



July 28, 2020

7:00 PM

**NOTICE OF VILLAGE BOARD
MEETING & AGENDA
Village Hall
335 Galena Street, Prairie du Sac, WI**

NOTICE OF ELECTRONIC MEETING

Due to the COVID-19 pandemic, this meeting will be conducted both in person and via electronic videoconferencing/teleconferencing. As such, it is likely that some or all members of, and a possible quorum, may be in attendance via electronic means and not physically present. In accordance with Wisconsin law, the meeting will remain open to the public. Members and the public may still attend in person at the location stated above. Face masks are highly recommended. However, due to the need to maintain social distancing and the limited physical space available, the public is encouraged and requested to attend via electronic means.

DIRECTIONS TO ATTEND MEETING ELECTRONICALLY

You may attend via videoconference on your computer/device via Google Hangouts Meet at <https://meet.google.com/ooa-eeoq-imw>. You may attend via telephone conference by calling the following phone number: 1-315-924-2113 and entering the following PIN: 693466548#.

Please take notice that there will be a public meeting of the above identified governmental body at the time and location indicated above, for purposes of considering the following agenda items; and if any matter is considered in closed session, the governmental body will reconvene in open session for purposes of concluding the agenda:

Regular Meeting

1. CALL TO ORDER
2. Roll Call
3. Public Notice of Agenda, deletions/corrections
4. Presentation of Minutes
 - a. July 14, 2020
5. Pre-Registered Citizens (limited to 3 minutes)
6. Communications
 - a. Voucher Report
 - b. Library Board Minutes of June 17, 2020
 - c. Great Sauk State Trail Report – Sauk County
 - d. Sauk-Prairie Airport, Inc. Minutes of February 19, 2020
7. Action Items:
 - a. Ordinance No. 7, Series 2020, Amending Section 2-1-3, Election Inspectors/Board of Canvassers
 - b. Ordinance No. 8, Series 2020, Amending Chapter 2 of Title 2, Village Board
 - c. Ordinance No. 9, Series 2020, Creating Subsection 2-4-11(d), Authorizing Meeting Attendance by Electronic Means
 - d. Ordinance No. 10, Series 2020, Amending Chapter 2 of Title 7, Operator’s License
 - e. Ordinance No. 11, Series 2020, Creating Subsection 8-1-8(j), Parking Permit Required – 9th Street [Grand to Oak]

- f. Consider Resolution #07-28-2020(a), Authorizing Addendum No. 2 to the Cleaning Services Agreement – Village Hall
 - g. Consider Resolution #07-28-2020(b), Authorizing the Cleaning Services Agreement – Public Works
 - h. Consider Resolution #07-28-2020(c), Authorizing the Professional Services Agreement for Cross Connection Control Program
 - i. Consider Strand Task Order 20-02: Culver Community Park – Phase 1 and Phase 2 Grading Plan Final Design
 - j. Consider Alcohol/Operator’s License Application(s)
8. Discussion Items:
- a. Ordinance No. 6, Series 2020, Amending Section 9-2-14, Curfew
 - b. August 11th Meeting Village Board Meeting to be at Prairie du Sac Fire Station, 855 17th Street
9. Reports
- a. Committee/Commission Reports
 - b. Plan Commission
 - c. Engineer’s Report
 - d. Director of Public Works/Utilities Report
 - e. Administrator’s Report
 - f. President’s Report
11. Adjourn

Posted 07/23/2020

**Village of Prairie du Sac
Village Board Meeting
Minutes of Regular Meeting July 14, 2020**

1. **CALL TO ORDER.** The Prairie du Sac Village Board met for their regular meeting on July 14, 2020 at the Prairie du Sac Village Hall, 335 Galena Street. Village President, Cheryl Sherman, called the meeting to order at 7:00 p.m.
2. **Roll Call.** Present via phone, Board Members: Abby Howell-Dinger, Nick Lester, Lauri Meixelsperger, and Ray Bolton. Present in person, Board Members: Cheryl Sherman, Andrew Strathman, (*arriving at 7:05*), and Craig Bender. Also present in person, Alan Wildman Village Administrator, and Niki Conway Clerk/Treasurer; Public Works Director Troy Murphy present via phone.
3. **Public Notice of Agenda, deletions/corrections- (*Lester/Howell-Dinger*)** moved to approve agenda. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Bolton-Aye Strathman Absent.
4. **Presentation of Minutes**
 - a. **June 23, 2020 – (*Bender/Meixelsperger*)** moved to approve minutes. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Bolton-Aye Strathman Absent.
5. **Pre-Registered Citizens – None.**
6. **Communications**
 - a. **Treasurer’s Report-Recognized**
 - b. **Sauk-Prairie Sewerage Commission Minutes of June 10, 2020 – Recognized**
 - c. **Public Works/Utilities Committee Minutes of June 30, 2020 – Recognized**
 - d. **Police Commission Minutes of May 27, 2020 and June 10, 2020 – Recognized**
 - e. **Donna Neuwirth, Wormfarm Institute – Recognized**
7. **Action Items:**
 - a. **Ordinance No. 4, Series 2020, Annexing Certain Lands Located in the Town of Prairie du Sac, Sauk County, WI, Parcels #028-0013-00000 and #028-0032-00000, E11546 Sauk Prairie Road-** Recommended by Plan. (*Howell-Dinger/Bender*) moved to approve Ordinance No. 4. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Bolton-Aye Strathman Absent.
 - b. **Ordinance No. 5, Series 2020, Amending Official Zoning Map, Parcels #028-0013-00000 and #028-0032-00000, E11546 Sauk Prairie Road–** Recommended by Plan. (*Howell-Dinger/Bender*) moved to approve resolution. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Strathman-Aye, Bolton-Aye
 - c. **Consider Resolution #07-14-2020(a), Routes to Recovery Grant Allocation –** These are funds for counties and municipalities. PdS will receive about \$68,000 to use for such things as listed in the resolution related to items and services responding to COVID that was purchased and paid for by October 31, 2020. (*Bender/Strathman*) moved to approve resolution. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Strathman-Aye, Bolton-Aye
 - d. **Consider Resolution #07-14-2020(b), Authorizing an Electric Transmission Line Easement –** For new easement on village property, (leased for Milwaukee Valve parking), for ATC line. This will replace the existing easement. **Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Strathman-Aye, Bolton-Aye

- e. **Consider Committee of the Whole in place of Regular Meeting – August 25, 2020 at 6:00 p.m. – (Lester/Strathman) moved meeting change. Motion Carried.**
Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Strathman-Aye, Bolton-Aye
- f. **Consider Alcohol Operator License(s) – None.**

8. Discussion Items:

- a. **Conceptual Site Plan – Culver Community Park, Parcels #028-0013-0000 and #028-0032-00000, E11546 Sauk Prairie Road** – Drop off at 21st Street is steep and is to be looked at by Strand. There is space allocated for Grand Ave. to extend on either side of park, contingent upon development.
- b. **Ordinance No. 6, Series 2020, Amending Section 9-2-14, Curfew** – We currently do not match Sauk City. Police Department wants both communities to have the first offence to be officer discretion. Howell-Dinger did some research on the curfew law and she feels that it portrays a negative use of color and makes a child unaccompanied by an adult look guilty. She also states adults in their 40's and 50's commit the most crimes. She feels that the curfew law should be diminished completely. Bender feels that we need to have a conversation with Sauk City and agree. Strathman and Lester agree with Bender. Discussion should be ongoing. Sherman feels that a ticket is a tool to converse with kids about this. All agreed to have Chief Strunz speak to Village Board about this and to let Sauk City know.
- c. **Ordinance No. 7, Series 2020, Amending Section 2-1-3, Election Inspectors/Board of Canvassers** – This change allows the clerk to have leeway on how many election inspectors can work during elections, residency requirements of workers, and anything else that the law states. Changes Village Administrator to Village Clerk.
- d. **Ordinance No. 8, Series 2020, Amending Chapter 2 of Title 2, Village Board** – PW Committee name change, public comment limit to 3 minutes change, regular and special meeting cancelation, changes Village Administrator to Village Clerk, removes that the trustee name be included when introducing an ordinance, removes the statement, if a quorum is not present for a special meeting, business could still be conducted.
- e. **Ordinance No. 9, Series 2020, Creating Subsection 2-4-11(d), Authorizing Meeting Attendance by Electronic means** – To be carried on into the future.
- f. **Ordinance No. 10, Series 2020, Amending Chapter 2 of Title 7. Operator's License** – Allows Clerk to approve operator's license with Chief approval; denials can come before the V.B. Pronoun change to he/she.
- g. **Ordinance No. 11, Series 2020, Creating Subsection 8-1-8(j), Parking Permit Required – 9th Street [Grand to Oak]** – The proposed addition park of parking at high school will need fenced off. Looking for staff to park at church on 13th Street. 9th Street has no limits and that is where students park. Looking to wave \$50 fee to students who park in lot. Staff could get a pass to park on 9th Street.

9. Reports:

- a. **Committee/Commission Reports** – *Rec*-Alterations and cancellations due to COVID. *Police* – A lot of community support. Architects have preliminary plans, concept drawings, and design going through this fall. Bidding in spring. Summer 2023 to be fully functional.
- b. **Plan Commission** – Recommended to Village Board to rezone Culver Community Park property to Conservancy and amendment of official zoning map. Discussed Conceptual Site plan of Culver Park.
- c. **Engineer's Report** – Restoration of street projects in the next few weeks
- d. **Director of Public Works** – Great job with storm clean up.
- e. **Administrators Report**- We did not receive the grant for 21st Street extension. However Supreme Court overruled Governor veto for receiving this grant.
- f. **President's Report** – None.

10. Adjourn: (Strathman/Bolton) moved to adjourn at 7:41. Motion Carried.

Roll Call: Howell-Dinger-Aye, Bender-Aye, Lester-Aye, Meixelsperger-Aye, Sherman-Aye, Strathman – aye, Bolton-Aye

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 User: NCONWAY

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: 70100										
Acct / Sub:	11100		00000000							
001336	CK	7/9/2020	15253 INTERNAL REVENUE SERVICE	07-20	036081	VO		7/10/2020	0.00	14,884.15
001337	CK	7/9/2020	19880 WI DEFERRED COMPENSATION PR	07-20	036083	VO		7/10/2020	0.00	2,657.00
001338	CK	7/9/2020	20049 WI DEPT OF REVENUE	07-20	036084	VO		7/10/2020	0.00	2,404.71
001339	-	061680	Missing							
061681	CK	7/1/2020	17967 SAUK PRAIRIE COURT COMMISSIO	07-20	036062	VO	2020 Allocation	7/1/2020	0.00	2,988.00
061682	CK	7/2/2020	10100 ACE HARDWARE	07-20	036063	VO	185523	7/2/2020	0.00	20.94
061683	CK	7/2/2020	12234 BLACKSTONE PUBLISHING	07-20	036064	VO	1171038	7/2/2020	0.00	632.22
061684	CK	7/2/2020	14400 GIEGERICHS SONS INC.	07-20	036065	VO	73879	7/2/2020	0.00	11.38
061685	CK	7/2/2020	16100 MCFARLANES	07-20	036067	VO	583703	7/2/2020	0.00	5.68
061686	CK	7/2/2020	16767 NUSO, LLC	07-20	036068	VO	130487515	7/2/2020	0.00	244.88
061687	CK	7/2/2020	17058 PIONEER RESCUE & OUTFITTERS	07-20	036069	VO	184	7/2/2020	0.00	57.00

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061688	CK	7/2/2020	18157 SCHULENBERG~JAMES	07-20	036070	VO	REIMBURSEMENT	7/2/2020	0.00	73.85
061688	CK	7/2/2020	18157 SCHULENBERG~JAMES	07-20	036071	VO	REIMBURSEMENT	7/2/2020	0.00	149.99
Check Total										223.84
061689	CK	7/2/2020	18613 SWANI FIRE/RESCUE ASSOC. DEAT	07-20	036072	VO	DUES	7/2/2020	0.00	128.00
061690	CK	7/2/2020	18787 BERT KAUL	07-20	036066	VO	REIMBURSEMENT	7/2/2020	0.00	52.74
061691	CK	7/9/2020	17379 PDS PAYROLL	07-20	036088	VO	07/10/2020	7/9/2020	0.00	44,236.49
061692	CK	7/9/2020	10100 ACE HARDWARE	07-20	036091	VO	275252	7/9/2020	0.00	0.32
061693	CK	7/9/2020	18543 ST OF WIS DSPS INDUSTRY SERVI	07-20	036089	VO	520490	7/9/2020	0.00	50.00
061694	CK	7/9/2020	18707 TDS	07-20	036090	VO	012-856-0845	7/9/2020	0.00	169.30
061695	CK	7/14/2020	18603 SUPERIOR CHEMICAL CORP.	07-20	036092	VO	265787	7/14/2020	0.00	110.71
061696	CK	7/20/2020	13130 COOKS COUNTRYSIDE TRUCKING	07-20	036093	VO	7683	7/20/2020	0.00	249,330.82
061697	CK	7/20/2020	11605 AXLEY BRYNELSON ATTORNEYS	07-20	036094	VO	770473	7/20/2020	0.00	400.00

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061698	CK	7/22/2020	10099 ACCURATE APPRAISAL LLC	07-20	036095	VO	3120	7/21/2020	0.00	10,270.00
061699	CK	7/22/2020	10100 ACE HARDWARE	07-20	036113	VO	186147	7/21/2020	0.00	29.99
061699	CK	7/22/2020	10100 ACE HARDWARE	07-20	036114	VO	186567	7/21/2020	0.00	112.93
061699	CK	7/22/2020	10100 ACE HARDWARE	07-20	036116	VO	186153	7/21/2020	0.00	29.99
Check Total										172.91
061700	CK	7/22/2020	10157 ADVERTISERS PRESS	07-20	036096	VO	207975	7/21/2020	0.00	95.04
061701	CK	7/22/2020	10187 ALLIANT ENERGY	07-20	036097	VO	9476130000	7/21/2020	0.00	20.92
061701	CK	7/22/2020	10187 ALLIANT ENERGY	07-20	036098	VO	4582330000	7/21/2020	0.00	61.82
061701	CK	7/22/2020	10187 ALLIANT ENERGY	07-20	036099	VO	1090450000	7/21/2020	0.00	89.20
061701	CK	7/22/2020	10187 ALLIANT ENERGY	07-20	036100	VO	3245110000	7/21/2020	0.00	31.02
Check Total										202.96
061702	CK	7/22/2020	11605 AXLEY BRYNELSON ATTORNEYS	07-20	036101	VO	809920	7/21/2020	0.00	627.50
061702	CK	7/22/2020	11605 AXLEY BRYNELSON ATTORNEYS	07-20	036102	VO	809921	7/21/2020	0.00	171.50
Check Total										799.00
061703	CK	7/22/2020	11800 BANK OF PRAIRIE DU SAC	07-20	036103	VO	2019A INTEREST	7/21/2020	0.00	20,000.00
061704	CK	7/22/2020	11800 BANK OF PRAIRIE DU SAC	07-20	036104	VO	2014A INTEREST	7/21/2020	0.00	42,035.00
061705	CK	7/22/2020	13100 CONSUMERS COOP OIL CO.	07-20	036105	VO		7/21/2020	0.00	1,316.47

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061706	CK	7/22/2020	13229 CREATIVE LANDSCAPING	07-20	036106	VO	3423	7/21/2020	0.00	350.00
061707	CK	7/22/2020	13422 DAVIS MOWING SERVICE	07-20	036107	VO	15953	7/21/2020	0.00	5,320.00
061708	CK	7/22/2020	13440 DELTA DENTAL PLAN OF WISCONSI	07-20	036108	VO	AUGUST 2020	7/21/2020	0.00	1,873.00
061709	CK	7/22/2020	13665 DISCHLER HEATING & COOLING	07-20	036121	VO	29767	7/21/2020	0.00	486.66
061710	CK	7/22/2020	14225 FRONTIER	07-20	036124	VO	6086430333	7/21/2020	0.00	120.72
061711	CK	7/22/2020	14365 GENERAL ENGINEERING COMPAN'	07-20	036129	VO	JUNE 2020	7/21/2020	0.00	784.00
061712	CK	7/22/2020	14382 GFC LEASING	07-20	036127	VO	593103	7/21/2020	0.00	207.94
061713	CK	7/22/2020	14490 GORDON FLESCH CO.	07-20	036132	VO	12972135	7/21/2020	0.00	13.33
061714	CK	7/22/2020	14821 HEALTH WORKS - BDCH	07-20	036136	VO		7/21/2020	0.00	80.00
061715	CK	7/22/2020	15700 TERRY LEIDIG ENTERPRISES, LLC	07-20	036190	VO	5697	7/22/2020	0.00	3,480.00

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061716	CK	7/22/2020	16000 MADISON NATIONAL LIFE	07-20	036198	VO	AUGUST 2020	7/22/2020	0.00	399.14
061717	CK	7/22/2020	16033 MARY C. HANSON CLEANING, LLC	07-20	036138	VO	0620	7/21/2020	0.00	316.00
061718	CK	7/22/2020	16038 VISA	07-20	036192	VO		7/22/2020	0.00	2,300.82
061719	CK	7/22/2020	16100 MCFARLANES	07-20	036151	VO	584506	7/22/2020	0.00	19.96
061719	CK	7/22/2020	16100 MCFARLANES	07-20	036152	VO	584172	7/22/2020	0.00	154.26
061719	CK	7/22/2020	16100 MCFARLANES	07-20	036153	VO	584108	7/22/2020	0.00	71.64
Check Total										245.86
061720	CK	7/22/2020	16102 MCCANN'S ROOTER SEWER & DRA	07-20	036139	VO	17251	7/21/2020	0.00	15,537.50
061720	CK	7/22/2020	16102 MCCANN'S ROOTER SEWER & DRA	07-20	036140	VO	17250	7/21/2020	0.00	3,368.75
Check Total										18,906.25
061721	CK	7/22/2020	16181 MDROFFERS CONSULTING LLC	07-20	036137	VO	20200606	7/21/2020	0.00	3,315.63
061722	CK	7/22/2020	16188 MENARDS - BARABOO	07-20	036154	VO	43704	7/22/2020	0.00	63.93
061723	CK	7/22/2020	16213 MEUW	07-20	036155	VO	070120-33	7/22/2020	0.00	1,312.50
061724	CK	7/22/2020	16232 MID-STATE EQUIPMENT	07-20	036156	VO	84230	7/22/2020	0.00	128.52
061724	CK	7/22/2020	16232 MID-STATE EQUIPMENT	07-20	036157	VO	14079	7/22/2020	0.00	500.00

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Check Total										628.52
061725	CK	7/22/2020	16310 MINNESOTA MUTUAL LIFE INS	07-20	036158	VO	AUGUST 2020	7/22/2020	0.00	534.41
061726	CK	7/22/2020	16750 NEWS PUBLISHING CO INC	07-20	036159	VO	JUNE 2020	7/22/2020	0.00	193.13
061727	CK	7/22/2020	16850 O'DONNELL'S TRUCK & BODY	07-20	036160	VO	82602	7/22/2020	0.00	358.29
061728	CK	7/22/2020	17000 PETERSON AUTO PARTS	07-20	036161	VO	248223	7/22/2020	0.00	29.90
061728	CK	7/22/2020	17000 PETERSON AUTO PARTS	07-20	036162	VO	248282	7/22/2020	0.00	24.94
Check Total										54.84
061729	CK	7/22/2020	17270 PDS LIBRARY	07-20	036163	VO	REIMBURSEMENT	7/22/2020	0.00	150.00
061730	CK	7/22/2020	17350 PRAIRIE DU SAC UTILITIES	07-20	036164	VO		7/22/2020	0.00	7,057.88
061731	CK	7/22/2020	17380 PRAIRIE PLUMBING & HEATING	07-20	036165	VO	2201458	7/22/2020	0.00	16.22
061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036166	VO	8087500	7/22/2020	0.00	16.64
061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036167	VO	7898517	7/22/2020	0.00	51.83
061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036168	VO	8091731	7/22/2020	0.00	46.22
061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036169	VO	8154406	7/22/2020	0.00	37.06
061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036170	VO	8164288	7/22/2020	0.00	29.64

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061732	CK	7/22/2020	17546 QUILL CORPORATION	07-20	036171	VO	8414085	7/22/2020	0.00	38.15
Check Total										219.54
061733	CK	7/22/2020	17579 BOLTON~RAYMOND	07-20	036197	VO	GET WELL	7/22/2020	0.00	25.00
061734	CK	7/22/2020	17749 ROBINSON BROTHERS ENVIRONM	07-20	036172	VO	2838	7/22/2020	0.00	34,400.00
061735	CK	7/22/2020	17919 ST CLARE HOSPITAL & HEALTH SEI	07-20	036173	VO	122015340400	7/22/2020	0.00	50.00
061736	CK	7/22/2020	17965 S-P COMMUNITY RECREATION DEF	07-20	036175	VO		7/22/2020	0.00	9,838.50
061737	CK	7/22/2020	18050 S-P POLICE DEPARTMENT	07-20	036174	VO	MASKS	7/22/2020	0.00	189.00
061738	CK	7/22/2020	18260 SHRED-IT	07-20	036177	VO	8129898099	7/22/2020	0.00	75.41
061738	CK	7/22/2020	18260 SHRED-IT	07-20	036178	VO	8129979570	7/22/2020	0.00	249.01
Check Total										324.42
061739	CK	7/22/2020	18544 STATE OF WISCONSIN	07-20	036179	VO	G10337	7/22/2020	0.00	21.00
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036180	VO	162221	7/15/2020	0.00	3,486.78
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036181	VO	162219	7/22/2020	0.00	6,129.08
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036182	VO	162218	7/22/2020	0.00	28,349.70
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036183	VO	162216	7/22/2020	0.00	2,664.18

Date: Thursday, July 23, 2020
 Time: 10:24AM
 User: NCONWAY

Village of Prairie du Sac
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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036184	VO	162221	7/22/2020	0.00	9,098.05
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036185	VO	161012	7/22/2020	0.00	2,660.45
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036186	VO	161013	7/22/2020	0.00	32,890.42
061740	CK	7/22/2020	18554 STRAND ASSOCIATES INC	07-20	036187	VO	161014	7/22/2020	0.00	7,860.40
Check Total										93,139.06
061741	CK	7/22/2020	18707 TDS	07-20	036189	VO	012-856-0843	7/22/2020	0.00	185.81
061742	CK	7/22/2020	18736 THE SHERWIN WILLIAMS	07-20	036176	VO	2895-5	7/22/2020	0.00	281.28
061743	CK	7/22/2020	18851 Tim's Trucking LLC	07-20	036188	VO	JUNE GARBAGE	7/22/2020	0.00	33,602.63
061744	CK	7/22/2020	19273 U.S. CELLULAR	07-20	036191	VO	383232030	7/22/2020	0.00	375.13
061745	CK	7/22/2020	19796 ALAN WILDMAN	07-20	036194	VO	REIMBURSEMENT	7/22/2020	0.00	44.40
061746	CK	7/22/2020	20145 WPPI ENERGY	07-20	036193	VO	13880	7/22/2020	0.00	327.19
061747	CK	7/22/2020	20148 WORLD CLASS FLAGS/OLC SUPPL`	07-20	036196	VO	6200119	7/22/2020	0.00	1,566.40
061748	CK	7/22/2020	22391 WOLF PAVING & EXCAVATING CO.	07-20	036195	VO	67043	7/22/2020	0.00	938.04

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
061749	CK	7/22/2020	11540 A-1 EXCAVATING INC	07-20	036199	VO	PMT 3	7/22/2020	0.00	459,065.60
061750	CK	7/22/2020	13100 CONSUMERS COOP OIL CO.	07-20	036200	VO	PDS FIRE	7/22/2020	0.00	84.12
061751	CK	7/22/2020	14400 GIEGERICHS SONS INC.	07-20	036201	VO	0630202004	7/22/2020	0.00	62.83
061752	CK	7/22/2020	19600 WEAVER AUTO PARTS	07-20	036202	VO	92555	7/22/2020	0.00	17.10
061752	CK	7/22/2020	19600 WEAVER AUTO PARTS	07-20	036203	VO	93099	7/22/2020	0.00	2.40
061752	CK	7/22/2020	19600 WEAVER AUTO PARTS	07-20	036204	VO	93302	7/22/2020	0.00	271.80
061752	CK	7/22/2020	19600 WEAVER AUTO PARTS	07-20	036205	VO	93880	7/22/2020	0.00	231.80
Check Total										523.10

Check Count: 75

Acct Sub Total: 1,077,331.68

Check Type	Count	Amount Paid
Regular	75	1,077,331.68
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	75	1,077,331.68

Company Disc Total 0.00 Company Total 1,077,331.68

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: 70630										
Acct / Sub:	00134		00000000							
008211	CK	7/23/2020	00060 BOB KELTER	07-20	036225	VO	KELTER	7/22/2020	0.00	50.00
008212	CK	7/23/2020	10100 ACE HARDWARE	07-20	036109	VO	186609	6/22/2020	0.00	67.91
008212	CK	7/23/2020	10100 ACE HARDWARE	07-20	036110	VO	186670	6/25/2020	0.00	20.96
Check Total										88.87
008213	CK	7/23/2020	10157 ADVERTISERS PRESS	07-20	036111	VO	207975	7/21/2020	0.00	102.96
008214	CK	7/23/2020	10187 ALLIANT ENERGY	07-20	036112	VO	AUG-20 STAT	7/21/2020	0.00	25.06
008215	CK	7/23/2020	11605 AXLEY BRYNELSON ATTORNEYS	07-20	036115	VO	809920	6/18/2020	0.00	130.50
008215	CK	7/23/2020	11605 AXLEY BRYNELSON ATTORNEYS	07-20	036117	VO	810569	6/23/2020	0.00	32.00
Check Total										162.50
008216	CK	7/23/2020	12478 BORDER STATES ELECTRIC SUPPL	07-20	036118	VO	920140962	6/15/2020	0.00	482.60
008216	CK	7/23/2020	12478 BORDER STATES ELECTRIC SUPPL	07-20	036119	VO	920190177	6/23/2020	0.00	636.43
Check Total										1,119.03
008217	CK	7/23/2020	13100 CONSUMERS COOP OIL CO.	07-20	036120	VO	JUNE-20 STAT	7/21/2020	0.00	612.62
008218	CK	7/23/2020	13260 CT LABORATORIES	07-20	036122	VO	154460	6/16/2020	0.00	70.00
008218	CK	7/23/2020	13260 CT LABORATORIES	07-20	036123	VO	155392	7/20/2020	0.00	70.00
008218	CK	7/23/2020	13260 CT LABORATORIES	07-20	036125	VO	155169	7/13/2020	0.00	140.00

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Check Total										280.00
008219	CK	7/23/2020	13422 DAVIS MOWING SERVICE	07-20	036126	VO	15952	7/1/2020	0.00	3,423.00
008220	CK	7/23/2020	13936 ELECTRICAL TESTING LABORATOR	07-20	036128	VO	34500	6/30/2020	0.00	385.80
008221	CK	7/23/2020	14152 FIRST SUPPLY	07-20	036130	VO	12247442-00	6/23/2020	0.00	220.00
008221	CK	7/23/2020	14152 FIRST SUPPLY	07-20	036131	VO	12251862-00	6/23/2020	0.00	190.00
Check Total										410.00
008222	CK	7/23/2020	14209 FORSTER ELECTRICAL ENGINEERI	07-20	036133	VO	23233	5/29/2020	0.00	620.00
008223	CK	7/23/2020	14223 FRESCO INC	07-20	036134	VO	64530	7/8/2020	0.00	3,808.00
008223	CK	7/23/2020	14223 FRESCO INC	07-20	036135	VO	64528	7/8/2020	0.00	4,233.10
Check Total										8,041.10
008224	CK	7/23/2020	14382 GFC LEASING	07-20	036141	VO	593103	7/21/2020	0.00	225.26
008225	CK	7/23/2020	14808 HAWKINS WATER TREATMENT	07-20	036142	VO	4751695	7/9/2020	0.00	350.08
008225	CK	7/23/2020	14808 HAWKINS WATER TREATMENT	07-20	036143	VO	4731810	6/11/2020	0.00	389.51
Check Total										739.59
008226	CK	7/23/2020	15208 HYDROCORP	07-20	036144	VO	57851	6/30/2020	0.00	324.00
008227	CK	7/23/2020	15242 INFOSEND	07-20	036145	VO	174532	6/30/2020	0.00	1,275.03

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
008228	CK	7/23/2020	15614 LAMP RECYCLERS	07-20	036146	VO	106654	7/10/2020	0.00	639.17
008229	CK	7/23/2020	15730 L.W. ALLEN INC	07-20	036147	VO	103489	6/25/2020	0.00	780.00
008230	CK	7/23/2020	16038 VISA	07-20	036226	VO	JULY-20 STAT	7/23/2020	0.00	342.54
008231	CK	7/23/2020	16100 MCFARLANES	07-20	036148	VO	584422	6/19/2020	0.00	59.99
008231	CK	7/23/2020	16100 MCFARLANES	07-20	036149	VO	584449	6/22/2020	0.00	13.99
Check Total										73.98
008232	CK	7/23/2020	16188 MENARDS - BARABOO	07-20	036150	VO	42598	6/22/2020	0.00	140.31
008233	CK	7/23/2020	16213 MEUW	07-20	036206	VO	70120-33	7/9/2020	0.00	5,250.00
008234	CK	7/23/2020	16232 MID-STATE EQUIPMENT	07-20	036207	VO	14079	6/22/2020	0.00	2,000.00
008235	CK	7/23/2020	17350 PRAIRIE DU SAC UTILITIES	07-20	036208	VO	JUL-20 STAT	7/22/2020	0.00	4,331.99
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036228	VO	8087500	7/23/2020	0.00	18.03
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036229	VO	7898517	7/23/2020	0.00	56.15
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036230	VO	8091731	7/23/2020	0.00	50.07
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036231	VO	8154406	7/23/2020	0.00	40.15

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036232	VO	8164288	7/23/2020	0.00	32.12
008236	CK	7/23/2020	17546 QUILL CORPORATION	07-20	036233	VO	8414085	7/23/2020	0.00	41.32
Check Total										237.84
008237	CK	7/23/2020	17968 SAUK PRAIRIE MARKET	07-20	036227	VO	1000881111	6/3/2020	0.00	16.76
008238	CK	7/23/2020	18260 SHRED-IT	07-20	036209	VO	8129979570	7/22/2020	0.00	788.54
008238	CK	7/23/2020	18260 SHRED-IT	07-20	036210	VO	8129898099	7/22/2020	0.00	238.80
Check Total										1,027.34
008239	CK	7/23/2020	18554 STRAND ASSOCIATES INC	07-20	036211	VO	162221	7/15/2020	0.00	1,672.22
008239	CK	7/23/2020	18554 STRAND ASSOCIATES INC	07-20	036212	VO	161278	6/12/2020	0.00	6,600.00
Check Total										8,272.22
008240	CK	7/23/2020	18560 STUART C IRBY CO	07-20	036213	VO	S011955187.003	6/26/2020	0.00	1,852.50
008240	CK	7/23/2020	18560 STUART C IRBY CO	07-20	036214	VO	S011967174.001	7/22/2020	0.00	4,950.00
008240	CK	7/23/2020	18560 STUART C IRBY CO	07-20	036215	VO	S011945459.001	6/11/2020	0.00	3,420.00
008240	CK	7/23/2020	18560 STUART C IRBY CO	07-20	036216	VO	S011955187.001	6/23/2020	0.00	175.81
008240	CK	7/23/2020	18560 STUART C IRBY CO	07-20	036217	VO	S.011945459.002	6/9/2020	0.00	1,512.00
Check Total										11,910.31
008241	CK	7/23/2020	19263 USA BLUE BOOK	07-20	036218	VO	270100	6/17/2020	0.00	217.08
008241	CK	7/23/2020	19263 USA BLUE BOOK	07-20	036219	VO	271228	6/18/2020	0.00	155.99
008241	CK	7/23/2020	19263 USA BLUE BOOK	07-20	036220	VO	257696	6/4/2020	0.00	177.25
008241	CK	7/23/2020	19263 USA BLUE BOOK	07-20	036221	VO	271710	6/18/2020	0.00	260.28
Check Total										810.60

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Check Nbr	Check Type	Check Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
008242	CK	7/23/2020	19273 U.S. CELLULAR	07-20	036222	VO	JULY-20 STAT	7/22/2020	0.00	356.46
008243	CK	7/23/2020	20145 WPPI ENERGY	07-20	036224	VO	13880	7/22/2020	0.00	1,029.21
008244	CK	7/23/2020	20212 WI STATE LABORATORY OF HYGIEI	07-20	036223	VO	638097	6/30/2020	0.00	26.00

Check Count: 34

Acct Sub Total: 55,129.55

Check Type	Count	Amount Paid
Regular	34	55,129.55
Hand	0	0.00
Electronic Payment	0	0.00
Void	0	0.00
Stub	0	0.00
Zero	0	0.00
Mask	0	0.00
Total:	34	55,129.55

Company Disc Total	0.00	Company Total	55,129.55
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Ruth Culver Community Library

Board of Directors

June 17, 2020

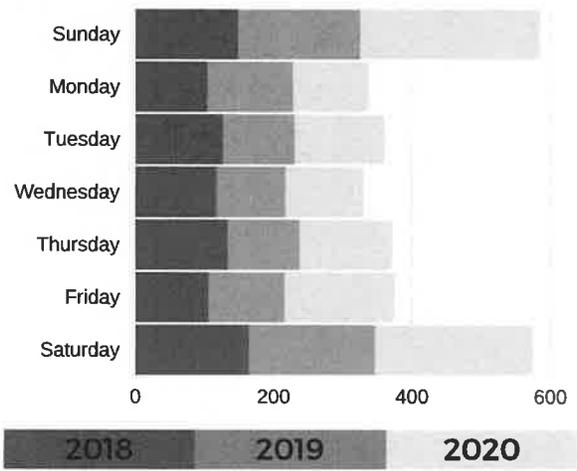
1. **Call to Order** – the Zoom meeting was called to order at 6:30pm.
2. **Roll Call** – Present: Helen Campbell, Chris Bender, Abby Howell-Dinger, Sue Lloyd, Jeff Virchow, Jim Witecha, Director Lauren White. Excused: Stephanie Judge.
3. **Public Notice of Agenda** – motion by Howell-Dinger, second by Bender to approve the agenda as printed. Motion carried.
4. **Consider minutes** – it was suggested that the list of officers be added and one typo noted. Motion by Howell-Dinger, second by Lloyd to approve the May minutes as amended. Motion carried.
5. **Consider vouchers** – motion by Bender, second by Witecha to approve the June vouchers. Motion carried.
6. **Comments from the Board** – birthday wishes were extended to Virchow.
7. **Reports**
 - A. **Director's Report** – topics included: elevator and camera issues; phased in delivery and opening. Summer reading program begins June 12. White is on committee looking into mobile apps.
 - B. **Village Board Report** – parking lot rebuild scheduled to begin June 22. Howell-Dinger, Lloyd, and Witecha were all reappointed to library board.
 - C. **Friends of the Library Report** – golf fundraiser cancelled. Library board suggested doing a virtual one. John Joseph Coffee is doing a July fundraiser for us. Newsletter out soon.
8. **Business**
 - A. **Discuss Library Response to COVID-19 and Phased Reopening** – currently open for Express service as well as curbside pickup. Patrons are allowed in but encouraged not to linger. Internet access is available. Received grant to expand distance services.
 - B. **Discuss/Consider Youth Services Hiring Process** – have a good slate of candidates. Will begin virtual interview process soon.
 - C. **Discuss/Consider Community Contribution** – motion by Chris to purchase a \$250 gift certificate from River Arts on Water St. for an opening gift to the George Culver Community Library from the Library Board and staff of RCCL. Motion by Howell-Dinger, second by Virchow to increase amount to \$500. Amended motion carried.
 - D. **Discuss/Consider Collection Development Policy** – add statement of importance of choosing items that reflect equity and diversity. Will review next month.
 - E. **Discuss/Consider Reference Service Policy** – motion by Lloyd, second by Howell-Dinger to keep the policy as it stands. Motion carried.
 - F. **Discuss Trustee Essentials #15: Library Boards and Public Records Law** – good to be to be aware of.
 - G. **Discuss Short Take Video: What it means to be a Trustee** – a good review.
9. **Adjourn**

Motion by Howell-Dinger, second by Virchow to adjourn. Motion carried. Next meeting: July 15.

Minutes prepared by Sue Lloyd, Secretary

GSST REPORT

DAILY USERS



USAGE*

- PRAIRIE DU SAC/SAUK CITY UNIT**
 - 60% - walkers
 - 40% - bicyclists
- BADGER UNIT**
 - 20% - walkers
 - 80% - bicyclists

*Data is based on staff observation

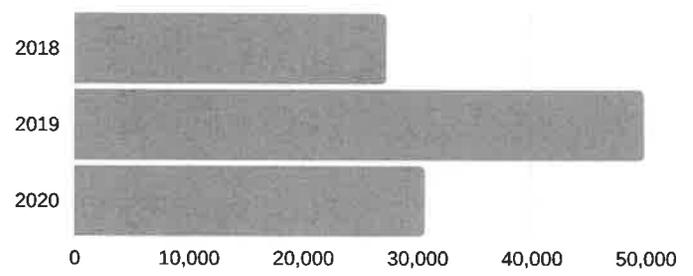
REVENUE

	2019	2020
Annual pass revenue	\$9,450	\$3,500
Daily pass revenue	\$438	\$0
Self-registration revenue	\$221	\$88

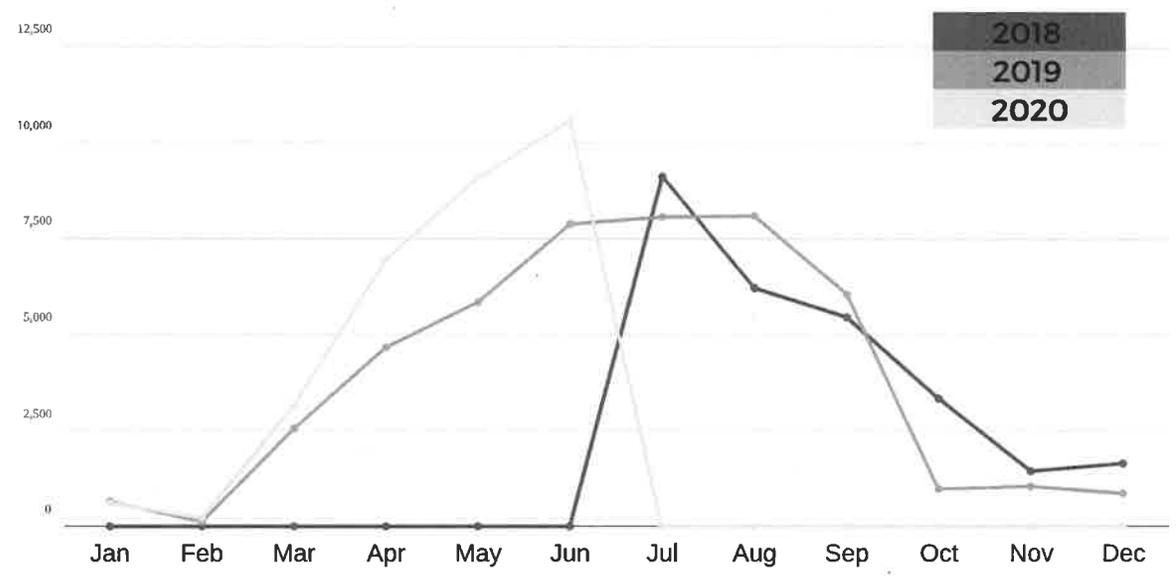
EXPENSES

	2019	2020
	\$7,362	\$222

ANNUAL USERS



MONTHLY USERS



Data was collected starting in July 2018 and is shown through June 1, 2020



Public Board Meeting Minutes – 19 February 2020

*All listed attachments are copied to attendees and e-filed except for the confidential Treasurer's report.

1. Call to order:

- a. Sharon Barrett opened the public board meeting of the Sauk Prairie Airport, Inc. (heretofore referred to in this document as SPAI.) board at 5:30 p.m. on Wednesday, 19 February 2020, in the Mueller Aero Hangar.

2. Board Attendees:

- a. Sharon Barrett, David Landsverk, Nick Lester, Dick Nolden
 - i. Absent: Jim Kazmierczak, Brandon Lohr, Dave Lukens
 - ii. Guest: Lynn Erickson

3. Review Treasurer's Report:

- a. The attached treasurer's report for 15 January 2020-19 February 2020 was reviewed. Sharon Barrett motioned for the report to be accepted, Dick Nolden seconded, and the motion passed unanimously.

4. Review Past Minutes:

- a. The attached minutes for 15 January 2020 were reviewed. Dick Nolden motioned for minutes to be accepted. Nick Lester seconded, and the motion passed unanimously.

5. Old Business:

- a. The second public meeting to support a more specific petition regarding state aid for airport improvement was held 11 February 2020 at 6:30 p.m. The Town of Prairie du Sac voted on said petition, and the final paperwork to complete the petition was sent to the state shortly after the close of this meeting. Following state approval, bids will be sought. This state aid will assist with not only the fill and seal of the runway and taxiway, but also the cost of a new airport layout plan. This aid will reduce SPAI's costs to 20% of the total for each project.
- b. Sharon Barrett and David Landsverk met with Brett Mueller, and it is agreed there will be no Fly-In event held in 2020. We will pursue other potential events to propose to the board.

6. New Business:

- a. None at this time.

7. Open Discussion:

- a. Sauk County funds must now be earmarked for improvement projects, and several potential future project were raised: an electric fence at the east entrance for hangar owners and others associated with the airport to use; improved or new fencing, and the potential Welcome Center.
 - i. Lynn Erickson has reviewed the Welcome Center plan with the Village, and with a couple of minor changes, the plan was well-received. He is continuing research on the project and will continue to update the Board.

8. **Meeting Close:** Dick Nolden motioned to close meeting at 5:54 p.m., Nick Lester seconded, and the motion passed unanimously.

9. **Next Board Meeting Date:** 18 March 2020, Mueller Aero Hangar, 5:30 p.m. Minutes submitted by Sharon Barrett; 20 February 2020; future meeting dates: 15 April, 20 May, 17 June, 15 July, 19 August, 16 September, and 21 October 2020.

Fin

Checking *9710

FEB. 19, 2020 - CHECKING ACCOUNT BALANCE

Current \$29,893.14

Available** \$29,893.14

Jan 15, 2020 - Feb 18, 2020 Custom

Date	Description	Amount	Balance
02/18/2020	Check #1869: Check TIM'S TRUCKING (DUMPSTER SVC) 12/31/19	-\$60.00	\$29,893.14
02/14/2020	Check #1870: Check STRANDERS SANITARY SVC (PORTABLE RESTROOM FEB 2020)	-\$111.68	\$29,953.14
01/29/2020	Alliant - WPL [PPD] PAYMENT ELECTRICITY EXPENSE	-\$103.73	\$30,064.82
01/23/2020	Deposit WISCONSIN AVIATION (REIMBURSE LIGHT (RUNWAY) DAMAGED BY TRAINING AIRCRAFT)	\$77.00	\$30,168.55
01/16/2020	Check #1867: Check STRANDERS SANITARY SVC PORTABLE RESTROOM - JAN 2020	-\$119.38	\$30,091.55

** This balance may include overdraft, line of credit funds, or debit card authorizations.



ORDINANCE NO. 7, SERIES 2020

ORDINANCE AMENDING SECTION 2-1-3
ELECTION INSPECTORS/BOARD OF CANVASSERS

The Village Board of the Village of Prairie du Sac, located in Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Amend Section 2-1-3 of the Code of Ordinances of the Village of Prairie du Sac by striking and adding language as follows:

SEC. 2-1-3 ELECTION INSPECTORS/BOARD OF CANVASSERS.

The Village of Prairie du Sac utilizes a single polling place for all wards in the Village. Consequently, the Election Inspectors shall act as the Board of Canvassers. ~~There shall be seven (7) inspectors.~~

State Law Reference: Sections 7.30, 7.35, 7.36, and 7.51, Wise. Stats.

- (a) QUALIFICATIONS. Inspectors shall possess the following qualifications:
- (1) ~~resident of the Village of Prairie du Sac~~ Be a qualified elector of Sauk County;
 - (2) Be able to speak, read and write fluently in the English language;
 - (3) ~~a~~ Affiliated with one of the two recognized political parties which received the largest number of votes for president, or governor in nonpresidential general election years; and
 - (4) ~~not~~ Not a candidate for office in the election.
- (b) APPOINTMENT.
- (1) The two dominant political parties, per Sec. 2-1-3(~~ba~~)(3) are each responsible for submitting by November 30 of ~~even-odd~~-numbered years a list of names from which appointees are chosen.
 - (2) The Village President shall nominate appointees for Board approval at the last regular meeting in December of each ~~evenodd~~-numbered year:
 - a. from the lists submitted by the political parties, or
 - b. if the lists are not submitted by November 30 of the year of appointment, or if the lists are insufficient, from qualified persons until the required appointments are complete.
- (c) OATHS OF OFFICE. Within five days after appointment of the election inspectors, the Village ~~Administrator~~ Clerk shall give each appointee notice of the appointment. The appointees shall file the official oath with the Village ~~Administrator~~ Clerk within 10 days after the mailing of the notice. An inspector, after taking the oath, may administer any oath required to conduct an election.
- (d) TERM.
- (1) Appointed inspectors shall hold office for 2 years and until successors are appointed. They shall serve at every election during their term of office.
 - (2) Before the first election of the inspectors' term, ~~they the Village Clerk~~ shall ~~elect~~ appoint a chief inspector who shall be a qualified elector of the Village of Prairie du Sac from among the ~~seven~~ inspectors, per Section 7.30(6)(b) of Wisconsin Statutes.

(e) DUTIES.

- (1) CHIEF INSPECTOR. Under the supervision of the Village ~~Administrator~~Clerk, the Chief Inspector shall direct the activities of the inspectors at the polling place during election.
- (2) INSPECTORS. The inspectors are responsible for the following:
 - a. preserve order at the polls;
 - b. permit only one person in a voting booth at one time, unless otherwise allowed by law;
 - c. prevent any person from noticing how another votes, unless that person is assisting another, per Section 6.32 of Wisc. Stat.;
 - d. check ballot boxes to see that they are empty at the opening of the polls and that they are locked until opening for counting of ballots at the close of the polls;
 - e. two inspectors shall take charge of the poll list at each election;
 - f. acting as Board of Canvassers, the inspectors shall canvass the election per requirements of Section 7.51 of Wisc. Stat., which includes, but is not limited to:
 1. comparing the poll lists and correcting any errors;
 2. counting the ballots, including absentee ballots;
 3. lay aside defective, blank, or challenged ballots;
 4. prepare the tally sheets;
 - g. fulfill other election responsibilities as directed by the Village ~~Administrator~~Clerk.

(f) STAFFING OF ELECTIONS BY ELECTION INSPECTORS

- (1) The Village Clerk, or designee, shall determine the number of election inspectors necessary to adequately staff each election; however, while the polls are open for voting, no election shall be staffed by less than five (5) election inspectors or an even number of election inspectors.
- (2) The Village Clerk, or designee, may provide for alternating shifts of varying hours for election inspectors necessary to adequately staff any election.

State Law Reference: Sections 7.30, 7.31, 7.315, 7.36, 7.37 and 7.51, Wisc. Stats.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ___ day of _____, 2020.
Published this ___ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



ORDINANCE NO. 8, SERIES 2020

ORDINANCE AMENDING CHAPTER 2 OF TITLE 2
VILLAGE BOARD

The Village Board of the Village of Prairie du Sac, located in Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Amend Chapter 2 of Title 2 of the Code of Ordinances of the Village of Prairie du Sac by striking and adding language as follows:

SEC. 2-2-4 STANDING COMMITTEES.

- (a) COMMITTEE APPOINTMENTS. At the organizational meeting of the Village Board, the Village President shall appoint Trustees to each of the following standing committees:
- (1) Administrative Committee (two [2] Trustees, and Village President).
 - (2) Code Committee (three [3] Trustees).
 - (3) Economic Development Committee (three [3] Trustees).
 - (4) Parks Committee (three [3] Trustees).
 - (5) Public Works, ~~/Utilities and Streets Committee~~ (three [3] Trustees ~~and the Superintendent of Public Works~~).

The Village Administrator shall serve as ex-officio on all Standing Committees.

- (b) PRESIDENT TO DESIGNATE CHAIRMEN. The President shall designate the chairmen of each standing committee. He or She shall appoint all special committees and designate the chairman of each. All committee appointments except designation of chairmen shall be subject to confirmation by a majority vote of the Board.
- (c) COMMITTEE REPORTS. Each committee shall at the next regular Board meeting submit a report on all matters referred to it. Such report shall recommend a definite action on each item and shall be approved by a majority of the committee. Any committee may require any Village officer or employee to confer with it and supply information in connection with any matter pending before it.

History: Code of Ordinances, 1986. Sec. 2-2-4 amended. Ordinance No. 4, Series of 1997.

SEC. 2-2-9 MEETINGS.

- (a) REGULAR MEETINGS. Regular meetings of the Village Board shall be held on the second and fourth Tuesday of each calendar month at 7:00 p.m. local time, or at such other times as the Board may direct. Any regular meeting falling on a legal holiday shall be held on a day selected by a majority of the Board at a previous meeting. All meetings of the Board shall be held at the Village of Prairie du Sac Municipal Building, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three (3) hours prior to any meeting. In any event, all Board meetings shall be held within the

boundaries of the Village of Prairie du Sac, unless the Village Board, by majority vote, determines an alternative location is in order to accommodate special circumstances.

(b) ANNUAL ORGANIZATIONAL MEETING. The Village Board shall hold an annual organizational meeting on the fourth Tuesday of April for the purpose of organization.

(c) REGULAR MEETING CANCELATION. A regular meeting of the Village Board may only be cancelled by the Village President or, in the President's absence, by the Village Administrator, and may only cancel for lack of business, postponement of business, lack of quorum, an emergency, or inclement weather such that travel would be unsafe.

State Law Reference: Section 61.32, Wis. Stats.

History: Code of Ordinances, 1986, 2003. Sec. 2-2-9 repealed and recreated, Ordinance No. 9, Series of 2009.

SEC. 2-2-10 SPECIAL MEETINGS.

(a) CALLING OF SPECIAL MEETING. Special meetings of the Board may be called by the Village President, or by two (2) Trustees by filing a written request with the Village ~~Administrator-Clerk~~ at least twenty-four (24) hours prior to the time specified for such meeting. The Village ~~Administrator-Clerk~~ shall immediately notify each Trustee of the time and purpose of such meeting. The notice shall be delivered to each Trustee personally or left at his or her usual place of abode. The Village ~~Administrator-Clerk~~ shall cause an affidavit of such notice to be filed in his or her office prior to the time fixed for such special meeting. ~~Unless a quorum of Trustees are in attendance, no business shall be transacted at a special meeting except for the purpose stated in the notice thereof.~~ Notice to the public of special meetings shall conform to the open meeting requirements of Section 61.32 and Chapter 19, Subch. IV, Wis. Stats.

(b) SPECIAL MEETING CANCELATION. A special meeting of the Village Board may only be cancelled by the Village President or, in the President's absence, by the Village Administrator, and may only cancel for lack of quorum, an emergency, or inclement weather such that travel would be unsafe.

State Law Reference: Sections 61.32 and 985.02(2)(a), Wis. Stats.; Ch.19, Subch. IV, Wis. Stats.

SEC. 2-2-14 ORDER OF BUSINESS.

(a) ORDER OF BUSINESS. At all meetings, the following order may be observed in conducting the business of the Village Board:

- (1) Call to Order by presiding officer;
- (2) Roll ~~call~~Call;
- (3) Public Notice of Agenda, addition/corrections;
- (4) Presentation of Minutes;
- (5) Communications;
- (6) ~~Pre-registered citizens~~Public Comment (limited to 3 minutes);
- (7) Action Items;

- (8) Discussion Items;
 - (9) Reports from Committees, Plan Commission, Engineer, Director of Public Works/Utilities ~~Director~~, Administrator, Village President;
 - (10) Adjournment.
- (b) ORDER TO BE FOLLOWED. No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Trustees and in the absence of any debate whatsoever.

SEC 2-2-15 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES; DISPOSITION OF COMMUNICATIONS

- (a) ORDINANCES TO BE IN WRITING. All ordinances, resolutions, bylaws or other communications submitted to the Board shall be in writing and shall include at the outset a brief statement of the subject matter, ~~a title and the name of the Trustee introducing same~~ and shall may be referred to the appropriate committee by the President or presiding officer. Unless requested by a Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.
- (b) SUBJECT AND NUMBERING OF ORDINANCES. Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.
- (c) NOTICE.
 - (1) The Village Board may take action on an ordinance or resolution only if it appears on the written agenda for meeting at which action is requested.
 - (2) Ordinances shall be placed on the agenda for Board action only if they have been reviewed for discussion at a previous Board meeting.
- (d) DISPOSITION OF PETITIONS, COMMUNICATION, ETC. Every petition or other writing of any kind, addressed to the Village Board or to the Village Administrator or other Village officer for reference to the Village Board, shall be delivered by the Village Administrator or such other Village officer to the Village President or to the presiding officer of the Board as soon as convenient after receipt of same, and in any event, prior to or at the opening of the next meeting of the Village Board following the receipt of same. Every such petition, or other writing, and every paper, communication or other proceeding which shall come before the Board for action, may be referred by the Village President or presiding officer to the appropriate committee or commission, unless objected to by some member of the Board.

History: Code of Ordinances, 1986. Sec. 2-2-15(c)(2) repealed and recreated to require prior consideration for ordinances only, 1994.

SEC. 2-2-16 PUBLICATION AND EFFECT OF ORDINANCES.

All general ordinances of the Village and all regulations imposing any penalty shall be published in the official paper of the Village once or posted according to state law, and shall be immediately recorded, ~~with the affidavit of publication,~~ by the Village Administrator Clerk in a book kept for that purpose. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by

direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.

State Law Reference: Section 61.32, Wis. Stats.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ____ day of _____, 2020.
Published this ____ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



ORDINANCE NO. 9, SERIES 2020

ORDINANCE AUTHORIZING MEETING ATTENDANCE BY ELECTRONIC MEANS

WHEREAS, the Village Board finds it in the public interest to facilitate attendance by members of the various Village governmental bodies to promote full debate by a diversity of viewpoints on matters that come before such bodies; and

WHEREAS, private and professional obligations of the members of such bodies often prevent them from being physically present during meetings; and

WHEREAS, the Village Board desires to facilitate participation in meetings by the members in the fullest possible manner consistent with full and transparent openness to members of the public and consistent with the Wisconsin Open Meetings Law.

NOW, THEREFORE, the Village Board of the Village of Prairie du Sac, Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Subsection 2-4-11(d) of the Code of Ordinances is created to read as follows:

- (d) **MEETING ATTENDANCE BY ELECTRONIC MEANS.** Unless otherwise prohibited by state or federal law, any member of the Village Board or any Village committee, board, commission or authority, may attend any meeting of such body by telephone, videoconference or other electronic means as established by the Village President. A member so participating shall count toward the quorum of the body. Appropriate equipment shall be used so that the attending public of the meeting can contemporaneously hear such person's participation in the meeting. No person shall be allowed to participate in any meeting where such equipment is unavailable or unusable at the time of the meeting.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ____ day of _____, 2020.
Published this ____ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



ORDINANCE NO. 10, SERIES 2020

ORDINANCE AMENDING CHAPTER 2 OF TITLE 7
OPERATOR'S LICENSE

The Village Board of the Village of Prairie du Sac, located in Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Amend Chapter 2 of Title 7 of the Code of Ordinances of the Village of Prairie du Sac by striking and adding language as follows:

SEC. 7-2-22 OPERATOR'S LICENSE REQUIRED.

Except as otherwise provided in Chapter 125 of the Wisconsin Statutes, there shall be upon the premises operated under a "Class A" or "Class B" intoxicating liquor license or Class "A" or Class "B" fermented malt beverage license or a "Class C" license, at all times the licensee, or some other person who shall have an operator's license and who shall be responsible for the acts of all persons serving or selling any intoxicating liquor or fermented malt beverages to customers. No person other than the licensee shall serve or sell fermented malt beverages or intoxicating liquor in any place operated under the Class A, Class B or Class C licenses unless he or she shall possess an operator's license or unless he or she shall be under the immediate supervision of the licensee or a person holding an operator's license who shall be upon the premises at the time of such service.

SEC. 7-2-23 PROCEDURE UPON APPLICATION.

- (a) The Village ~~Board-Clerk~~ may issue an operator's license, which license shall be granted only upon application in writing on forms to be obtained from the Village Clerk only to persons eighteen (18) years of age and older. Operator's licenses shall be operative only within the limits of the Village.
- (b) All applications are subject to an investigation by the Chief of Police and/or other appropriate authority to determine whether the applicant and/or premises to be licensed complies with all regulations, ordinances and laws applicable thereto. The Police Department shall conduct an investigation of the applicant including, but not limited to, requesting information from the State, surrounding municipalities, and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. Based upon such investigation, the Chief of Police shall recommend, in writing, to the Village ~~Board-Clerk~~ approval or denial of the application. If the Chief of Police recommends denial, the Chief of Police shall provide, in writing, the reason for such recommendation.

SEC. 7-2-28 ISSUANCE OR DENIAL OF OPERATOR'S LICENSE.

- (a) Issuance of Operator's License. After the Village ~~Board-Clerk~~ approves the granting of an operator's license, the Village Clerk shall issue the license. Such licenses shall be issued and numbered in the order they are granted and shall give the applicant's name and address and the date of the expiration of such license.
- (b) Denial of Operator's License.
 - (1) If the application is denied ~~by the Village Board~~, the Village Clerk shall inform the applicant in writing of the denial, the reasons therefore, and of the opportunity to request a reconsideration of the application by the Village Board in a closed session, or in open session if so requested by the applicant. Such notice must be sent by registered mail to, or served upon, the applicant within ten (10) days of the Village ~~Board's-Clerk's~~ denial of the matter. The applicant must request such reconsideration within ten (10) days of receiving notification of the denial. At such reconsideration hearing, the applicant may present evidence and testimony as to why the license should be granted.
 - (2) If, upon reconsideration, the Village Board again denies the application, the Village Clerk shall notify the applicant in writing of the reasons therefore. An applicant who is denied any license upon reconsideration of the matter, may apply to Circuit Court pursuant to Sec. 125.12(2)(d), Wis. Stats., for review.
- (c) Consideration for the granting or denial of a license will be based on:
 - (1) Arrest and conviction record of the applicant, subject to the limitations imposed by Sec. 111.321, 111.322, and 111.335, Wis. Stats.;
 - (2) The financial responsibility of the applicant;
 - (3) The appropriateness of the location and the premises where the licensed business is to be conducted; and
 - (4) Generally, the applicant's fitness for the trust to be reposed.
- (d) If the licensee is convicted of an offense substantially related to the licensed activity, the Village Board may act to revoke or suspend the license.
- (e) An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if

the applicant has habitually been a law offender. For purposes of this licensing procedure, "habitually been a law offender" is generally considered to be an arrest or conviction of at least two (2) offenses which are substantially related to the licensed activity within the five (5) years immediately preceding the license application. Because a license is a privilege, ~~the issuance of which is a right granted solely to the Village Board,~~ the Village Clerk and the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board and the Village Clerk, at ~~its~~their discretion, may, based upon an arrest or conviction record of two (2) or more offenses which are substantially related to the licensed activity within the five (5) years immediately preceding, act to suspend such license for a period of one (1) year or more.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ___ day of _____, 2020.
Published this ___ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



ORDINANCE NO. 11, SERIES 2020

ORDINANCE CREATING SUBSECTION 8-1-8(j)
PARKING PERMIT REQUIRED – 9TH STREET

The Village Board of the Village of Prairie du Sac, Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Subsection 8-1-8(j) of the Code of Ordinances is created to read as follows:

- (j) **PARKING PERMIT REQUIRED – 9TH STREET.** No person, except for residents who obtain an on-street parking permit from the Village Administrator, shall stop, park or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, for period not to exceed the time limit posted, along the west curblineline of 9th Street, from Grand Avenue to Oak Street. This restriction shall apply only during the hours of 7:30 a.m. to 3:30 p.m. on school days.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ___ day of _____, 2020.
Published this ___ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk



RESOLUTION No. 07-28-2020(a)

**A RESOLUTION AUTHORIZING ADDENDUM NO. 2 TO
THE CLEANING SERVICES AGREEMENT – VILLAGE HALL**

WHEREAS, the parties hereto have previously entered into an Agreement dated November 1, 2017 (the "Prior Agreement"); and

WHEREAS, the parties desire to modify certain terms of the Prior Agreement.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees for the Village of Prairie du Sac hereby authorizes the Village Administrator to execute Addendum No. 2 to the Agreement Re: Services as shown in Exhibit A to this Resolution.

Adopted this ____ day of July, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk

ADDENDUM NO. 2
TO
AGREEMENT RE: SERVICES
THE VILLAGE OF PRAIRIE DU SAC, WISCONSIN AND
MARY C. HANSON CLEANING

Agreement made this ____ day of _____, 2020, by and between the Village of Prairie du Sac, a Municipal Corporation (the "Village") and Mary C. Hanson Cleaning, LLC, (the "Vendor").

WITNESSETH:

WHEREAS, the parties hereto have previously entered into an Agreement dated November 1, 2017 (the "Prior Agreement"); and

WHEREAS, the parties desire to modify certain terms of the Prior Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, as well as other good and valuable consideration moving from each party to the other, it is hereby agreed as follows:

A. Recitals. The recitals hereto are hereby incorporated by reference.

B. Modification of Term

The Prior Agreement is extended as permitted under Paragraph 3(a) of the Prior Agreement so as to terminate on October 31, 2022.

C. Modification Compensation

Commencing on November 1, 2020, the compensation the Village shall pay the Vendor under Paragraph 4 of the Prior Agreement shall be modified to \$333.00 per month for the provisions of the Services.

D. Ratification. Except as stated herein, all of the terms and provisions of the Prior Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum the day and year first written above at Prairie du Sac, Wisconsin.

VILLAGE OF PRAIRIE DU SAC, WISCONSIN

Alan R. Wildman, II, Village Administrator

MARY C. HANSON CLEANING, LLC

Mary C. Hanson, Owner/Operator



RESOLUTION No. 07-28-2020(b)

**A RESOLUTION AUTHORIZING THE CLEANING SERVICES AGREEMENT –
PUBLIC WORKS**

WHEREAS, the Village of Prairie du Sac wishes to contract for cleaning service for the Public Works Building; and

WHEREAS, the Village received a proposal for such services; and

WHEREAS, the proposal has been reviewed and a vendor has been recommended.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees for the Village of Prairie du Sac hereby authorizes the Village Administrator to execute the Cleaning Services Agreement as shown in Exhibit A to this Resolution.

Adopted this ____ day of July, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk

AGREEMENT

RE: SERVICES

Agreement made this 1st day of August, 2020, by and between the Village of Prairie du Sac, a municipal corporation, (the “Village”), and Mary C. Hanson Cleaning, LLC (the “Vendor”).

WITNESSETH:

WHEREAS, the Village desires to retain the services of the Vendor upon the terms set forth herein; and

WHEREAS, the Vendor agrees to provide such services.

NOW THEREFORE, for and in consideration of the mutual promises set forth herein, the parties do mutually agree as follows:

1. SCOPE OF SERVICES. The Vendor shall provide to the Village the specific services described herein. All such Services shall be performed in accordance with appropriate standards of conduct and care applicable thereto.
 - (a) Weekly Cleaning Tasks In Summary:
 - i. Bathrooms - 2 small - one toilet each (one urinal), sink, mirror, paper products refill
 - ii. Kitchenette areas - countertops and tables wiped down, sinks cleaned and, general wiping and dusting
 - iii. One office - dusting, clean desktop
 - iv. Floors- tiled - vacuum and mop
 - (b) Cleaning Products Vendor provides:
 - i. Advance backpack vacuum cleaner
 - ii. Floor Mopping Twist system
 - iii. General Cleaners - Vendor will use what is available and supplement if needed
 - (c) A first time deep clean which could go beyond two hours.
 - (d) A seasonal allowance time. For example, winter months require extra vacuuming and mopping because of salt.
 - (e) The assessed charge per week also takes into consideration any tasks performed on an as needed basis, i.e. the stairs.
2. RESPONSIBILITIES OF VENDOR.

- (a) Compliance with the Village's Applicable Rules and Regulations. Unless otherwise mutually agreed, Vendor agrees that in providing Services, it will comply with applicable rules, regulations, ordinances, general conditions and specifications of the Village in the performance of its obligations hereunder.
- (b) Supervision. Vendor shall perform the Services required under this Agreement under the general supervision of the Village Administrator (the "Village's Representative").
- (c) Time. Vendor shall provide the Services, on or before the times indicated. Time is of the essence as to all matters contained herein.

3. TERM OF AGREEMENT.

- (a) The term of this Agreement shall commence upon execution of this Agreement, and shall terminate on October 31, 2022 or earlier as provided for elsewhere herein. If agreed to in writing by both parties, this Agreement may be extended in increments up to two years.
- (b) Notwithstanding the stated term of this Agreement, the Village reserves the right to terminate this Agreement at any time for the sole convenience of the Village, upon thirty (30) calendar days prior written notice to Vendor.
- (c) Either party may elect to terminate this Agreement due to the other party's defaults in any of the covenants, agreements, commitments, or conditions contained herein, if any such default shall continue unremedied for a period of ten (10) days after written notice thereof from the non-defaulting party to the defaulting party. If this Agreement is so terminated due to default, the non-defaulting party may elect to pursue any remedy provided for in law of equity, including but not limited to specific performance, an action of the recovery of damages (direct and consequential), and any other appropriate relief.
- (d) Notwithstanding anything to the contrary contained in this Agreement, in the event of lapse, cancellation or termination of insurance policies required of Vendor by the terms of this Agreement, the Village may, without notice of default, declare this Agreement immediately terminated, in addition to all other rights and remedies which it may have at law or in equity against Vendor.

4. COMPENSATION. Commencing on August 1, 2020, the compensation the Village shall pay the Vendor is \$541.00 per month for the provisions of the Services.

5. INDEPENDENT VENDOR STATUS. It is agreed that Vendor is an independent contractor and not an employee of the Village. All persons whom Vendor provides for services under this Agreement are employees of the Vendor and are not employees of the Village. The Vendor agrees to refrain from doing any private development business in the Village while a party to this Agreement, except as agreed to by the Village, in writing. The Vendor also agrees to furnish the Village with its taxpayer identification number prior to commencement of services under this Agreement. Failure or delay in furnishing taxpayer identification numbers may result in the withholding of amounts due to the Vendor from the Village. The Vendor is informed that as an independent contractor, it may have a responsibility to make estimated tax returns, file tax returns, pay income taxes and make social security payments on the amounts received under this Agreement; that no amounts will be withheld from payments made to the Vendor for these purposes; and that payment of taxes and making social security payments are solely the responsibility and obligation of the Vendor. The Vendor is further informed that it may be subject to civil and/or criminal penalties if it fails to properly report income and pay taxes and social security taxes on the amount received under this Agreement. The Vendor agrees to indemnify, save and hold harmless the Village from any claims, suits or actions arising out of or in any way related to the characterization of the compensation paid to Vendor hereunder, as “wages” or “salary,” including reimbursement to the Village of any payroll taxes levied or assumed therein.
6. ASSIGNABILITY AND SUBCONTRACTOR. The Vendor shall not assign this Agreement or any interest therein, nor subcontract any of the work under this Agreement without the prior written consent of the Village.
7. INDEMNIFICATION. The Vendor agrees to indemnify, defend, and save harmless the Village and all of its officers and employees from and against all loss or expenses (including costs and attorney’s fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss or use thereof, to the extent directly arising from, in connection with, caused by or resulting from the Vendor’s acts or omissions in the performance of this Agreement.
8. AMENDMENT. This Agreement may be amended only by written Agreement of the parties to this Agreement.
9. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. The Vendor shall comply with all applicable federal, state and local laws.
10. SEVERABILITY. It is mutually agreed that, in case any provision of this Agreement is determined by any court of law to be unenforceable, it is the

intention of the parties that all other provisions of this Agreement remain in full force and effect.

11. NON-DISCRIMINATION. In the performance of services under this Agreement, the Vendor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status, or any other basis prohibited by applicable law.

12. BINDING ON PARTIES.

(a) This Agreement shall be binding on the parties hereto, their respective heirs, assigns and successors. No provision of this Agreement may be varied or waived by any oral representations or promise of any agent of the parties hereto unless the same be in writing and signed by the duly authorized agent or agents who executed this Agreement.

(b) Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of any third party.

13. GOVERNING LAW. This agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin.

14. NO WAIVER. No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the Village or Vendor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event of default specified in such waiver; and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the Village or Vendor therein. A waiver of any covenant form, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

15. CONSTRUCTION OF AGREEMENT.

(a) This Agreement is intended to be solely between the parties hereto. No part of this Agreement shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

(b) The entire Agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter thereof.

16. INSURANCE. During the term of this Agreement, the Vendor shall procure and maintain in effect the insurance policies for liability, auto and workers' compensation. The Vendor will add the Village as an "additional insured" to its insurance. The Vendor shall provide the Village with certificates of insurance of policies in effect during the term of this Agreement.
17. NOTICES. All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

TO THE VILLAGE:

Village of Prairie du Sac
Attention: Village Administrator
335 Galena Street
Prairie du Sac WI 53578

TO THE VENDOR:

Mary C. Hanson Cleaning LLC
Attention: Mary C. Hanson
6907 University Ave., #223
Middleton, WI 53562

IN WITNESS WHEREOF, the parties hereto have set their hand as of this ____ day of _____, 20__, at Prairie du Sac, Wisconsin.

Village of Prairie du Sac
A municipal corporation

By: _____

Name: Alan Wildman

Title: Village Administrator

Mary C. Hanson Cleaning, LLC

By: _____

Name: Mary C. Hanson

Title: Owner/Operator



RESOLUTION No. 07-28-2020(c)

**A RESOLUTION AUTHORIZING THE PROFESSIONAL SERVICES AGREEMENT
FOR CROSS CONNECTION CONTROL PROGRAM**

WHEREAS, the Village of Prairie du Sac Water Utility wishes to contract for professional services for cross connection control program inspection, reporting, and management services; and

WHEREAS, the Village has received such services from HydroCorp and would like to continue its relationship with HydroCorp.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees for the Village of Prairie du Sac hereby authorizes the Village President to execute the Professional Service Agreement as shown in Exhibit A to this Resolution.

Adopted this ____ day of July, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this January 1st 2021 by and between the Village of Prairie Du Sac organized and existing under the laws of the State of Wisconsin, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Wisconsin and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Prioritize Inspections (City buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities

- Establish facility inspection schedule
- Review/establish procedures and protocol for addressing specific hazards
- Review/establish high hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools
- Review/establish educational and public awareness brochures

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Wisconsin Department of Natural Resources (DNR) Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (two, six or ten year re-inspection cycle).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility’s designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections
- Notify users of inspections, backflow device installation and testing requirements if applicable
- Monitor inspection compliance using the HydroCorp online software management program. (Note: WI Department of Safety & Professional Services (DSPS) manages backflow prevention assembly testing notification and compliance.)
- Maintain program to comply with all DNR regulations

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Penalties for noncompliance.

- 2.7 VACUUM BREAKERS.** Utility will provide up to six (6) ASSE approved hose bill vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website cross connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
 - Institutional
 - Commercial
 - Miscellaneous Water users
 - Multifamily
- Complex Facilities.** Large industrial and high hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross connection control survey (at the business owner's expense) may be required at these larger/complex facilities and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform up to 24 total inspections over a two (2) year contract period. The total inspections include all initial inspections, compliance and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show or refusal of onsite inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF NATURAL RESOURCES ADMINISTRATIVE CODE.** HydroCorp will assist in compliance with DNR and Wisconsin Administrative Code cross connection control program requirements for all commercial, industrial, institutional, multifamily and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross connection control policy manual/plan and submit to WI-DNR for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.
- 2.17 CROSS CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately 24 cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.

ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high quality image format for printing.)

ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on January 1st 2021 and end **two (2) years** from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew under the same terms of this Agreement for two (2) consecutive one (1) year periods. Base Compensation increases will be equal to CPI at the time of extension or 3%, whichever is less.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** From the Beginning thirty (30) days after execution of this Agreement, the Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$158.00** per month, **\$1,896.00** annually for a **two (2)** year contract period totaling **\$3,792.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not

made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility’s water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Wisconsin Public Records Law, Chapter 19, Wis. Stats. HydroCorp agrees to make available for inspection and copying all records (as defined in sec. 19.32 (2), Wis. Stats.) in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp’s liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.
- 5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage’s and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker’s Compensation/ Employer’s Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given

to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

- 5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.
- 5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Wisconsin, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Wisconsin
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp
c/o Craig Wolf
5700 Crooks Road, Ste. 100
Troy, MI 48337
(612) 850-8939

If to Utility:

Village of Prairie Du Sac
1700 North Street
Prairie Du Sac, WI, 53578

- 5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

Village of Prairie Du Sac

By:
Title:

HydroCorp



By: Craig Wolf

Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost effective and professionally managed cross connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 30,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 35,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely and courtesy manner. Our administrative staff can answer most technical calls related to the cross connection control program and have attended basic cross connection control training classes.
- HydroCorp currently serves over 200 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

PROPOSAL

CROSS-CONNECTION CONTROL SERVICES

Village of Prairie Du Sac

1700 North St.
Prairie Du Sac, WI 53578

July 14th 2020

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance / Documentation



CORPORATE OFFICE
5700 CROOKS RD SUITE 100
TROY MI 48098
800.315.4305 TOLL FREE
262.264.6402 PHONE

PROJECT CONSULTANT: Craig Wolf
612-850-8939 CELL
cwolf@hydrocorpinc.com EMAIL



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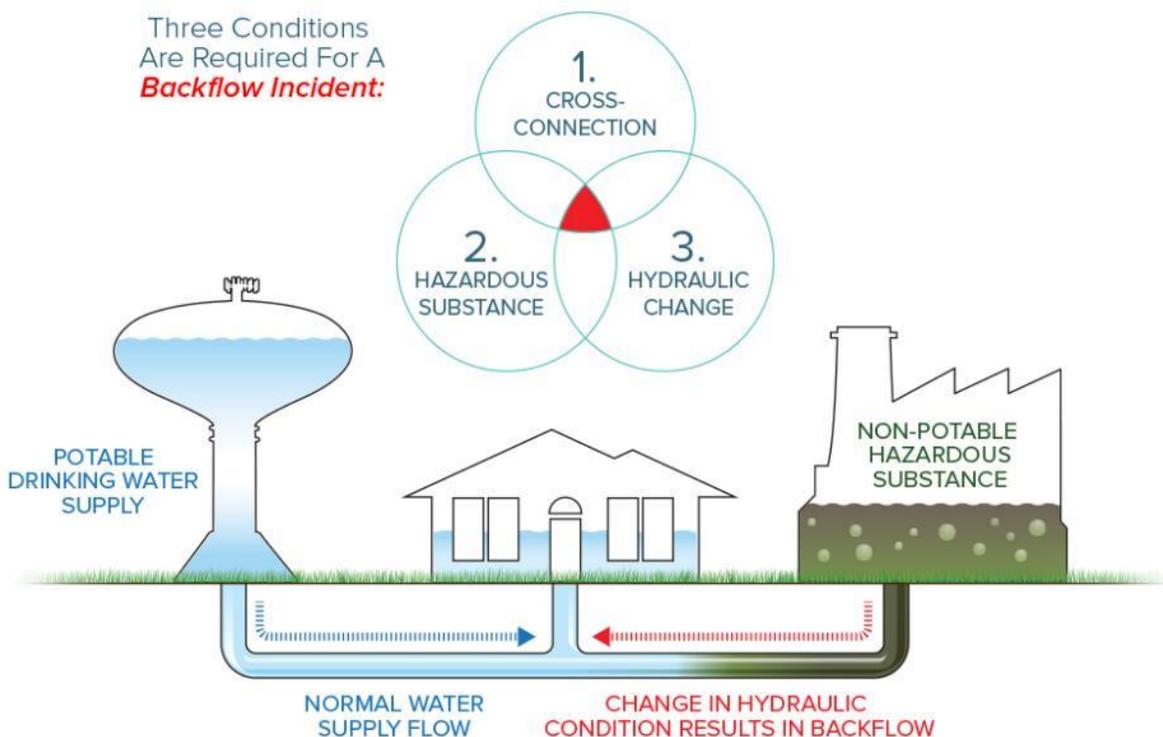
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1. INTRODUCTION

1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.

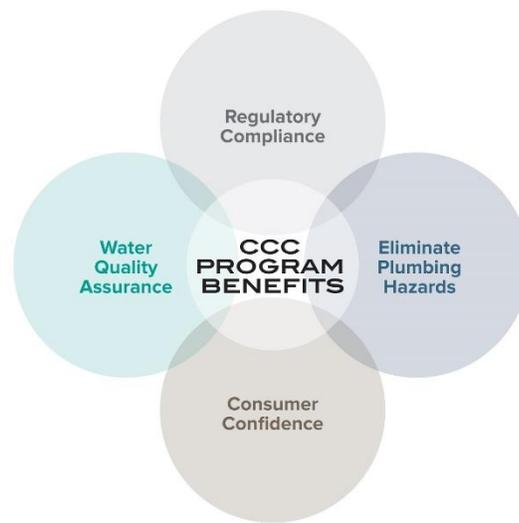


- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

2. PROJECT WORK PLAN

2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.

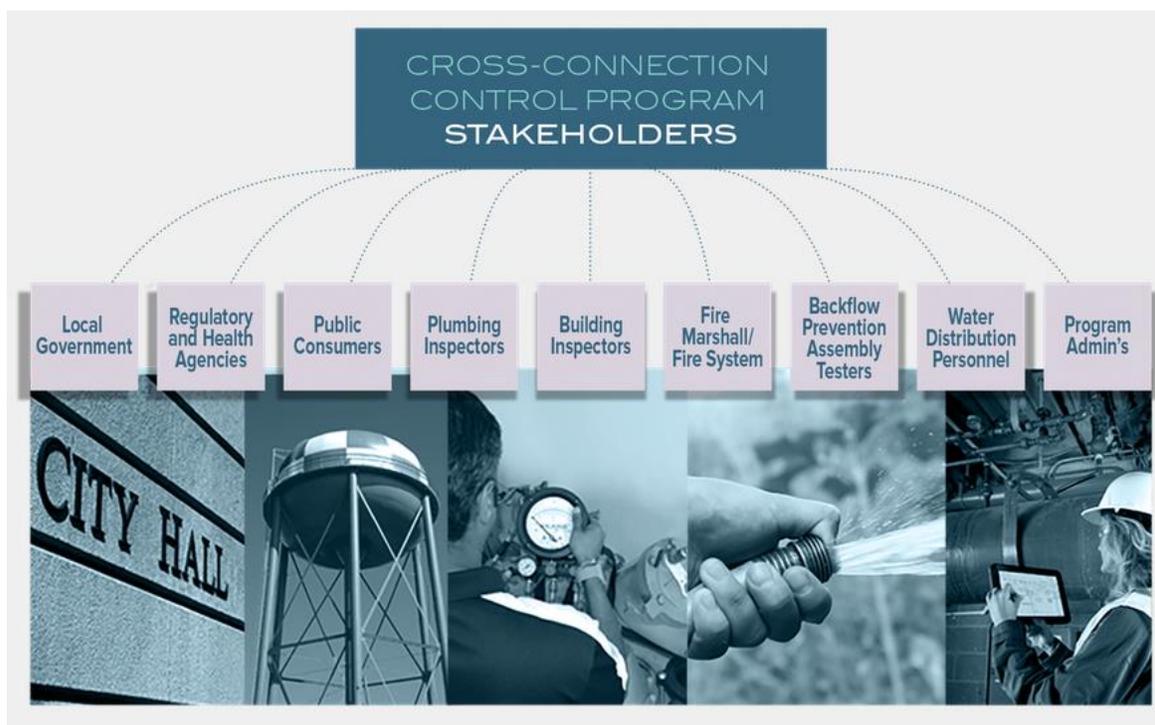


2.2. Meeting the Cross-Connection Control Program Objectives

- Providing cross-connection consultation to the **Village of Prairie Du Sac**.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

2.3. Stakeholders

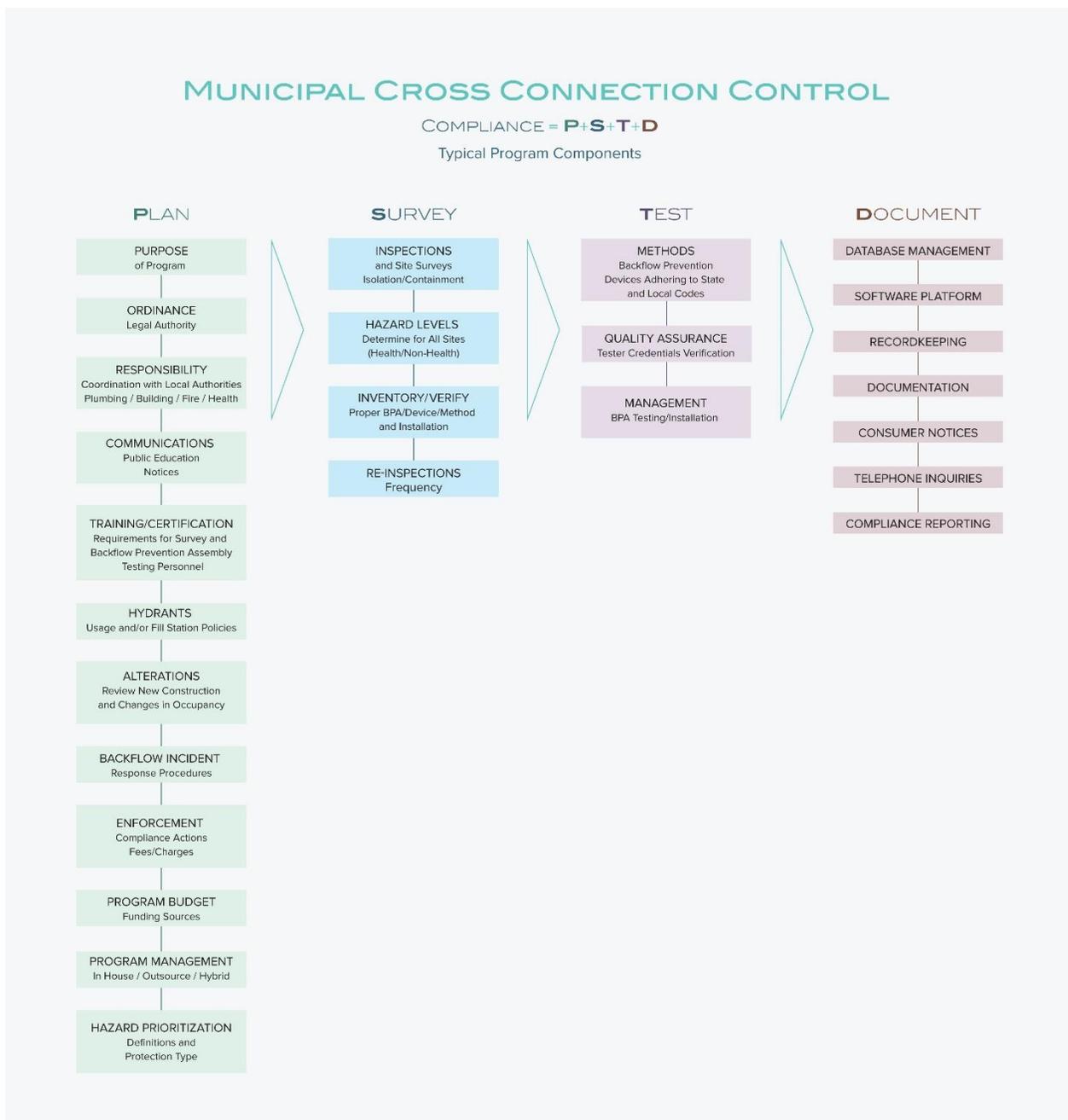
HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.



HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.



2.4. Cross-Connection Control Plan Components





3. CROSS CONNECTION INSPECTION PROCESS

3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Village will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

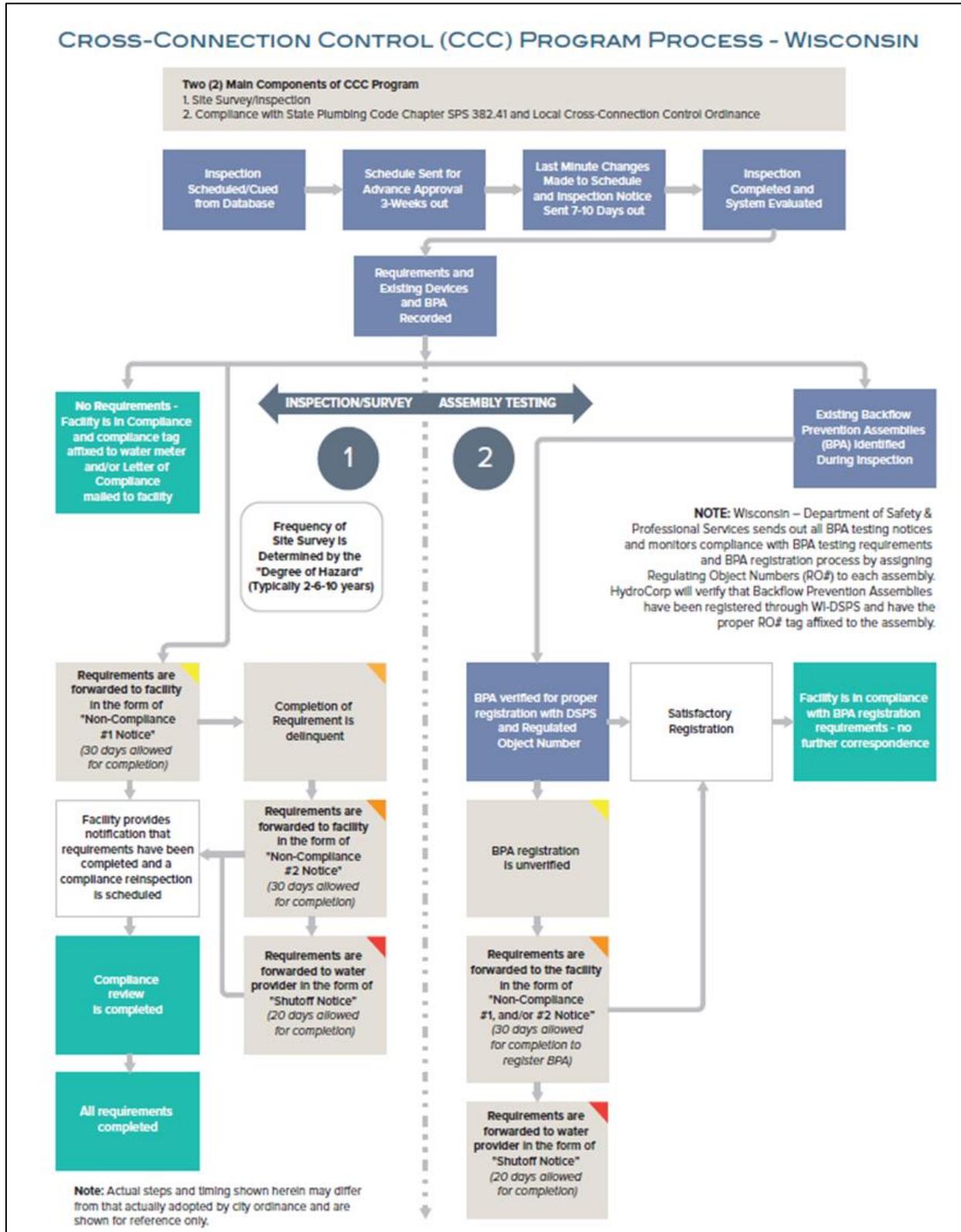
Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the Village of Prairie Du Sac Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.
- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

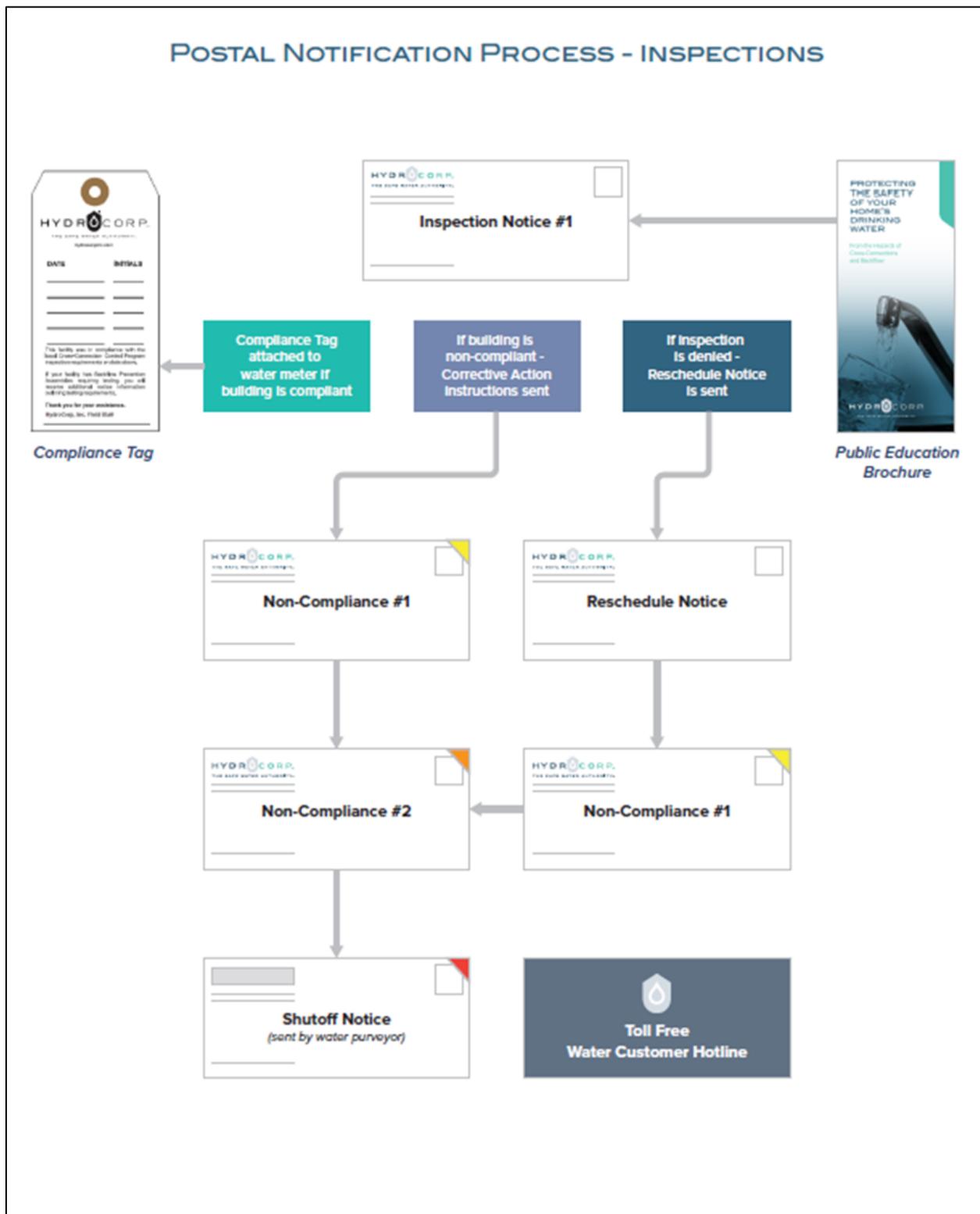


3.3. CCC Program Process





3.4. Postal Notification Process - Inspections





4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the Village of Prairie Du Sac. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.

Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the Village of Prairie Du Sac for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the Village of Prairie Du Sac web site.



Further Public Education resources including brochures and video files can be found at <http://www.hydrocorpinc.com/resources/links/>



5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **Village of Prairie Du Sac**. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **Village of Prairie Du Sac** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **Village of Prairie Du Sac** and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

- A. Perform inspections of up to 24 Non-Residential water services within the Village served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp and are included in the total inspections.
- B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.
- C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.
- D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
- E. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.
- F. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.
- G. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.
- H. Conduct an annual review meeting to discuss overall program status and recommendations.
- I. Assist the Village with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
- J. Provide ongoing support via phone, fax, internet, text or email.



PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

_____ **Initial Inspections of 16 non-residential services connections and an overall total of up to 24 inspections including follow up compliance inspections.**

_____ **\$3,792.00 dollars.**

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

Submitted by: HYDROCORP- CORPORATE OFFICE- 5700 CROOKS ROAD TROY MI 48098

Craig Wolf | 612-850-8939 | cwolf@hydrocorpinc.com

Accepted by:

X _____

Village/Utility Representative (Signature)

Date

Printed Name / Title



6. BACKGROUND

6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections **annually**.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
 - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
 - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
 - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



6.3. Office Address & Contact Information

Regional Office:	HYDROCORP – MIDWEST OFFICE 2665 S MOORLAND RD SUITE 209 NEW BERLIN WI 53151
Contact:	Craig Wolf
Telephone:	612-850-8939
Email:	cwolf@hydrocorpinc.com
Corporate Office: (Remit to Address)	HYDROCORP – CORPORATE OFFICE 5700 CROOKS ROAD SUITE 100 TROY MI 48098
Telephone:	800.690.6651 or 248.250.5000
Legal Status:	S-Corporation, 1988 E.I.D. 38-2810008
	



WI Office (Above) Corporate Office (Below)



7. PROJECT REFERENCES

- a) City of La Crosse, 400 La Crosse St, La Crosse, WI 54601 | Mark Johnson, Water Utility Manager
johnsonm@cityoflacrosse.org | 608- 789-7536

- b) City of Prescott, 800 Borner St. Prescott, WI 54021 | Hank Zwart, Public Works Director
hzwart@prescottcity.org | 715-262-5544

- c) Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent
cwhite@wppienergy.org | 920-746-2820



8. PROJECT TEAM QUALIFICATIONS

Gary McLaren | *New Program Development/Training Coordinator -Midwest Region*

Gary is responsible for Cross-Connection classes and new Cross Connection Control Program development in the Midwest Region. Since 2004 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 80 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. In the past 5 years, Gary has been focused on coordinating and instructing various Cross Connection Control classes around the Midwest in addition to developing new Cross Connection Control Programs for Municipal Water System around the region.

- Conducted Cross-Connection Surveys –45 North American Large Industrial Facilities 1999-2000
- Certification MDEQ (Michigan) Advanced Cross-Connection Control Training Program 2004
- Cross-Connection Control Program Manager –WI Region; 25 Water Utility clients 2005-2007
- Multiple published articles in Public Water System periodicals (WWA Magazine summer 2008 & WRWA Magazine winter 2011,2013)
- Annual participant & past presenter at annual WWA Conferences & WRWA Conferences 2008-2015
- Instructor at DNR class on Cross Connection Control – Green Bay, Dec. 11 2008
- Lead Instructor with Wisconsin Rural Water Association Cross Connection Control Class Series – Statewide, 2009 -2014 (12 full day courses annually)
- Lead Instructor with Minnesota Rural Water Association Cross Connection Control Class Series – 2010 and 2013
- ASSE #5150 Certified Backflow Prevention Program Administrator
- ASSE #5120 Certified Cross Connection Control Surveyor
- Vice Chairperson – Wisconsin Water Association Education Committee 2011-2012

Scott Mitchell | *Operations Manager, Midwest Region - Municipal Division*

Scott has been with the HydroCorp team since 2011 and inspecting plumbing systems for over 7 years. As a Cross-Connection Surveyor, Scott has completed cross-connection inspections at over 20,000 individual commercial and industrial facilities. He currently oversees operational and administrative services for cross-connection control programs in the HydroCorp Midwest Region.



DAVE CARDINAL | *Vice President Municipal Division*

Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. Experience, Training, Certifications:

- American Backflow Prevention Association (ABPA), MI Chapter, Vice President
- American Society of Sanitary Engineering (ASSE) Series 5000 Proctor
- American Society of Sanitary Engineering (ASSE) Standard #5110 Certified Backflow Prevention Assembly Tester and Standard #5120 -Surveyor | Certification #26905
- Michigan Certified Backflow Prevention Assembly Tester Certification – 2010, Certification #MPMCA-26905
- Dale Carnegie – Management Training for Managers 2005
- University of Florida – TREEO Center
 - Cross Connection Control: Survey and Inspection 2003
 - Cross Connection Control: Ordinance and Organization 2003
 - Cross Connection Control Program Manager 2003
- University of Southern California Foundation for Cross-Connection Control and Hydraulic Research – Backflow Prevention Assembly Tester, 1997

Task Order No. 20-02
Village of Prairie du Sac, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated December 21, 2017

Project Information

Services Name: Culver Community Park–Phase 1 and Phase 2 Grading Plan Final Design

Services Description: Prepare construction drawings and technical specifications for a 67-acre park for a two-phase construction approach. Phase 1 construction includes grading north of future Grand Avenue and grading of a drainage way south of future Grand Avenue. Phase 2 construction includes remaining grading south of and including future Grand Avenue.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Prepare 60 percent grading drawings for OWNER for areas of Phase 1 and Phase 2 including ten bioinfiltration basins, one fishing pond, a sledding hill, playing fields, parking lot and roadway subgrades, and a temporary grading plan, if necessary, to transition between Phase 1 and Phase 2 work.
2. Incorporate OWNER comments as appropriate and prepare 95 percent drawings and technical specifications.
3. Prepare erosion control drawings for the site.
4. Provide 95 percent grading drawings, technical specifications, and opinion of probable construction costs to OWNER for final review.
5. Prepare stormwater management plan calculations and report.
6. Prepare grading permit applications and assist OWNER with submittal to the Wisconsin Department of Natural Resources (WDNR).
7. Prepare village grading permit application and stormwater maintenance plan for the park improvements.
8. Prepare final drawings and technical specifications for Phase 1 and Phase 2 grading construction.
9. Attend up to two progress meetings with OWNER.
10. Provide up to 25 hours of construction-related services including attendance at the preconstruction meeting, answering questions during construction, and up to two site visits to observe the work.

Village of Prairie du Sac
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July 23, 2020

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Service Elements Not Included

In addition to the items listed in the associated Agreement for Technical Services, the following are not included in this Task Order. If required, they will be provided as noted.

1. Final Playing Field Amenities, Structures, and Fixtures: Design of and quantifying final playing field amenities, structures, and fixtures is not included in this Task Order. If required, these services will be provided through an amendment to this Task Order or through a separate task order with OWNER.
2. Final Utilities, Roadway, Sidewalk, Path, and Other Hard Surfaces: Design of and quantifying final utilities, roadway, sidewalk, path, and other hard surfaces is not included in this Task Order. These services will be provided through a separate task order with OWNER.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$49,500.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of July 27, 2020. Services are scheduled for completion on November 30, 2020.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

VILLAGE OF PRAIRIE DU SAC

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Joseph M. Bunker
Corporate Secretary

Date

Alan Wildman II
Administrator

Date



ORDINANCE NO. 6, SERIES 2020

**ORDINANCE AMENDING SECTION 9-2-14
CURFEW**

The Village Board of the Village of Prairie du Sac, located in Sauk County, Wisconsin, do ordain as follows:

SECTION ONE: Amend Section 9-2-14 of the Code of Ordinances of the Village of Prairie du Sac by striking and adding language as follows:

SEC. 9-2-14 CURFEW.

- (a) It shall be unlawful for any person seventeen (17) years of age or under to be on foot, bicycle or in any type of vehicle on any public street, avenue, highway, road, alley, park, school grounds, swimming beach, cemetery, playground, public building or any other public place in the Village of Prairie du Sac between the hours of 10:30 p.m. and 4:00 a.m., except Friday and Saturday when the hours shall be 12:00 a.m. (midnight) to 4:00 a.m., unless accompanied by his or her parent or guardian, or person having lawful custody and control of his or her person, or unless there exists a reasonable necessity therefore. The fact that said child, unaccompanied by parent, guardian, or other person having legal custody, is found upon any such public place during the aforementioned hours shall be prima facie evidence that said child is there unlawfully and that no reasonable excuse exists therefor.
- (b) **EXCEPTIONS.**
 - (1) This section shall not apply to a child:
 - a. Who is performing an errand as directed by his parent, guardian or person having lawful custody.
 - b. Who is on his own premises or in the areas immediately adjacent thereto.
 - c. Whose employment makes it necessary to be upon the streets, alleys or public places or in any motor vehicle during such hours.
 - d. Who is returning home from a supervised school, church or civic function.
 - (2) These exceptions shall not, however, permit a child to unnecessarily loiter about the streets, alleys or public places or be in a parked motor vehicle on the public streets.
- (c) It shall be unlawful for any parent, guardian, or other person having the lawful care, custody and control of any person under the age of seventeen (17) years to allow or permit such person to violate the provisions of (a) and (b) above. The fact that prior to the present offense a parent, guardian or custodian was informed by any law enforcement officer of a separate violation of this ordinance occurring within thirty (30) days of the present offense shall be prima facie evidence that such parent, guardian or custodian allowed or permitted the present violation. Any parent, guardian, or custodian herein who shall have made a missing person notification to the police department shall not be considered to have allowed or permitted any person under the age of seventeen (17) years to violate this section.
- (d) It shall be unlawful for any person, firm or organization operating or in charge of any place of amusement, entertainment, refreshment or other place of business to permit any minor under the age of seventeen (17) to loiter, loaf, or idle in such place during the hours prohibited by this Section. Whenever the owner or person in charge or in control of any place of amusement, entertainment, refreshment or other place of business during the hours prohibited by this Section shall find persons under the age of seventeen (17) years loitering,

loafing, or idling in such place of business, he shall immediately order such person to leave and if such person refuses to leave said place of business, the operator shall immediately notify the police department and inform them of the violation.

(e) Every law enforcement officer is hereby authorized to detain any minor violating the provisions of above, until such time as the parent, guardian, or person having legal custody of the minor shall be immediately notified and the person so notified shall as soon as reasonably possible thereafter report to the Police Department for the purpose of taking the custody of the minor and shall sign a release for him or her. If no response is received, the Police shall take whatever action is deemed necessary, in the best interest of the minor.

(f) ~~WARNING. The first time a minor, parent, guardian, or person having legal custody of a minor that is detained by a law enforcement officer of the Village of Prairie du Sac, as provided in Subsection (e), such minor, parent, guardian or person having such legal custody, shall be advised, personally, if known or by registered mail, as to the provisions of this Section, and further advised that any violation of this Section occurring thereafter by this minor or any other minor under his or her care or custody shall result in a penalty being imposed as hereinafter provided.~~

~~(g)~~ GENERAL PENALTY.

(1) Any parent, guardian or person having legal custody of a child described in Sub section (a) and (e) who has been warned in the manner provided in Subsection (f) and who thereafter violates any of the provisions of this section shall be subject to a penalty as provided in Sec. 1-1-6 of this Municipal Code. After a second violation within a six (6) month period, if the defendant, in a prosecution under this Section, proves that he or she is unable to comply with this ordinance because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under Chapter 948, Wis. Stats.

(2) Any child who violates this section after being detained and released under Sub-section (e) shall be dealt with under Chapter 948, Wis. Stats.

SECTION TWO: All other provisions of Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION THREE: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this ___ day of _____, 2020.

Published this ___ day of _____, 2020.

Village of Prairie du Sac, WI

Cheryl A. Sherman
Village President

Niki Conway
Village Clerk