasibility study documents.
- If so interested, contact the Village Office at 608-924-5881 or ridgewayvillageinfo@gmail.com to request any materials.
- A meeting for site inspection and review will be held on [REDACTED]

VI. All proposals shall be submitted to:

Village Administration
113 Dougherty Court
Ridgeway, WI 53582

And marked as: "Ridgeway Elementary School Engineering Consultant Proposals", on or before

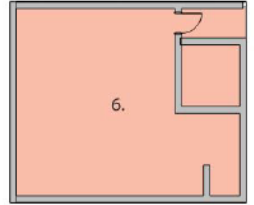
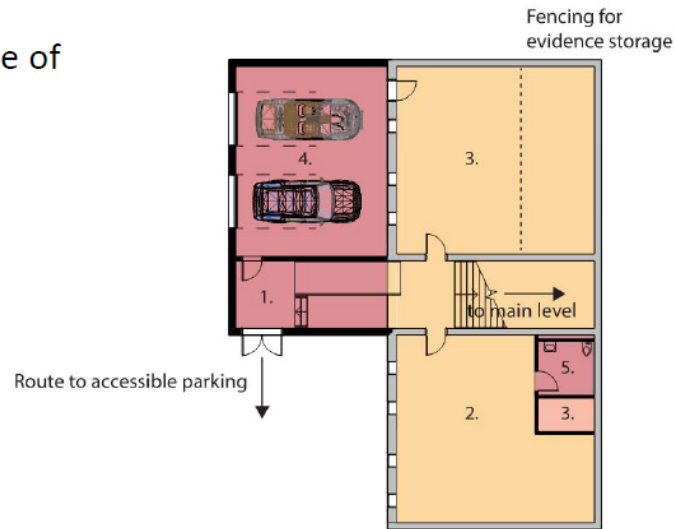
Questions concerning this RFP or the project itself shall be directed to Village Staff at 608-924-5881 or ridgewayvillageinfo@gmail.com



Appendix B: Proposed Building Layout

Lower Level (100 Level)

South/southwest side of building

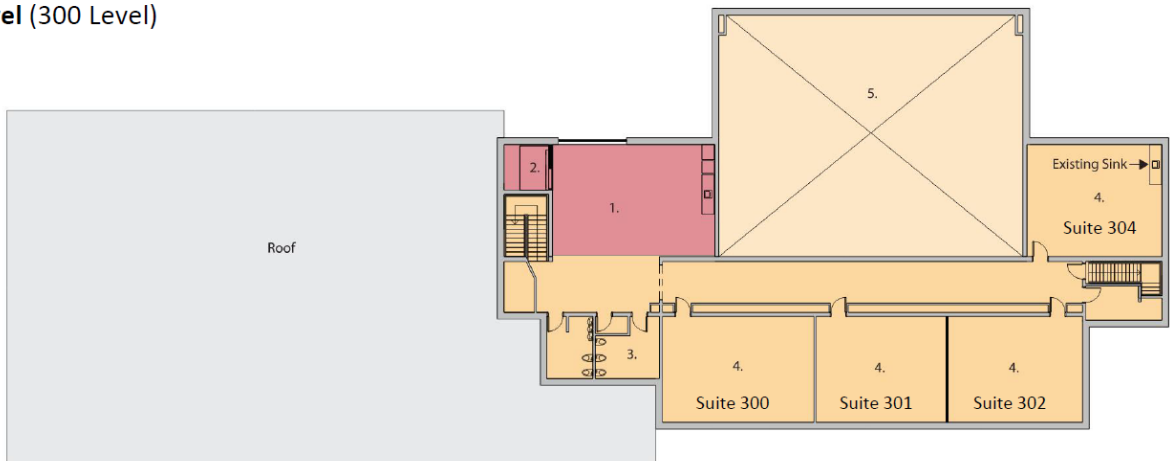


Villa

Main Level (200 Level)



Upper Level (300 Level)



Exterior Site



Exterior Site

OPTION 2

- 1. Main Entry
- 2. Parking
- 3. Playground
- 4. Open Park Area
- 5. Community Garden

Appendix C – 2020 Property Inspection Report

Appendix D – Program Plans and Square Footage

VILLAGE OF RIDGEWAY MUNICIPAL CODE OF ORDINANCES

Chapter 10 Public Peace, Safety, and Good Order

10.01 OFFENSES AGAINST PUBLIC HEALTH AND SAFETY AND PUBLIC AND PRIVATE PROPERTY.

(Cr. Nov. 1, 1954) (Am. Oct. 7, 1981) (Am. 1986) (Am. June 13, 2017). (Am. Jan. 12, 2020)

(1) State Laws Adopted by Reference. The following statutes, as amended, are adopted by reference in this section as if fully set forth in this section:

Wis. Stat. § 101.123	Smoking Prohibited
Wis. Stat. § 118.15	Compulsory School Attendance
Wis. Stat. § 939.22	Words and Phrases Defined
Wis. Stat. § 940.19	Battery
Wis. Stat. § 941.01	Negligent Operation of a Vehicle
Wis. Stat. § 941.10	Negligent Handling of Burning Materials
Wis. Stat. § 941.11	Unsafe Burning of Buildings
Wis. Stat. § 941.12	Interfering with or Failing to Assist in Fire Fighting
Wis. Stat. § 941.13	False Alarms
Wis. Stat. § 941.20	Reckless Use of Weapon
Wis. Stat. § 941.21	Disarming a Police Officer
Wis. Stat. § 941.23	Carrying a Concealed Weapon
Wis. Stat. § 941.231	Carrying a Concealed Knife
Wis. Stat. § 941.235	Carrying Firearm in Public Building
Wis. Stat. § 941.299	Restriction on the use of Laser Pointers
Wis. Stat. § 941.35	Emergency Phone Calls
Wis. Stat. § 941.36	Fraudulent Tapping of Electric Wires or Gas or Water Meters or Pipes
Wis. Stat. § 943.01(1)	Damage to Property
Wis. Stat. § 943.06	Molotov Cocktails
Wis. Stat. § 943.065	Injury Caused by Arson
Wis. Stat. § 943.11	Entry into locked vehicle
Wis. Stat. § 943.125	Entry into locked coin box
Wis. Stat. § 943.13	Trespass to Land
Wis. Stat. § 943.14	Criminal Trespass to Dwellings
Wis. Stat. § 943.15	Entry Onto a Construction Site or Into a Locked Building, Dwelling or Room
<u>Wis. Stat § 943.2</u>	<u>Theft</u>
Wis. Stat. § 943.21	Fraud on hotel or restaurant keeper
Wis. Stat. § 943.23	Operating Vehicle without owner's consent
Wis. Stat. § 943.32	Robbery
Wis. Stat. § 943.34	Receiving Stolen Property
Wis. Stat. § 943.37	Alteration of Property Identification Marks



January 5, 2021

The Village Board
Village of Ridgeway
Ridgeway, WI 53582

We are pleased to confirm our understanding of the services we are to provide the Village of Ridgeway, Wisconsin for the year ended December 31, 2020, with the option for years ending 2021 and 2022. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of Ridgeway, Wisconsin as of and for the year ended December 31, 2020, with the option for years ending 2021 and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as the budgetary comparison schedules, to supplement the Village of Ridgeway, Wisconsin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Ridgeway, Wisconsin's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Village of Ridgeway's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1) Combining and individual non-major fund statements (if applicable)

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village of Ridgeway, Wisconsin's

financial statements. Our report will be addressed to the Village Board of the Village of Ridgeway, Wisconsin. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Village of Ridgeway, Wisconsin's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in maintaining depreciation schedules and preparing the financial statements of the Village of Ridgeway, Wisconsin in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment,

reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Johnson Block and Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block and Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

In addition to our audit of the financial statements, we will compile, from information provided by you, the following:

- Department of Revenue State Municipal Financial Report (Form C)
- Department of Revenue Tax Incremental District Annual Report (PE-300), upon request
- Public Service Commission Annual Report for the Water Utility

Brent Nelson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be as follows plus staff travel and mileage:

	2020	Optional	
		2021	2022
General Fund	\$ 5,500	\$ 5,650	\$ 5,800
TIF District (annual activity)	750	775	800
Water Utility	3,700	3,800	3,900
Sewer Utility	3,700	3,800	3,900
Subtotal - Audit Services	13,650	14,025	14,400
Governmental Fixed Asset Depreciation Schedule	600	625	650
Preparation of State Municipal Financial Report (Form C)	2,000	2,100	2,200
Preparation of PSC Annual Report - Water	2,000	2,100	2,200
Total - All Services	\$ 18,250	\$ 18,850	\$ 19,450

The fees in the table above for the TIF District are for annual activity for the years ended December 31, 2020, 2021, and 2022. During the term of this contract, if a cumulative TIF District audit from creation (2007) through current is required, the terms and fees for that service would be governed by a separate engagement letter.

The Department of Revenue requires the annual submission of a TIF District Annual Report (PE-300). We estimate our annual cost to compile and submit the Form PE-300 for TID #1 would be \$500-\$600.

We do not expect the Village to be subject to a Single Audit for the year ended December 31, 2020. Our time performing these services would be billed at our standard hourly rates. The amount of time spent on a Single Audit is dependent on the type of major programs to be tested. During the term of this contract, if a Single Audit is required, the terms for that service would be governed by a separate engagement letter.

If additional time is required during the term of the contract for the following, we will bill these services at our standard hourly rates:

- 1) Implementation of new GASB statements and auditing standards
- 2) Special projects

We will discuss with you any new standards that become effective during this contract and will estimate the additional hours and fees associated with implementing such standards.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Village of Ridgeway, Wisconsin and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block and Company, Inc.

RESPONSE:

This letter correctly sets forth the understanding of the Village of Ridgeway, Wisconsin.

Signature: _____

Title: _____

Date: _____



Cost Proposal

Village of Ridgeway

Ridgeway, Wisconsin

December 23, 2020

WIPFLI

Dan Walker, CPA

Partner
715.858.6632
DWalker@wipfli.com

Brian Anderson, CPA

Senior Manager
608.661.2692
BAnderson@wipfli.com

2501 West Beltline Highway, Suite 401
Madison, WI 53713
608.274.1980
Fax 608.274.8085
www.wipfli.com

Cost Proposal

- Schedule of professional fees and estimated hours for the audit of the 2020 financial statements. Our fee will not exceed the amounts below.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total Quoted Price
Partner	12	\$425	\$250	\$3,000
Manager	44	\$250	\$150	\$6,600
Supervisory Staff	46	\$175	\$125	\$5,750
Staff	46	\$125	\$100	\$4,600
Total without single audit	150			\$19,950
Form C				900
Single Audit				\$2,500
PSC Report				\$1,500
Total with all reports				\$24,850

Audit with Single Audit	% Increase	Total Amount
2021	2%	\$20,300
2022	2%	\$20,700
2023	2%	\$21,100
2024	2%	\$21,500

Our Form C, Single Audit and PSC Report price will remain the same for the next 4 years.

- Our rates for additional professional services will be at the standard hourly rates above.
- Circumstances for increase in fees shown above/services outside the scope

We do not charge any additional fees for routine consultation during the year. The above fee estimates are based upon conducting a “normal” audit of the Village. Should we encounter problems which would affect these fees materially, such as fraud or incomplete records, or should new auditing standards be placed upon us that were not in existence at the time this proposal was written, we would fully discuss the circumstances and potential fee increase with management before proceeding.

- Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm’s final reports. Payment shall be due 30 days from receipt of the invoice.

From: [Swenson, Kevin M - DNR](#)
To: clerk@villageofridgeway.com
Cc: admin@villageofridgeway.com
Subject: Military Ridge State Trail Land Use Agreement
Date: Monday, December 7, 2020 11:41:36 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image009.png](#)
[image010.png](#)
[LU 7254 ReadyforSignature.pdf](#)

Haley –

Attached is the Land Use Agreement for the Village of Ridgeway on the Military Ridge State Trail in the Village of Ridgeway, Iowa County for 15 years 9/01/2020 to 8/31/2035. Please review and print the document out (single sided) and have it signed, notarized and then returned to me at the address below for processing of DNR's signature and then sending to the Iowa County register of deeds office for recording. There is a charge of \$0.00 for this easement. DNR will need the \$32.50 electronic recording fee, made out to the Wisconsin Department of Natural Resources, sent along with the executed document.

In constructing this new agreement, we've expanded the area of the agreement to better reflect the current situation (see exhibit A). Additionally, we've combine the volley ball courts, basketball courts and the restrooms into one agreement between the Village and the DNR.

If you have any questions - please give me a call 608-516-3293.

Sincerely,

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Kevin Swenson

Park Manager – Parks/Lands
Wisconsin Department of Natural Resources
4350 Mounds Park Road, Blue Mounds, WI 53517
Phone: (608) 437-5711
Kevin.Swenson@Wisconsin.Gov



Document Number	Document Title
-----------------	----------------

State of Wisconsin
 Department of Natural Resources
 Box 7921
 Madison, WI 53707

**LAND USE AGREEMENT
 (Trail – Over 5 Years)**

Section 23.09(2)(h), Wis. Stats.
 Form 2200-118
 Rev. 09/2019

THIS LAND USE AGREEMENT (Agreement) is made by and between the State of Wisconsin Department of Natural Resources (Owner) and the Village of Ridgeway (Permittee).

RECITALS

WHEREAS, the Owner is the successor in title of the former railroad corridor of the Chicago and Northwest Railroad known today as the “Military Ridge State Trail” (“Trail”);

WHEREAS, the Owner owns certain real property located in Sections 14 and 15, Township 6 North, Range 4 East, Village of Ridgeway, Iowa County, Wisconsin, that is further described below and referred to in this Agreement as the Premises;

That Portion of the Military Ridge State Trail that exists in the NW ¼ of the NW ¼, the NE ¼ of the NW ¼, the SW ¼ of the NW ¼ of Section 14, and the NE ¼ of the NE ¼, the SE ¼ of the NE ¼ of Section 15, Village of Ridgeway, Township 6 North, Range 4 East, Iowa County, as further described on attached Exhibit “A.”

WHEREAS, the Owner may enter into agreements permitting others to engage in mutually beneficial activities on its property;

WHEREAS, the Permittee desires to maintain the existing improvements located on the Premises, specifically the volley ball courts constructed by authority of a land use agreement dated April 10, 1987 and a basketball court and associated improvements constructed by authority of a land use agreement dated May 10, 1995, between the Ridgeway Advancement Association (“the Association”) and the Owner; and

WHEREAS, the two agreements identified above were combined into and superseded by one land use agreement between the Association and the Owner, dated March 22, 2003, which expired March 31, 2018;

WHEREAS, the Permittee desires to continue maintenance of an existing toilet facility constructed by authority of a lease agreement dated September 16, 1983, between the Permittee and the Owner, said lease agreement having expired July 31, 1998;

WHEREAS, the Permittee also desires to hold community-sponsored and Owner-approved events which may utilize a portion of the Premises;

WHEREAS, the Owner is agreeable to combining the terms of the three aforementioned agreements and the additional term relating to community sponsored events under the terms of this Agreement.

Recording Area
 Return: Department of Natural Resources
 Bureau of Facilities & Land - LF/6
 P.O. Box 7921
 Madison, WI 53707-7921
 Attn: Bill Peterson (LU 7254)

Parcel Identification Number (PIN):
 177-1094.01, 177-0198.05, 177-028.01,
 177-0213.01

AGREEMENT

NOW, THEREFORE, in consideration of the mutual benefit of both parties, the Owner and Permittee agree to the following terms and conditions:

1. **Purpose.** Owner agrees that Permittee may continue the maintenance of the existing volleyball and basketball facilities in addition to the existing toilet facilities located on the Premises. Permittee will also be allowed to hold community-sponsored events on the Premises.
2. **Parties.** The terms Owner and Permittee, when used herein, shall mean either masculine or feminine, singular or plural, as the case may be, and the provisions of this Land Use Agreement shall bind the parties mutually, as well as their employees, agents and legal representatives.
3. **Term.** This Agreement shall be in effect for a fifteen (15) year period commencing September 1, 2020 and ending August 31, 2035.
4. **Termination.** The Owner may terminate this Agreement by providing 30 days written notice to Permittee if the Owner determines that the continued use of the Premises by the Permittee will interfere with the future management objectives of the Owner. If the Owner determines that Permittee breached any term or condition contained in this Agreement, Owner may terminate the Agreement immediately.
5. **Non-Assignment.** Neither this Agreement nor any right or duty in whole or in part by the Permittee under this Agreement may be assigned, delegated or subcontracted without the prior written consent of the Owner.
6. **Maintenance.** The Permittee shall maintain the Premises in a safe condition at all times.
7. **No Parking or Storage.** The Permittee shall not park or store any vehicles or equipment on the Premises at any time unless prior written approval is obtained from Owner.
8. **Construction.** In the event the Permittee intends to construct additional improvements on the Premises, the Permittee shall submit for approval to the Owner a plan describing the intended construction and eventual maintenance of such improvements. The Permittee may not alter the terrain, vegetation or elevation of the Trail corridor, except upon written approval of a construction plan by the Owner. No deviations from this approved plan shall be allowed except with the prior written approval of the Owner. Within ten (10) days after the termination of this Agreement, the Permittee shall remove all structures placed on the Premises. If the Permittee's structures remain on the property more than 10 days after termination, (1) title to the structure(s) shall vest in the Owner, or (2) the Owner may remove the structure and the Permittee shall reimburse Owner for all removal costs within thirty (30) days of billing.
9. **Signage.** Any signs, postings and other markers proposed by Permittee to be located on the Premises shall be approved by the Owner prior to placement.
10. **Vegetative Management.** No cutting or trimming of trees shall be done without the prior written approval of the Owner, except for dead and down trees that obstruct passage of the Premises may be removed without such written approval. Any trees removed from the Premises remain the property of the Owner. All trees having commercial value including firewood shall be cut in standard lengths and be piled at a location on the Premises designated by the Owner. . All stumps, slash, waste materials and other debris shall be disposed of by the Permittee as directed by the Owner. Use of pesticides and herbicides shall only be allowed with the prior written approval of the Owner. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. Permittee shall report to the Owner at least annually, the chemicals that are

applied on the Premises including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated, and total amount of chemical used.

11. **Public Use.** The Permittee understands that the Premises is open to the public. The Premises is open for use to all members of the general public without regard to race, creed, marital status, color, sex, national origin, age, handicap, ancestry, sexual orientation, arrest record or conviction record.
12. **Indemnity.** The Permittee agrees to save, keep harmless, defend and indemnify the Owner and all its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this Agreement or with any actions or omissions of Permittee's employees, agents or representatives.
13. **Prohibitions.** The Permittee shall not allow grazing on the Premises. The Permittee shall not disturb or harass wildlife or disturb wildlife habitat on the Premises.
14. **NR 45.** The Grantor retains management, supervision and control over the Premises for the purpose of enforcing Chapter NR 45, Wis. Adm. Code, which governs the conduct of visitors to state lands and provides for the protection of the natural resources, as well as other pertinent state laws, when needed to protect the Premises or the general public.
15. **Hunting and Fishing.** This Agreement does not give the Permittee, its guests, members or agents, any rights pertaining to hunting, fishing, or trapping. These rights remain under the control of the State of Wisconsin.
16. **Renewal.** This Agreement may be extended for an additional **15 years** at the Owner's sole discretion. If Permittee seeks a renewal based on the same terms and conditions and fee, it must submit a written request to the Owner at least 90 days prior to the expiration of this Agreement.
17. **AREMA.** Conveyance of this agreement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this agreement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Owner prior to the execution of this agreement. Owner shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this agreement upon the discretion of the railroad. Permittee shall: (1) not materially change the grade or topography of the Agreement Area; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors, published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.
18. **Non-Discrimination.**
 - a) In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment

opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

- b) If the Permittee employs 50 or more employees and engages in work on the Premises that is estimated to cost fifty thousand dollars (\$50,000) or more, Permittee acknowledges they have a written affirmative action plan in place and upon request will provide it to the Owner.

19. **Entire Agreement.** This Agreement, together with the specifications in any required plan and its referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to this Agreement are hereby superseded. Any contractual revisions including cost adjustments and time extensions must be made by an amendment to this Agreement or other written documentation, signed by both parties at least 30 days prior to the ending date of this Agreement.

20. **Notices.** All notices to either the Owner or the Permittee shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party to the address listed below or to the address to which the other party's property tax bills are sent. Either party may change its address for notice by providing written notice to the other party.

- a) To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, 101 South Webster Street, Madison, WI 53707.
- b) To the Grantee: Lori Phelan, Clerk Treasurer, Village of Ridgeway, 113 Dougherty Ct, Ridgeway, WI 53582.

21. **Invalidity.** If any term or condition of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

22. **Enforcement.** It is intended that this Agreement shall be construed as being adequate and legally enforceable. Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief.

23. **Headings.** The headings of clauses contained in this Easement are used for convenience and ease of reference only and do not limit the scope or intent of the clause.

24. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

25. **Additional Conditions.** Additional terms and conditions that apply to this Agreement are enumerated below:

- A. With respect to Paragraph 1. above, maintenance of the facilities and the premises shall include but not be limited to:
 - 1. Lawnmowing and landscaping of the Premises.
 - 2. Maintenance of existing restrooms and drinking fountain.
 - 3. Maintenance of existing volleyball courts and basketball courts.
 - 4. Any additional maintenance as agreed upon by both Owner and Permittee.

- B. With respect to Paragraph 1. above, “community-sponsored events,” which could include but not be limited to community fairs or carnivals, will not impede the general public’s use of the Premises as a recreational trail.
- C. On an annual basis, Permittee will provide the Owner, by mailing to the Owner via the Property Manager located at 4350 Mounds Park Road, Blue Mounds, WI 53517, with a Certificate of Insurance, demonstrating adequate liability coverage in the amounts of and naming the Owner as the certificate holder and as an additional insured. Amounts to be \$1,000,000.00 single limit per occurrence including coverage of \$1,000,000.00 for bodily injury, including death, and \$25,000.00 property damage so the Owner and its employees will be protected from any liability arising out of the actions of the Permittee and/or conducting the events contemplated by this agreement.

END OF TERMS AND CONDITIONS

IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed on its behalf this _____ day of _____, 2020.

State of Wisconsin
Department of Natural Resources
For the Secretary

By _____ (SEAL)
Terry H. Bay
Facilities and Lands Bureau Director

State of Wisconsin)
) ss.
Dane County)

Personally came before me this _____ day of _____, 2020, the above named, Terry H. Bay, Facilities and Lands Bureau Director, State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

Aubrey F. Johnson
Notary Public, State of Wisconsin
My Commission (expires)(is) _____



Exhibit A: Ridgeway LUA

EXHIBIT "A"



0.1 0 0.1 0.1 Miles
 Projection: NAD_1983_HARN_Wisconsin_TM
 Map created: 8/6/2020

1:3,960

DISCLAIMER: The information shown on these maps has been obtained from various sources and is of varying age, reliability and resolution. These maps are not intended to be used for navigation nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness or timeliness of the information depicted on this map. For more information, see the User Legal Notices Web page: <http://hls.wis.gov/legal/>

THE PREMISES

- Map Features**
- Mazonie Beach Closed Area
 - Conveyed Rights Easement
 - Stewardship Grant Acquisition
 - USFWS Federal Inland
 - County Forest
 - Board of Commissioners of Pu
 - DNR Owned Parcels**
 - Open to All Activities
 - Open to Fish and Park, No Hunt/Tr
 - Open to Fish and Hunt/Trap, No Fi
 - Open to All, No Trapping
 - Open to Fish and Hunt/Trap, No H
 - Open to Fish Only
 - Closed
 - DNR Easement Parcel**
 - Open to All Activities
 - Open to Fish and Park, No Hunt/Tr
 - Open to Fish and Hunt/Trap, No Fi
 - Open to All, No Trapping
 - Open to Fish and Hunt/Trap, No H
 - Open to Game Hunt and Park, Clo
 - Open to Game Hunt Only
 - Open to Hunt/Trap, No Hike or Fai
 - Open to Fish Only
 - Closed
 - DNR Leased Land Parcel**
 - Open to All Activities
 - Open to Hike and Fishing
 - Open to Game Hunt/Trap and Park
 - Open to Hike Only

Notes

**AGREEMENT
BETWEEN
THE STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
AND
VILLAGE OF RIDGEWAY**

THIS SUBAWARD AGREEMENT is made and entered into for the period of **08/21/2020** through **12/31/2022** (“Performance Period”), by and between the Department of Administration (“Department”), State of Wisconsin (“State”), whose principal business address is 101 East Wilson Street, P.O. Box 7970, Madison, WI 53707-7970 and the **Village of Ridgeway** ("Grantee"), whose service address is 113 Dougherty Court, Ridgeway, WI 53582.

WHEREAS, on behalf of the State, the Department administers the Community Development Block Grant Program ("Program"), to provide funds for eligible activities; and

WHEREAS, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

WHEREAS, the State has approved an award to the Grantee in the amount of **\$1,000,000** for eligible activities herein described (“Project”); and

WHEREAS, the terms and conditions herein shall survive the Performance Period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

WHEREAS, this Agreement is mutually exclusive and is distinguished from all previous Agreements between the Grantee and the Department and contains the entire understanding between the parties;

NOW, THEREFORE, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 – 41 and Attachment A – F which are annexed and made a part hereof.

- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C - Source of Funds
- Attachment D – Method of Payment
- Attachment E – Reporting Requirements
- Attachment F – Program Rules & Special Conditions

IN WITNESS WHEREOF, the Department and Grantee have executed this Agreement as of the date this Agreement is signed by the Department.

VILLAGE OF RIDGEWAY

**DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY, HOUSING &
COMMUNITY RESOURCES**

BY: _____
Jon Steen

BY: _____
Chris Patton

TITLE: Village President _____

TITLE: Deputy Secretary _____

DATE: _____

DATE: _____

DUNS Number: 840466551

GENERAL TERMS AND CONDITIONS

ARTICLE 1. AGREEMENT ADMINISTRATION

The Department employee responsible for the administration of this Agreement shall be the **Division Administrator** or their designee, who shall represent the Department's interest in review of quality, quantity, rate of progress, timeliness of services, and related considerations as outlined in this Agreement.

The Grantee's employee responsible for the administration of this Agreement shall be the **Village President**, who shall represent the Grantee's interest regarding Agreement performance, financial records, and related considerations. The Department shall be immediately notified of any change of this designee.

The person(s) signing this Agreement on behalf of the Grantee certifies and attests that the Grantee's respective Articles of Organization, Articles of Incorporation, By-Laws, Member's Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related documents give full and complete authority to bind the Grantee, on whose behalf they are executing this document.

ARTICLE 2. CONDITIONS OF THE PARTIES' OBLIGATION

This Agreement is contingent upon authorization of Wisconsin and United States laws, and any material amendment to, or repeal of same affecting relevant authority of the State of Wisconsin in regard to Program shall serve to revise or terminate this Agreement, except as further agreed by the parties hereto. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.

The Grantee shall notify the Department in writing within ten (10) days of change in the Grantee's address. All notices, demands or requests under this Agreement shall be in writing.

ARTICLE 3. LEGAL RELATIONS AND INDEMNIFICATION

The Grantee shall at all times comply with and observe all applicable federal and state laws, published circulars, ordinances, federal and state administrative regulations, guidance, and findings that are in effect during the Performance Period of this Agreement and which in any manner affect the Grantee's work or conduct.

In carrying out any provisions of this Agreement or in exercising any power or authority contracted to the Grantee thereby, there shall be no personal liability upon the State it being understood that in such matters the Department acts as an agent and representative of the State.

The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Grantee, or of any of its agents or sub recipients, in performing work under this Agreement. The Grantee shall indemnify and hold harmless the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and sub recipient(s) to perform services or otherwise supply products or services. The Grantee shall also hold the State harmless for any audit disallowance related to the allocation of administrative costs under this Agreement, irrespective of whether the audit is ordered by federal or state agencies or by the courts.

Grantee assumes full responsibility and holds the Department harmless for any and all payments made, or any other actions taken by the Department in reliance upon the above representation. Further, Grantee agrees to indemnify the Department against any and all claims, demands, losses, costs, damages, or expenses suffered or incurred by the Department resulting from or arising out of any such payment or other action, including reasonable attorneys' fees and legal expense, including, but not limited to, any demand by the federal granting agency for repayment or recoupment of funds.

If an audit is required by federal law and if the Grantee is also the recipient of State funds under the same or a separate contract program, then the State funded programs shall also be included in the scope of the federally required audit.

ARTICLE 4. SCOPE OF WORK

The eligible activities under this Agreement are summarized in the Attachments. In the event of a conflict between the summary in the Attachments and the application and/or other supporting documents previously submitted to the State by the Grantee, the Attachments shall control.

The Grantee shall supply or provide for all the necessary personnel, equipment, and materials (except as may be otherwise provided herein) to accomplish the tasks set forth on the attached Scope of Work and Budget. Changes to the Scope of Work shall be by written agreement of both the Department and the Grantee.

ARTICLE 5. SUBLET OR ASSIGNMENT OF AGREEMENT

The Grantee, its agents, or sub recipients shall not sublet or assign all or any part of the work under this Agreement without prior written approval of the Department. The Department reserves the right to reject any sub recipient after notification. The Grantee shall provide the Department with a copy of any executed subcontract or accepted sub recipient bid for the purpose of administering this Agreement that relates to activities funded and exceeds the total grant amount in the Attachments. The Grantee shall be responsible for all matters involving any sub recipient engaged under this Agreement, including contract compliance, performance, and dispute resolution between itself and a sub recipient. The State bears no responsibility for sub recipient compliance, performance, or dispute resolution hereunder.

ARTICLE 6. DISCLOSURE: STATE PUBLIC OFFICIALS AND EMPLOYEES

If a State public official as defined by s. 19.42, Wis. Stats., or an organization in which a State public official holds at least a 10% interest is a party to this Agreement, this Agreement is voidable by the State unless timely, appropriate disclosure is made to the State of Wisconsin Ethics Commission, 212 East Washington Ave., Third Floor, Madison, WI 53703.

The Grantee shall not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the prior written consent of the Department and the employer of such person or persons.

The Grantee, its agents and employees shall observe all relevant provisions of the Ethics Code for Public Officials under Wis. Stat. Secs. 19.41 et seq. and 19.59 et seq.

ARTICLE 7. CONFLICT OF INTEREST

No person who is an employee, agent, consultant, or officer of the Grantee, or an elected or appointed official, and who exercises or has exercised any functions or responsibilities with respect to activities supported by and described in this Agreement, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any Agreement, subcontract, or Agreement with respect thereto or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure. Receipt of earnings from the Grantee by employees of the Grantee shall not be considered a conflict of interest, but otherwise employees of the Grantee shall be fully bound by the requirements of this Article. Upon request, the Department can make exceptions to this requirement after full disclosure and where the Department determines, in consultation with federal agencies if necessary, that such exception is in the best interests of the State and is not contrary to state or federal laws.

ARTICLE 8. NONDISCRIMINATION AND AFFIRMATIVE ACTION REQUIREMENTS

The Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices required by law.

Grants estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Grantee. An exemption occurs from this requirement if the Grantee has a workforce of less than fifty (50).

Within fifteen (15) working days after this Agreement is executed, the Grantee shall submit the Affirmative Action Plan/exemption statement to the Department of Administration, Division of Enterprise Operations, P.O. Box 7857, Madison, WI 53707-7867 unless compliance eligibility is current. No extensions of this deadline shall be granted. Grantee is encouraged to contact this office at (608) 266-2605 for technical assistance on Equal Opportunity requirements.

Failure to comply with the conditions of this clause may result in the declaration of Grantee ineligibility, the termination of this Agreement, or the withholding of funds.

ARTICLE 9. SMALL BUSINESS, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES

The Grantee shall make positive efforts to utilize small business, local business, woman-owned and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts or subcontracts to be performed utilizing state or federal funds.

ARTICLE 10. TERMINATION OF AGREEMENT

The Department reserves the right to terminate this Agreement in whole or in part without penalty to the Department effective upon mailing of notice of cancellation for failure of the Grantee to comply with the terms and conditions of this Agreement.

Notwithstanding and in addition to the right to terminate the Agreement for cause described above, the Department may terminate this Agreement at any time with or without cause by delivering written notice to the Grantee by Certified Mail, Return Receipt Requested, not less than thirty (30) days prior to the effective date of termination. Date of receipt as indicated on the Return Receipt shall be the effective date of notice of termination. Upon termination, the State's liability shall be limited to the actual costs incurred in carrying out the Project as of the date of termination plus any termination expenses having prior written approval of the State. However, in the event that the project is ineligible for funding under applicable federal rules, the State shall have no liability to the grantee whatsoever.

The Grantee may terminate this Agreement with or without cause by delivering written notice to the Department by Certified Mail, Return Receipt Requested, not less than 30 days prior to effective date of termination. Date of receipt, as indicated on the Return Receipt, shall be the effective date of notice of termination. Upon receipt of termination notice, the Grantee shall make available to the Department program records, equipment, and any other programmatic materials. In the event the Agreement is terminated by either party, for any reason whatsoever, the Grantee shall refund to the Department within forty-five (45) days of the effective date of notice of termination any payment made by the Department to the Grantee that exceeds actual approved costs incurred in carrying out the Project as of the date of termination.

ARTICLE 11. FAILURE TO PERFORM

The Department reserves the right to suspend payment of funds if required reports are not provided to the Department on a timely basis, or if performance of contracted activities is not evidenced. The Department further reserves the right to suspend payment of funds under this Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other agreements between the Department and the Grantee in whole or in part.

The Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the Department and may be a factor in a decision to withhold payment and may be cause for termination of this Agreement.

ARTICLE 12. PUBLICATIONS AND SOFTWARE DEVELOPMENT

The Grantee may publish materials produced under this Agreement subject to the following conditions:

- a) All materials produced under this Agreement shall become the property of the Department of Administration and may be copyrighted in its name. The Grantee reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use such materials for government purposes.
- b) The following notation shall be carried on all articles, reports, publications, or other documents resulting from this Agreement.

"This (article, report, publication or document) is funded (in whole or in part) by the Wisconsin Department of Administration, Division of Energy, Housing & Community Resources under the terms and conditions of this Agreement."

ARTICLE 13. AMENDMENT

Except as provided in this Article, this Agreement may be amended by mutual consent of the parties hereto. Amendments shall be documented by written, signed and dated addenda.

Upon written request of the grantee and at the sole discretion of the Division, an adjustment to the use of funds may be interchanged among eligible grant budget items without execution of an amendment; however, the total grant award amount shall not be exceeded. No other terms or conditions of the Agreement may be adjusted absent an Amendment, and all other terms and condition shall remain the same and in full effect if an adjustment is made.

ARTICLE 14. SEVERABILITY

If any provision of this Agreement shall be adjudged to be unlawful or contrary to public policy, then that provision shall be deemed null and void and severable from the remaining provisions and shall in no way affect the validity of this Agreement.

ARTICLE 15. WAIVER

Failure or delay on the part of either party to exercise any right, power, privilege, or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

ARTICLE 16. FORCE MAJEURE

Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed, or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts, or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party. If any such event occurs, the non-performing party shall make reasonable efforts to notify the other party of the nature of such condition and the extent of the delay and shall make reasonable, good faith efforts to resume performance as soon as possible.

ARTICLE 17. CHOICE OF LAW AND VENUE

In the event of a dispute, this Agreement shall be interpreted in accordance with the laws of the State of Wisconsin, to the extent that there is no conflict with federal law or applicable program requirements. The venue for any dispute shall be Dane County, Wisconsin.

ARTICLE 18. STANDARDS OF PERFORMANCE

The Grantee shall perform the Project and activities as set forth in the application and described herein in accordance with those standards established by statute, administrative rule, the Department, and any applicable professional standards.

ARTICLE 19. EXTRA WORK

If applicable, and if the Department desires to have the Grantee perform work or render services other than provided for by the expressed intent of this Agreement, such work shall be considered extra work, subject to written amendment to this Agreement setting forth the nature and scope thereof and the compensation therefor as determined by mutual agreement between the Department and the Grantee. Work under such amendment shall not proceed unless and until so authorized by the Department.

Any such continuance of service that would cause compensation to exceed the total amount of this Agreement shall be contingent upon the above provision and the appropriation of necessary funds by the Wisconsin Legislature or the receipt of funds from the federal government.

ARTICLE 20. SURVIVAL OF REQUIREMENTS

Unless otherwise authorized in writing by the Department, the terms and conditions of this Agreement shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement.

FISCAL TERMS AND CONDITIONS**ARTICLE 21. AVAILABILITY OF FUNDS**

Funds have been appropriated by the Wisconsin Legislature or received from the federal government for the services covered under this Agreement.

Continuation of this Agreement beyond the limits of funds available shall be contingent upon appropriation of the necessary funds or receipt of funds from the federal government. The Department reserves the right to terminate this Agreement in whole or in part without penalty due to non-appropriation of necessary funds by the Legislature or federal government.

ARTICLE 22. ALLOWABLE COSTS

The Omni Circular Subpart E shall be complied with by the Grantee with respect to specific items and their cost allowability.

ARTICLE 23. REIMBURSEMENT OF FUNDS

The Grantee shall return to the Department or other appropriate governmental agency or entity any funds paid to the Grantee in excess of the allowable costs of services provided under this Agreement. If the Grantee fails to return excess funds, the Department may deduct the appropriate amount from subsequent payments due to the Grantee from the Department. The Department also reserves the right to recover such funds by any other legal means including litigation if necessary.

The Grantee shall be responsible for reimbursement to the Department for any disbursed funds the Department determines have been misused or misappropriated. The Department may also require reimbursement of funds if the Department determines that any provision of this Agreement has been violated. Any reimbursement of funds required by the Department, with or without termination, shall be due within forty-five (45) days after giving written notice to the Grantee.

ARTICLE 24. LIMITED USE OF PROGRAM FUNDS

This Agreement is a mutually exclusive Agreement. The Grantee shall not apply funds authorized pursuant to other agreements under this Program toward the activities for which funding is authorized by this Agreement, nor shall funding authorized by this Agreement be used toward the activities authorized pursuant to other agreements under the Program. Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this Program whether under local, state or federal law, without the consent of the Department. The word "funds" as used in this Article does not include Program Income.

ARTICLE 25. FINANCIAL MANAGEMENT

The Grantee agrees to maintain a financial management system that complies with the rules and regulations required by the Program funding source described in the Attachments and with standards established by the State to assure funds are spent in accordance with law and to assure that accounting records for funds received under this Agreement are sufficiently segregated from other Agreements, programs, and/or projects.

The minimum acceptable financial records for the Project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the Project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs (submitted with initial invoice); 7) Documentation of Agreement Services and Materials; and 8) Any other records which support charges to Project funds.

ARTICLE 26. METHOD OF PAYMENT

Payments are to be used exclusively for eligible costs incurred during the Performance Period of this Agreement. The Department shall make payment to the Grantee upon receipt of an invoice submitted to the following email or address:

DOADEHCRFiscal@wisconsin.gov

**Department of Administration
Division of Energy, Housing & Community Resources
Attn: Fiscal
P. O. Box 7970
Madison, WI 53707-7970**

Payments under this Agreement shall be made according to the schedule incorporated as part of this Agreement in the Attachments. Invoices shall reflect eligible costs incurred by approved Budget line item, as identified in the Attachments. Invoices shall be accompanied by written documentation of eligible costs.

Final Payment/Close-Out

Requests for final payment of any and all funds awarded by this Agreement shall be received by the Department by the end of the Performance Period or upon termination of this Agreement unless otherwise specifically provided for in the Attachments. The State of Wisconsin is not responsible for payment of any request received outside of the aforementioned time frame, unless a valid amendment of this contract is executed.

ARTICLE 27. LIMITATION ON COSTS

The Department's contribution to the total cost, both direct and indirect, of performing the tasks under this Agreement shall not exceed the total amount for eligible costs, as identified in the Attachments. Changes to this Agreement that do not affect the total amount for eligible costs may be made by written agreement of both the Department and the Grantee.

ARTICLE 28. ELIGIBLE COSTS

1. No eligible costs subject to reimbursement by this Agreement may be incurred prior to the execution of this Agreement unless previously approved in writing by the Department.
2. Costs only as identified in the Budget, described in the Scope of Work, as included in the Attachments are allowed.
3. All methods of charging expenses against this Agreement shall be submitted for review and approval by the Department.

ADMINISTRATIVE TERMS AND CONDITIONS**ARTICLE 29. SINGLE AUDIT REQUIREMENT**

The Grantee shall have a certified annual audit performed utilizing Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.

Federal Funded Awards:

Governmental and Non-profit Grantees, or their assignees, that **expend** federal funds during their fiscal year shall comply with the Omni Circular Subpart F, and the State Single Audit Guidelines issued by the Department. Audit reports are due to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

State Funded Awards:

NOTE: If an audit is required under the Omni Circular Subpart F as described above, then this section does not apply as State Funded Awards will already be included in that audit.

Governmental and Non-profit Grantees, or their assignees, which **received** state funds during their fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department. Audit reports are due to the Department within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Please review the Department of Administration's Single Audit Compliance Supplement for details on submission of the reporting package.

<https://doa.wi.gov/Pages/StateFinances/State-Single-Audit-Guidelines.aspx>

ARTICLE 30. RECORDS AND REPORTS

The Grantee shall submit all required reports to the Department in a complete and timely manner per the schedule set forth in the Attachments and comply with all other applicable regulations.

ARTICLE 31. BONDING AND INSURANCE

Unless authorized otherwise by the Department, the Grantee shall provide either insurance, fidelity, or surety bonds in amounts sufficient, in the opinion of the Department, to safeguard Agreement funds and activities undertaken with Agreement funds and program income expended under this Agreement.

The Grantee shall establish and maintain in a state or federally insured financial institution an account for the purpose of receiving and disbursing all funds pertaining to this Agreement.

ARTICLE 32. EXAMINATION OF RECORDS

The Department, any of its authorized representatives and the U.S. Government shall have access to and the right at any time to examine, audit, excerpt, transcribe, and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test, and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained until such time as the Department notifies otherwise.

This provision shall also apply in the event of cancellation or termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and shall be reimbursed by the Department.

SPECIAL TERMS AND CONDITIONS

ARTICLE 33. COMPETITIVE PROCUREMENT PRACTICES

The Grantee shall utilize State of Wisconsin competitive procurement practices for products and services purchased as a result of this award. Where state and local procurement practices differ, state rules, standards, policies and practices shall take precedence.

ARTICLE 34. REASONABLE COSTS

The Grantee shall control unit costs for products and services procured as a result of this Agreement, to the state average experience.

ARTICLE 35. AUDITS

Grantee shall perform an “Agreed upon Procedures Audit” on request. This audit shall consist of procedures and questions agreed upon by the Department and the Auditor and shall extend beyond the scope of that provided for under the Wisconsin State Single Audit Guideline requirements.

ARTICLE 36. CONFIDENTIAL, PROPRIETARY, AND PERSONALLY IDENTIFIABLE INFORMATION

The Grantee shall not use Confidential, Proprietary, or Personally Identifiable Information (“Confidential Information”) for any purpose other than the limited purposes set forth in this Agreement, and all related and necessary actions taken in fulfillment of the obligations there under. The Grantee shall hold all Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents who have a business-related need to have access to such Information in furtherance of the limited purposes of this Agreement and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Agreement. Grantee shall require all such Representatives to read and sign a non-disclosure statement and shall be responsible for the breach of this Agreement by any said Representatives.

Grantee shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of the Confidential Information while in its possession or control including transportation, whether physically or electronically.

Definitions

“Confidential Information” means all tangible and intangible information and materials, including all proprietary and Personally Identifiable Information, being disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by the State or by a third party), that satisfy at least one of the following criteria: (i) Personally Identifiable Information; (ii) non-public information related to the State’s employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived there from or based thereon; or (iii) information expressly designated as confidential in writing by the State.

“Personally Identifiable Information” means an individual’s last name and the individual’s first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual’s Social Security number; (b) the individual’s driver’s license number or state identification number; (c) the number of the individual’s financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual’s financial account; (d) the individual’s DNA profile; or (e) the individual’s unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by state or federal law.

ARTICLE 37. LOBBYING

Program funds may not be used to influence federal contracting or financial transactions.

ARTICLE 38. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

The Grantee certifies that to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding the Grantee's applications for these funds been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b); and
- (d) Have not within a three-year period preceding the Grantee's applications for these funds had one or more public transactions (federal, state, or local) terminated for cause or default.

ARTICLE 39. EQUIPMENT ACCOUNTABILITY

Title to equipment purchased with funds provided under this Agreement shall vest in the Grantee's name, unless otherwise specified by the Attachments. Disposition of any equipment shall be in accordance with applicable property disposal procedures.

ARTICLE 40. PATENT INFRINGEMENT

If the Grantee is selling or providing for use articles to the State of Wisconsin, the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, the Grantee guarantees that the sale or use of the articles described herein shall not infringe any United States patent. The Grantee covenants that it shall, at its own expense, defend every suit brought against the State of Wisconsin (provided that such Grantee is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale of use of such articles and agrees to pay all costs, damages, and profits recoverable in any such suit.

ARTICLE 41. TRAINING – WORKSHOPS – SEMINARS – EXHIBIT SPACE

If any portion of the funds shall be used to support training, workshops, seminars, exhibit space, etc., the Department shall receive complimentary registrations and/or exhibit/booth space, if requested.

ATTACHMENT A

SCOPE OF WORK

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, provisions of the Agreement shall take precedence.

1. Scope of Work:

The Village of Ridgeway will reconstruct the deteriorated street surface and utilities on the following sections of streets:

- Keane Street from Richards Street to the dead end
- Kirby Street from Weaver Street to Jarvis Street
- Weaver Street from Main Street to Kirby Street
- Hughitt Street from Wells Street to the dead end
- Alley b/n Main St. and Kirby St. from Richards Street to Jarvis Street

Activities include:

- Replacement of sanitary sewer, water and storm water control systems
- Reconstruction of streets, sidewalks, curb and gutter

2. Time Table:

Due Date	Activity
Prior to Construction and Acquisition	<ul style="list-style-type: none"> • Execute Grant Agreement. • Establish record keeping system. • Establish financial management system. • Procure engineering and administrative services, if contracting with third-party firm(s) for these services. • Submit draft or executed grant administration contract to DEHCR CDBG Project Representative for review, if contracting with a third-party for grant administration. • Enter into the grant administration contract, if contracting with a third-party for grant administration. • Complete Environmental Report and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to DEHCR CDBG Project Representative. • Submit "Notice of Acquisition/Relocation to DEHCR" form (if applicable) • Complete acquisition and relocation requirements for property purchase, easement(s), etc., if applicable to project. • Obtain federal Davis-Bacon wage rates, if federal labor standards are applicable to project. • Complete Record of Wage Decision Selection Form prior to bidding, if federal labor standards are applicable to project; and submit to DEHCR CDBG Project Representative for review. • Prepare and solicit construction and/or demolition related bids. Obtain all necessary permits.
	<ul style="list-style-type: none"> • Hold pre-construction meeting (pre-construction meeting is optional but strongly recommended). Submit meeting minutes/notes to DEHCR CDBG Project Representative, if a pre-construction meeting was held.
January 15, 2021	<ul style="list-style-type: none"> • Submit Single Audit Statement for CY2020 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit Report will be due to Federal Audit Clearinghouse within 30 days of Single Audit being completed or September 30, 2021, whichever date is <i>earlier</i>).

Due Date	Activity
March 25, 2021	<ul style="list-style-type: none"> Submit Semi-Annual Labor Standards Enforcement Report (LSER), Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Report, and Section 3 Report for the period of October 1, 2020 through March 31, 2021 [reporting activities August 21, 2020 (the Award Date) through March 31, 2021], unless notified by DEHCR CDBG Project Representative of another submission date.
April 15, 2021	<ul style="list-style-type: none"> Submit Semi-Annual Report and supporting documentation for the period of October 1, 2020 through March 31, 2021 [reporting activities August 21, 2020 (the Award Date) through March 31, 2021]. Reporting must follow the guidance provided in the CDBG Implementation Handbook.
July 1, 2021	<ul style="list-style-type: none"> Begin Construction. Document and report progress and/or delays to DOA.
September 25, 2021	<ul style="list-style-type: none"> Submit Semi-Annual LSER and MBE/WBE Report for the period of April 1, 2021 through September 30, 2021, and Annual Section 3 Report for the period of October 1, 2020 through September 30, 2021 [reporting Section 3 activities August 21, 2020 (the Award Date) through September 30, 2021], unless notified by DEHCR CDBG Project Representative of another submission date.
September 30, 2021	<ul style="list-style-type: none"> Complete Fair Housing Actions described in the attachments of the Grant Agreement. Complete Single Audit and submit Single Audit Report for CY2020 to Federal Audit Clearinghouse (submit within 30 days of Single Audit completion or September 30, 2021, whichever date is <i>earlier</i>). Submit record of this submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2020. Reporting must follow the guidance provided in the CDBG Implementation Handbook.
October 15, 2021	<ul style="list-style-type: none"> Submit Semi-Annual Report and supporting documentation for the period of April 1, 2021 through September 30, 2021. Reporting must follow the guidance provided in the CDBG Implementation Handbook. Report Fair Housing Actions completed (in the Fair Housing section of the Semi-Annual Report Summary Narrative) and submit supporting documentation to DEHCR.
January 15, 2022	<ul style="list-style-type: none"> Submit Single Audit Statement for CY2021 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit Report will be due to Federal Audit Clearinghouse within 30 days of Single Audit being completed or September 30, 2022, whichever date is <i>earlier</i>).
March 25, 2022	<ul style="list-style-type: none"> Submit Semi-Annual LSER, MBE/WBE Report, and Section 3 Report for the period of October 1, 2021 through March 31, 2022, unless notified by DEHCR CDBG Project Representative of another submission date.
March 31, 2022	<ul style="list-style-type: none"> Conduct second Public Hearing to report project progress to, and receive input from, local community regarding the CDBG project.
April 15, 2022	<ul style="list-style-type: none"> Submit Semi-Annual Report and supporting documentation for the period of October 1, 2021 through March 31, 2022. Reporting must follow the guidance provided in the CDBG Implementation Handbook. Report status of second Public Hearing completion (in the 2nd Citizen Participation Public Hearing section of the Semi-Annual Report Summary Narrative) and submit second Public Hearing meeting notice, attendance list, and minutes to DEHCR CDBG Project Representative.
September 25, 2022	<ul style="list-style-type: none"> Submit Semi-Annual LSER and MBE/WBE Report for the period of April 1, 2022 through September 30, 2022, and Annual Section 3 Report for the period of October 1, 2021 through September 30, 2022, unless notified by DEHCR CDBG Project Representative of another submission date.

Due Date	Activity
September 30, 2022	<ul style="list-style-type: none"> Complete Single Audit and submit Single Audit Report for CY2021 to Federal Audit Clearinghouse (submit within 30 days of Single Audit completion or September 30, 2022, whichever date is <i>earlier</i>). Submit record of this submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2021. Reporting must follow the guidance provided in the CDBG Implementation Handbook.
October 15, 2022	<ul style="list-style-type: none"> Submit Semi-Annual Report and supporting documentation to DEHCR CDBG Project Representative for the period of April 1, 2022 through September 30, 2022. Reporting must follow the guidance provided in the CDBG Implementation Handbook.
October 31, 2022	<ul style="list-style-type: none"> Complete all Construction Activities. End of Construction Period. <i>No construction expenses incurred after this date.</i>
December 31, 2022	<ul style="list-style-type: none"> Submit Final Payment Request and supporting documents. Submit Project Completion Report and supporting documents. Submit Final Summary Narrative and supporting documents for the period of October 1, 2022 through December 31, 2022 (with the Completion Report). Reporting must follow the guidance provided in the CDBG Implementation Handbook. Submit Semi-Annual LSER and MBE/WBE Report for the period of October 1, 2022 through March 31, 2023 (with Completion Report). Submit Final Labor Standards Compliance Report (LSCR) for each prime contractor (with Completion Report). Submit Annual Section 3 Report for the period of October 1, 2022 through September 30, 2023 (with Completion Report).
January 15, 2023	<ul style="list-style-type: none"> Submit Single Audit Statement for CY2022 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit Report will be due to Federal Audit Clearinghouse within 30 days of Single Audit being completed or September 30, 2023, whichever date is <i>earlier</i>).
September 30, 2023	<ul style="list-style-type: none"> Complete Single Audit and submit Single Audit Report for CY2022 to Federal Audit Clearinghouse (submit within 30 days of Single Audit completion or September 30, 2023, whichever date is <i>earlier</i>). Submit record of this submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2022. Reporting must follow the guidance provided in the CDBG Implementation Handbook.

ATTACHMENT B**BUDGET**

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, provisions of the Agreement, shall take precedence.

Project	CDBG-PF Award Amount	Grantee Other Match Amount	Total
2021 Infrastructure Improvement	\$1,000,000.00	\$600,000.00	\$1,600,000.00

Grantee Match:

The Grantee must contribute a minimum match amount that meets the 2:1 ratio requirement (maximum \$2 CDBG for every \$1 Grantee Match) to receive the full CDBG Award Amount.

Engineering/Architectural Costs:

Engineering/Architectural costs for eligible activities may be claimed as Grantee Match funds for the CDBG Project. No CDBG funds will be used for engineering/architectural costs. All engineering/ architectural costs will be borne by the Grantee.

Administrative Costs:

No CDBG funds will be used for administrative costs. All administrative costs will be borne by the Grantee and eligible expenditures may be claimed as Grantee Match for the CDBG Project.

ATTACHMENT C**SOURCE OF FUNDS**

Program Name: The United States Government, through the Housing and Community Development Act (HCDA) of 1974, as amended, has established the Community Development Block Grant (CDBG) Program and has allowed each State to elect to administer CDBG funds for its non-entitlement areas, subject to certain conditions.

CFDA #: The CFDA Number for the CDBG Program is 14.228.

Federal Award Identification Number (FAIN): B20-DC-55-0001

Federal Award Date: TBD

Total Amount of the Federal Award: \$27,420,628

Amount of Federal Funds Obligated by this Award: (Budget Amount)

Funding Source:

The funds awarded under this Agreement have been encumbered and are subject to continued availability of funding from the U.S. Department of Housing and Urban Development.

The contact information for the federal awarding official is:

Renee Ryles
Acting Director, CPD

U.S. Department of Housing and Urban Development
Midwest Milwaukee Field Office
310 West Wisconsin Avenue, Suite 950
Milwaukee, WI 53203-2289

Phone: 202-402-4609
Renee.Ryles@hud.gov
Fax: 414-935-6779

The contact information for the pass-thru agency official is:

Susan Brown, Division Administrator

Department of Administration
Division of Energy, Housing & Community Resources
101 E. Wilson Street
Madison, WI 53707

Phone: 608-266-2035
Susan.Brown@wisconsin.gov

ATTACHMENT D**METHOD OF PAYMENT****CDBG Funds:**

CDBG funds awarded through this Agreement shall be released upon submission of required reporting. Request for final payment of any and all funds awarded by this Agreement, including Project and administrative funds, must be received by the Department as set forth in the Time Table in the Attachments. If the cost of making payments to eligible CDBG Grantees under this and other outstanding CDBG Agreements exceeds the total amount appropriated by HUD, the Department, in its sole discretion, may:

1. Prorate and reduce the amount payable to the Grantee hereunder;
2. Terminate this Agreement under the Articles.

10% of the total grant award, up to a maximum of \$25,000, will be withheld from disbursement until the Grantee successfully completes the Project and submits Project Completion documentation. The Department must approve the Project Completion report for the Project to be considered complete.

Upon receipt by the Department of all CDBG program required working documents, Grantee may request CDBG funds.

The Department is not responsible for Grantee's disbursement of funds to contractors, sub-grantees and/or other creditors.

Project Funds:

Project funds will be disbursed pursuant to the Budget described in the Attachments. The Grantee is responsible for requesting all payments as described in Financial Management chapter of the Department's Program Implementation Handbook.

Administrative Funds:

CDBG administrative funds are to be disbursed pursuant to the Budget described in the Attachments and according to the procedures in the Department's Program Implementation Handbook.

Matching Funds:

The Grantee shall provide sufficient funds to ensure that the Grantee Match requirement is met, as established in the Budget for the work described in the Scope of Work in the Attachments. Costs in excess of the amounts established in the Budget will be the responsibility of the Grantee. Funds spent on activities outside the Scope of Work or funds spent in violation of the standards established in this Agreement cannot be claimed as Grantee Match. It shall be considered an event of default if the Department determines the Grantee has not satisfied the Grantee Match funds requirement. The Department may require repayment in an amount determined by the Department in order to bring the Grantee into compliance with the Grantee Match requirement.

ATTACHMENT E

REPORTING REQUIREMENTS

The Grantee agrees to follow the reporting procedures of the Department as specified in the most recently published Program Implementation Handbook and 24 CFR 570, and any subsequent revisions including but not limited to:

Reporting:

The Reporting shall be in the form as described in the Program Implementation Handbook.

Semi-Annual Report:

Semi-Annual Reports for the reporting periods of April 1st through September 30th and October 1st through March 31st shall be submitted during the Grant Agreement Performance Period and are due per the Grant Agreement Time Table in the Attachments.

Single Audit Report:

The Grantee shall submit a Single Audit Statement letter advising the Department of whether or not a Single Audit will be performed. The Single Audit Statement letter shall be submitted each calendar year during the Performance Period and until the Grant Agreement has been closed, and due per the Grant Agreement Time Table in the Attachments. If a Single Audit is required for a calendar year, then the Single Audit Report shall be submitted for the year, due per the Grant Agreement Time Table in the Attachments.

Section 3 Report:

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents and for low- or very-low income businesses in connection with projects and activities in their communities. The Semi-Annual Section 3 Report and Annual Section 3 Report are due per the Grant Agreement Time Table in the Attachments.

Labor Standards Report:

The U.S. Department of Labor (USDOL) requires federal agencies administering programs subject to Davis-Bacon and Related Act (DBRA) and Contract Work Hours and Safety Standards Act (CWHSSA) to furnish a Semi-annual Labor Standards Enforcement Report, even if the number of hours worked for the reporting period are equal to zero. The report is due per the Grant Agreement Time Table in the Attachments.

Equal Opportunity Reports:

Two types of reports are required for equal opportunity reporting compliance:

- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Report
- Fair Housing Report

The reports are due per the Grant Agreement Time Table in the Attachments.

Employee Self-Certification Report:

For CDBG projects that require job creation and/or retention by a Business, reporting of jobs created and/or retained by the Business is required. The Employee Self-Certification Report and supporting documents are due per the Grant Agreement Time Table in the Attachments.

Client Income Certification Report:

For CDBG projects that require client income certifications for clients receiving services, a Client Income Certification Report is required. The Client Income Certification Report and supporting documents are due per the Grant Agreement Time Table in the Attachments.

Project Completion Report:

Project Completion Report must be submitted no later than 60 days after the end of Construction Completion as defined in the Attachments of this Agreement. The report shall be in the format designated by the Department and include a summary of program performance compared to program goals for the total Performance Period and use of program income.

Additional Reports and Information:

The Department reserves the right to amend and require additional information or reports as needed.

ATTACHMENT F

PROGRAM RULES

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, and these Program Rules, these Program Rules shall take precedent.

The Grantee shall comply with the Program Rules as follows:

1. DEPARTMENT POLICIES AND PROCEDURES

The Grantee agrees to follow policies and procedures of the Department including but not limited to the most recently published Program Implementation Handbook and 24 CFR 570, and any subsequent amendments or changes.

The Grantee understands the Department has discretion to establish and revise the policies and procedures necessary to administer the CDBG Program.

In the event of a conflict between Department policies and procedures and 24 CFR 570, the Department, in its discretion, shall determine which Department policies and procedures or parts of Department policies and procedures apply.

2. FAIR HOUSING

The Grantee shall comply with Title VIII of the Federal Civil Rights Act of 1968 (as amended), and s. 106.50, Wis. Stats., and any subsequent relevant laws or amendments.

The Grantee will accomplish the following three Fair Housing activities, as specified in the Grantee's CDBG application and response to the pre-agreement letter, to further Fair Housing throughout the distribution area according to Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

- Enact, strengthen, or advertise a local fair housing law
- Have the local governing body or chief elected official publicly endorse the principle of fair housing and of adherence to the fair housing law in the form of a proclamation, resolution, or similar publicized statement of importance
- Display a fair housing poster or provide fair housing information at an appropriate public place

These activities must be completed no later than the due date in the Grant Agreement Time Table in the Attachments. Failure to complete the activities will result in suspension of funds until the activities are completed.

3. AMENDMENT

The Grantee understands that the Department will not entertain a request for an Agreement amendment within 30 days of the end of this Agreement.

4. ADMINISTRATIVE STAFF

The Grantee shall maintain a staff sufficient to administer the CDBG activities. All records shall be kept at the Grantee's official location or at the office of the contract grant administrator during the period of the Agreement. However, at completion of the Project all records shall be in the possession of the Grantee and maintained at the Grantee's official location. All subcontracts for the administration of this Agreement must be submitted to the Department for review prior to execution.

5. MONITORING

The Grantee will be monitored at least once during the Performance Period of the Agreement. Grantees may be monitored on-site at the Grantee's office or the Grantee will be asked to submit their files to the Department for a desk monitoring session.

6. ENVIRONMENTAL PROTECTION

The Grantee's chief executive officer shall assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law, as specified in 24 CFR 58. The Grantee and its chief executive officer hereby consent to the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities. The Grantee shall comply with the terms in the Environmental Review section of the Program Implementation Handbook.

7. LABOR STANDARDS

The Grantee shall comply with and assure compliance of all Project contractors and subcontractors with the Davis-Bacon Act, as amended 40 U.S.C. 276a-276a-5, the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-333, and other applicable Federal laws and regulations pertaining to labor standards, and the Labor Standards section of the Program Implementation Handbook.

8. ACQUISITION/RELOCATION

The Grantee shall:

- Comply with Ch. 32, Wis. Stats., and related administrative rules issued by the Wisconsin Department of Administration.
- Comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the Wisconsin Department of Transportation Implementing Instructions related to 49 CFR Part 24.
- Refer to the Acquisition and Relocation section of the Program Implementation Handbook for further requirements.
- Develop and comply with the Residential Displacement and Relocation Plan certification pursuant to Section 104(d)(1) of the HCDA.
- Provide certification of protection of individuals to engage in non-violent civil rights demonstration pursuant to Section 104(1) of the HCDA.
- Provide all applicable certifications under Section 106(d)(7) of the HCDA.

9. ACQUISITION AND DISPOSITION OF PROPERTY AND EQUIPMENT

The Grantee shall comply with the Procurement Policy section of the Program Implementation Handbook and account for any tangible personal property acquired with CDBG funds. All proceeds derived from the disposition of real property acquired with CDBG funds shall be treated as Program Income as described within this Agreement.

10. LOBBYING

The Grantee shall comply with Section 319 of Public Law 101-102 and 24 CFR Part 87. The Grantee shall maintain a file containing signed copies of 24 CFR 87, Appendix A, 'Certification Regarding Lobbying', and 24 CFR 87, Appendix B, 'Disclosure of Lobbying Activities' for all contracts, if applicable.

11. RECORD KEEPING

The Grantee must maintain all documentation relative to the Project and program requirements specified in this Agreement, Implementation Handbook, Code of Federal Regulations, Wisconsin Statutes, and other pertinent requirements. In general, records are to be retained indefinitely until notified by the DOA that the records may be disposed of, unless there is litigation, claims, negotiations, or other actions involving the records, which started before the notification has been received from DOA. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or until receipt of DOA disposal notification, whichever is longer.

Representatives of the State of Wisconsin, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records of a sub recipient to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e)).

12. PROGRAM INCOME

Program Income means gross income received by the Grantee directly generated from the use of the Agreement award, including but not limited to repayments of funds that had been previously provided to eligible beneficiaries; interest earned on any or all Agreement funds obtained from the State; proceeds derived after the Agreement close-out from the disposition of real property acquired with any or all funds provided under this Agreement or interest earned on Program Income pending its disposition

The Grantee shall record all Program Income which shall be used in accordance with the rules and regulations of the Program funding source. If at any time changes in the use of Program Income are considered, the Grantee shall submit a plan detailing the proposed uses of Program Income to the Department for approval. Should the Grantee decide following Agreement close out to discontinue using Program Income for such purposes, the Grantee shall return the Program Income balance and any additional Program Income accrued to the State by January 31 of the following year.

13. FAILURE TO PERFORM

The Department shall require repayment for failure to perform, including, but not limited to, any failure to meet any HUD national objective.

 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Commitment	L012493TI

COMMITMENT FOR TITLE INSURANCE

Issued By

FIRST AMERICAN TITLE COMPANY

NOTICE

IMPORTANT—READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACTIONAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and the Commitment Conditions, **First American Title Company**, a Tennessee Corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured.

If all of the Schedule B, Part I—Requirements have not been met within six months after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

First American Title Insurance Company



Dennis J. Gilmore
President



Jeffrey S. Robinson
Secretary

If this jacket was created electronically, it constitutes an original document.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance issued by First American Title Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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COMMITMENT CONDITIONS

1. DEFINITIONS

- (a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
- (b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
- (c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
- (d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
- (e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
- (f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
- (g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
- (h) "Title": The estate or interest described in Schedule A.

2. If all of the Schedule B, Part I—Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.

3. The Company's liability and obligation is limited by and this Commitment is not valid without:

- (a) the Notice;
- (b) the Commitment to Issue Policy;
- (c) the Commitment Conditions;
- (d) Schedule A;
- (e) Schedule B, Part I—Requirements;
- (f) Schedule B, Part II—Exceptions; and
- (g) a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY

- (a) The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - (i) comply with the Schedule B, Part I—Requirements;
 - (ii) eliminate, with the Company's written consent, any Schedule B, Part II—Exceptions; or
 - (iii) acquire the Title or create the Mortgage covered by this Commitment.
- (b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
- (c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.
- (d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.

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- (e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
- (f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I—Requirements have been met to the satisfaction of the Company.
- (g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT

- (a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
- (b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.
- (c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
- (d) The deletion or modification of any Schedule B, Part II—Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
- (e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
- (f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

9. ARBITRATION

The Policy contains an arbitration clause. All arbitrable matters when the Proposed Policy Amount is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

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Invoice

Remit payment to:

Local Title Company LLC
112 N. Iowa Street
Dodgeville, WI 53533

Billed to:

Village of Ridgeway

Ridgeway, WI 53582

Invoice number: L012493TI
Invoice date: January 6, 2021
Please pay before: February 6, 2021
Our file number: L012493TI

Property:

Ridgeway, WI 53582
Iowa County

DESCRIPTION	AMOUNT
Owner's Policy (Coverage \$440,000.00) (Reissue Credit of \$282.00 Applied)	1,128.00
Invoice total amount due:	<u><u>\$ 1,128.00</u></u>

Village of Ridgeway to Village of Ridgeway

Thank you for using Local Title Company LLC - We appreciate your business!

 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Schedule A	L012493TI

Transaction Identification Data for reference only:

Issuing Agent: Melissa Weier	Issuing Office: Local Title Company LLC
ALTA® Universal ID: 1172555	Loan ID No.:
Commitment No.: L012493TI	Issuing Office File No.: L012493TI
Property Address: Ridgeway, WI 53582	

SCHEDULE A

1. Commitment Date: December 30, 2020 at 07:59 AM
2. Policy to be issued:
 - (a) ALTA Owners Policy (06/17/06)
Proposed Insured: Village of Ridgeway, a Wisconsin municipal corporation
Proposed Policy Amount: \$440,000.00
3. The estate or interest in the Land described or referred to in this Commitment is Fee Simple
4. Title to the Fee Simple estate or interest in the Land is at the Commitment Date vested in:
Village of Ridgeway, a Wisconsin municipal corporation
5. The Land is described as follows:
See Schedule C attached hereto and made a part hereof.
Tax Key No.: pt 177 0185
Property Address: Ridgeway, WI 53582
"Address, as provided with application for title insurance and shown here only for reference"

Date: December 30, 2020
Local Title Company LLC

Melissa A. Weier

By: Melissa A. Weier

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 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Schedule BI & BII	L012493TI

Commitment No.: L012493TI

**SCHEDULE B, PART I
Requirements**

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
 2. Pay the agreed amount for the estate or interest to be insured.
 3. Pay the premiums, fees, and charges for the Policy to the Company.
- None.

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 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Schedule BI & BII (Cont.)	

Commitment No.: L012493TI

SCHEDULE B, PART II

Exceptions (Continued)

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:


1. Any facts, rights, interests, or claims that are not shown by the Public Records but that could be ascertained by an inspection of the Land or by making inquiry of persons in possession of the Land.
2. Easements, claims of easements or encumbrances that are not shown by the Public Records.
3. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title including discrepancies, conflict in boundary lines, shortages in area, or any other facts that would be disclosed by an accurate and complete land survey of the Land, and that are not shown in the Public Records.
4. Any lien, or right to a lien, for services, labor, or material theretofore or hereafter furnished, imposed by law and not shown in the Public Records.
5. Defects, liens, encumbrances, adverse claims, or other matters, if any, created, first appearing in the Public Records or attaching subsequent to the effective date hereof but prior to the date the proposed Insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment.
6. The lien of the general real estate taxes for the year 2021 and thereafter.
7. The lien of any special assessments, taxes or charges.
8. Public or private rights in such portion of the subject premises as may be presently used, laid out or dedicated in any manner whatsoever, for street, highway, and/or alley purposes.
9. Easement for public utilities to Wisconsin Power & Light Co. disclosed by instrument recorded in Volume 131 of Deeds, page 502, as Document No. 40653 on December 29, 1938. (Lot 14, Lot 15, Lot 16 and Lot 17)
10. Easement for public utilities to General Telephone Company of Wisconsin disclosed by instrument recorded in Volume 241 of Records, page 40, as Document No. 103555 on August 28, 1967.

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 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Schedule BI & BII (Cont.)	

Commitment No.: L012493TI

11. Reservations for and dedications of easements and rights of way, building setback lines, conditions, notations, and other matters shown on the recorded plat of Cardinal Way Subdivision No. 2 recorded as Document No. 368587 on September 15, 2020.
12. Terms, covenants and conditions as set forth in instrument recorded as Document No. 368588 on September 15, 2020.


NOTE: It is stipulated that "draft" or "take-off" policies or commitments therefore may issue upon this policy and that the amount of all policies or commitments so issued shall be deducted from the amount of this policy.

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 First American Title™	ALTA Commitment for Title Insurance
	ISSUED BY First American Title Company
Schedule C	L012493TI

Commitment No.: L012493TI

LEGAL DESCRIPTION

The Land referred to in this policy is described as follows:

Lots Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17), Eighteen (18), Nineteen (19), Twenty (20), Twenty-one (21) and Twenty-two (22), Cardinal Way Subdivision No. 2, Village of Ridgeway, Iowa County, Wisconsin.

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AFFIDAVIT BY OWNER
Issued by
First American Title Insurance Company

Attached to Policy No.: L012493TI
File No.: L012493TI

STATE OF _____
COUNTY OF _____

The undersigned owner(s), in consideration of selling the real estate described herein and in consideration of First American Title Insurance Company issuing its Policy(s) of title insurance insuring an interest in or title to the real estate described herein, and being first duly sworn on oath deposes, states and warrants, except as stated in Paragraph 7 below:

1. That the undersigned is an owner of the real estate which is described in the above referenced commitment (hereinafter called "the property");
2. That there are no encroachments of fences, buildings or other improvements to the property onto any easement or on to adjoining property, and no encroachments of any fences, buildings or other improvements of adjoining premises onto the property;
3. That there are not any unrecorded easements, party walls, agreements, or rights-of-way which affect the property;
4. (Check one box)
 - That during the last six months, no work has been done and no materials have been furnished in connection with the improvement of said property. That there are no uncompleted buildings, structures or other improvements situated thereon;

or

 - That during the last six months work has been done and materials furnished in order to make improvements to the property, but that except as stated in Paragraph 7, all of said work and materials have been fully paid for and there are no claims or disputes in existence with reference thereto, that no notice of intent to lien has been given, and that waivers of lien from all appropriate parties are attached hereto.
5. That owner is in sole possession of the property and that no other party has possession or has right of possession under any lease or other agreement, written or oral;
6. That since that effective date of the commitment referenced above, owner has not filed bankruptcy, received notice of any pending cause of action, conveyed or encumbered the property or is currently a party to any action that could result in the filing of any judgment or lien against the property.
7. Exceptions to above statements:

Village of Ridgeway

BY: _____

Subscribed and sworn to before me this _____ day of _____, _____.

By _____

Notary Public



Privacy Information

We Are Committed to Safeguarding Customer Information

In order to better serve your needs now and in the future, we may ask you to provide us with certain information. We understand that you may be concerned about what we will do with such information - particularly any personal or financial information. We agree that you have a right to know how we will utilize the personal information you provide to us. Therefore, together with our subsidiaries we have adopted this Privacy Policy to govern the use and handling of your personal information.

Applicability

This Privacy Policy governs our use of the information that you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity. First American has also adopted broader guidelines that govern our use of personal information regardless of its source. First American calls these guidelines its Fair Information Values.

Types of Information

Depending upon which of our services you are utilizing, the types of nonpublic personal information that we may collect include:

- Information we receive from you on applications, forms and in other communications to us, whether in writing, in person, by telephone or any other means;
- Information about your transactions with us, our affiliated companies, or others; and
- Information we receive from a consumer reporting agency.

Use of Information

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may, however, store such information indefinitely, including the period after which any customer relationship has ceased. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

Former Customers

Even if you are no longer our customer, our Privacy Policy will continue to apply to you.

Confidentiality and Security

We will use our best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities who need to know that information to provide products or services to you. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy and First American's Fair Information Values. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Information Obtained Through Our Web Site

First American Financial Corporation is sensitive to privacy issues on the Internet. We believe it is important you know how we treat the information about you we receive on the Internet. In general, you can visit First American or its affiliates' Web sites on the World Wide Web without telling us who you are or revealing any information about yourself. Our Web servers collect the domain names, not the e-mail addresses, of visitors. This information is aggregated to measure the number of visits, average time spent on the site, pages viewed and similar information. First American uses this information to measure the use of our site and to develop ideas to improve the content of our site.

There are times, however, when we may need information from you, such as your name and email address. When information is needed, we will use our best efforts to let you know at the time of collection how we will use the personal information. Usually, the personal information we collect is used only by us to respond to your inquiry, process an order or allow you to access specific account/profile information. If you choose to share any personal information with us, we will only use it in accordance with the policies outlined above.

Business Relationships

First American Financial Corporation's site and its affiliates' sites may contain links to other Web sites. While we try to link only to sites that share our high standards and respect for privacy, we are not responsible for the content or the privacy practices employed by other sites.

Cookies

Some of First American's Web sites may make use of "cookie" technology to measure site activity and to customize information to your personal tastes. A cookie is an element of data that a Web site can send to your browser, which may then store the cookie on your hard drive.

FirstAm.com uses stored cookies. The goal of this technology is to better serve you when visiting our site, save you time when you are here and to provide you with a more meaningful and productive Web site experience.

Fair Information Values

Fairness We consider consumer expectations about their privacy in all our businesses. We only offer products and services that assure a favorable balance between consumer benefits and consumer privacy.

Public Record We believe that an open public record creates significant value for society, enhances consumer choice and creates consumer opportunity. We actively support an open public record and emphasize its importance and contribution to our economy.

Use We believe we should behave responsibly when we use information about a consumer in our business. We will obey the laws governing the collection, use and dissemination of data.

Accuracy We will take reasonable steps to help assure the accuracy of the data we collect, use and disseminate. Where possible, we will take reasonable steps to correct inaccurate information. When, as with the public record, we cannot correct inaccurate information, we will take all reasonable steps to assist consumers in identifying the source of the erroneous data so that the consumer can secure the required corrections.

Education We endeavor to educate the users of our products and services, our employees and others in our industry about the importance of consumer privacy. We will instruct our employees on our fair information values and on the responsible collection and use of data. We will encourage others in our industry to collect and use information in a responsible manner.

Security We will maintain appropriate facilities and systems to protect against unauthorized access to and corruption of the data we maintain.



RESOLUTION NO. 2021-01
VILLAGE OF RIDGEWAY
IOWA COUNTY, WISCONSIN

A RESOLUTION REGARDING THE SALE OF LOTS
IN THE CARDINAL WAY SUBDIVISION PHASE II

In order to expedite sales of lots in the Cardinal Way subdivision, all of which are owned by the Village, the Village Board of the Village of Ridgeway, Iowa County, Wisconsin resolves that the Village President and Village Clerk are authorized to approve and execute sale contracts, closing documents and any other documents necessary to complete sales of Lots 13-22 in the Cardinal Way subdivision, at the approved sale price and in accordance with terms previously approved by the Village Board, without further action of the Village Board.

The above and foregoing Resolution was duly adopted by the Village Board of the Village of Ridgeway at its meeting held on _____, 2021, by a vote of _____ in favor, _____ opposed, and _____ not voting.

APPROVED:

By _____
Jon C. Steen, Village President

ATTEST:

By _____
Lori Phelan, Village Clerk