Common Council Agenda

City of Brodhead - 1111 W 2nd Avenue –Council Chambers and GoToMeeting
Monday, May 18, 2026 6:00 PM

1) **Call to Order**
2) **Roll Call**
3) **Pledge of Allegiance**
4) **Approval of the Agenda**
5) **Citizen Comments**
   (This is the public's opportunity to speak. Each citizen is allowed 3 minutes to address the Mayor)
6) **Baker Tilly 2025 Audit Presentation – Discussion**
7) **Aflac Presentation – Discussion/Possible Action**
8) **Green County Development Corp Downtown WIFI Presentation – Discussion/Possible Action**
9) **Approval of the Consent Agenda**
   a. **Minutes**
      i. 04/21/2026 – Water & Light Commission
      ii. 04/21/2026 – City Council
      iii. 04/27/2026 – BID Board
      iv. 05/05/2026 – Fire District
      v. 05/06/2026 – Personnel Committee
      vi. 05/07/2026 – Finance Committee
      vii. 05/07/2026 – Public Safety Committee
   b. **City Administrator's Report**
10) **Old Business**
   a. CIP Playground Equipment Quotes – Discussion/Possible Action
   b. Lift Station 4 Grease Violation – Discussion/Possible Action
11) **New Business**
   a. MSA GIS Proposals – Discussion/Possible Action
   b. Pool Feasibility Study – Discussion/Possible Action
   c. Concept Plan for Planned Unit Development & Certified Survey Map 23206-2355.1000 & 23206-2355.2000 – Discussion/Possible Action
   d. Prelim Plat & Final Plat 23206-1182.0000 – Discussion/Possible Action
   e. Fill Council Vacancy – Discussion/Possible Action
   f. April 2026 Financial Reports – Discussion/Possible Action
      i. Voucher Report
      ii. Budget vs Actual Year to Date
      iii. Capital Projects Listing
   g. Capital Improvement Plan Update West Alley Project – Discussion/Possible Action
   h. Removal of Committee Minutes from Consent Agenda – Discussion/Possible Action
   i. MiTime Employee Clock in Clock Out Changes – Discussion/Possible Action
12) **Mayor Report**
   a. Committee Assignments – Discussion/Possible Action
      i. Plan Commission
      ii. Council Appointments
   b. Board of Appeals Seven Day Approval – Rich Vogel – Discussion/Possible Action
   c. BID Board Seven Day Notice – Jennifer Elliott – Discussion
   d. BID Board Seven Day Notice – Matt Rolli - Discussion
   e. Historic Preservation Seven Day Notice – Matt Rolli – Discussion
   f. 911 Call System Ad Hoc Committee – Discussion/Possible Action
   g. 2027 Budget Reminder – Discussion
   h. Task Follow Through – Discussion

i. Future Agenda Items:
   i. Special Council Meeting for Council Guidelines, Regulations, Expectations Thursday, May 21, 2026 - Discussion
   ii. Board of Review Commencement Date Reminder – Monday, June 8, 2026, at 6:00 pm – Discussion
   iii. Next Regular Council Meeting – Monday, June 15, 2026, at 6:00 pm – Discussion/Possible Action

13) Attorney Report

a. Review of Closed Session, Walking & Negative Quorums, Council Member Ethics – Discussion
b. Utility Easement from Kundert Properties, LLC – Discussion and Possible Action
c. 2026-004 Resolution Renaming Crosswinds St to Crosswinds Ave. – Discussion and Possible Action

14) Closed Session

a. Per WI State Statutes Section 19.85(1) (g), conferring with legal counsel for the common council who is rendering oral or written advice concerning strategy be adopted by the common council with respect to litigation in which it is or is likely to become involved. **Re: Settlement Demand Sent to the Insurance Carrier for MSA**

   i. Motion to move into closed session
   ii. Motion to return to open session
   iii. Possible Action from closed session

15) Adjourn

Posted: May 15, 2026

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/486946253

You can also dial in using your phone.
Access Code: 486-946-253
United States: +1 (872) 240-3212

NOTICE

1. Pursuant to City Ordinance 95-A this agenda has been prepared by staff and approved by the Chairperson for use at the meeting as listed above.
2. Persons needing special accommodations should call (608)897-4018 at least 24 hours prior to the meeting.
3. It is possible that members of and possibly a quorum of members of the City Council or other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Pursuant to State ex Badke v Greendale Village Board. 172 Wis. 2d 553, 494 NW2d 408 (1993)

City of Brodhead

2025 Financial highlights

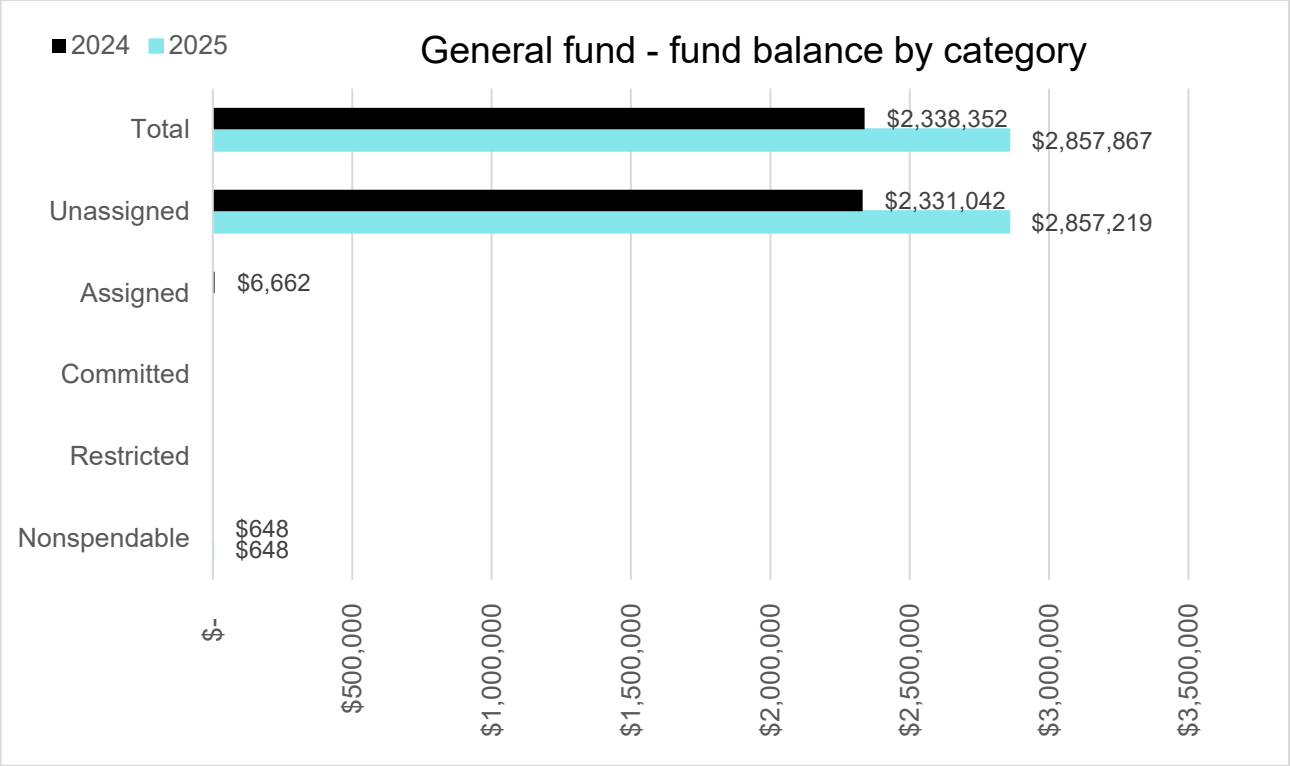
Presented:
May 18, 2026

Client service team

Andrea Jansen, CPA, CFE, Principal
Leah Gaffney, CPA, Senior Manager
Olivia Dew, CPA, Senior Associate

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City of Brodhead
General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	$ 3,447,112	$ 3,141,841	$ 305,271
Expenditures and other financing uses	2,927,597	3,148,503	220,906
Net change in fund balance	$ 519,515	$ (6,662)	$ 526,177

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

© 2025 Baker Tilly US, LLP
Source: current and prior year financial statement information and other benchmark information as noted.

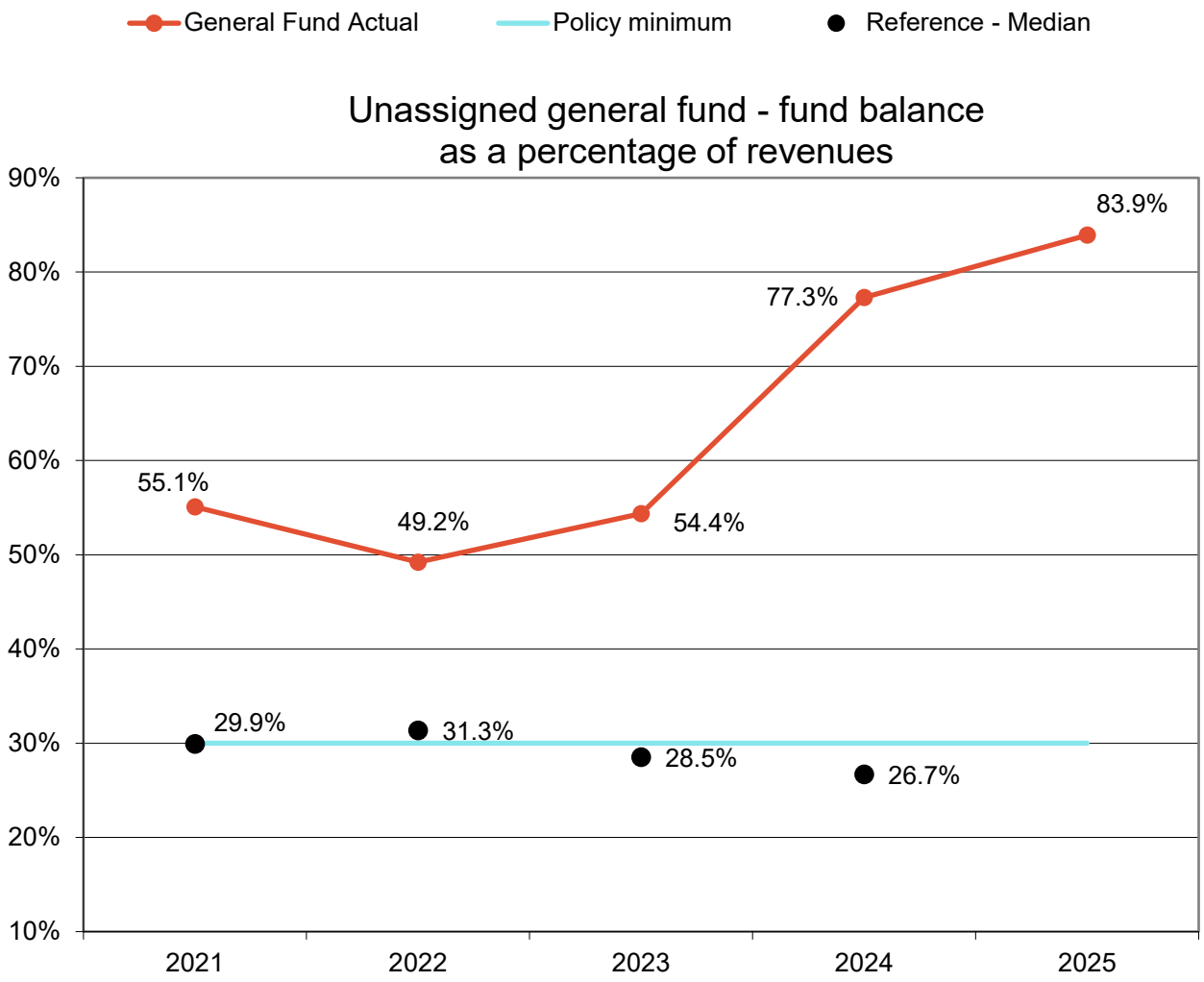
City of Brodhead

General fund - fund balance trends

Fund balance policy:

Prior to 2024: Minimum of 30% of subsequent year's budgeted general fund revenue.

Effective 2024: Minimum of 30% of current year's general fund revenue, including PILOT.



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2021 - 2024 Baker Tilly municipal client data for population range of under 10,000.

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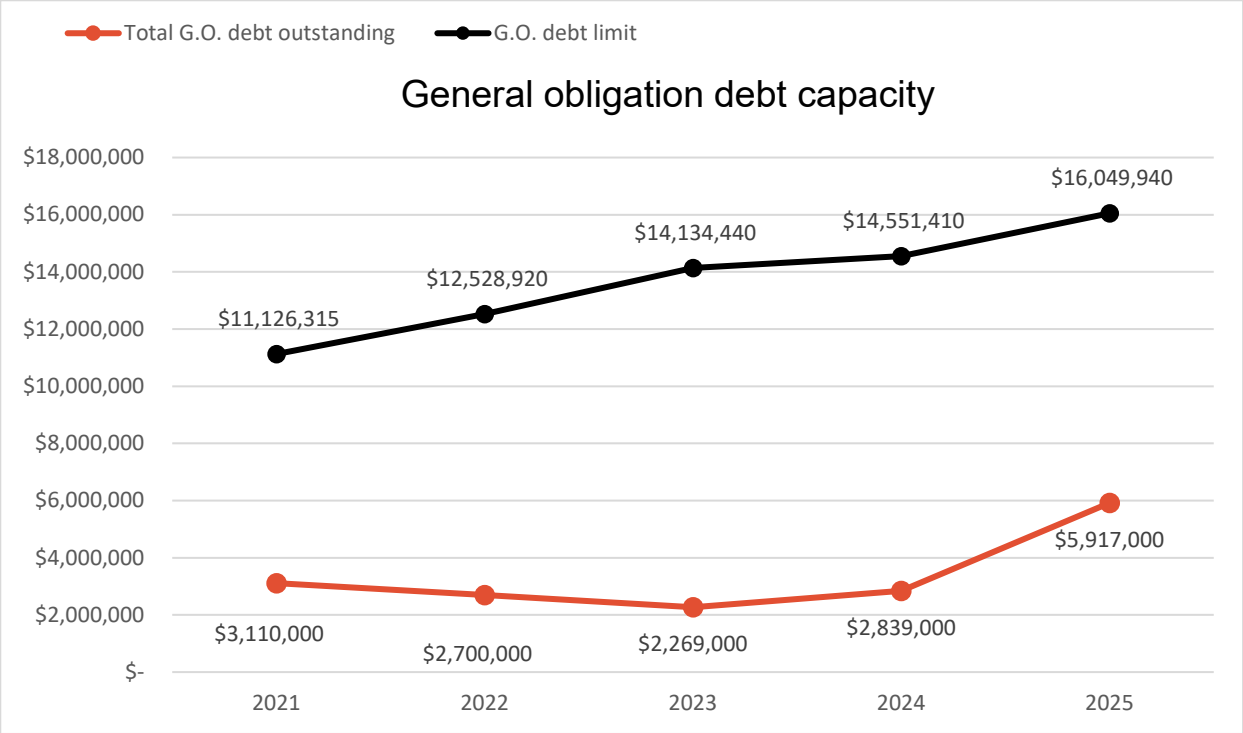
Source: current and prior year financial statement information and other benchmark information as noted.

City of Brodhead
General obligation debt

Debt management policy:

The City does not have a debt management policy. However, they do follow the state's legal debt margin capacity (5% of the city's total equalized value).

Actual percentage of debt limit at 12/31/25: **37%**



Total debt outstanding by type at 12/31/2025

	General obligation	Revenue debt	Total
City	$ 5,207,000	$ -	$ 5,207,000
Utility	710,000	212,246	922,246
Total	$ 5,917,000	$ 212,246	$ 5,939,246

Comparative metrics available online through the Wisconsin Policy Forum.

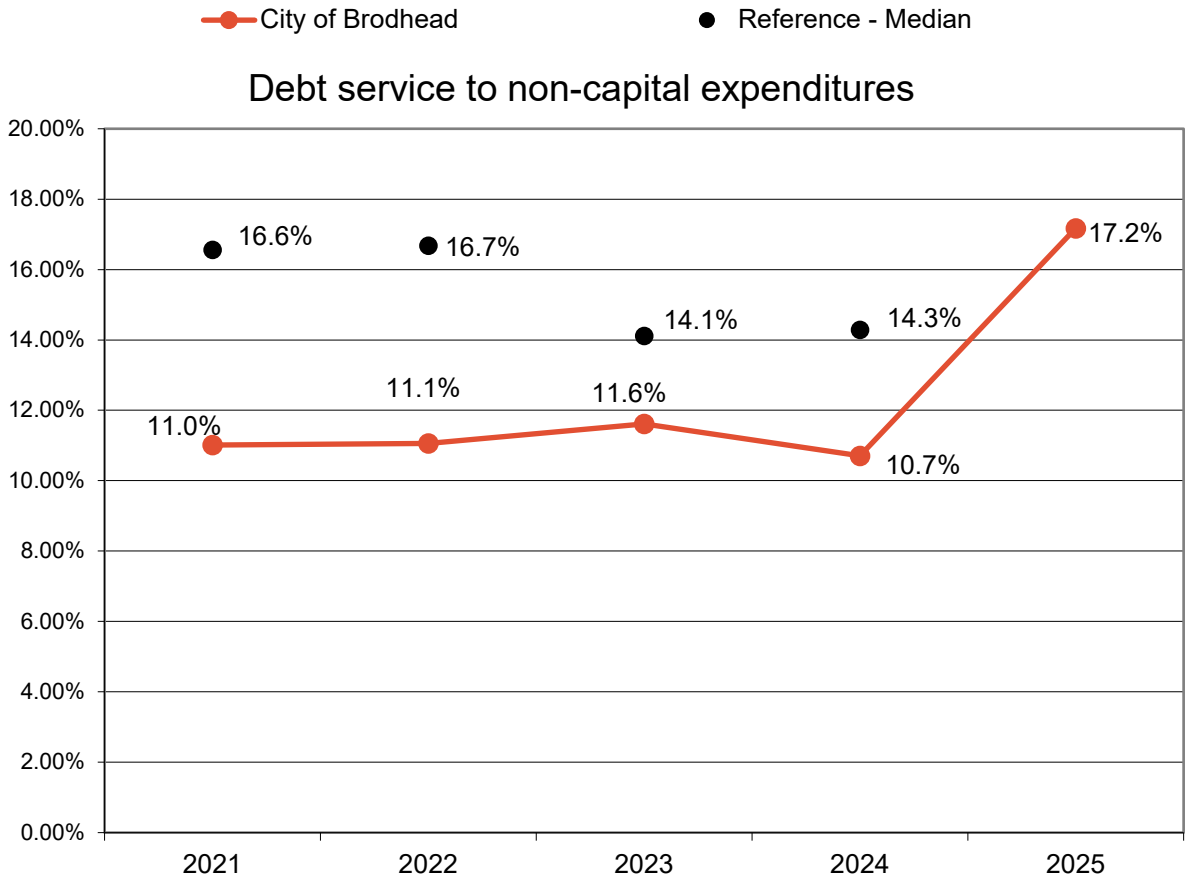
https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/

Select "Debt" -- options for custom comparisons or comparisons by county

© 2025 Baker Tilly US, LLP
Source: current and prior year financial statement information and other benchmark information as noted.

City of Brodhead

Governmental funds - debt service



Current and prior year data

	2025	2024
Principal	$ 603,000	$ 385,000
Interest	118,985	32,519
Total	$ 721,985	$ 417,519
Non-capital expenditures	$ 4,204,046	$ 3,899,203

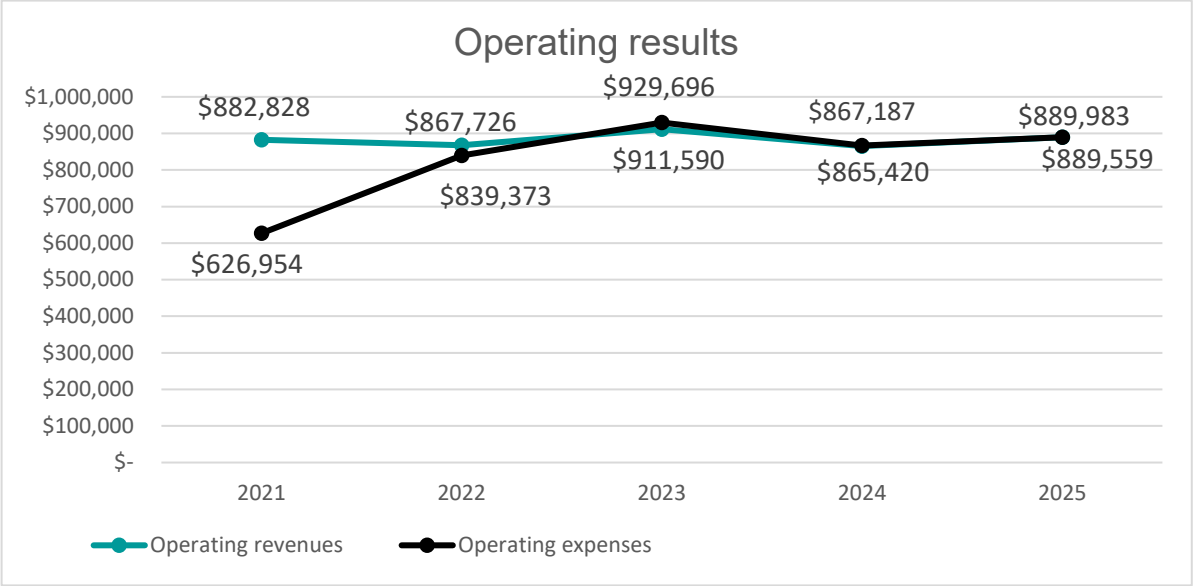
Other reference values

Median reference value generated from 2021 - 2024 Baker Tilly municipal client data for population range of under 10,000.

© 2025 Baker Tilly US, LLP
Source: current and prior year financial statement information and other benchmark information as noted.

Brodhead Wastewater Treatment
Operating Results

Rates effective during 2025 implemented May 7, 2013.
Note: new rates effective May 5, 2026.



Unrestricted Reserves

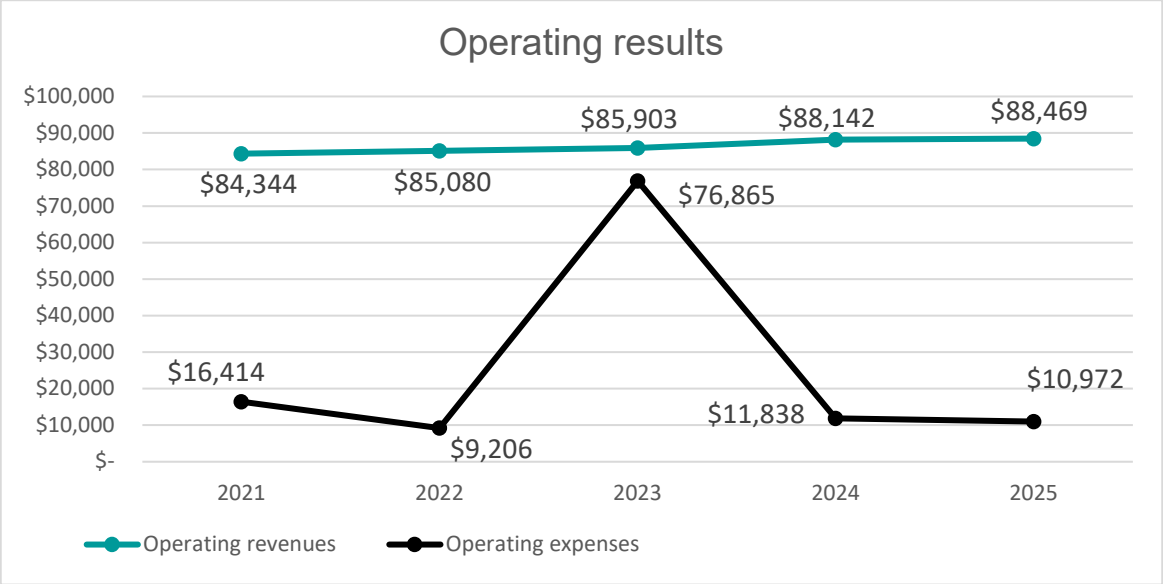
	2021	2022	2023	2024	2025
Year end balance	$ 1,359,654	$ 1,541,982	$ 1,819,156	$ 1,901,256	$ 2,688,573
Months on hand	**18.48**	**21.32**	**23.95**	**26.36**	**36.25**

Investment in Capital



© 2025 Baker Tilly US, LLP
Source: current and prior year financial statement information and other benchmark information as noted.

Brodhead Stormwater Utility
Operating Results



Unrestricted Reserves

	2021	2022	2023	2024	2025
Year end balance	$ 182,460	$ 256,709	$ 275,102	$ 366,110	$ 413,417
Months on hand	**25.96**	**36.21**	**38.43**	**49.84**	**56.08**

Investment in Capital



© 2025 Baker Tilly US, LLP
Source: current and prior year financial statement information and other benchmark information as noted.

Aflac group product overview

Offer your employees the financial protection they want, and need, with Aflac group insurance products.

Group supplemental coverage

Group critical illness Helps with the medical expenses related to a covered critical illness.	• Lump-sum benefit paid directly to the insured, unless otherwise assigned, for covered critical illnesses. • Additional diagnosis and reoccurrence benefits.	• Dependent children are covered at 50% of the primary insured's benefit amount at no additional charge. • Annual health screening benefit.
Group accident Helps provide a financial cushion if a covered accident occurs.	• 24-hour and nonoccupational coverage. • Benefits grouped by category: High/Mid/Low.	• Optional riders: Wellness, organized athletic activity, sickness, catastrophic accident.
Group hospital indemnity Helps with hospital and treatment expenses of a covered sickness or accident.	• Full plan and HSA-compatible plan options. • Benefits grouped by category: High/Mid/Low.	• Includes options for: hospital stays, treatment, and inpatient and outpatient surgery.
BenExtend® Creative approach that combines benefits from different product types into a single plan design.	• Employer-paid, employee-paid or employer/employee contributions. • No waiting period requirements. • Guaranteed issue.	• Accident benefits. • Critical illness benefits. • Hospital indemnity benefits. • Optional term life and health screening benefits.
Group disability Helps pay the bills and maintain the standard of living if a covered illness or injury occurs.	• 24-hour and nonoccupational coverage. • Preexisting condition benefit. • Mental illness limited benefit.	• Partial disability benefit. • Portable coverage (certain stipulations apply). • Alcoholism and drug addiction limited benefit.
Life Helps loved ones through tough times following the death of the insured.	• Group, employee buy up and supplemental options. • Standard and custom plan designs. • Term and whole life options.	• Face amounts up to $500,000. • Spouse and child options. • Guaranteed-issue options.

Aflac®

Aflac Dental and Vision coverage

Aflac Dental Provides in- and out-of-network benefits for exams, cleanings, X-rays, fillings, crowns and more.	• 3 standard PPO and 3 MAC plan designs. • Dual choice and employer contribution options available. • Access to an extensive list of dental providers.	• Deductible that decreases over time. • Annual maximum carry over benefit. • Employer-optional orthodontia benefit. • Implant coverage.
Aflac Vision Helps with in- and out-of-network costs of eye exams and vision-correction materials.	• 3 standard plan designs for accounts 3-99 eligible lives; 8 standard plan designs for accounts 100-plus lives; custom plans available for accounts 1,000-plus eligible lives. • Access to an extensive list of vision providers.	• Frame allowances of $100-$200 based on plan design plus additional $50 at Visionworks locations. • Same benefit allowance for frames and contact lenses. • Sunglass coverage if prescription lenses required.

Group life, disability and absence management solutions

These plans may be available to businesses that meet specific requirements. Reach out to your Aflac benefits representative to learn more.

To learn more about how all of these solutions can work for your business contact, Grant Carpenter, at grant_carpenter@us.aflac.com.

Aflac Dental and Vision insurance products are offered and underwritten by American Family Life Assurance Company of Columbus in all states but New York In New York, products are offered and underwritten by American Family Life Assurance Company of New York. Administrative services are provided by Aflac Benefit Solutions, Inc. and SKYGEN USA, LLC.

NOTICE: The coverage offered is not a qualified health plan (QHP) under the Patient Protection and Affordable Care Act (ACA) and is not required to satisfy essential health benefits mandates of the ACA. The coverage provides limited benefits.

Group life, disability, and absence services are provided by Continental American Insurance Company; in New York, products and services are provided by American Family Life Assurance Company of New York; in California, coverage is offered by Continental American Life Insurance Company. Products may not be available in all states and may vary depending on state law. Absence services are not insurance and are not legal advice.

Group Supplemental coverage is underwritten by Continental American Insurance Company (CAIC), a wholly owned subsidiary of Aflac Incorporated. CAIC is not licensed to solicit business in New York, Guam, Puerto Rico or the Virgin Islands. For groups sitused in California, group coverage is offered by Continental American Life Insurance Company. For coverage for groups sitused in New York, coverage is underwritten by American Family Life Assurance Company of New York. Plans and availability vary by state.

WWHQ | 1932 Wynnton Road | Columbus, GA 31999.

Continental American Insurance Company | Columbia, South Carolina.

Aflac New York | 22 Corporate Woods Boulevard, Suite 2 | Albany, NY 12211

AGC2501284

EXP 10/26

Know the gap.
Help close the gap

Benefits are important to your business



More than three-quarters of employers are confident that their benefits contribute to work satisfaction, retention and productivity.

Health insurance won't cover everything, leaving employees with coverage gaps



More than 2 in 5 of employees are unable to pay $1,000 in out-of-pocket costs for an unexpected medical event.

52% of all American workers have high anxiety about health care costs beyond what their insurance covers.

Employees need – and want – additional coverage to help protect their finances



9 out of 10 see a growing need for supplemental insurance plans that pay cash benefits to them, helping with expenses health insurance doesn't cover.

89% of employees say that their supplemental benefits help protect their financial security.

Good news, Aflac can help without increasing your businesses' benefits costs



Even though 67% of employers are experiencing an increase in benefits costs, Aflac supplemental insurance plans come at little to no cost to your business to help protect your workforce.

Aflac®

About the Study

The 2025-2026 Aflac WorkForces Report is the 15th annual employee study examining benefits trends and attitudes. Kantar on behalf of Aflac, the employer survey took place online between April 2 and April 29, 2025, and the employee survey took place online between April 2 and May 6, 2025. Throughout this report, some percentages may not add up to 100% due to rounding. The surveys captured responses from 1,002 employers and 2,000 employees across the United States.

Aflac Insurance

Employees choose the plans for their unique needs.



*Group network plans pay benefits directly to providers.
**Group plans are available for qualifying businesses with 250+ employees.

Learn more by contacting your Aflac benefits professional, Grant Carpenter, at 608-214-4225.

Aflac®

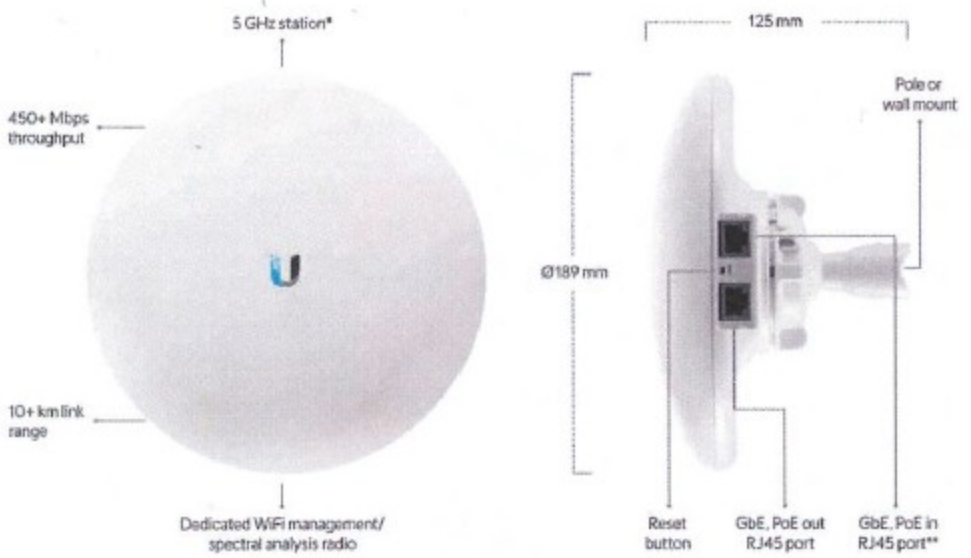
Aflac Individual Policies
Accident: In Delaware, Policies A38100DE – A38300DE & A382OFDE. In Idaho, Policies A38100ID – A38300ID. In Oklahoma, Policies A381000K – A383000K & A382OFOK. In Virginia, Policies A38100VA – A38300VA & A382OFVA. **Cancer/Specified Disease:** In Delaware, Policies B70100DE, B70200DE & B70300DE. In Idaho, Policies B70100ID, B70200ID & B70300ID. In Oklahoma, Policies B70100OK, B702000K & B703000K. In Virginia, policies A75100VA–A75300VA. **Critical Illness:** In Delaware, Policies A73100DE & A7310HDE. In Idaho, Policies A73100ID & A7310HID. In Oklahoma, Policies A731000K & A7310HOK. In Virginia, Policy A73100VA. **Dental:** In Delaware, Policies A82100R–A82400R. In Idaho, Policies A82100RID–A82400RID. In Oklahoma, Policies A82100ROK–A82400ROK. In Virginia, Policies A82100RVA–A82400RVA.**Hospital Indemnity:** In Delaware, Policies B40100DE & B4010HDE. In Idaho, Policies B40100ID & B4010HID. In Oklahoma, Policies B401000K & B4010HOK. In Virginia, Policies B40100VA & B4010HVA. **Life:** In Arkansas, Idaho, Oklahoma, Oregon, Pennsylvania, Texas, & Virginia, Policies: ICC1368100, ICC1368200, ICC1368300, ICC1368400. In Delaware, Policies A68100-A68400. In New York, NY68100-NY68400. In Arkansas, Idaho, Oklahoma, Pennsylvania, Texas, & Virginia, Policies: ICC18B60C10, ICC18B60100, ICC18B60200, ICC18B60300, & ICC18B60400. **Short-term disability:** In Delaware, Policies A57600DE & A57600LB. In Idaho, Policy A57600IDR. In Oklahoma, Policies A576000K & A57600LBOK. In Virginia, Policies A57600VA & A57600LBVA. **Vision:** In Delaware, Policy VSN100. In Idaho, Policy VSN100ID. In Oklahoma, Policy VSN1000KR. In Virginia, Policy VSN100VA.

This is a brief product overview only. Coverage may not be available in all states,including but not limited to DE, ID, NJ, NM, NY, VA or VT. Benefits/premium rates may vary based on plan selected. Optional riders may be available at an additional cost. Plans and riders may also contain a waiting period. Refer to the exact plans and riders for benefit details, definitions, limitations and exclusions. Where applicable, please see coverage documentation applicable to your situs state for further details. For availability and costs, please contact your local Aflac agent/ producer.

NOTICE: The coverage offered is not a qualified health plan (QHP) under the Patient Protection and Affordable Care Act (ACA) and is not required to satisfy essential health benefits mandates of the ACA. The coverage provides limited benefits.

Individual coverage is underwritten by Aflac. Group coverage is underwritten by Continental American Insurance Company (CAIC), a wholly-owned subsidiary of Aflac Incorporated. CAIC is not licensed to solicit business in New York, Guam, Puerto Rico, or the Virgin Islands. For groups sitused in California, group coverage is underwritten by Continental American Life Insurance Company. For individual coverage in New York or coverage for groups sitused in New York, coverage is underwritten by Aflac New York.

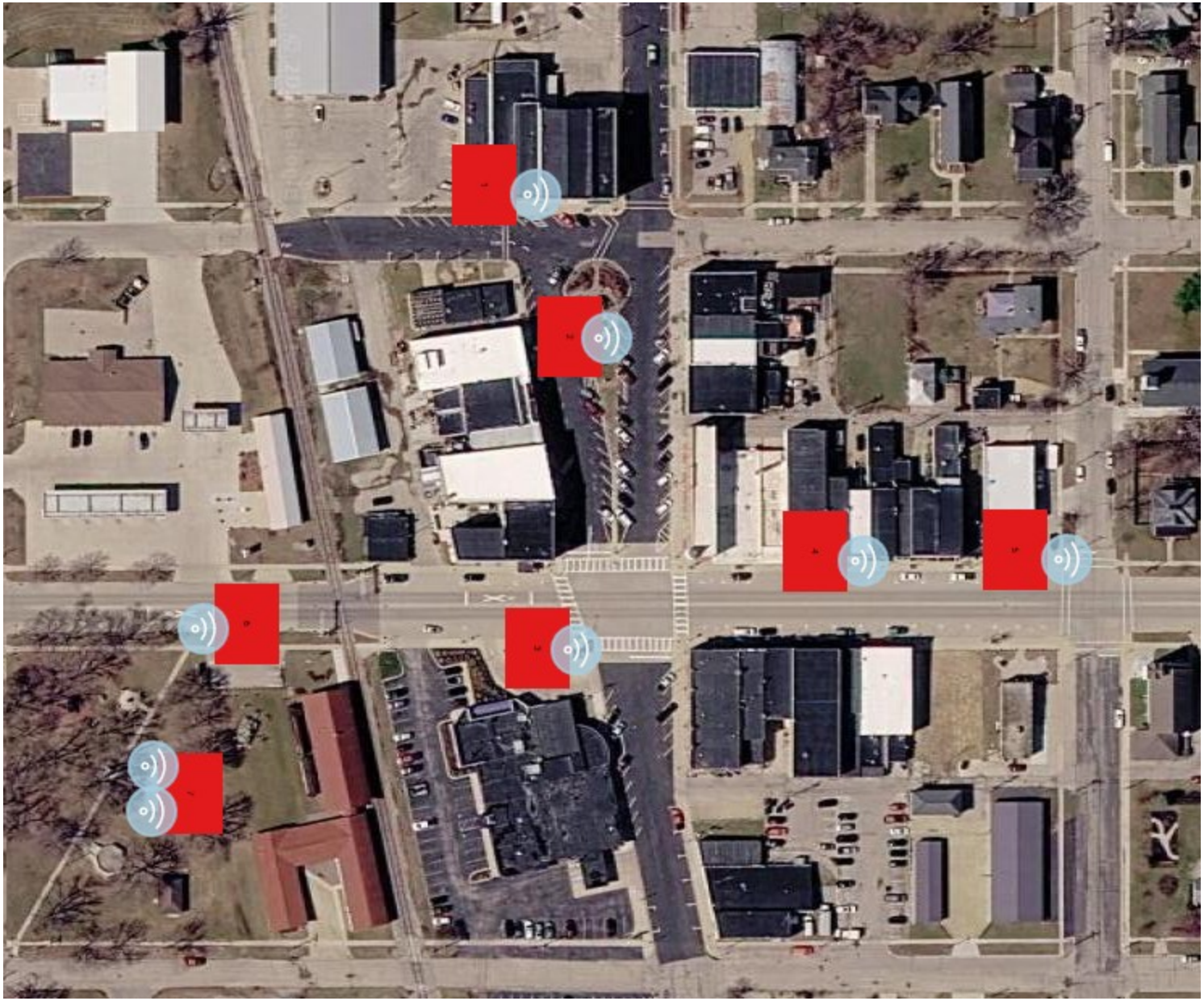
WWHQ | 1932 Wynnton Road | Columbus, GA 31999
22 Corporate Woods Boulevard, Suite 2 | Albany, NY 12211
Continental American Insurance Company | Columbia, SC



*Compatible with airMAX devices.

**24V DC, 0.5A GbE PoE adapter included.





Kristin Covert

From: Pool & Rec
Sent: Monday, May 11, 2026 12:23 PM
To: Kristin Covert
Subject: FW: Kompan Quote
Attachments: Sales_Proposal_SP164678_4.pdf

The email needs to be included as well because it says the cost of the excavating & landscaping.

Thanks!

Ashley Graves
City of Brodhead
Pool & Recreation Director
1111 W. 2nd Ave
Brodhead, WI 53520
(608) 897-2159

From: Mike Salbego <MikSal@Kompan.com>
Sent: Friday, March 13, 2026 3:24 PM
To: Pool & Rec <poolrec@cityofbrodheadwi.us>
Subject: Kompan Quote

Hi Ashley,

Attached is an updated quote for you for the Kompan equipment. Per our discussion, Madison Commercial Landscaping would be able to do the install and surfacing. The cost for that would be around $32,200 (Let me know if you want me to have them put an official quote on their letterhead for you)

Combined this should bring us in right at $122,300.

I've got my request in for the 3D renders, but I requested them to be site specific so that people can really envision it. The site specific take an extra day or two so it may not be until later in the week, is that ok or would you like them sooner?

Mike

Best regards / Let's play

Mike Salbego
Direct Sales Representative
Sales
608-910-2370

KOMPAN Inc.

United States
www.kompan.com

Sales Proposal

Quote No.	SP164678-4
Customer No.	C127970
Document Date	02/24/2026
Expiration Date	04/25/2026

City of Brodhead
Ashley Graves
1111 W 2nd Ave; PO Box 168
Brodhead, WI 53520

Sales Representative	Mike Salbego
Email	MikSal@Kompan.com

Customer Ref. Equipment Only

Project Name US345084 Putnam Park Playground City of Brodhead

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
	Equipment					
CRP810201-CUSTOM 	Custom Mini Dome w/ Slide 20455385	1	Pieces	74,010.00	21.00	58,467.90
PCM000421-CUSTOM 	Variant Talk & Tumble w/ Net 20455387	1	Pieces	7,580.00	20.00	6,064.00
KSW924-CUSTOM 	CUSTOM - Swing Frame, 4 Seat, 8 ft H In-ground 90cm 20455404	1	Pieces	8,810.00	20.00	7,048.00
M87401-3617 	Stepping Pod, Ground Level In-ground 80cm Total CO_2 Emission 504.7 LB (168.2 LB/Pieces)	3	Pieces	450.00	20.00	1,080.00
M87402-3617 	Stepping Pod, 1 ft In-ground 80cm Total CO_2 Emission 731.8 LB (182.9 LB/Pieces)	4	Pieces	510.00	20.00	1,632.00

Sales Proposal

Quote No.	SP164678-4
Customer No.	C127970
Document Date	02/24/2026
Expiration Date	04/25/2026

City of Brodhead
Ashley Graves
1111 W 2nd Ave; PO Box 168
Brodhead, WI 53520

Sales Representative	Mike Salbego
Email	MikSal@Kompan.com

Customer Ref. Equipment Only

Project Name US345084 Putnam Park Playground City of Brodhead

No.	Description	Qty	Unit	Unit Price	Discount %	Net Price
ELE400064-3717GR 	Tipi Carousel - Green In-ground 90cm Total CO_2 Emission 935.3 LB (935.3 LB/Pieces)	1	Pieces	4,730.00	20.00	3,784.00
PCM80721-CUSTOM	Custom Balance Beam 20455390	1	Pieces	1,240.00	20.00	992.00
M18301-12P 	Motorcycle Seesaw In-ground 60cm Total CO_2 Emission 1,153.5 LB (1,153.5 LB/Pieces)	1	Pieces	4,450.00	20.00	3,560.00
FREIGHT	Freight	1	Pieces	7,470.85		7,470.85

Notes

This quote is for equipment only. No site work, surfacing or installation is included.

Customer is responsible for safety surfacing appropriate to the max fall height of equipment.

Please allow 11-13 weeks for product delivery upon order placement.

Description	Qty	Retail Price	Discount	Net Price
No. of Products	13			
Subtotal - Products		104,210.00	21,582.10	82,627.90
Subtotal - Freight		7,470.85		7,470.85
Total USD				**90,098.75**

Sales Proposal

Quote No.	SP164678-4
Customer No.	C127970
Document Date	02/24/2026
Expiration Date	04/25/2026

City of Brodhead
Ashley Graves
1111 W 2nd Ave; PO Box 168
Brodhead, WI 53520

Sales Representative	Mike Salbego
Email	MikSal@Kompan.com

Customer Ref.	Equipment Only
Project Name	US345084 Putnam Park Playground City of Brodhead
Payment Terms	50% Prepayment , 50% Net 30 days

Installation Site Address

Putnam Park
Ashley Graves
1108 4th St
Brodhead, WI 53520

Phone No.	6088972159
E-Mail	poolrec@cityofbrodheadwi.us

Sales Proposal

Quote No.	SP164678-4
Customer No.	C127970
Document Date	02/24/2026
Expiration Date	04/25/2026

City of Brodhead
Ashley Graves
1111 W 2nd Ave; PO Box 168
Brodhead, WI 53520

Sales Representative	Mike Salbego
Email	MikSal@Kompan.com

Customer Ref. Equipment Only

Project Name US345084 Putnam Park Playground City of Brodhead

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.
Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.
Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within this Master Agreement, which is hereby acknowledged.
Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.
Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.
Prevailing Wage and Payment & Performance Bonds are not included unless stated in body of Sales Proposal. If Payment & Performance Bonds are needed, add 2.2% of the entire sales proposal.

This information required for order placement:

Accepted By (Please Print): _____

Accepted By (Title): _____

Accepted By (signature): _____

Date: _____

Date Equipment needed on site: _____

Bill To: _____
Address: _____
City, State, Zip: _____
Contact: _____
Contact Email: _____
Contact Phone (Office): _____

Ship To: _____
Address: _____
City, State, Zip: _____
Contact: _____
Contact Email: _____
Contact Phone (Office): _____
Contact Phone (Cell): _____

SALES TAX EXEMPTION CERTIFICATE #: _____
(PLEASE PROVIDE A COPY OF CERTIFICATE)

To: Mayor and Council
From: Larry DiRe
Agenda Item 9a Geographic Information System – Professional Engineering Services Agreement
Date: May 18, 2026

Background
Geographic Information System (GIS) is a powerful tool that enables municipalities to collect, manage, analyze, and map extensive layers of geographic data. With GIS, spatial information becomes more accessible and improve public services. Several months ago MSA provided the city with a scope of work and cost proposal for GIS services. The city acquired a required ESRI (Environmental Systems Research Institute) subscription at a cost of $700 annually. No action was taken at that time.

Issue
Should the City enter into a professional engineering services agreement with MSA to provide GIS services as described in the attached document?.

Recommendation
Please review the attached document for content and process. Pending review and discussion provide direction to staff.

Professional Services Agreement

MSA Project Number: R09336058

This AGREEMENT (Agreement) is made effective 5/11/2026 by and between

MSA PROFESSIONAL SERVICES, INC (**MSA**)
Address: 60 Plato Blvd East, St. Paul, MN 55107-1835
Phone: (612) 548-3132
Representative: Jeff Powell Email: jpowell@msa-ps.com

THE CITY OF BRODHEAD
Address: 1111 W. 2nd Avenue, Brodhead, WI 53520
Phone: 608-897-4018 ext 146
Representative: Jill Baxter Email: mayor@cityofbrodheadwi.us

Project Name: Brodhead GIS 2026/27

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: 5/19/2026
Approximate Completion Date: 12/31/2027

The estimated fee for the work is: $8,800 - $12,500

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

THE CITY OF BRODHEAD	**MSA PROFESSIONAL SERVICES, INC.**
Thomas Simpson	Jeff Powell
Mayor	GIS Solutions Team Leader
Date:	Date: 5/11/2026

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

10. **Electronic Documents and Transmittals**. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

11. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

12. **Betterment.** If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the

construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Non-Solicitation** During the term of this Agreement and for a period of one (1) year after termination or expiration of this Agreement, each party agrees that without the other party's consent it shall not either directly or indirectly solicit, recruit or hire as an employee, consultant, or independent contractor, any personnel of the other party; provided however that nothing herein shall preclude the hiring party from hiring or retaining any individual who is hired solely as a result of the use of a general solicitation (such as an advertisement) not specifically directed to the individual. Remedy for any violation of this provision shall be liquidated damages in the amount equal to 50% of the employee's annual salary, including bonuses currently in effect for the employee. The parties agree that any damages from the breach of this provision would be difficult to determine and that the remedy set forth herein is a reasonable estimate of such damages.

16. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

17. **Accrual of Claims**. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

18. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

19. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

20. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

21. **Successors and Assigns**. The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

22. **Notices**. Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words “Formal Notice” or similar in the e-mail’s subject line. All such notices are effective upon the date of receipt.

23. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

24. **Severability**. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

25. **No Waiver**. A party’s non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

26. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

27. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

28. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

ATTACHEMENT A: SCOPE OF SERVICES

This scope is based on information gathered at a meeting with Brodhead Staff on 9/5/2025. It provides the main goal of re-establishing the city's GIS on the technology's current platform, ArcGIS Online. All existing data will be used as-is, except for data design changes to better support current asset management practices. Existing asset locations, main connectivity and attribute fields will remain populated as-is.

The scope also includes setting up required, foundational elements in ArcGIS Online. These elements will allow the city to configure apps for staff to manage Zoning, Sanitary, Trees, Pavement, or any other infrastructure assets that city manages. These are described in the "Potential Future Phases" section on Page 3. NOTE: Brodhead previously had a web GIS app to manage the city's Sanitary Sewer system, Tree inventory and Zoning.

TASK 1: BASE ARCGIS ONLINE CONFIGURATION

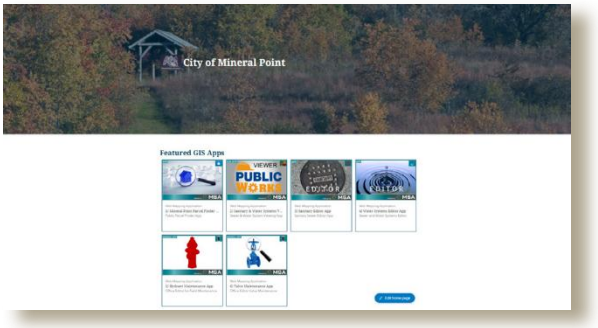
On 10/24/2025, the city purchased an ArcGIS Online subscription with one Creator user. The subscription was activated with assistance from MSA. MSA will access the city's ArcGIS Online site to configure the base setup of the City's ArcGIS Online site. This site will be the foundation for building out additional asset management applications as described in this scope.

The Creator user is the site administrator with access required to configure all aspects of the GIS site, including setting up the home page, publishing data to the site, configuring maps and apps and setting up user groups and other organizational and security settings,. **The cost of the creator user is $700/annually paid directly to Esri and will need to be renewed on 10/24/2026**.

For more pricing information, click the following link: https:// www.esri.com/en-us/arcgis/products/arcgis-online/buy.

Assumptions:

- **User costs are NOT included in the contract with MSA. These costs are paid annually directly to Esri**.
- $400 per Field Worker user - can view and edit data and maps using mobile devices (tablets and smartphones) and full PCs (desktops and laptops).
- $250 per Editor user - can view data using mobile devices (tablets and smartphones) and full PCs (desktops and laptops) but can only edit using full PCs (desktops and laptops).
- $125 per Viewer user - can only view data and maps using mobile devices (tablets and smartphones) and full PCs (desktops and laptops).
- Additional users can be added at any time.



Tasks:

- Implement ArcGIS Online portal.
- Design a homepage that will act as a central access point for City GIS maps and look similar to the example shown below.
- Create public facing parcel GIS app in ArcGIS Online using map data streamed directly from Green County.

Task 1 Cost: $2,750

TASK 2: CONFIGURE ZONING GIS APPLICATIONS IN ARCGIS ONLINE

- Apply zoning attributes from existing zoning map to current parcels from Green and Rock Counties.
- Provide updated official zoning map PDF and wall map printout (22"X34") to the city.
- Publish zoning GIS data to City's ArcGIS Online site.
- Configure GIS app for public to view zoning data.
- Configure GIS app for staff to edit zoning data.
- Provide 1 hour of training on new zoning GIS apps.
  (Look and feel will be slightly different to your previous GIS apps, but overall functions will be the same.)

Task 2 Cost: $2,750

TASK 3: CONFIGURE WASTEWATER COLLECTION SYSTEM MANAGMENT APPS

- Import existing Sanitary Sewer mapping data into current GIS data design to support Asset Management
- Configure web and mobile GIS applications for staff to interact with sewer mapping information.
  - Sewer system data will be editable allowing staff to modify sewer asset locations and connectivity.
  - Staff will also be able to edit attribute information such as main size, material and condition.
  - Field staff will be able to use mobile devices to enter MH inspections, sewer line jetting or other maintenance activities as they're performed.
- Provide 1 hour of training on new wastewater GIS apps.
  (Look and feel will be slightly different to your previous GIS apps, but overall functions will be the same.)

Task 3 Cost: $2,750

TASK 4: ENGAGE BRODHEAD WATER AND LIGHT ON GIS COLLABORATION

- Meet with staff at Brodhead Water and Light to discuss how they use GIS.
- Identify opportunities for collaborating with BW&L with GIS.
- Propose options for more effectively using GIS between the city and BW&L.

Task 4 Cost: $550

TASK 5: INITIAL SUPPORT AND MAINTENANCE

Ongoing Services Provided

MSA provides on-call support for all aspects of your GIS needs, both in the web environment and in hard copy. The list below represents services typically provided to clients on an as-needed basis:

- Responsive on-call support from our GIS team.
- User license management.
- Base data management from Green County.
- New device and hardware support.
- On-site or remote training.
- GIS application maintenance.
- General technical support.
- Printing of wall maps or custom maps.
- Adding new utility data through ArcGIS Online.
- Creation of new applications/report dashboards.

Tasks:

A "bank" of 20 hours for ongoing support, to be used as needed.

- Term will be from 6/1/26 to 12/31/27, which will begin when the new GIS goes "live."
- The City of Brodhead will only be billed for the hours they authorize.

Task 5 Cost: $0 - $3,700

Total Cost: $8,800 - $12,500 **- With an additional $700 paid directly to Esri for the ArcGIS Online subscription.**

- Range depends on the amount of on-going support and maintenance is required.

POTENTIAL FUTURE PHASES

SPECIALTY APPLICATIONS

- Tree Inventory Management
- Water Meter Management
- Cross Connection Inspections
- Lead Service Line Inventory

SEWER AND WATER REPORTING DASHBOARD

- Configure water and sanitary reporting dashboards.
- Create Operational Dashboards that present additional insight from your GIS information.
- Dashboards provide real-time insights of systems and assets using charts, gauges and other meaningful graphics.
- Dashboards are created to answer specific questions of data managed in GIS.
- *(One of those questions might be, "What percentage of valves have been exercised in the last 12 months?")*

PROJECT PLAN APP

- The Project Plan App will allow the City to digitize simple lines representing areas where projects have been completed.
- PDFs, Word documents, or other files can be attached to mapped feature that can be accessed from the app on any device at any time.

PROCESS SEWER TELEVISING DATA TO GIS

- Use GIS linear referencing techniques to populate sewer televising data in GIS (only possible for sewers televised using a PACP compliant software with the proper databases provided).
- All televising observations (taps, cracks, roots, etc.) will be mapped at the location along the main where they are identified during televising.
- Defects observed during televising are used in an algorithm to determine condition ratings on inspected pipes. Inspection reports and observation images can usually be linked to the specific location they represent.

CONFIGURE CITY ADMINISTRATION APPS

- TIF boundaries app.
- Voting Information app.
- WISLR pavement ratings app for staff to manage pavement conditions in ArcGIS Online using data from the Wisconsin Department of Transportation.

ATTACHMENT B:
RATE SCHEDULE

Administrative	$ 90 – $160/hr.
Architects	$ 90 – $208/hr.
Community Development Specialists	$144 – $208/hr.
Digital Design	$121 – $159/hr.
Environmental Scientists/Geologists	$116 – $203/hr.
Geographic Information Systems (GIS)	$105 – $203/hr.
Housing Administration	$ 97 – $198/hr.
Inspectors/Zoning Administrators	$115 – $160/hr.
IT Support	$184 – $203/hr.
Land Surveying	$ 90 – $208/hr.
Landscape Designers & Architects	$ 90 – $231/hr.
Planners	$ 90 – $226/hr.
Principals	$230 – $330/hr.
Professional Engineers/Designers of Engineering Systems	$163 – $214/hr.
Project Managers	$126 – $259/hr.
Real Estate Professionals	$147 – $203/hr.
Staff Engineers	$ 90 – $157/hr.
Technicians	$105 – $159/hr.
Utility Treatment Operators	$ 90 – $190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.

REIMBURSABLE EXPENSES (effective April 19, 2026)

Building Inspection Permit Management	$25/permit
Copies/Prints	Rate based on volume
Specs/Reports	$10
Copies	$0.20/page | $0.13/page for DOT
Plots	$0.01/sq.in.
Flash Drive	$10
Dini Laser Level	$85/per day | $85/day for DOT
Drone Flight	$375/flight | $250/flight for DOT
Geodimeter	$30/hour
GPS Equipment	$20/hour | $18/hour for DOT
GPS R2 Equipment	$20/hour | $18/hour for DOT
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + $5/day
Mileage – MSA Vehicle	$0.77/mile | $0.77/mile for DOT
Nuclear Density Testing	$45/day | $45/day for DOT
Organic Vapor Field Meter	$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	$20/hour | $14/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.

DEPT	Account Number	Account Title	YTD 12/31/2016	YTD 12/31/2017	YTD 12/31/2018	YTD 12/31/2019	YTD 12/31/2020	YTD 12/31/2021	YTD 12/31/2022	YTD 12/31/2023	YTD 12/31/2024	YTD 12/31/2025
REVENUE	11-46-4685-000	POOL INCOME	31,289	30,541	22,983	32,174	0	38,244	41,449	32,737	33,420	34,106
REVENUE	11-46-4686-000	SWIM TEAM - BRODHEAD AREA	60	225	325	250	0	25	280	0	0	0
REVENUE Total			**31,349**	**30,766**	**23,308**	**32,424**	**0**	**38,269**	**41,729**	**32,737**	**33,420**	**34,106**
CULTURE & DEVELOP	11-55-5560-121	POOL WAGES	52,020	43,188	36,905	49,979	1,346	59,095	56,080	37,686	53,845	54,593
CULTURE & DEVELOP	11-55-5560-135	POOL WORKERS COMP/UNEMPLOYM	0	0	0	0	917	0	0	0	0	0
CULTURE & DEVELOP	11-55-5560-151	POOL SOCIAL SECURITY	3,980	3,304	2,841	3,823	103	4,545	4,315	2,889	4,119	4,176
CULTURE & DEVELOP	11-55-5560-221	POOL WATER & LIGHT	5,752	6,796	6,191	6,740	2,002	4,955	6,806	6,201	6,799	9,696
CULTURE & DEVELOP	11-55-5560-222	POOL SEWER SERVICE	4,484	7,695	7,119	3,796	242	1,753	3,460	3,568	4,080	6,921
CULTURE & DEVELOP	11-55-5560-224	POOL HEATING FUEL	1,980	1,117	2,602	2,876	423	2,305	4,764	2,281	2,772	3,684
CULTURE & DEVELOP	11-55-5560-225	POOL TELEPHONE	434	485	595	574	553	650	721	731	849	1,069
CULTURE & DEVELOP	11-55-5560-341	POOL OPERATING SUPPLIES	6,305	6,274	5,488	6,094	4,471	5,747	5,837	8,397	9,782	10,657
CULTURE & DEVELOP	11-55-5560-352	POOL REPAIR/MAINTENANCE	2,914	8,373	10,087	4,708	9,667	18,643	9,687	11,952	765	42,123
CULTURE & DEVELOP	11-55-5560-390	POOL MISC SUPPLIES	1,528	2,190	2,002	3,293	1,725	2,530	2,950	1,623	11,272	366
CULTURE & DEVELOP Total			**79,397**	**79,422**	**73,830**	**81,883**	**21,449**	**100,223**	**94,620**	**75,328**	**94,283**	**133,285**
Under/(Over)			**(48,048)**	**(48,656)**	**(50,522)**	**(49,459)**	**(21,449)**	**(61,954)**	**(52,891)**	**(42,591)**	**(60,863)**	**(99,179)**

APPLICATION SIGNATURE FORM
CITY OF BRODHEAD

Name of Applicant: Todd Malcook

Phone Number:

Email:

Address:

City, State, Zip:

Owner Representative: Stuart Kuntzelman

Phone Number:

Email:

Address:

City, State, Zip:

Site Parcel Number: 2355.1000 and 2355.2000

Site Address: On 19th St., 21st St. and E. 3rd Ave.

Current Zoning: C-2, Highway Commercial Proposed Zoning: Residential

Proposed Land Use: Build 12 duplexes for age 65+ residents
Description, including name of development or subdivision, if applicable

Action Requested (See Chart on Page 2 for Fee Schedule and Required Supporting Documents):

- ☑ Concept Plan
- ☐ Site Plan Review (Non-residential)
- ☐ Conditional Use
- ☐ Rezoning
- ☐ Variance
- ☐ Planned Unit Development
- ☐ Certified Survey Map (CSM)
- ☐ Minor Subdivision
- ☐ Extra-territorial Plat or CSM
- ☐ Preliminary Plat
- ☐ Final Plat/Final Plat Reapplication
- ☐ Annexation
- ☐ Street Easement/Vacation
- ☐ Signage Permit
- ☐ Driveway Permit
- ☐ Sidewalk Permit

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and City of Brodhead regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

Additional fees will be required by Building Inspector and Fire Inspector for new and/or alternations to buildings. Contact SAFEbuilt (City's Building Inspector) at 1-800-422-5220 and Fire Inspection Services, Inc. at (262) 567-9764 to coordinate Inspections. Building Inspection and Fire Inspections are required prior to receiving occupancy permits.

Todd Malcook
Signature of Applicant

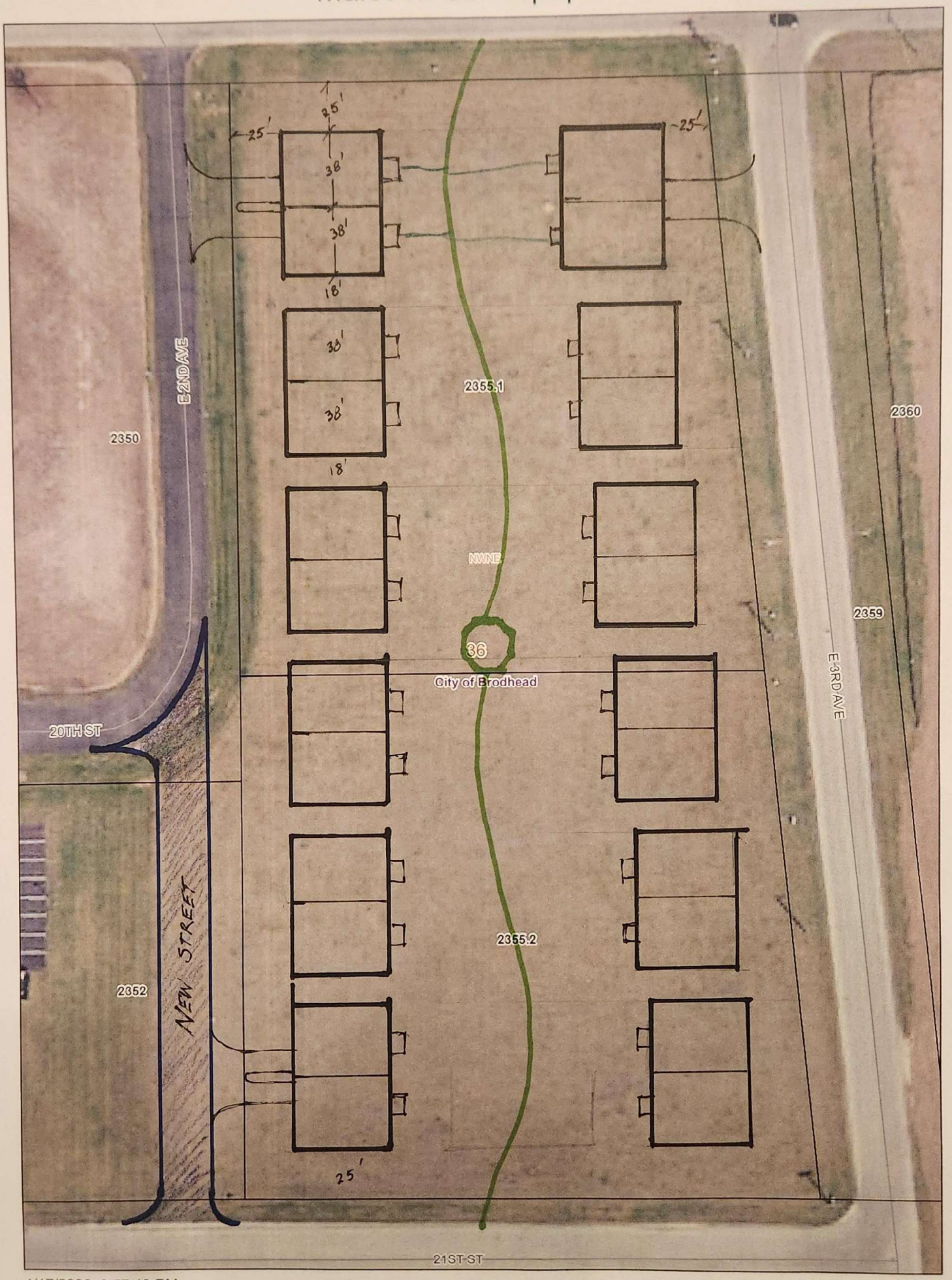
4/19/26
Date of Application

Office Use:

Date Received Date Paid Receipt #

Fee Received $

Malcook Concept plan



4/17/2026, 2:57:43 PM

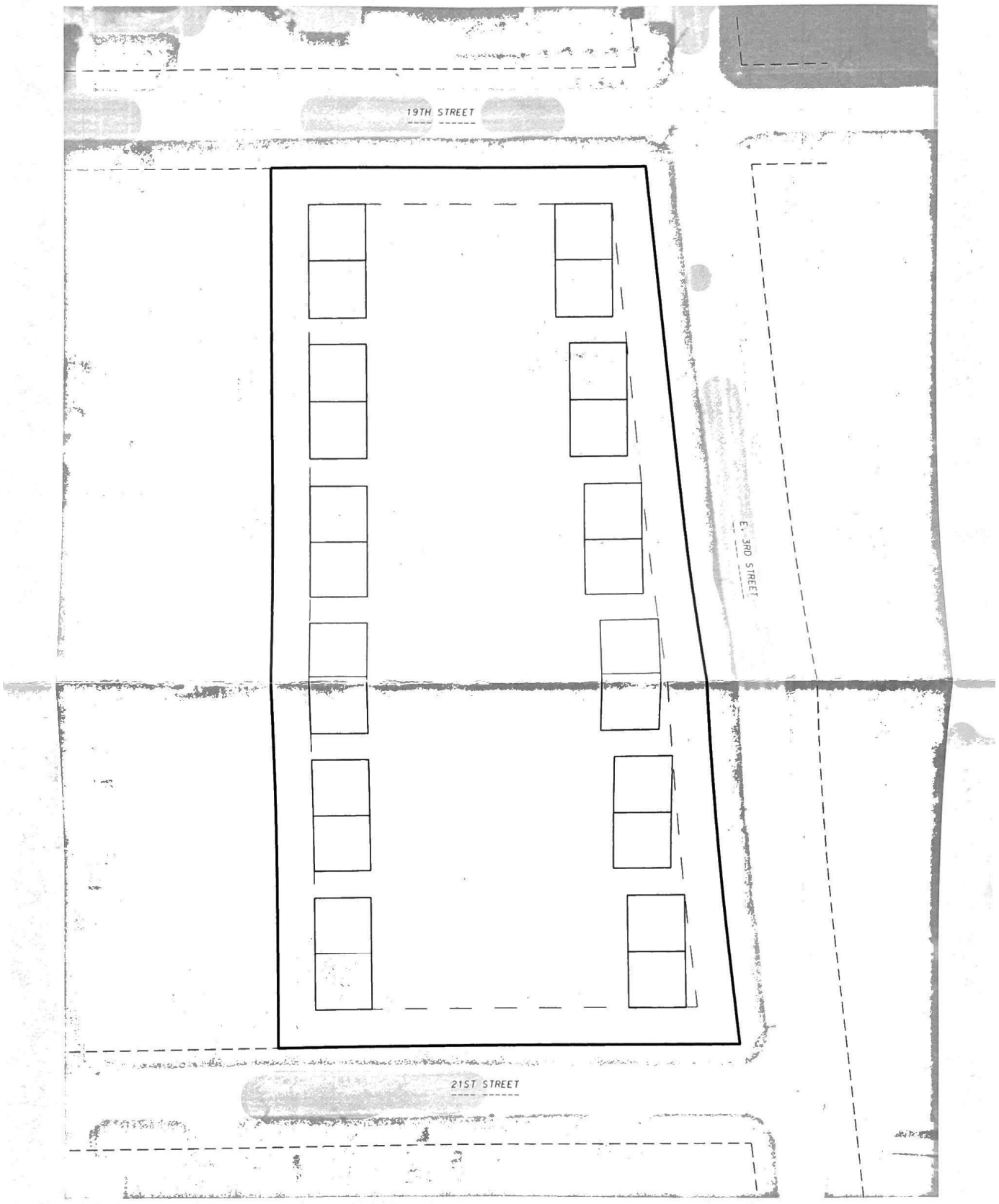
Tax Parcels

Municipal Boundaries

1:800


19th St
19th St
E 3rd Ave
E 3rd Ave
Jacqueline Conway, APNP-CNP
11
The Bank of New Glarus - Brodhead
21st St


18th St
1803 E 3rd Ave
Recently viewed
Brodhead Water and Light
19th St
19th St
Jacqueline Conway, APNP-CNP
21st St
McDonald's
Kwik Trip
BUBBLR
Sparkling Water
E 3rd Ave
Brodhead Chevrolet
Google Maps



0 60' 120'

MALCOOK CONCEPT PLAN

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

Apr 20, 2026–4:55pm C:\Users\bstoffregan\Desktop\Potential Jobs\Broadhead Duplex\02_Drawings\Source\Planning Map.dwg MALCOOK CONCEPT PLAN Printed by: bstoffregan

355528

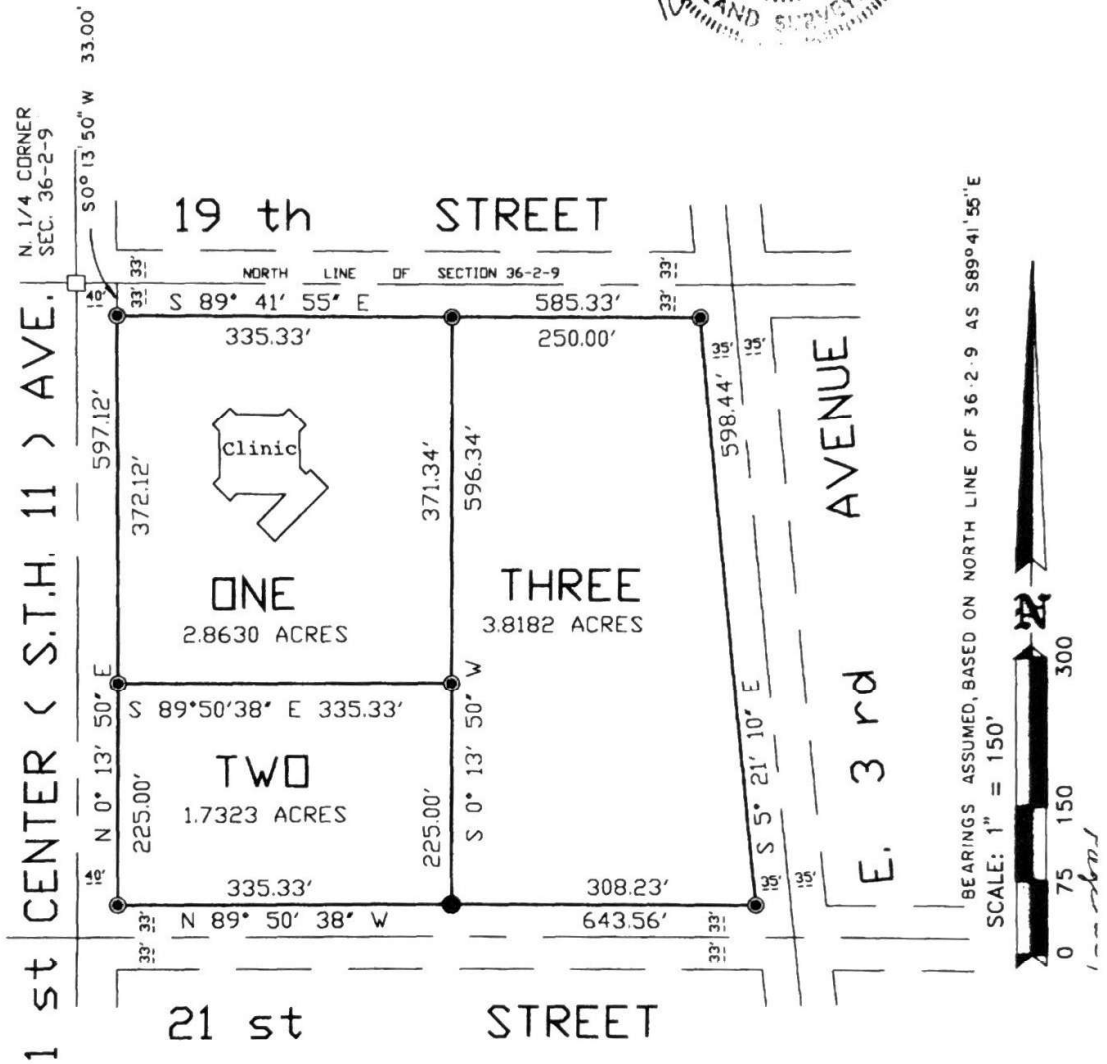
355528

Map No. 1754

CERTIFIED SURVEY MAP OF

PART OF THE N.W. 1/4 OF THE N.E. 1/4 OF SECTION 36, T. 2 N., R. 9 E. OF THE 4TH P.M. CITY OF BRODHEAD, GREEN COUNTY, WISCONSIN

WISCONSIN
ROBERT H. LEUENBERGER
S-1214
SOUTH BELOIT, ILLINOIS
LAND SURVEYOR



SCALE 1" = 150 FEET

BOOK 333 PAGE 59

MONUMENT KEY

Iron Pins Set	3/4" x 24" (1.5 Lbs./Ft.)	Fences	
Iron Pins Found		Alum. Mon. Found	
Iron Pipes Found		Cut Stone Found	
Iron Pipes Set		C.I. Mon. Found	
P.K. Nails			

ORDER NO. 22832

DATE October 13, 1994

FOR Zwygart Real Estate

Sheet 1 Of 2 Sheets

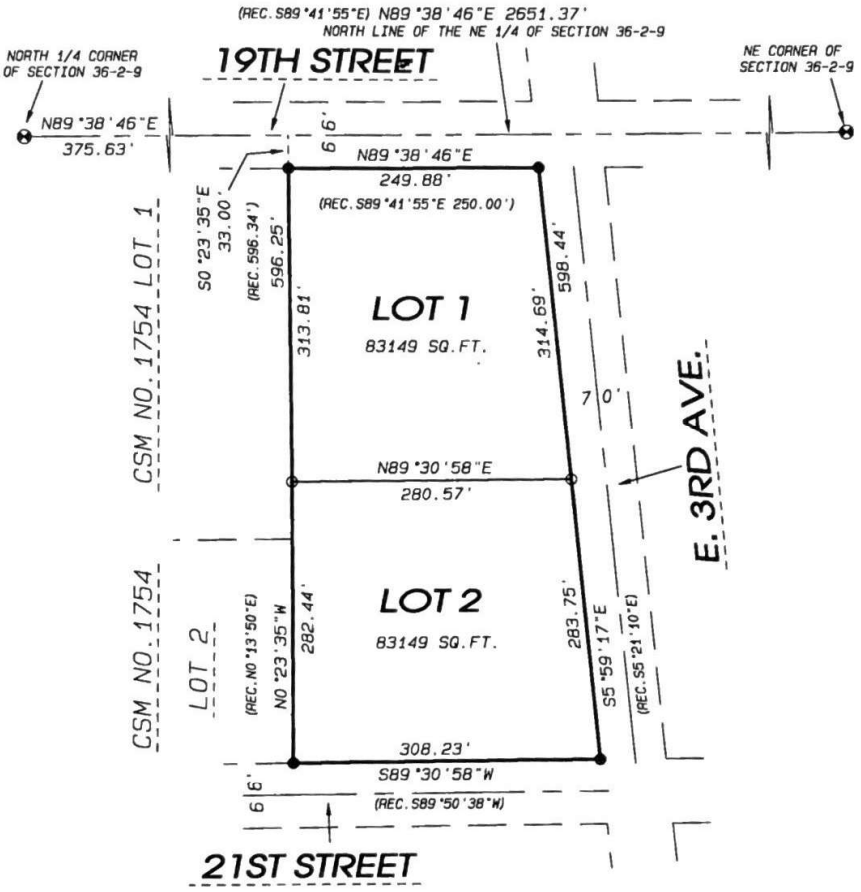
R. H. BATTERMAN & CO., INC.
Land Surveyors - Engineers - Planners
2857 Bartells Drive, Beloit, Wisconsin 53511

626650
28 - 271
Recorded
11/16/2023 11:13 AM
CYNTHIA A MEUDT
REGISTER OF DEEDS
GREEN COUNTY, WISCONSIN
30.00

CERTIFIED SURVEY MAP NO. 5645

LOT 3 OF CERTIFIED SURVEY MAP NO. 1754, RECORDED IN VOLUME 5, PAGES 339 AND 340 OF CERTIFIED SURVEY MAPS OF GREEN COUNTY, WISCONSIN, AS DOCUMENT NO. 355528 AND LOCATED IN THE NW 1/4 OF THE NE 1/4 OF SECTION 36, T.2N., R.9E. OF THE 4TH P.M., CITY OF BRODHEAD, GREEN COUNTY, WISCONSIN.

OWNER OF RECORD:
THE JOMAGO COMPANY LLC
275 FRANKLIN STREET
EVANSVILLE, WI 53536



WISCONSIN
RYAN M. COMBS
S-3677
JANESVILLE
WI
PROFESSIONAL LAND SURVEYOR

LEGEND:

- ○ SET IRON PIN, 3/4"x 24", 1.5 LBS./LIN.FT.
- ● FOUND 3/4" IRON PIN
- ⊕ FOUND ALUMINUM DISK

N

GRAPHIC SCALE 1"=150'
0' 75' 150' 225'

NOTE: FIELDWORK COMPLETED OCTOBER 23, 2023

NOTE: ASSUMED N89°38'46"E ALONG THE NORTH LINE OF THE NE 1/4 OF SECTION 36-2-9.

Project No. 123 - 358 For: JOMAGO SHEET 1 OF 4 SHEETS

Combs & ASSOCIATES
• LAND SURVEYING
• LAND PLANNING
• CIVIL ENGINEERING
109 W. Milwaukee St.
Janesville, WI 53548
www.combssurvey.com
tel: 608 752-0575
fax: 608 752-0534

VOL. 28 PAGE 271

Batterman
engineers surveyors planners

BELOIT | ELKHORN | JANESVILLE
2857 S. Bartells Dr., Beloit, WI 53511
608.365.4464 | www.rhbatterman.com

April 16, 2026

Kristin Covert, City Clerk
City of Brodhead
111 W 2nd Avenue
Brodhead, WI 53520
via: cityclerk@cityofbrodheadwi.gov

RE: Application for Preliminary and Final Plats
35876 – Cook's Subdivision off 2nd Street, City of Brodhead

Dear Kristin Covert, City Clerk:

Jeff Cook will be dropping off the Application, fees for $300 and $300, and 10 copies each of the Preliminary Plat and Final Plat for Cook's Subdivision. The subdivision is an infill type project with no new roadways, sewer or water extensions, or stormwater facilities are planned.

These plats are a completion of the mapping that is required based on previous City review of concepts and variance approvals. We ask that these items be reviewed simultaneously as previously discussed with the City Administrator and Attorney.

Please add these items to your May 4th Plan Commission meeting.

If you need any additional information or have any questions, please do not hesitate to give me a call at 262-930-3146 or reach out by email at kbelongia@rhbatterman.com.

Respectfully,

R.H. BATTERMAN & CO., INC.
Engineers | Surveyors | Planners

Kristin J Belongia

Kristin J. Belongia, PLS
Vice President of Survey

Pc: Jeff Cook, Owner
Mark Schroeder, City Attorney
Lawrence Dire, City Adminstrator

APPLICATION SIGNATURE FORM
CITY OF BRODHEAD

Name of Applicant: Jeff Cook Properties, LLC (Jeff Cook)

Phone Number:

Email:

Address:

City, State, Zip:

Owner Representative: R.H. Batterman & Co. Inc. (Kristin Belongia)

Phone Number:

Email:

Address:

City, State, Zip:

Site Parcel Number: 2320611820000

Site Address: None (Vacant)

Current Zoning: R-2 Proposed Zoning: R-2 (no change)

Proposed Land Use: 1 & 2 Family Residential
Description, including name of development or subdivision, if applicable

Action Requested (See Chart on Page 2 for Fee Schedule and Required Supporting Documents):

- ☐ Concept Plan
- ☐ Site Plan Review (Non-residential)
- ☐ Conditional Use
- ☐ Rezoning
- ☐ Variance
- ☐ Planned Unit Development
- ☐ Certified Survey Map (CSM)
- ☐ Minor Subdivision
- ☐ Extra-territorial Plat or CSM
- ☒ Preliminary Plat $300
- ☒ Final Plat/Final Plat Reapplication $300
- ☐ Annexation
- ☐ Street Easement/Vacation
- ☐ Signage Permit
- ☐ Driveway Permit
- ☐ Sidewalk Permit

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and City of Brodhead regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

Additional fees will be required by Building Inspector and Fire Inspector for new and/or alternations to buildings. Contact SAFEbuilt (City's Building Inspector) at 1-800-422-5220 and Fire Inspection Services, Inc. at (262) 567-9764 to coordinate Inspections. Building Inspection and Fire Inspections are required prior to receiving occupancy permits.

Signature of Applicant

4-16-2026
Date of Application

Office Use:

Date Received Date Paid Receipt #

Fee Received $

APPLICATION SIGNATURE FORM (Cont.)
FEE SCHEDULE AND REQUIRED SUPPORTING DOCUMENTS

ACTION REQUESTED	FEE	REQUIRED SUPPORT DOCUMENTS AND INFORMATION
Concept Plan	No Fee	1,9
Site Plan Review (Non-Residential)	$350*	1,2,10,17,18,19,20,21,23,24,25,26,27
Conditional Use	$200*	1,3,11, 31
Rezoning	$250*	1,4,10,11,13 or 14,31
Variance	$200*	1,5,9 or 10,11, 31
Planned Unit Development	$200*	1,2,10,17,18,19,20,21,23, 24, 25,27
Certified Survey Map (CSM)	$200*	1,2,14,28,30
Minor Subdivision	$250	1,2,12,17,18,19,20,21,22,23,28,30
Extra-Territorial Plat Or CSM	$300	1,2,9 or 10,30
Preliminary Plat	$300	1,2,12,17,18,19,20,21,22,23,28,30
Final Plat / Final Plat Reapplication	$300*	1,2,13,17,18,19,20,21,22,23,26,27,28,30
Annexation	$250*	1,2,11,15,16,29
Street Easement/ Vacation	$200*	1,2,10,11,13 or 14
Signage Permit	$75	1,6,9
Driveway Permit	$30	1,7,9
Sidewalk Permit	No Fee	1, 8, 9

	SUPPORTING DOCUMENTS AND INFORMATION	PAPER COPIES	ELECTRONIC COPY
1)	Application Signature Form – Form #1 *(Available on City Website)*	10	1
2)	Development Application Checklist – Form #2 *(Available on City Website)*	10	1
3)	Conditional Use Justification Form – Form #3 *(Available on City Website)*	10	1
4)	Rezone Justification Form – Form #4 *(Available on City Website)*	10	1
5)	Variance Justification Form – Form #5 *(Available on City Website)*	10	1
6)	Signage Permit Checklist – Form #6 *(Available on City Website)*	10	1
7)	Driveway Permit Checklist – Form #7 *(Available on City Website)*	10	1
8)	Sidewalk Permit Checklist – Form #8 *(Available on City Website)*	10	1
9)	Concept Plan/Sketch	10	
10)	Site Plan	10	1
11)	Location Map	10	1
12)	Preliminary Plat	10	1
13)	Final Plat	10	1
14)	Certified Survey Map (CSM)	10	1
15)	Annexation Petition	1	1
16)	Annexation Map	10	1
17)	Application for Electrical Service (Brodhead Water & Light) *(Available on City Website)*	1	1
18)	Application for Water Service (Brodhead Water & Light) *(Available on City Website)*	1	1
19)	Application for Sanitary Sewer Service (City of Brodhead) *(Available on City Website)*	1	1
	Engineering Review - Infrastructure		
20)	Grading/Drainage Plan/Storm Water Management	10	1
21)	Water/Sanitary Sewer/Storm Sewer/Electric Plans	10	1
22)	Street/Right of Way Cross Sections	10	1
23)	Erosion Control Plan	10	1
24)	Proposed Building Colors/Materials	10	1
25)	Building Elevation Plans	10	1
26)	Lighting Plans	10	1
27)	Landscaping	10	1
28)	Developers Agreement	1	1
29)	Annexation Agreement (includes pre-annex agreements)	1	1
30)	Reimbursement Authorization Form	1	1
31)	Names and Mailing Addresses of Adjacent Property Owners	1	1

Note: Additional supporting information may be requested by City upon receipt of application.

*Denotes: With the addition of possible professional fees that the city may incur (attorney and engineering costs).

APPLICATION SIGNATURE FORM (Cont.)

EXPLANATION OF TYPES OF INFORMATION (from fee and supporting documents tables):

1. ***Application Form: Must submit paper and electronic copy.***
2. Development Application Checklist: Complete the application form to the best of your ability. If there are items that don't apply, note "Not Applicable" or "N/A". If the question can be answered with the supporting plan sheets, not "see attached plan sheet."
3. Conditional Use Justification Form (*City Ordinance No. 480-28 thru 480-38)*: Complete all sections on this form and include with the signature form along with other required information.
4. Rezone Justification Form (*City Ordinance No. 480)*: Complete all sections on this form and include with the signature form along with other required information.
5. Variance Justification Form (*City Ordinance No. 480-107)*: Complete all sections on this form and include with the signature form along with other required information.
6. Signage Permit Checklist (*City Ordinance No. 480, Article VII)*: Complete all sections of this form and include with the signature form. Note supplemental information provided outlining frequently asked questions.
7. Driveway Permit Checklist (*City Ordinance No. 236)*: Complete all sections of this form and include with the signature form.
8. Sidewalk Permit Checklist (*City Ordinance No. 398-5)*: Complete all sections of this form and include with the signature form.
9. Concept Plan (*City Ordinance No. 480)*: The concept plan review is not a formal application process but is intended for those considering a development and want to get initial comments, feedback, questions answered, and recommendations, etc. from City Staff and Plan Commission prior to moving forward with a formal development application. This can also be a sketch or other informal drawing for purposes of discussion.
10. Site Plan (*City Ordinance No. 480-97)*: Shows entire proposal on the site. Includes edge of pavement and/or back of curb line, sidewalks (existing and proposed), footprints of the structure, drives, parking spaces and fencing, locations of accessory uses, property lines, dimensions, etc. Landscape plans and Water/Sewer/Storm plans may be shown combined on this plan if the composition is easily read and understood.
11. Location Map: Show where the site is relative to a City map
12. Preliminary Plat (*City Ordinance No. 472)*: Prints of the preliminary and final (recordable plat), with proper signature blocks.
13. Final Plat (*City Ordinance No. 472)*: Prints of the preliminary and final (recordable plat), with proper signature blocks.
14. Certified Survey Map (CSM) (*City Ordinance No. 472)*: A recordable instrument showing the legal and mapped description of the land division.
15. Annexation Petition (*City Ordinance No. 472 and 480)*: a document that shows owner is supporting the annexation.
16. Annexation Map: a recordable map having the legal and mapped description of the parcel to be annexed.
17. Application for Electrical Service: Complete all sections of this form and submit to City of Brodhead Water & Light. Contact Water & Light at 608-897-2505 if there is information not known at the time of application.
18. Application for Water Service: Complete all sections of this form and submit to City of Brodhead Water & Light. Contact Water & Light at 608-897-2505 if there is information not known at the time of application.
19. Application for Sanitary Sewer Service: Complete all sections of this form and submit to City of Brodhead. Contact the Public Works Director at 608-897-4384 if there is information not known at the time of application.
20. Grading/Drainage Plan/Stormwater Management Plan: Shows original and proposed grades, drainage arrows, and report including stormwater management calculates per City Ordinances. Shows storm sewer system, ditches, culverts, basins, etc.
21. Water/Sanitary Sewer/Storm Sewer Plans: Shows size and location of proposed water mains and fire hydrants size and location of the proposed sanitary sewer collection system with gradient profiles and invert elevations; shows the proposed storm drainage system.
22. Street Cross-Sections: Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
23. Erosion Control Plan: A map of existing site conditions on a scale of at least 1 inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
24. Proposed Building Colors and Materials: Submit samples of exterior colors and materials.
25. Building Elevation Plans
26. Lighting Plans: Shows lighting locations, fixture type, height, and photometric plan.
27. Landscape Plan: Shows location, size, type, botanical name, and common name of proposed trees and shrubs. Also calls out surface treatment. Shows walls, fences, and details.
28. Developer's Agreement: An agreement between the developer and the City determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvement and extensions.
29. Annexation Agreement.
30. Reimbursement Authorization Form. This is an agreement between the applicant and the City. The owner will be responsible to reimbursing the City when costs are incurred by the City for services of the City Attorney, City Engineer, and City Planner, or any other professional services during the application process. This applies to request for division of land per City Ordinance No., 472-23D.

REIMBURSEMENT AUTHORIZATION FORM
CITY OF BRODHEAD

NOTICE

PLEASE BE ADVISED that pursuant to City of Brodhead Ordinance No. 472-23D the City of Brodhead Common Council has determined that the City Treasurer shall charge the property owner for costs incurred by the City whenever the services of the City Attorney, City Engineer, City Planner, or any other professional results in a charge to the City for professional time and services if such service is not a service supplied to the City as a whole,. Also be advised that pursuant to the City of Brodhead Ordinances certain other fees, costs and charges are the responsibility of the property owner making application to the City.

I, the undersigned, hereby acknowledge that I have been advised that, pursuant to the City of Brodhead Ordinance No. 472-23D, if the City Attorney, City Engineer, City Planner, or any other professional provides services to the City as a result of my activities, whether at my request or at the request of the City, I shall be responsible for the fees incurred by the City and, in the event I fail to timely pay such charges, the City will assess them against my property as a special charge together with any accrued interest. Also I have been advised that pursuant to the City of Brodhead code certain other fees, costs and charges are my responsibility.

Dated this 16 day of April 2026

Signature of the Property Owner: _____

Please Print Name of Property Owner: Jeff Cook Properties, LLC (Jeff Cook)

Address of Property: _____

_____

Tax Key No. of Property: 2320611820000

****

OFFICE USE:

☐ Original kept on file with City Clerk.
☐ Copy provided to Property Owner.

Reimbursement applies to following action requested by applicant:

☐ Certified Survey Map
☐ Minor Subdivision
☐ Extra-territorial Plat or CSM
☒ Preliminary Plat
☒ Final Plat/Final Plat Reapplication

CITY OF BRODHEAD
PO BOX 168
BRODHEAD WI 608-897-4018

Receipt No: 3.000017956 Apr 27, 2026

COOK CONSTRUCTION LLC

Previous Balance:	.00
LICENSES & PERMITS - DEVELOPER FEE - PRELIMINARY PLAT - 23206.1182.0000 - 2ND STREET 11-44-4442-000 ZONING PERMITS	300.00
LICENSES & PERMITS - DEVELOPER FEE - FINAL PLAT - 23206.1182.0000 - 2ND STREET 11-44-4442-000 ZONING PERMITS	300.00
Total:	600.00
GENERAL CHECK PAYMENTS Check No: 3065	600.00
Payor: COOK CONSTRUCTION LLC	
Total Applied:	600.00
Change Tendered:	.00

Duplicate Copy

04/27/2026 11:30 AM

COOK'S SUBDIVISION

LOT 1 OF CERTIFIED SURVEY MAP NO. 4305, RECORDED AS DOCUMENT 500138 IN VOLUME 17 ON PAGE 206 AND PART OF VACATED 7TH AVENUE, BEING PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 24, T. 2 N., R. 9 E., OF THE 4TH P.M., CITY OF BRODHEAD, GREEN COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

State of Wisconsin } ss.
County of Rock }

I, Kristin J. Belongia, a Professional Land Surveyor, do hereby certify that I have surveyed, subdivided, and mapped the within described land, to be hereafter known and designated as "Cook's Subdivision", that said subdivision of Lot 1 of Certified Survey Map No 4305, recorded as Document No. 500138 in Volume 17 on Page 206 and part of vacated 7th Avenue, being parts of the Southeast 1/4 of the Southeast 1/4 of Section 24, T. 2 N., R. 9 E., of the 4th P.M., City of Brodhead, Green County, Wisconsin described as:

Commencing at the East Quarter corner of Section 24, thence S 00°34'23"E, 1984.47 feet along the east line of the Southeast Quarter of said Section 24; thence S 89°45'57" W, 451.39 feet along the south right-of-way line of 2nd Street to the Point of Beginning; thence S 00°19'01" E, 132.00 feet; thence S 89°45'57" W, 209.00 feet; thence N 00°19'01" W, 132.00 feet; thence N 89°45'57" E, 209.00 feet along the south right-of-way line of 2nd Street to the Point of Beginning.

Containing 0.633 acres of land, more or less.

Subject to any easement, agreement, covenants and restriction, recorded or unrecorded.

That said subdivision was surveyed, subdivided and mapped at the request of Jeff Cook Properties, LLC, owners of said land. That such plat is a correct representation of all exterior boundaries of the land surveyed and subdivision thereof. That all dimensions are given in feet and decimal fractions thereof and angles are measured to the nearest second. That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes, the Land Division Ordinance of the Town of Beloit, the Land Division Ordinance for Rock County and the Subdivision Regulations of the City of Beloit in surveying, dividing and mapping the same.

Last day of fieldwork April 6th, 2026.

Given under my hand and seal this 16th day of April, 2026 at Beloit, Wisconsin.

Kristin J. Belongia, Professional Land Surveyor
State of Wisconsin, No. S-2943

CITY OF BRODHEAD APPROVAL

Approved by the City Planning Commission of the City of Brodhead this ___ day of _____, 2026.

Clerk

OWNER'S CERTIFICATE

I, Jeff Cook Properties, LLC, Owner of the land described in the foregoing description, do hereby certify that I have caused the land described on this map to be surveyed, divided, mapped and dedicated as represented on the map. I also certify that this map is required to be submitted to the following for approval or objection: City of Brodhead.

WITNESS the hand and seal of said Owner, this ____ day of _____, 2026.

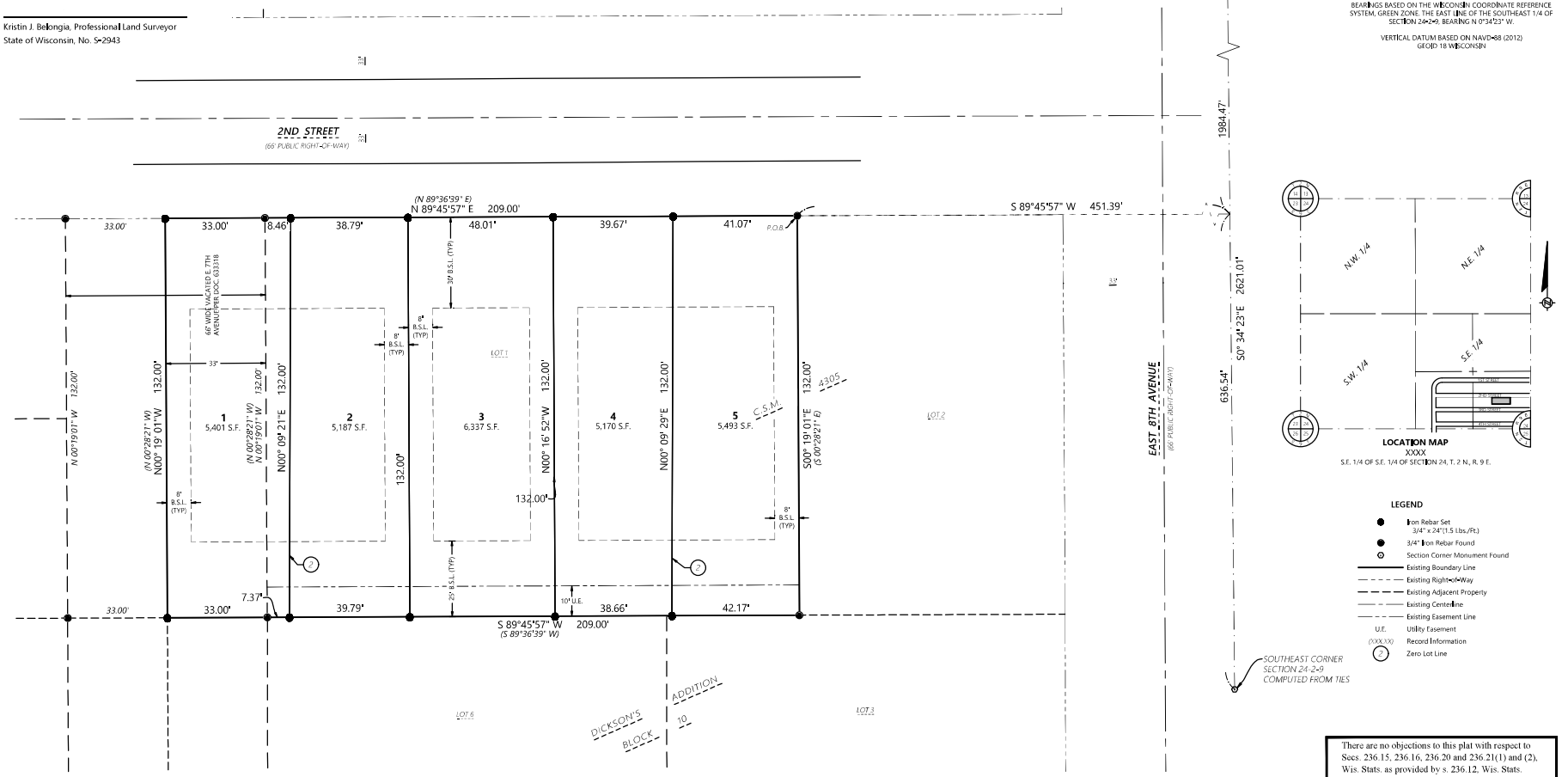
Jeff Cook, Owner

State of Wisconsin } ss.
County of _____ }

Personally came before me, this ____ day of _____, 2026, the above-named Jeff Cook Properties, LLC, to me known to be the person who executed the foregoing certificate and acknowledged the same.

Notary Public, _____ County, Wisconsin

My Commission Expires _____



DOCUMENT NO. _____ RECEIVED FOR RECORD THIS ___ DAY OF _____ A.D. 2026 AT _____ O'CLOCK __M. AND RECORDED IN VOLUME ____ OF PLATS ON PAGES _____

_____ REGISTER OF DEEDS

LOT PAIRING

THE FOLLOWING LOTS ARE TO BE COMBINED IN PAIRS FOR 1 STRUCTRE PER TWO LOTS:

1 - 2	4 - 5

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

Batterman engineers surveyors planners
BELOIT | ELKHORN | JANESVILLE
2857 S. Barrelle Dr. Beloit, WI 53511
608.365.4464 | www.mbatterman.com

COOK'S SUBDIVISION

FOR THE EXCLUSIVE USE OF:
Jeff Cook Properties, LLC
4130 Old Stage Road
Brooklyn, WI 53521

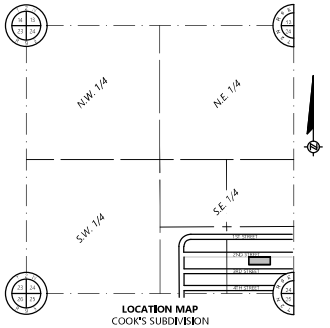
ORDER NO: 35876
FIELD CREW: JAV
DRAWN BY: CM
DATE: 4/16/2026

SHEET NO.
1 of 1

H:\Land Projects\35800-35899\35876 - Jeff Cook Properties LLC\SURVEY\PLAT\35876.DWG

PRELIMINARY PLAT OF COOK'S SUBDIVISION

LOT 1 OF CERTIFIED SURVEY MAP NO. 4305, RECORDED AS DOCUMENT 500138 IN VOLUME 17 ON PAGE 206 AND PART OF VACATED 7TH AVENUE, BEING PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 24, T. 2 N., R. 9 E., OF THE 4TH P.M., CITY OF BRODHEAD, GREEN COUNTY, WISCONSIN.



LOCATION MAP
COOK'S SUBDIVISION
S.E. 1/4 OF S.E. 1/4 OF SECTION 24, T. 2 N., R. 9 E.

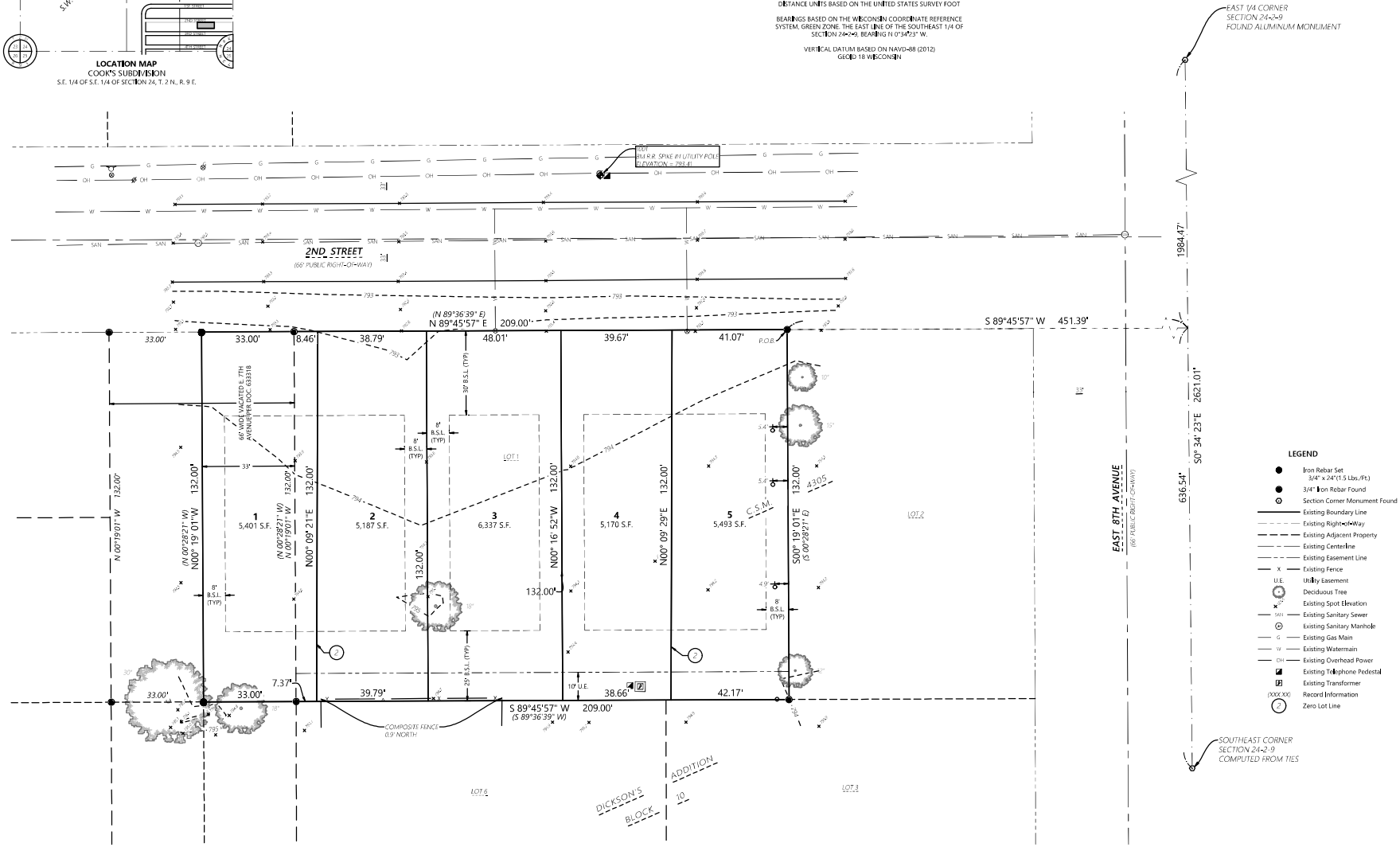
SITE SUMMARY	
TOTAL LAND AREA	0.633 ACRES
EXISTING ZONING	R-2 (1 & 2 FAMILY RESIDENTIAL)
TOTAL LOTS PROPOSED	5 LOTS
BUILDING SETBACK	30' FRONT, 25' REAR, 8' SIDEYARD

Scale: 1" = 20'
0 10 20 40

DISTANCE UNITS BASED ON THE UNITED STATES SURVEY FOOT

BEARINGS BASED ON THE WISCONSIN COORDINATE REFERENCE SYSTEM, GREEN ZONE. THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 24-2-9, BEARING N 0°34'23" W.

VERTICAL DATUM BASED ON NAVD-88 (2012) GEOID 18 WISCONSIN



LEGEND

- Iron Rebar Set 3/4" x 24"(1.5 Lbs./Ft.)
- 3/4" Iron Rebar Found
- Section Corner Monument Found
- Existing Boundary Line
- Existing Right-of-Way
- Existing Adjacent Property
- Existing Centerline
- Existing Easement Line
- Existing Fence
- U.E. Utility Easement
- Deciduous Tree
- Existing Spot Elevation
- SAN Existing Sanitary Sewer
- Existing Sanitary Manhole
- G Existing Gas Main
- W Existing Watermain
- OH Existing Overhead Power
- Existing Telephone Pedestal
- Existing Transformer
- (XXX.XX) Record Information
- 2 Zero Lot Line

Batterman
engineers surveyors planners
BELOIT | ELKHORN | JANESVILLE
2857 S. Bartells Dr., Beloit, WI 53511
608.365.4464 | www.mbatterman.com

COOK'S SUBDIVISION

FOR THE EXCLUSIVE USE OF:
Jeff Cook Properties, LLC
4130 Old Stage Road
Brooklyn, WI 53521

ORDER NO: 35876
FIELD CREW: JAV
DRAWN BY: CM
DATE: 4/15/2026

SHEET NO.
1 of 1

H:\Land Projects\35800-35899\35876 - Jeff Cook Properties LLC\Civil\Final Drawings\35876 FINAL PLAT.dwg

Batterman
engineers surveyors planners

BELOIT | ELKHORN | JANESVILLE
2857 S. Bartells Dr., Beloit, WI 53511
608.365.4464 | www.rhbatterman.com

May 1, 2026

Kristin Covert, City Clerk
City of Brodhead
111 W 2nd Avenue
Brodhead, WI 53520
via: cityclerk@cityofbrodheawi.gov

RE: Request Waiver from Requirements for Preliminary and Final Plats
35876 – Cook's Subdivision off 2nd Street, City of Brodhead

Dear Kristin Covert, City Clerk:

As part of the submittals for the Preliminary and Final Plats for Cook's Subdivision, and behalf of the Owner, Jeff Cook, we request waivers of the requirements of Article VI, Article VII and Article VIII of Chapter 472 of the Code of Ordinances. Below is a summary of the basis of the separate requests.

Article VI: Required improvements: No new street improvements, sanitary sewerage systems, water supply facilities or stormwater drainage facilities, or any public utilities extensions are planned for this infill subdivision of only five lots along an improved roadway.

Article VII: Design Standards: No new streets or stormwater systems are being planned for this subdivision of only five lots with a total acreage of the site is less than 1 acre, not requiring stormwater management. Furthermore, the site generally slopes towards the roadway as shown on the Preliminary Plat, so no neighboring properties will be affected by the planning building sites.

Article VIII: Park and Public Land Dedications: Because of the small size of this subdivision and being only five lots, it is not feasible or imperative to provide for parklands.

If you have any questions or concerns, please give us a call to discuss.

Respectfully,

R.H. BATTERMAN & CO., INC.
Engineers | Surveyors | Planners

Kristin J Belongia

Kristin J. Belongia, PLS
Vice President of Survey

Pc: Jeff Cook, Owner
Mark Schroeder, City Attorney
Lawrence Dire, City Adminstrator









Member

CAPSTONE HOME DESIGN

Review Set
1/5/2026

Permit/Bid Set

Final Set

Revisions from Final

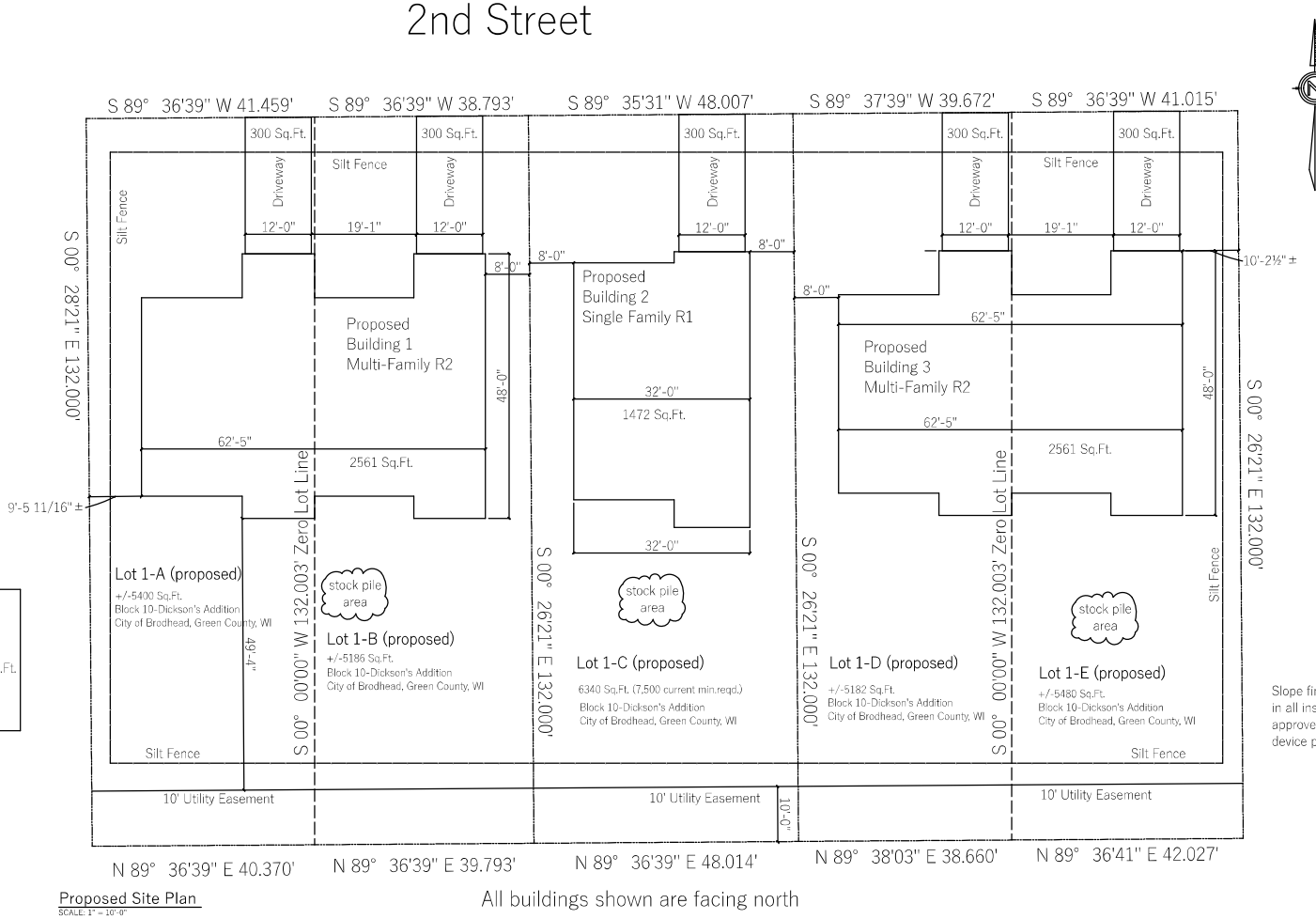
SCALE: 1/4" = 1'-0"
DRAWN BY: GAM
DATE: 1/5/2026

Capstone Home Design, LLC
203 W. Brodhead Street Orfordville, Wisconsin
(608) 879-4027
capstonedesigns@gmail.com

Cook Construction
Brooklyn, Wisconsin
(608) 558-2012
jeff_c_22@hotmail.com

2nd Street Duplex Project
2nd Street
Brodhead Wisconsin

PAGE:
1/3



Proposed Site Plan
SCALE: 1" = 10'-0"

All buildings shown are facing north

Buildings: 6594 Sq.Ft.
Driveways: 1500 Sq.Ft.
Combined: 8094 Sq.Ft.

Combined Land: 27588 Sq.Ft.
(5 proposed lots)

Land Usage: 29.34%

Lot 2

11616 Sq. Ft.
0.27 Acres

Slope finished grade away from structure in all instances. Provide silt fence or other approved drainage run-off protection device per local code.

AIBD Member

CAPSTONE HOME DESIGN

Review Set
1/5/2026

Permit/Bid Set

Final Set

Revisions from Final

SCALE: 1/4" = 1'-0"
DRAWN BY: GAM
DATE: 1/5/2026

Capstone Home Design, LLC
205 W. Brodhead Street Orfordville Wisconsin
(608) 879-4027
capstonedans@gmail.com

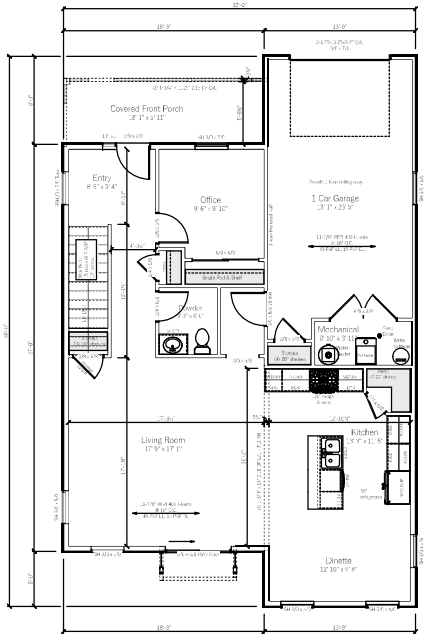
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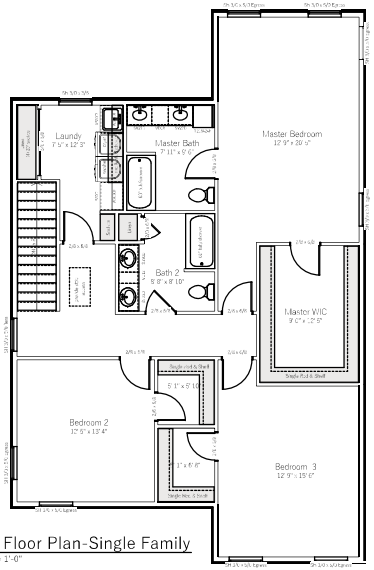
2nd Street Duplex Project
2nd Street
Brodhead Wisconsin

PAGE:
2/3

Copyright 2026 Capstone Home Design, LLC

First Floor Plan-Single Family



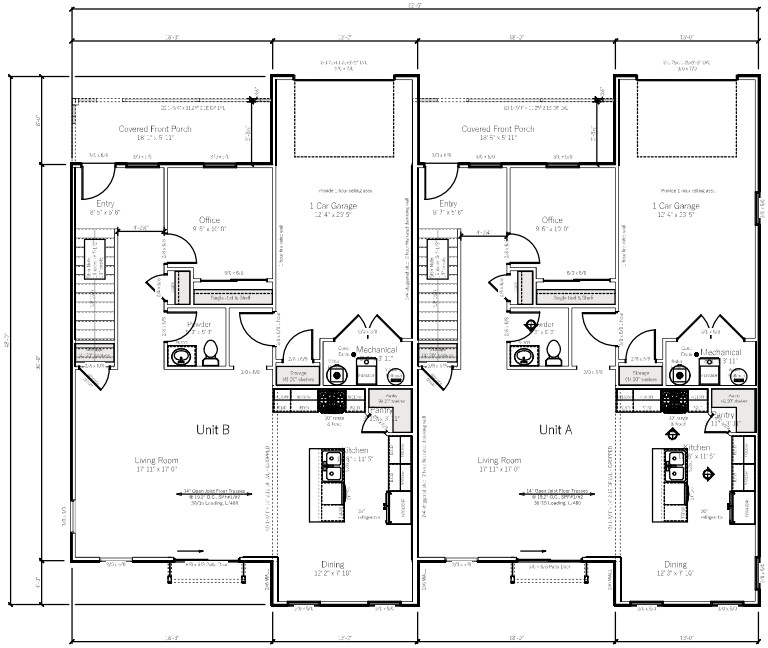


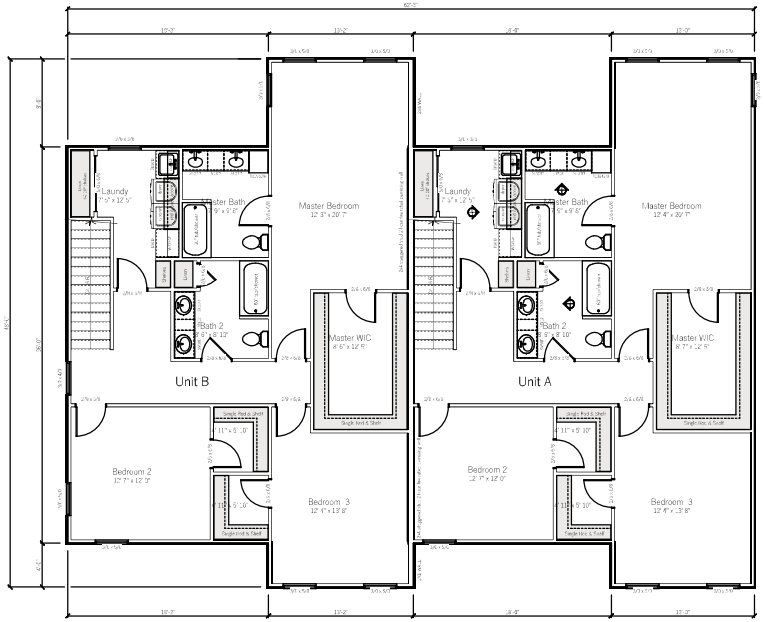
Second Floor Plan-Single Family

SCALE: 3/16" = 1'-0"

First Floor Plan-Duplex

SCALE: 3/16" = 1'-0"





Second Floor Plan-Duplex

SCALE: 3/16" = 1'-0"

AIBD Member

CAPSTONE HOME DESIGN

Review Set
1/5/2026

Permit/Bid Set

Final Set

Revisions from Final

SCALE: 1/4" = 1'-0"
DRAWN BY: GAM
DATE: 1/5/2026

Capstone Home Design, LLC
209 W. Brodhead Street Orfordville Wisconsin
(608) 879-4027
capstoneplans@gmail.com

2nd Street Duplex Project
2nd Street
Brodhead Wisconsin

Cook Construction
Brooklyn, Wisconsin
(608) 558-2012
jeff_c_22@hotmail.com

PAGE: 3/3

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Chapter 480. Zoning

Article XIV. Appeals

§ 480-107. Variances.

A. Purpose.

(1) A request for a variance may be made when an aggrieved party can submit proof that strict adherence to the provisions of this chapter would cause him undue hardship or create conditions causing greater harmful effects than the initial condition. A variance granted to a nonconforming use brings that use into conformance with the district and zoning requirements.

(2) The Zoning Board of Appeals may authorize upon appeal, in specific cases, such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship and so that the spirit of this chapter shall be observed and substantial justice done. No variance shall have the effect of allowing in any district uses prohibited in that district, permit a lower degree of flood protection than the flood protection elevation for the particular area or permit standards lower than those required by state law.

(3) For the purposes of this section, "unnecessary hardship" shall be defined as an unusual or extreme decrease in the adaptability of the property to the uses permitted by the zoning district which is caused by facts, such as rough terrain or good soil conditions, uniquely applicable to the particular piece of property as distinguished from those applicable to most or all property in the same zoning district.

B. Application for variances. The application for variance shall be filed with the City Clerk-Treasurer. Applications may be made by the owner or lessee of the structure, land or water to be affected. The application shall contain the following information:

(1) Name and address of applicant and all abutting and opposite property owners of record.

(2) Statement that the applicant is the owner or the authorized agent of the owner of the property.

(3) Address and description of the property.

(4) A site plan showing an accurate depiction of the property.

(5) Additional information required by the City Engineer, Zoning Board of Appeals or Zoning Administrator.
[Amended 4-15-2014; 5-12-2014]

C. Public hearing of application. The Zoning Board of Appeals shall conduct at least one public hearing on the proposed variation. Notice of such hearing shall be given not more than 30 days and not less than seven days before the hearing in one or more of the newspapers in general circulation in the City and shall give due notice to the parties in interest and the Zoning Administrator. At the hearing, the appellant or applicant may appear in person, by agent or by attorney. The Board shall thereafter reach its decision within 30 days after the final hearing and shall transmit a written copy of its decision to the appellant or applicant and the Zoning Administrator.
[Amended 4-15-2014; 5-12-2014]

D. Action of the Zoning Board of Appeals. For the Board to grant a variance, it must find that:

(1) Denial of variance may result in hardship to the property owner due to physiographical consideration. There must be exceptional, extraordinary or unusual circumstances or conditions applying to the lot or parcel, structure, use or intended use that do not apply generally to other properties or uses in the same district, and the granting of the variance would not be of so general or recurrent nature as to suggest that this chapter should be changed.

(2) The conditions upon which a petition for a variance is based are unique to the property for which variance is being sought, and that such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.

(3) The purpose of the variance is not based exclusively upon a desire to increase the value or income potential of the property.

(4) The granting of the variance will not be detrimental to the public welfare or injurious to the other property or improvements in the neighborhood in which the property is located.

(5) The proposed variance will not undermine the spirit and general and specific purposes of this chapter.

E. Conditions. The Zoning Board of Appeals may impose such conditions and restrictions upon the premises benefited by a variance as may be necessary to comply with the standards established in this section.

§ 480-15. R-2 One- and Two-Family Residential District.

[Amended 3-12-2007; 9-10-2007; 9-12-2016; 1-20-2025 by Ord. No. 2025-002]

A. Purpose. The R-2 One- and Two-Family Residential District is intended to provide a pleasant, suitable location for single-family and duplex residences.

B. Permitted uses:

(1) Single-family detached dwellings, excluding all mobile homes; for purposes of this chapter, manufactured homes are included in the definition of "single-family dwelling."[1]

[1] *Editor's Note: Original § 13-1-43(b)(2) of the 1997 Code, which contained requirements and limitations for manufactured homes and immediately followed this subsection, was repealed 3-12-2007.*

(2) Two-family dwellings.

(3) Private garage as prescribed in § **480-80**.

(4) Accessory structure as prescribed in § **480-80**.

(5) Public parks and playgrounds.

(6) Community living arrangements and day-care centers which have a capacity for eight or fewer persons.

(7) Foster family care.

(8) Home occupations and professional home offices meeting the requirements of this chapter.

(9) Uses customarily incidental to any of the above uses, provided that no such use generates traffic or noise that would create a public or private nuisance.

(10) Two-family twin dwellings.

C. Conditional uses:

(1) Churches, elementary and junior and senior high schools and libraries.

(2) Municipal buildings, except sewage treatment plants, garbage incinerators, warehouses, public garages, public shops or storage yards, penal or correctional institutions and asylums.

(3) Boardinghouses for up to four paying guests or boarders.

(4) Bed-and-breakfast establishments, provided that:

(a) No more than eight rooms are rented;

(b) No exterior advertising exceeds two square feet in area;

(c) The subject property must meet the general off-street parking requirements, and, in addition, there must be provided one off-street parking space for each bed-and-breakfast room;

(d) The subject property fully complies at all times with the definition of a "bed-and-breakfast establishment" as set forth herein.

(5) Kennels as prescribed in § **178-3B**.

(6) Community living arrangements and day-care centers which have a capacity for nine or more persons.

(7) Outdoor furnaces subject to § **480-85**.

D. Requirements:

(1) Maximum building height: 35 feet.

(2) Side yard.

(a) Not applicable to common wall of two-family dwellings; exterior walls: eight feet.

(3) Front yard setback: 25 feet.

(4) Rear yard setback: 25 feet.

(5) Corner lot setback: 25 feet from each street.

(6) Minimum lot area for single-family home: 7,500 square feet.

(7) Minimum lot area for duplex or two-family twin dwelling: 12,000 square feet.

(8) Minimum lot width: 80 feet.

(a) Two-family twin dwelling: 60 feet.

(9) Minimum floor area for single-family home: 1,200 square feet.

(10) Minimum floor area for duplex or two-family twin dwelling: 800 square feet per dwelling unit.

Form #1

APPLICATION SIGNATURE FORM
CITY OF BRODHEAD

Name of Applicant: Jeff Cook Properties

Phone Number:

Email:

Address:

City, State, Zip:

Owner Representative: Jeff Cook & Carley Zeal

Phone Number:

Email:

Address:

City, State, Zip:

Site Parcel Number: 206-1182.0000-1A

Site Address: Lot 2 2nd St. Brodhead - 1A

Current Zoning: R-2 Proposed Zoning: R-2

Proposed Land Use: Townhouse-style single-family dwelling with zero lot line
Description, including name of development or subdivision, if applicable

Action Requested (See Chart on Page 2 for Fee Schedule and Required Supporting Documents):

- ☐ Concept Plan
- ☐ Site Plan Review (Non-residential)
- ☐ Conditional Use
- ☐ Rezoning
- ☒ Variance
- ☐ Planned Unit Development
- ☐ Certified Survey Map (CSM)
- ☐ Minor Subdivision
- ☐ Extra-territorial Plat or CSM
- ☐ Preliminary Plat
- ☐ Final Plat/Final Plat Reapplication
- ☐ Annexation
- ☐ Street Easement/Vacation
- ☐ Signage Permit
- ☐ Driveway Permit
- ☐ Sidewalk Permit

The applicant certifies, by his or her signature below, familiarity with State of Wisconsin and City of Brodhead regulations and procedures pertaining to this application for Land Use approval. The undersigned further certifies that the information contained in this application and all accompanying attachments and exhibits are true and correct to the best of his or her knowledge.

Additional fees will be required by Building Inspector and Fire Inspector for new and/or alternations to buildings. Contact SAFEbuilt (City's Building Inspector) at 1-800-422-5220 and Fire Inspection Services, Inc. at (262) 567-9764 to coordinate Inspections. Building Inspection and Fire Inspections are required prior to receiving occupancy permits.

Carley Zeal
Signature of Applicant

1/19/2026
Date of Application

Office Use:

Date Received

Date Paid

Receipt #

Fee Received $

Lot 1 - Variance Justification City of Brodhead

Applicant: Jeff Cook Properties LLC,

Describe the requested variance: We are requesting a variance to lot width requirements and lot square footage requirements for single family structures. Zoning code #480-15 requires an 80ft lot width for a single unit dwelling. It also requires a 7500 sq ft lot area for a single-family dwelling. To be clear, we propose a zero lot line for this home. We are requesting a lot width of 40.75 feet and a lot area of 5400 sq ft.

Describe the special conditions unique to this property and different from that of other parcels of land which cause practical difficulty or unnecessary hardship:

This current single lot is in a good location to provide housing to several potential homeowners at an affordable rate. Under the above-mentioned ordinance, development would be limited to fewer dwellings. Our hope is to build 5 dwellings in 3 structures to maximize curb appeal and provide quality, affordable housing to families in the community. Splitting the larger lot into 5 properties. Within the limits of state and local requirements, the proposed plan allows for the most cost-efficient means to create 5 high-quality homes at an achievable price point for the average buyer. Given the current housing market and demand for affordable housing we hoped to contribute this asset to the community. Additionally, after careful consideration of options, we feel the proposed plan provides the most desirable symmetric curb appeal.

Describe how this variance will serve the public interest:

If granted, the variance would split a large lot into 5 properties with quality homes on each. This will provide high quality, affordable housing for families, with low maintenance. It also allows for a desirable curb appeal for the surrounding community. Additionally, the site width and site square footage variances would only slightly decrease outdoor living space, which may be desirable to homeowners newly entering the market with minimal equipment for upkeep or those looking to downsize and reduce upkeep requirements.

Describe how this variance would be in accord with the spirit of Broadhead Zoning Code:

The zoning code of Brodhead was designed to allow for accessible, quality, housing for community members. While these structures will fill the lot, they will provide housing for families or those looking for something that is affordable with less land upkeep, making home ownership more accessible to average buyers. This will help build home ownership in the community, building the economy. It also encourages mixed use of the land which improves economic growth of the community.

Describe how this variance would cause substantial justice to be done to this property:

This variance would allow for maximal use of this land for homes that are built with quality while also making home ownership accessible to the average buyer in the community. This would maximize the use of the land while providing curb appeal to neighbors. It would make homeownership more accessible to those who had previously found it unachievable.

CITY OF BRODHEAD
PO BOX 168
BRODHEAD WI 608-897-4018

Receipt No: 1.000101180 Jan 22, 2026

JEFF COOK PROPERTIES

Previous Balance:	.00
LICENSES & PERMITS - DEVELOPER FEE - VARIANCE - LOWERING SQ FT 1A 11-44-4442-000 ZONING PERMITS	200.00
LICENSES & PERMITS - DEVELOPER FEE - VARIANCE - LOWERING SQ FT - 1B 11-44-4442-000 ZONING PERMITS	200.00
LICENSES & PERMITS - DEVELOPER FEE - VARIANCE - LOWERING SQ FT 1C 11-44-4442-000 ZONING PERMITS	200.00
LICENSES & PERMITS - DEVELOPER FEE - VARIANCE - LOWERING SQ FT 1D 11-44-4442-000 ZONING PERMITS	200.00
Total:	800.00
GENERAL CHECK PAYMENTS Check No: 3002 Payor: COOK CONSTRUCTION LLC	800.00
Total Applied:	800.00
Change Tendered:	.00

Duplicate Copy

01/22/2026 9:54 AM

Variance Justification City of Brodhead

Applicant: Jeff Cook Properties LLC,

Describe the requested variance: We are requesting a variance to lot width requirements and lot square footage requirements for single family and duplex structures. Zoning code #480-15 requires an 80ft lot width for a single unit dwelling. It also requires a 7500 sq ft lot area for a single-family dwelling and 12,000 sq ft for a duplex. Our proposed site plan fulfills all other zoning requirements in this zoning code including setbacks.. However, variance to these requirements will allow for maximal use of the land for quality, affordable homes for the community.

Describe the special conditions unique to this property and different from that of other parcels of land which cause practical difficulty or unnecessary hardship:

This lot is in a good location to provide housing to several potential homeowners at an affordable rate. Under the above-mentioned ordinance, development would be limited to fewer dwellings. Our hope is to build 5 dwellings in 3 structures to maximize curb appeal and provide quality, affordable housing to families in the community. Within the limits of state and local requirements for multiunit homes, the proposed plan allows for the most cost-efficient means to create 5 high-quality homes at an achievable price point for the average buyer. Given the current housing market and demand for affordable housing we hoped to contribute this asset to the community. Additionally, after careful consideration of options, we feel the proposed plan provides the most desirable symmetric curb appeal.

Describe how this variance will serve the public interest:

If granted, the variance would allow for 3 structures on the lot, allowing for 5 dwellings. This will provide high quality, affordable housing for families, with low maintenance. It also allows for a desirable curb appeal for the surrounding community. Additionally, the site width and site square footage variances would only slightly decrease outdoor living space, which may be desirable to homeowners newly entering the market with minimal equipment for upkeep or those looking to downsize and reduce upkeep requirements.

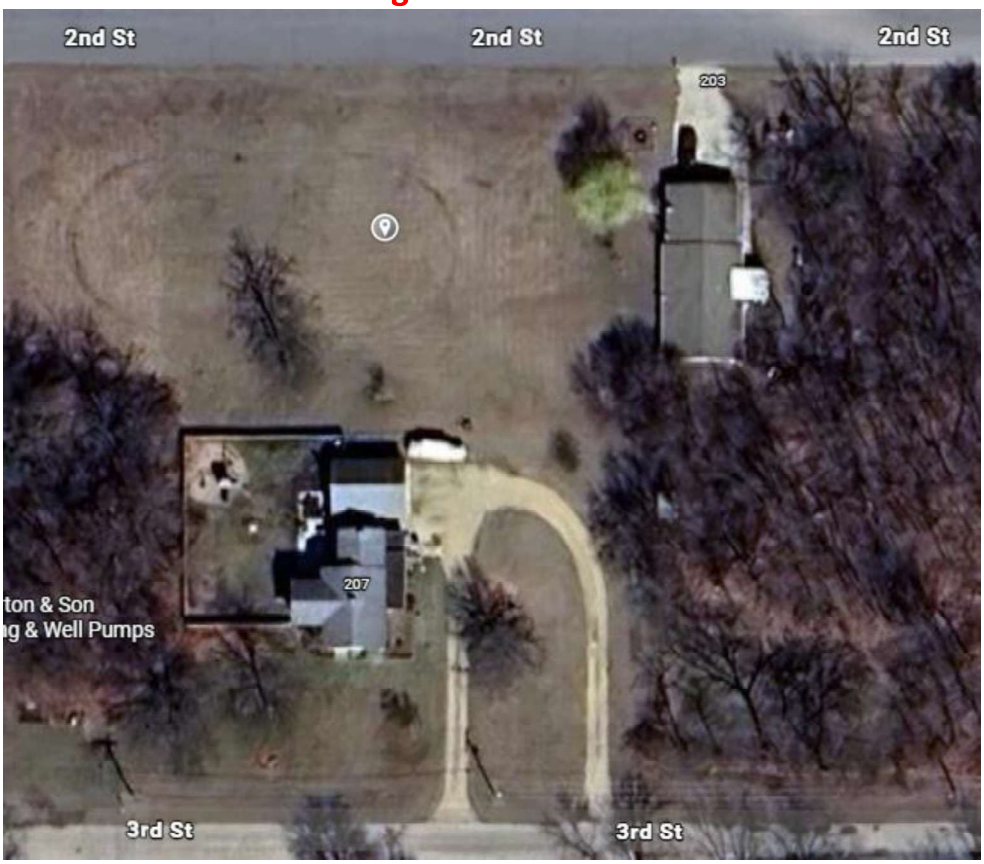
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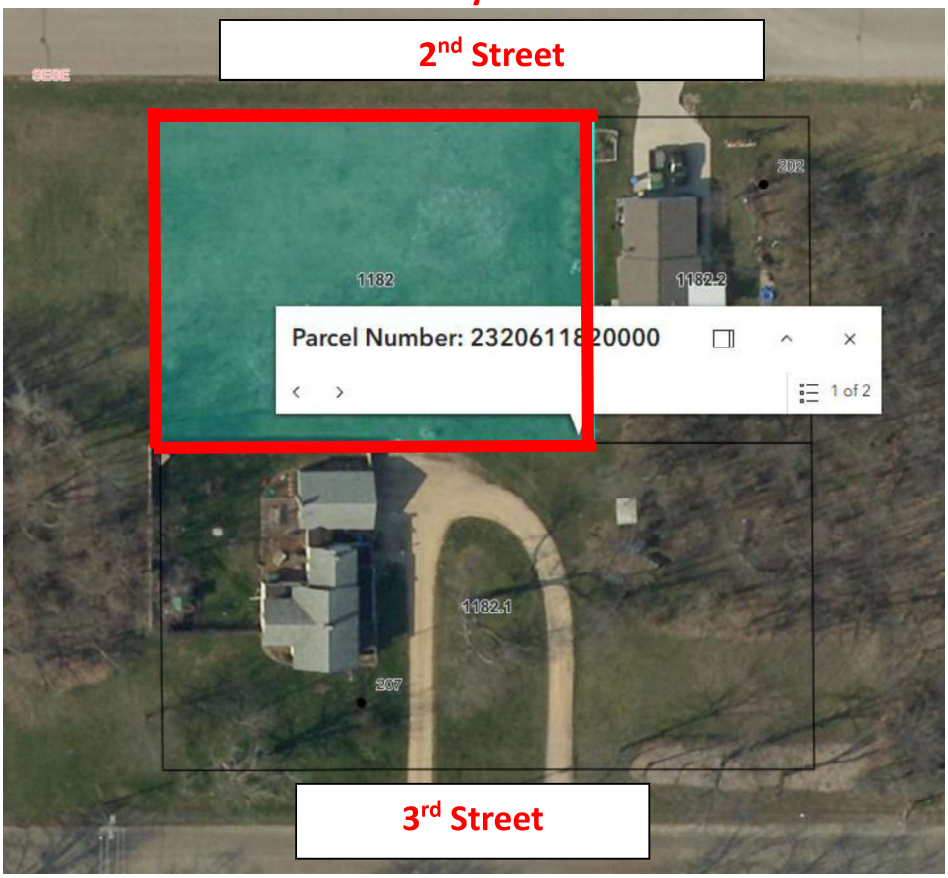
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Google Satellite View



Green County Parcel View



Brodhead Board of Appeals

Members Present:

Date/Time: February 12, 2026

_____ Sheryl Thorp
__X__ Barb Krattiger
_____ Ruth Gibson
__X__ Tom Richmond
__X__ JR Kaderly

Owner/s: Jeff Cook

Address: 23206.1182.0000

Issue/Variance Summary:

Attendees: Jeff Cook Properties

Discussion: Variance

Conditions: _____

visitors were Dale & Teresa Earylwine and George artect.

Motion: Lot 1A J.R motion, 2nd Tom Lot 1B J.R. motion 2nd Tom,
Second: 1C motion Tom 2nd J.R. 1D J.R. 2nd Tom, 1E J.R. 2nd Tom

Vote: _____Thorp _____Krattiger _____Vacant

_____Richmond _____JR Kaderly

Variance Approved: all approved

Meeting Adjourned :
Motion & Second:

Recording Secretary :

6:48 meeting adjourned
motion by Tom 2nd J.R.

APRIL 2026 VOUCHER REPORT

Type	Check No	Payee	Amount	
BID	1797	SCHNEIDER SNOW PLOWING AND LAWN CARE	$11,712.50	Tinkers Garden Landscaping
BID	1798	BRODHEAD WATER & LIGHT	$15.76	
BID	1799	DAVID FREITAG	$500.00	Concerts
BID	1800	STEINER, KODEY/SOGGY PRAIRIE BOYS BAND	$500.00	Concerts
BID	1801	BACK BEAT ENTERTAINME/GHOSTS IN THE ROOM	$500.00	Concerts
BID	1802	WAGNER, LIZ/GRASS ATTACK	$550.00	Concerts
BID	1803	HEIM, MARCY/MARCY AND THE HIGHLIGHTS	$600.00	Concerts
BID	1804	BRATT, MIKE/BLUEGRASS REUNION BAND	$500.00	Concerts
BID	1805	ZWEIFEL, KEITH/STATE LINE PLAYBOYS	$600.00	Concerts
BID	1806	ENDS, MIRANDA	$100.00	Concerts
BID	1807	WELLS, ROGER/CHEROKEE ROSE BAND	$500.00	Concerts
BID	1808	BRODHEAD MUSIC BOOSTERS	$500.00	Concerts
BID	1809	CITY OF BRODHEAD GENERAL FUND	$31.00	Audit
BID	1810	SCHNEIDER SNOW PLOWING AND LAWN CARE	$12,462.50	Tinkers Garden Landscaping
BID TOTAL		**1797 - 1810**	**$29,071.76**	

Type	Check No	Payee	Amount	
ACH	4032601	AMAZON CAPITAL SERVICES	$721.41	
ACH	4032602	ASSOCIATED TECHNICAL SERVICES INC	$322.75	
ACH	4032603	BAER INSURANCE SERVICES INC	$13,026.00	Liability and Auto Insurance
ACH	4032604	BAER INSURANCE SERVICES INC	$7,580.00	Workers Comp Insurance
ACH	4032605	CENGAGE LEARNING INC	$290.31	
ACH	4032606	CHARTER COMMUNICATIONS HOLDINGS LLC	$751.10	
ACH	4032607	COMPUTER KNOW HOW LLC	$349.00	
ACH	4032608	COMPUTER KNOW HOW LLC	$2,400.00	City Hall prepaid service hours
ACH	4032609	FRONTIER COMMUNICATIONS HOLDINGS LLC	$1,023.47	Monthly Expense All Depts
ACH	4032610	GREEN COUNTY TREASURER	$274.80	
ACH	4032611	MIDWEST TAPE LLC	$128.76	
ACH	4032612	MSA PROFESSIONAL SERVICES INC.	$498.93	
ACH	4032613	MSA PROFESSIONAL SERVICES INC.	$2,370.49	Capital Projects Street Project
ACH	4032614	MSA PROFESSIONAL SERVICES INC.	$733.50	
ACH	4032615	MSA PROFESSIONAL SERVICES INC.	$1,283.58	General $1,067 and Sewer $216
ACH	4032616	PITNEY BOWES GLOBAL FINANCIAL SVC	$87.42	
ACH	4032617	QUILL LLC	$96.44	
ACH	4032618	QUILL LLC	$23.39	

APRIL 2026 VOUCHER REPORT

Type	Check No	Payee	Amount	
ACH	4032619	RICHTER CONSULTING LLC	$2,400.00	Sewer Consulting
ACH	4032620	ROCK VALLEY PUBLISHING LLC	$21.62	
ACH	4032621	SCHOOL DISTRICT OF BRODHEAD	$819.70	
ACH	4032622	STATE OF WI ENVIRONMENTAL IMPRVMNT FUND	$19,557.50	Sewer Loan
ACH	4172601	AMAZON CAPITAL SERVICES	$829.86	
ACH	4172602	BAKER TILLY US LLP	$31,342.50	Audit All Depts
ACH	4172603	CENGAGE LEARNING INC	$147.81	
ACH	4172604	COMPUTER KNOW HOW LLC	$3,505.88	City Hall and Police Monthly Expense
ACH	4172605	CONSIGNY LAW FIRM SC	$7,076.20	General $2,941; Sewer $750; TIF $560; Library $735; Court $2,090
ACH	4172606	COVE'S ELECTRIC	$3,223.00	Sewer $3,110 and City Hall $116
ACH	4172607	GASSER TRUE VALUE/BRODHEAD HARDWARE LLC	$229.57	
ACH	4172608	LV LABS WW LLC	$1,239.00	Sewer Testing
ACH	4172609	MUSSER, PAUL R	$4,250.00	Monthly Assesor Fee
ACH	4172610	PELLITTERI WASTE SYSTEMS	$17,881.08	Monthly Expense
ACH	4172611	PITNEY BOWES BANK INC PURCHASE POWER	$1,658.75	City Hall Postage
ACH	4172612	PITNEY BOWES INC	$53.94	
ACH	4172613	QUILL LLC	$71.38	
ACH	4172614	RICHTER CONSULTING LLC	$2,400.00	Sewer Consulting
ACH	4172615	ROCK VALLEY PUBLISHING LLC	$30.45	
ACH	4172616	SABEL MECHANICAL LLC	$12,599.52	Sewer Replace Mixer Flygt
ACH	4172617	SCHOOL DISTRICT OF BRODHEAD	$1,060.23	Monthly Mobile Home Fees
ACH	4172618	SPEICH OIL INC.	$3,003.28	Fuel: Police $1,168; Streets $1,016; Pool & Rec $56; Sewer $763
ACH	4172619	THYME SAVOR CUISINE LLC	$150.00	
ACH	4172620	WIS DEPT OF JUSTICE	$7.00	
ACH	4302601	AMAZON CAPITAL SERVICES	$785.63	
ACH	4302602	BLIZARD AUTO REPAIR	$62.21	
ACH	4302603	BOND TRUST SERVICES CORP	$183,950.00	Loan Payment: General $97,445 & TIF 6 $86,505
ACH	4302604	CENGAGE LEARNING INC	$65.60	
ACH	4302605	CHARTER COMMUNICATIONS HOLDINGS LLC	$750.81	
ACH	4302606	COVE'S ELECTRIC	$116.00	
ACH	4302607	LANDMARK SERVICES COOPERATIVE	$818.29	
ACH	4302608	MIDWEST TAPE LLC	$161.70	

APRIL 2026 VOUCHER REPORT

Type	Check No	Payee	Amount		
ACH	4302609	MSA PROFESSIONAL SERVICES INC.	$11,655.29		Captial Projects CDBG $8,000; Capital Project Street Proj $650; TIF 9 Crosswinds $2,543; Sewer $462
ACH	4302610	OLIN HEATING & COOLING LLC	$345.90		
ACH	4302611	QUILL LLC	$207.16		
ACH	4302612	RICHTER CONSULTING LLC	$2,400.00		Sewer Consulting
ACH	4302613	TOTAL ENERGY SYSTEMS LLC	$460.00		
ACH Total			**$347,298.21**		

Type	Check No	Payee	Amount		
Check	85784	BURPEE MUSEUM OF NATURAL HISTORY	$418.95		
Check	85785	CH ROOFING	$6,000.00		Adult Ball Fund Legion Park Concession Roof
Check	85786	EPLEX LLC	$0.00	V	
Check	85787	GFC LEASING	$108.35		
Check	85788	GORDON FLESCH COMPANY INC.	$137.54		
Check	85789	GORDON FLESCH COMPANY INC.	$370.42		
Check	85790	GREEN COUNTY SOLID WASTE MGMT	$2,216.97		Landfill
Check	85791	ITOUCH BIOMETRICS LLC	$1,980.00		Police Fingerprint Machine Annual Fee
Check	85792	MUNICIPAL PROPERTY INSURANCE COMPANY	$55,651.00		Property Insurance
Check	85793	MUNICIPAL TREAS ASSOC OF WI INC	$70.00		
Check	85794	O'NEILL, FRANK C	$1,475.00		Sewer Water Heater
Check	85795	ROSHEISEN FARMS	$400.00		
Check	85796	SLOAN IMPLEMENT	$14,900.00		Streets Tractor $7,600 & Pool & Rec Tractor $7,300
Check	85797	STATE OF WI COURT FINES & SURCHARGES	$561.10		
Check	85798	STATELINE BOUNCE HOUSE RENTALS LLC	$405.00		
Check	85799	TERMINIX WIL-KIL	$86.27		
Check	85800	US CELLULAR	$127.33		
Check	85801	WE ENERGIES	$4,643.98		Monthly Expense
Check	85802	WIS SUPREME COURT	$800.00		
Check	85803	SUGAR RIVER BANK	$34,116.33		Payroll
Check	85804	BLITT & GAINES	$235.00		
Check	85805	ALLIANT ENERGY/WPL	$20.83		
Check	85806	AT&T	$31.08		
Check	85807	AT&T MOBILITY	$66.48		

APRIL 2026 VOUCHER REPORT

Type	Check No	Payee	Amount	
Check	85808	BADGER SPORTING GOODS CO INC	$540.00	
Check	85809	BRODHEAD CHAMBER OF COMMERCE	$500.00	
Check	85810	BRODHEAD TIRE CENTER LLC	$241.31	
Check	85811	BRODHEAD WATER & LIGHT	$10,228.12	Monthly Expense
Check	85812	CITY OF BRODHEAD SEWER FUND	$432.68	
Check	85813	ENVISIONWARE INC	$964.50	
Check	85814	L & S TRUCK SERVICE	$24.77	
Check	85815	PETERSON, JEFF	$92.04	
Check	85816	PIGGLY WIGGLY	$19.96	
Check	85817	REGISTER PRINT CENTER	$249.00	
Check	85818	STRAUB, DEANNA	$64.33	
Check	85819	SAFE-FAST INC	$907.31	
Check	85820	SIGNER, TRACY	$100.00	
Check	85821	SPEE DEE DELIVERY SERVICE INC	$188.28	
Check	85822	SPIELBAUER FIREWORKS CO INC	$4,000.00	Fireworks
Check	85823	STATELINE BOUNCE HOUSE RENTALS LLC	$386.00	
Check	85824	TERMINIX WIL-KIL	$77.11	
Check	85825	U S POSTAL SERVICE	$2,400.00	Sewer Postage
Check	85826	US CELLULAR	$39.25	
Check	85827	SUGAR RIVER BANK	$34,234.89	Payroll
Check	85828	BLITT & GAINES	$235.00	
Check	85829	WIS PROFESSIONAL POLICE ASSOC	$318.00	
Check	85830	BRODHEAD TIRE CENTER LLC	$134.70	
Check	85831	DEMCO INC	$612.36	
Check	85832	GFC LEASING	$108.35	
Check	85833	GFC LEASING	$383.59	
Check	85834	GORDON FLESCH COMPANY INC.	$246.59	
Check	85835	GREEN COUNTY SOLID WASTE MGMT	$2,288.29	Landfill
Check	85836	HARMONY CONSTRUCTION MANAGEMENT INC	$2,004.95	Library Bathroom
Check	85837	HASSE SURVEYING LLC	$5,146.50	Pearl Island Boundry
Check	85838	JEREMY PINNOW	$5,000.00	TIF 7 Bunilding Improvement Fund
Check	85839	ORFORDVILLE LUMBER	$16.76	
Check	85840	POMP'S TIRE SERVICE INC.	$528.00	
Check	85841	REGISTER PRINT CENTER	$83.00	
Check	85842	TERMINIX WIL-KIL	$86.27	

APRIL 2026 VOUCHER REPORT

Type	Check No	Payee	Amount	
Check	85843	US CELLULAR	$127.01	
Check	85844	WE ENERGIES	$1,934.96	Monthly Expense
Check Total		**85784 - 85844**	**$199,765.51**	

Credit Card Purchases

Purchased	Dept	Payee	Amount	
CC March 2026	City Hall	USPS	$10.48	Certified Letter Spitzmiller
CC March 2026	Court	USPS	$19.40	(2) Certified Letters
CC March 2026	Court	Ingleside Hotel	$206.00	Bennett Trainig
CC March 2026	City Hall	Quill	$35.44	Paper
CC March 2026	City Hall	Quill	$78.37	Paper, Highlighters, Post It Notes
CC March 2026	City Hall	Quill	$27.57	Velcro & USB for Badger Books
CC March 2026	City Hall	Quill	$25.40	Extention Cords for Badger Books
CC March 2026	City Hall	Family Dollar	$12.66	Secure Bin for Spring Primary Recount
CC March 2026	City Hall	Quill	$26.50	(2) Meeting Notebooks
CC March 2026	City Hall	Quill	$15.22	Paper Plates
CC March 2026	City Hall	Quill	$7.25	Kleenex
CC March 2026	City Hall	Amazon	$24.25	Chair Leg Covers for Hallway
CC March 2026	City Hall	Quill	$25.62	Chair Leg Covers for Hallway
CC March 2026	Police	Family Dollar	$10.81	9V Battery
CC March 2026	Police	WIS DOT Parking Suspension	$3.06	License Suspension
CC March 2026	Police	Madison Police Training Center	$100.00	Hoard DT Instructor Training
CC March 2026	Police	badgeandwallet.com	$201.95	Presentation Box
CC March 2026	Streets	Farm & Fleet	$247.93	Diffenderfer Uniforms
CC March 2026	Parks	Dollar General	$4.48	Dog Park Waste Bags
CC March 2026	Pool & Rec	Quill	$61.99	Colored Paper
CC March 2026	Sewer	Quill	$47.83	Paper
CC March 2026	Sewer	Quill	$119.02	Ink Cartridges
CC March 2026	Library	USPS	$9.21	Certified Letter
CC March 2026	Library	Sports Illustrated	$36.93	Subscription
CC March 2026	Library	Piggly Wiggly	$23.64	Cherry Coke & Cupcakes
Credit Card Total		**JP Morgan Paid April 2026**	**$1,381.01**	

Grand Total ALL Payments	**$577,516.49**

City of Brodhead – April 2026 YTD Budget to Actual Summary

Overall Position

As of April 2026, the City remains in a strong fiscal position.
Revenues exceed expenditures by **$784,386**, primarily due to the timing of annual property tax collections.

Revenues

Total Budget: $4,018,779
YTD Actual: $2,566,253
Percent Collected: 64%
• Property taxes (2,256,063) are fully collected for the year.
• Intergovernmental revenues are low YTD (7%), receive the biggest State Shared Revenue payment annually in November.
• Interest income is performing strongly at 87% of budget.

Expenditures

Total Budget: $4,018,779
YTD Actual: $1,781,867
Percent Spent: 44%
• **General Government:** 40% spent; Planning is over budget by $4,624. Due to engineering services for the Taphouse and Survey Map for Pearl Island Boundary,
• **Public Safety:** 30% spent; spending trends align with seasonal expectations.
• **Public Works:** 25% spent; most categories have 65–99% of funds remaining.
• **Health & Human Services (Trash Services):** 22% spent; Refuse trending normally.
• **Culture, Recreation & Education:** 19% spent; seasonal program spending yet to occur.

City of Brodhead
2026 Preliminary Totals

Date Printed:
5/6/2026

	Approved Budget 2026	YTD	(Over) / Under Budget	(Over) / Under % Budget
Revenue				
Property tax collections	2,256,063	2,256,063	(0)	0%
Other taxes	21,036	9,402	11,635	55%
Tax equivelant	231,143	77,046	154,097	67%
Special assessments	1,000	0	1,000	100%
Intergovernmental revenue	1,234,990	90,493	1,144,498	93%
Licenses and permits	37,635	12,131	25,504	68%
Fines, Forfeits and penalties	22,500	9,030	13,470	60%
Public charges for service	11,030	2,733	8,297	75%
BEEMS	0	0	0	0%
K9	0	0	0	0%
Public works charges	1,330	200	1,130	85%
Parks Donations and Program	71,000	17,807	53,193	75%
Prl Island Grant/Donations	0	0	0	0%
Miscellaneous revenue	0	(3,088)	3,088	0%
Interest Income	81,000	70,937	10,063	12%
Rental Income	16,052	6,293	9,759	61%
Sale of property	0	0	0	0%
Grants	7,300	2,672	4,628	63%
Insurance recoveries	0	0	0	0%
Other Income	2,700	2,516	184	7%
Donations/Reimbursements	24,000	12,019	11,981	50%
Transfer in	0	0	0	0%
Total	**4,018,779**	**2,566,253**	**1,452,525**	**36%**

City of Brodhead
2026 Preliminary Totals

Date Printed:
5/6/2026

	Approved Budget 2026	YTD	(Over) / Under Budget	(Over) / Under % Budget
General Government				
Mayor/Council	29,149	8,215	20,934	72%
Audit	21,100	11,808	9,293	44%
Municipal Court	31,314	12,129	19,185	61%
Legal	49,500	11,603	37,897	77%
Clerk/Treasurer	219,924	71,716	148,208	67%
Investment Fees	2,000	639	1,361	68%
City Administrator	112,326	30,746	81,580	73%
City Hall	43,967	15,950	28,017	64%
Contigency (operating)	0	0	0	0%
Planning	26,184	30,808	(4,624)	-18%
Assessor	26,700	17,100	9,600	36%
Insurance	70,500	47,455	23,045	33%
Contigency project	10,000	0	10,000	100%
Total	**642,664**	**258,168**	**384,496**	**60%**
Public Safety				
Law Enforcement	1,020,823	251,976	768,847	75%
Dispatch	123,563	41,327	82,236	67%
Security	15,724	0	15,724	100%
911 Phone service	6,900	293	6,607	96%
Fire Protection	349,776	167,407	182,369	52%
Hydrant rental	0	0	0	0%
Building inspection	10,000	247	9,753	98%
Total	**1,526,786**	**461,249**	**1,065,536**	**70%**

City of Brodhead
2026 Preliminary Totals

Date Printed:
5/6/2026

	Approved Budget 2026	YTD	(Over) / Under Budget	(Over) / Under % Budget
Public Works				
Equipment	36,170	12,628	23,542	65%
Garage	37,506	28,287	9,219	25%
Street maintenance	85,707	16,571	69,135	81%
Streets	9,943	3,542	6,402	64%
Snow removal	17,571	12,172	5,399	31%
Traffic	15,743	114	15,629	99%
Street weeds/brush	7,929	0	7,929	100%
Street construction	0	0	0	0%
Street Lights	50,000	14,546	35,454	71%
Parking lot	0	0	0	0%
Sidewalks	2,776	291	2,485	90%
Parks	54,291	3,061	51,230	94%
Bike trail	0	5	(5)	0%
Forestry	51,893	1,793	50,100	97%
Weed & Nuisance Control	12,598	0	12,598	100%
Recycling	115,265	20,550	94,716	82%
Waterway	32,038	18,294	13,744	43%
Pearl Island	0	0	0	0%
Total	**529,429**	**131,853**	**397,576**	**75%**

City of Brodhead
2026 Preliminary Totals

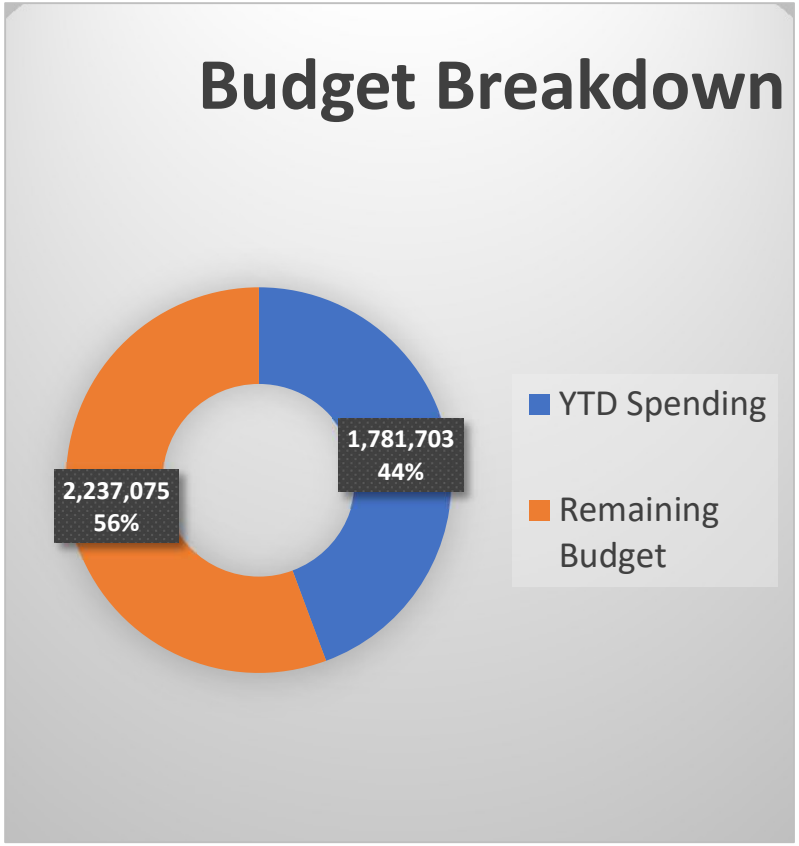
Date Printed:
5/6/2026

	Approved Budget 2026	YTD	(Over) / Under Budget	(Over) / Under % Budget
Health & Human Services				
Refuse	200,000	43,359	156,641	78%
Animal control	0	0	0	0%
Total	**200,000**	**43,359**	**156,641**	**78%**
Culture, Recreation, & Education				
Depot Museum	2,550	1,039	1,511	59%
Senior Center	12,217	4,078	8,139	67%
Celebrations	4,000	4,000	0	0%
Recreation	42,344	2,633	39,711	94%
Pool & Rec Manager	122,922	37,678	85,245	69%
Pool	101,590	3,535	98,055	97%
Total	**285,624**	**52,962**	**232,662**	**81%**
Expenditures before transfers	**3,184,502**	**947,591**	**2,236,911**	**70%**
Transfers				
Debt Service	639,610	639,610	0	0%
Library Fund	194,666	194,666	0	0%
Total	**834,276**	**834,276**	**0**	**0%**
Total general fund expenditures	4,018,779	1,781,867	2,236,911	56%
Revenue less expenses	0	784,386	(784,386)	

City of Brodhead
2026 Preliminary Totals

Date Printed:
5/6/2026

	Approved Budget 2026	YTD	(Over) / Under Budget	(Over) / Under % Budget



Bank of Brodhead
Capital Projects Borrowing
Counci Approved 11/18/2024
$1,005,000 @ 3.57% for 7 Years
First Loan Payment: March 1, 2025
Community Development Block Grant $1,000,000 for W 3rd Ave Street Project

			$1,012,500.00	$581,312.06	$431,187.94		
	Project	Dept	Budget Amount	Amount Spent	Under/(Over) Budget	Status	Vendor(s)
12	Flooring	City Hall	$100,000.00	$30,608.04	$69,391.96	In Progress	Mike's Flooring
13	City Hall Envelope Study	City Hall	$300,000.00	$15,714.93	$284,285.07	In Progress	MSA
14	Police Station Remodel	Police	$35,000.00	$13,279.84	$21,720.16	In Progress	Menards, Jack of All Trades, Olin Heating
15	Street Maintenance	Streets	$50,000.00	$0.00	$50,000.00	In Progress	MSA

1/19/2026 Tuck Pointing $100,000 moved to envelope study
1/19/2026 Police/City Hall Parking lot $200,000 moved to envelope study
1/19/2206 City Hall Flooring Remaining balance moved to envelope study

Bank of Brodhead
Capital Projects Borrowing
Counci Approved xx/xx/xxxx
$3,735,000.00 @ 3.69% for 20 Years (city received $3,821,180.89)
First Loan Payment: March 1, 2026
W 3rd Ave Street Project & Crosswinds Developers Agreement

			$6,331,072.89	$3,840,868.58	$2,490,204.31		
	Project	Dept	Budget Amount	Amount Spent	Under/(Over) Budget	Status	Vendor(s)
1	W 3rd Ave & 13th St Street Project	Streets	$2,509,892.00	$1,700,116.28	$809,775.72	In Progress	Maddrell
2	Crosswinds Improvements	Streets	$1,735,000.00	$240,752.30	$1,494,247.70	In Progress	MSA
3	Crosswinds Developers Agreement	Developers Agreement	$2,000,000.00	$1,900,000.00	$100,000.00	In Progress	Berg
4	Additional Loan Amount		$86,180.89		$86,180.89		

Municipality	City of Brodhead			**Work Order Number**	3301-26
Road Name	Alley			**Estimate Date**	4/21/26
Location	0			**Print Date**	4/22/26
Length - Ft.	145	**Length - Mi.** 0.03	**Width - Ft.** 20.0	**Depth - In.**	0.00

Description of proposed work

This estimate is to Digout, add base, shape and pave in 2 lifts at 5.5" thick.

0 0 Paver Patch or Paving

Patching	Mix Type	0	Est. Tons	0	Cost / Ton	$0.00	**Patching Total** $0
Paving	Mix Type	4LT58-28S 12.5	Est. Tons	74	Cost / Ton	$0.00	**Paving Total** $9,250

0 0 Sealcoat or Fog Seal

Seal Asphalt Type	0	Gal. / Sq. Yard	0.00	Total Gal.	0	
Type of Cover Mat.	0	Yards of Mat.	0			**Sealcoat Total** $0
Fog Asphalt Type	0	Gal. / Sq. Yard	0.00	Total Gal.	0	**Fog Seal Total** $0

0 0 0 Drainage

	Size	Length	Cost Est.	Drainage Aid	
Project # 1	0	0	$0		
Project # 2	0	0	$0		
Project # 3		0	$0		**Total** $0

0 0 0 Other Projects 0 0

Crack Sealing	$ / Lin. Ft.	$0.00	Est. Lin. Ft.	0	**Crack Sealing Total** $0
Grinding & Shaping	$ / Mile	#DIV/0!			**Grind & Shape Total** $0
Shouldering	Yds of Material	0			**Shouldering Total** $0
Other Project # 1 - Details listed above					**Project # 1 Total** $5,200
Dura Patch	Hours	0			**Project # 2 Total** $0
					Estimate Grand Total $14,450

This work order proposal is an estimate. Actual time and materials must be billed. The individual signing below is an authorized representative of the municipality and hereby agrees that all expenses involved in this proposal will be charged to the municipality and that moneys are available to cover the costs of the projects. It is also understood that the County shall complete all projects as economical as possible by receiving quotes or bids on materials and if necessary by securing additional equipment. This estimate must be signed and returned within 90 days of print date. (Ver. 5.0 1/26/11)

Alley

Maintaining Authority		Green County Highway Dept.	
Signed		Signed	Chad Steiner
Title		Title	General Superintendent
Date		Date	4/22/26

PLEASE RETURN ONE SIGNED COPY BY FAX (328-4153), MAIL (P.O. BOX 259) OR TO THE GREEN COUNTY HIGHWAY DEPARTMENT AT 2813 6th STREET MONROE, WI. 53566. RETAIN ONE COPY FOR YOUR RECORDS.

Kristin Covert

From: Jill Baxter
Sent: Thursday, April 30, 2026 12:58 PM
To: Kristin Covert
Subject: Council committees

Follow Up Flag: Follow up
Flag Status: Flagged

Here you are:

Zack- Pool/Rec and Library
Emily- Planning and Historical Preservation
Troy- Safety Committee and Public Works
Mary- Finance and Economic Development
Tonya- Fire District and Personnel
Jill – BID/Fire District/Planning
Larry-Water and Light

Jill Baxter
Mayor
City of Brodhead
608.897.4018, ext. 146
Mayor@cityofbrodheadwi.gov

BID Board Candidate Questions

**Please have completed by April 20th **

1. **What is your vision for the future of our downtown/business district, and how would you help the BID achieve that vision?**

   My vision for our downtown/business district is to make it a place people genuinely want to spend time in—not just pass through. I would love to see it feel lively, welcoming, and active throughout the day and into the evening, with a good mix of shops, restaurants, and local services that support each other.

   I think a big part of that is building on what we already have while finding ways to bring in new businesses that complement it. Creating an inviting atmosphere with nice storefronts, good lighting, and spaces where people want to gather, also makes a huge difference.

   To help the BID get there, I would like to focus on a few key things. First, communication and collaboration. Making sure business owners feel heard and connected can go a long way in building momentum and getting everyone working toward the same goals.

   Second, events and marketing. Things like downtown events, seasonal promotions, and a stronger social media presence can really boost foot traffic and remind people what is here.

   And third, supporting growth. That means helping current businesses succeed while also encouraging new ones to come in and fill gaps.

   Overall, I want downtown to feel like the heart of the community—a place people are proud of and excited to be part of.

2. **How would you work with the city, other local organizations, and neighboring districts to strengthen our business area?**

   I think it really comes down to strong relationships and staying connected. In a community like Brodhead, we already have a great foundation, so it is about building

on that and making sure the BID, the city, the Chamber, and other local groups are all working together.

I also think it is important for the BID to be a strong voice for downtown—working with the city on things like improvements, future planning, and making sure business needs are being heard. At the end of the day, it is about working together to keep downtown Brodhead growing, welcoming, and something the whole community is proud of.

3. **Why are you interested in serving on the BID board, and what do you hope to accomplish during your term?**

I am interested in serving on the BID board because I care about our downtown area and the role it plays in the community. It is the heart of Brodhead, and I would love to help it continue to grow and stay strong.

Through my work in real estate, I see how much a vibrant downtown impacts how people view a community and whether they choose to invest in it. That has given me a real appreciation for the work the BID does.

I enjoy working with others and being part of projects that make a visible difference. During my term, I would hope to support local businesses, help bring more people downtown through events and promotions, and contribute to making the area more welcoming and active.

Overall, I just want to be a positive, dependable part of the group and help move things forward.

BID Board Candidate Questions

**Please have completed by April, 20th **

1. What is your vision for the future of our downtown/business district, and how would you help the BID achieve that vision?

It's my goal to see a downtown business district thrive with new additions continually adding interest and variety in business types in our district

2. How would you work with the city, other local organizations, and neighboring districts to strengthen our business area?

I have seen positive growth from continuing education for our businesses, as well as opportunities to help educate our businesses with each other

3. Why are you interested in serving on the BID board, and what do you hope to accomplish during your term?

I'm hoping to continue to see the charm of Brodhead business flouish and grow.



Matthew Rolli
608-577-4613
matthewrolli@gmail.com

Kristin Covert

From: Matthew Rolli <rolliworx@gmail.com>
Sent: Thursday, April 30, 2026 11:34 AM
To: Kristin Covert
Subject: Historic Preservation Committee applicant

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kristin,

I'm interested in applying for a position of the Historic Preservation Committee.

As an avid history lover, my intereet began in studying old photos of architectural styles, and storefronts.

In my profession I've been obsessed with preserving historical features and maintaining building facades.

My goal is to see Brodhead continue to flourish and for its main street buildings to preserve the history.

I'm a downtown building owner of 1015 1st Street, and hope to continue to enhance the aesthetics which make our community so appealing.

Please consider my interest a long term community minded inquiry.

Thanks Much,

Matthew Rolli
608.577.4613

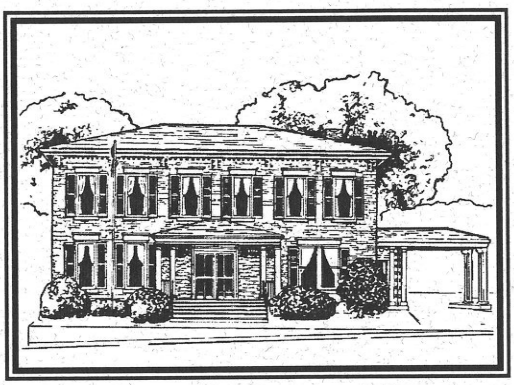
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April 27, 2026

Kristin Covert
City of Brodhead
1111 W. 2nd Ave.
Brodhead, WI 53520

RE: Utility Easement from Kundert Properties, LLC

Kristi,

Brodhead Water & Light has been working with the above-referenced entity to obtain a utility easement. The easement now requires approval by the common council. Please place, for review and possible approval, the utility easement on the agenda for the next meeting of the common council. Assuming it is approved, both the mayor and you will need to sign same. I will then need to be provided with the signed copy and I will see to it that it is recorded.

Very truly yours,

CONSIGNY LAW FIRM, S.C.

By: Mark A. Schroeder
email: mschroeder@janesvillelaw.com

MAS/kk
c: Ed Hoff
Larry DiRe
Enclosure

Document Number

UTILITY EASEMENT

For valuable consideration, the receipt of which is acknowledged, Chad Kundert Properties LLC (Grantor) conveys a permanent utility easement, as described below, to the City of Brodhead (Grantee) upon the following terms:

A permanent utility easement, including for such purpose the right to construct, test, maintain, inspect, operate, replace, change or remove utilities, including lines providing electricity, and to test, maintain, inspect, operate, replace, change or remove above or underground conduits and lines, including associated appliances, equipment or markers in the following described parcels of land (Easement Area):

A. The West 5 feet of Lot 1 and Lot 2 of Certified Survey Map No. 2167 as recorded in Volume 7 of Certified Survey Maps of Green County on Pages 130 and 131 as Document No. 369550.

B. The East 5 feet of Lot 1 and Lot 2 of the Certified Survey Map No. 3556 as recorded in Volume 13 of Certified Survey Maps of Green County on Page 199 as Document No. 446334.

RETURN TO:

Attorney Mark A. Schroeder
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

23206 1104.1000 / 23206 1104.2000
23206 1104.3000 / 23206 1104.4000
Tax Parcel Numbers

Grantor, and its successors and assigns, shall have the right to utilize and enjoy the Easement Area providing the same shall not interfere with the rights of the Grantee created by this instrument. No structure, pavement, landscaping or planting shall be erected or placed on the Easement Area so as to interfere with the rights of the Grantee created herein. In the event of any maintenance, repair or installation of the utility services located within this easement, the Grantee shall restore the ground back to its original condition before any such repair, installation or maintenance, and the Grantee shall not be liable for the removal of any structure, pavement, landscaping or planting if they are so placed by Grantor, its successors and assigns. The cost of removal and replacement shall be the responsibility of the Grantor.

This easement shall run with the land and shall be binding on and shall inure to the benefit of the parties hereto, their heirs, successors or assigns.

Dated this 04 day of 21, 2026.

CHAD KUNDERT PROPERTIES LLC

GRANTOR:

Chad Kundert, Member

Subscribed and sworn to before me
this 21 day of April, 2026.

Deborah J Hauri
Notary Public, State of Wisconsin
My commission expires: 6-20-2029

DEBORAH J. HAURI
NOTARY PUBLIC
STATE OF WISCONSIN

CITY OF BRODHEAD

GRANTEE:

By: _____
Jill Baxter, Mayor

ATTEST:

By: _____
Kristin Covert, Clerk

Subscribed and sworn to before me
this _____ day of _____, 2026.

_____
Notary Public, State of Wisconsin
My commission expires: _____

This document was drafted by
Attorney Mark A. Schroeder
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

RESOLUTION 2026 - 004
A RESOLUTION RENAMING A PORTION OF CROSSWINDS STREET
IN THE CROSSWINDS SUBDIVISION, CITY OF BRODHEAD, COUNTY OF ROCK

WHEREAS, pursuant to Resolution 2020-011, a portion of a street located in the Crosswinds Subdivision was renamed Crosswinds Street; and

WHEREAS, the portion of the street so renamed includes a portion running not only east to west, but also north to south; and

WHEREAS, in the assigning of house numbers for houses constructed adjacent to Crosswinds Street, it has been noted that providing the same name to the north-south portion of the street as is provided to the east-west portion of the street may give rise to confusion on the part of emergency responders when responding to the north-south portion of Crosswinds Street; and

WHEREAS, the Common Council of the City of Brodhead, to eliminate said potential source of confusion for first responders, has determined that it would be appropriate to rename the north-south portion of Crosswinds Street to Crosswinds Avenue; and

WHEREAS, Wis. Stat. Sec. 236.295 (1) (a) permits the change of a street name in a plat by recording a correction instrument in the office of the register of deeds.

NOW, THEREFORE, the Common Council of the City of Brodhead do hereby resolve as follows:

Section I. The street name of that portion of Crosswinds Street lying adjacent to the west boundary of the Lots 21 through 25 and lying adjacent to the east boundary of Lots 72 through 76 all in the Crosswinds Subdivision, City of Brodhead, County of Rock, is hereby changed to Crosswinds Avenue.

Section II. The City Clerk shall record with the Rock County Register of Deeds and file with the Real Property Lister a correction instrument and a certified copy of this resolution in order for the assessment roles to be updated, as well as to allow these changes to be tracked with the subdivision, in order to eliminate future confusion by entities providing services to or locating data for parcels adjacent to Crosswinds Avenue.

Section III. The City Clerk shall notify the developer or owner of any parcel in the Crosswinds Subdivision and abutting the now renamed Crosswinds Avenue of these changes.

Section IV. This resolution shall take effect upon passage and publication as provided by law.

Approved by the Common Council of the City of Brodhead this 18th day of May, 2026.

CITY OF BRODHEAD

By: _____
Jill Baxter, Mayor

ATTEST:

By: _____
Kristin Covert, City Clerk

CERTIFICATION

I, Kristin Covert, Clerk of the City of Brodhead, hereby certify that the foregoing is a true and correct copy of the resolution renaming a portion of Crosswinds Street in the Crosswinds Subdivision, City of Brodhead, County of Rock, approved by the Common Council of the City of Brodhead, Wisconsin on the 18th day of May, 2026.

_____
Kristin Covert, Clerk