Common Council Consent Agenda

City of Brodhead - 1111 W 2nd Avenue –Council Chambers and GoToMeeting

Monday, July 21, 2025 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) **City Hall Envelope Study MSA -** Discussion and Possible Action
7) **RFP Legal Services –** Discussion and Possible Action
8) **Approval of the Consent Agenda**
   a. **Minutes**
      i. 06/03/2025 Fire District
      ii. 06/12/2025 Public Safety
      iii. 06/16/2025 City Council
      iv. 06/17/2025 Water & Light Commission
      v. 06/23/2025 BID Board
      vi. 06/23/2025 Historic Preservation
      vii. 06/24/2025 City Council Ehlers Financing
      viii. 07/02/2025 Personnel Committee
      ix. 07/07/2025 Public Works Committee
      x. 07/07/2025 Plan Commission & CDA
      xi. 07/14/2025 Park Board
      xii. 07/15/2025 City Council PAA City Administrator
      xiii. 07/17/2025 Public Works
   b. **Licenses**
      i. Operator's Licenses
         i. Jessika Hintz – Payne's Pub
         ii. Carissa Wolfe – Deb's Bar
         iii. Shelby Garrity – Bridges Bar & Grill
      ii. Temporary Class B Licenses
         i. Brodhead Chamber of Commerce – Covered Bridge Days
            1. Mitchell Onken Covert
            2. Dennis Senz
   c. **Permits**
      i. Public Event Permit
         i. Brodhead Chamber of Commerce – Food Truck Night Change in Location– August 12th
         ii. Brodhead Chamber of Commerce – Covered Bridge Days on the Square to include DLMRA on the Race & Historic Wagon Rides – August 8,9,10
         iii. Brodhead Chamber of Commerce – Softball Tournament at Legion Park – August 8,9,10
         iv. Brodhead Chamber of Commerce – Tractor Show and Pull – Southside Area – August 8,9,10
         v. Brodhead Chamber of Commerce – Covered Bridge 5k Fun Run/Walk at Putnam Park – August 9
         vi. Brodhead Chamber of Commerce – Tractor Parade – August 10

Brodhead Fire Commission Meeting Minutes
June 3, 2025
5:00 P.M.
Brodhead Fire Station

1. **Call to Order:**
   The meeting was called to order at 5:06 PM
2. **Roll Call to determine if a quorum is present.**
   Present - S. Hazeltine, N. Burkhalter, B. Moon, B. Gritzmaker, A. Schneider, P. Faessler
3. **Motion to deviate from the order of the agenda if necessary.**
   N. Burkhalter made a motion to approve the agenda as it was presented.
   Seconded by A. Schneider
   Motion Passed
4. **Public Appearances: This is the public's opportunity to speak.**
   Each citizen is allowed 10 minutes to address the Commission.
   Amber Foster, owner of Foster Gaming, attended the District meeting to voice her concerns with the business next door, Good Olde Stuff. She is worried about the fire load inside the building and the numerous fire violations it has occurred in the past. She would like to remodel her store, but doesn't want to invest the time and money in her business in case a fire breaks out next door.
   Chief Scheidegger informed the District that he and Chief Raupp had reinspected the business, and the owner stated that he was no longer in business and had not renewed his business license. Fire inspections are conducted on businesses and apartments with four or more units. Since he is no longer in business and does not have apartments with more than four units, it does not fall under fire inspections. B. Gritzmaker mentioned that this issue might now fall under zoning regulations. There was a question about whether he had a current business license or if it had expired. This will be looked into.
5. **Approval of previous meeting minutes. Discussion/Possible Action.**
   Motion to approve the minutes of the Brodhead Fire Commission monthly meeting held on May 2, 2025, as presented.
   N. Burkhalter made a motion to accept the minutes from the May 2, 2025, meeting as presented.
   Seconded by A. Schneider
   Motion Passed
6. **Treasurer's Report- Discussion/Possible Action:**
   Operating Checking Account Balance: **$134,025.75**
   Capital Money Market Capital Fund Balance: **$545,278.16**
   Total Accounts Balance: **$679,303.91**
   Motion to approve the Treasurer's report made by A. Schneider
   Seconded by N. Burkhalter
   Motion passed

DRAFT

7. **Payments of Bills- Discussion/Possible Action:**

Bills paid after the May 2, 2025, meeting:

AT&T $42.99, Brodhead Water & Light $379.42, Blackhawk Tech $160.00, Capital One $621.22
Decatur Dairy $36.55, Design Electric $1,836.00, EcoWater $23.00, EMS Industrial $412.54
Firefighter Pay Leave Work April $727.82, Gasser $17.55, L&S Trucking $772.75,
Lifequest/Fire Recovery $265.51, McNeil & Co $26,830.96, Napa $8.85, Piggly Wiggly $23.76
Pinnow Pharmacy $287.50, Register Print $22.00, Reimburse-Goncher Jr. $462.00,
Sewer-City of Brodhead $134.46, Spectrum $229.90, Speich $318.83, Streamline $200.00,
WE Energies $256.78

Revenue received after the May 2, 2025, meeting:

Brodhead Area EMS $45.22, Fire Recovery USA $1,762.50, Interest $11.67,
Brodhead Fire Inc. $7.00

Motion to approve the payment of bills made by N. Burkhalter
Seconded by A. Schneider
Motion passed

8. **Reports of department activities:**

A. **Firefighters Inc.: Nothing at this time**

B. **Fire Inspector:**

Good Olde Stuff follow-up from last district meeting. Chief Scheidegger was in contact with the owner and arranged a meeting time. Chief Scheidegger and Chief Raupp met with the business owner. The business owner informed them that he is out of business and had not renewed his business license with the City of Brodhead. Since the building is no longer in operation, it is no longer subject to the Brodhead Fire District's business fire inspections. He was asked to move debris from the front door entrance.

C. **Administrative Assistant Reports:**

<u>May 2025</u>

Fire Response: 11, Cancel: 0, MABAS: 5, Lift Assist: 3, MVA: 4, Assist BAEMS: 2, Assist GCEMS: 0
Assist Orfy: 1 (Brodhead 850 in for repairs), Assist 860: 0, 1st Response: 1 (Brodhead 850 in for repairs)

Total 27 calls

D. **Life Quest/Fire Recovery:**

<u>May 2025</u>

Claims Submitted: 7 for $3,833.50
Payments received 9 claims by FRUSA: $6,617.00
Claims Denied: 0
Non-Billable(Other): 0
In Progress: 6

E. **Fire Chief:**

Chief Scheidegger verified the question asked at the last meeting regarding the number of firefighters needed for an engine crew. According to NFPA 1710 section 5.2.3.1.1, Engine Companies shall be staffed with a minimum of four on-duty members. Section 5.2.3.2.1 Ladder/Truck Companies shall be staffed with a minimum of four on-duty members.

DRAFT

The roof gables on the station have buckled and are loose. Chief Scheidegger contacted the company that installed them, and they provided him with an estimate of $10,000 to repair the station. When they were installed 12 years ago, the wrong gables were installed. Stone Mill will be the contractor making repairs as soon as parts arrive.

9. Old Business:

A. Update on Innovation Grant Planning: Discussion/Possible Action

Brodhead Fire & Brodhead Area EMS, Orfordville Fire, Footville Fire, a Retired Fire Chief from Hartford, and two members from Innovation Planning conducted a kickoff call for the Innovation Grant on May 22, 2025. The discussion focused on current and future challenges, thoughts on shared services, and ideal steps. Innovation planning will reach out to each municipality involved to schedule a meeting with them, along with the fire departments and EMS personnel involved. No date has been set up for future meetings.

B. Placing an ambulance in Brodhead Fire Station: Discussion/Possible Action

Lengthy discussion on placing an ambulance in the station.

B. Gritzmaker requested estimates for the cost of an ambulance. The district was provided with six examples, including a utility vehicle that Chief Scheidegger was looking for, as well as ambulances ranging from 2011 to 2024, with a cost of $95,500 to $245,500. This does not include the equipment needed for inside the ambulance.

Chris Searles inquired about the purpose of having an ambulance stationed at the fire station. B. Gritzmaker mentioned this was his motion. B. Gritzmaker mentioned four reasons why

1. Chief Scheidegger was asking about a smaller vehicle for First Response calls and MVA accidents. (For the record, Chief Scheidegger asked for a small utility vehicle, not an ambulance.)
2. There is space in the station to house an ambulance.
3. It would be a revenue source.
4. There is money in the capital fund to purchase an ambulance.

Chris Searles asked, given that Brodhead 850 would have two ambulances by September, how would the ambulances be paged to calls? Who would be the primary ambulance? S. Hazeltine mentioned that it would be up to the municipalities and who they would want to contract with.

S. Hazeltine provided a summary of how Orfordville's ambulance service, which operates with three part-time employees, would cost roughly $730,000 for 24/7 coverage.

It was also mentioned that an ambulance is not a huge money maker. Medicare patients have a set amount they may get, but there is no guarantee on other types of calls for payment received.

Chris Searles mentioned that for years, the municipalities had been receiving the ambulance service for free. It has been within the last few years that an assessment of $30.00 per capita for ambulance service was imposed on the municipalities. The City of Brodhead's assessment was roughly $97,000 for coverage.

N. Burkhalter mentioned that Brodhead Fire and Brodhead EMS are not working together.

C. Searles said the firefighters and EMS personnel work very well together and train regularly. Eleven firefighters also run on Brodhead 850 out of the 24 total members of Brodhead Fire, so it's hard to say they don’t work together when a large majority of the personnel are the same on

DRAFT

both departments. It's the board's upper management that has issues and can not see eye to eye at this time.

B. Gritzmaker made a motion to table the discussion on placing an ambulance in the Brodhead Fire Station.

Seconded by N. Burkhalter

10. New Business :

A. Paid on Premise- Job description, number of calls, hours worked: Discussion/Possible Action

Admin Assistant Oborne was unable to print out the Paid on Premise job descriptions. She went over the number of calls the current paid on-premise employees have made during their time on call. More information will be provided at the next district meeting.

11. Commission Comments or Questions:

Commission's opportunity to speak about anything, not a specific agenda item.

Gritzmaker wanted it on record that the City of Brodhead had signed the amendment to the agreement, stating that if the City left the Fire District, it would leave with nothing.

12. Discussion/Possible Action on future agenda items and next meeting date and time:

Next meeting date: Tuesday, July 1, 2025, at 5:00 PM

13. Motion to adjourn.

Motion to adjourn at 6:57 PM by N. Burkhalter

Meeting adjourned

Minutes Typed By: Heather Oborne
6/17/2025 at 2:23 PM

DRAFT

June 2025 PSC Minutes
Notice of Meeting
City of Brodhead, Wisconsin PUBLIC SAFETY COMMITTEE

Please take notice a meeting of the PUBLIC SAFETY COMMITTEE of the City of Brodhead will be held on Thursday June 12th, 2025, at 5:00 p.m. at the City Hall in the Common Council Chambers, 1111 W. 2nd Ave & via GoToMeeting, to consider the following;

1. Call to Order 5pm

2. Roll Call to determine if a quorum is present.
Bernstein , Robl , Peach , Burkhalter

3. Motion to deviate from the order of the agenda if necessary. Discussion / Possible Action
Peach motions , Robl 2nd all aye

4. Approval of previous meeting minutes. Discuss / Possible Action
Peach motions , Burkhalter 2nd all aye

5. Public Appearances: This is the public's opportunity to speak about anything that is not a specific agenda
item. Each citizen is allowed 5 minutes to address the Committee.
Don , 8th street concerns about e-bikes and E-scooters and bikes
6. New Business

A. Annual Alcohol Establishment Licenses Discussion / Possible Action
Bernstein Motions to recommend approval of all licenses not marked in red on the spreadsheet Burkhalter 2nd all aye

Bernstin motions coming out of closed session discussion to deny all applicants marked Deny on the spread sheet , individual denial letters will specify reason 5 denials Peach 2nd all aye

Bernstein motions coming out of closed session recommended approval of 3 applications reviewed by committee during closed session discussion indicated by A on the spread sheet.Robl 2nd all aye

Berstein motions coming out of closed session for changing of alcohol license presumption after reviewing the documentation of sales for Bridges that they exceed the criteria needed for presumption change , Burkhalter 2nd all aye

B. Annual Cabaret License Discussion/ Possible Action
Bernstein Motions to recommend approval of all licenses not marked in red on the spreadsheet Burkhalter 2nd all aye

C. Annual Cigarette License Discussion/Possible Action
Bernstein Motions to recommend approval of all licenses not marked in red on the spreadsheet Burkhalter 2nd all aye
D. Annual Amusement License. Discussion/ Possible Action.
Bernstein Motions to recommend approval of all licenses not marked in red on the spreadsheet Burkhalter 2nd all aye

E. Annual Mobile Home Park License. Discussion/ Possible Action.
Bernstein motions to recommend approval , Burkhalter 2nd all aye

F. Annual Secondhand Article Dealer License. Discussion/ Possible Action
Fosters gaming and Sweetwater tack shop , Bernstein motion to recommend approval , Robl 2nd all aye
G. Operator's licenses. Discuss / Possible Action
Jesse Blakely
Todd Arnsmeier
Karen Wright
Patrick J Elliot Reese
Bernstein motions to recommend approval , Robl 2nd , all aye

H. Public event permits. Discuss / Possible Action
-Family fest june 28 6am to 11pm Putnam park and parade 11am
-July 8th food truck Tuesday 2pm to 8pm Putnam park
-Aug 12th food truck tuesday Dicks Repair
-Sept 9th Food truck Tuesday Bank Of Brodhead
-Oct 14th 2-8pm Gassers hardware and rental

Peach motions to recommend approval , Roble 2nd all aye

I. Other city licenses and permits. Discuss/Possible Action
Temp class b for family fest Putnam park. June 28th
Robl Motion , Burkhalter 2nd all aye
J. Adding electric scooters/electric ride on vehicles to play vehicle Ordinance. Discuss /Possible Action
Burkhalter motions that Chief Raupp work with the city attorney on the wording to best meet the legal requirements to bring council if possible. Bernstein 2nd all aye
K. Ordinance to waive 290-21(a) open intoxicant in public for family fest
Bernstein Motions to recommend approval , Robl 2nd all aye

I. Request to use headgates park as a parking area for 55th class reunion. Discuss/Possible Action
As long as the circle area for boat launch be left usable and drive be left passable for boats and other park users
M. public pool discussion

Burkhalter motions to Robl 2nd all aye
Recommend employee parking be on the north side of 4th street
Recommend we have 2 handicapped parking stalls
Recommend the U drive be labeled IN at west end and OUT at east end and be designated for drop off pick up only
Recommend the first 6 feet from curb south be considered side walk marked and left open for pedestrian traffic.

7. Closed Session: Per s.s. 19.85(1)(b), Wis. Stats., for considering financial, medical, social or personal
histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems. or the investigation of charges against specific persons except where s.s. 19.85(b), Wis. Stats., applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, Re: Consideration of denial of City issued Operator's License and Alcohol Establishment License. NOTICE: Persons or businesses who are under review have the right to request the portion of the closed session which pertains to them be held in open session.
5:17 Peach motions to move to close session Robl 2nd all aye
5:56 Peach motions to move to open sesion , Burkhalter 2nd alls aye

8. Old Business:
a. Innovation Grant update discuss / Possible Action
Process is in motion , waiting on planning study completion grant opens in July
b. Police Capital Projects.
Floor, HVAC, Radio upgrade Discuss/ Possible Action
Hvac main furnace and air conditioning replaced , alternate was inspected and determined working for more years yet.

9. Police Chief's reports on department activities.
Good old stuff store has been inspected and given 30 days to comply with code.
Officer hiring process is proceeding
New part time dispatcher hired
Working on code violations - none gone to enforcement yet.
ICAC investigation

10. Committee Comments or Questions: This is the Committee's opportunity to speak about anything that is not a specific agenda item.
Question about generator , testing good on weekly test.

For later sidewalks and bicycles

Head gates , parking for boats issue.
Camper parking , possible permit

11. Discuss/Possible Action future agenda items and next meeting date and time:
July 10th 2025, at 5 p.m. (chief will be out of town July 3rd)

12. Motion to Adjourn. Peach motions Robl 2nd all aye

Common Council Minutes

City of Brodhead - 1111 W 2nd Avenue –Council Chambers and GoToMeeting

Monday, June 16, 2025 6:00 PM

1) **Roll Call:** Simpson called the meeting to order at 6:00 pm. Roll call shows alderpersons Sauer, Burkhalter, Naramore, Baxter, and Gritzmaker all present. Also present: Attorney Schroeder, Mayor Simpson, Clerk Covert, Treasurer Miller, Library Director Bisbee, and Chief Raupp. Absent: Woodford.
2) **Pledge of Allegiance:** Simpson led the pledge of allegiance.
3) **Approval of the Agenda:** Motion by Baxter to approve the agenda. Second by Naramore. All ayes. Motion carries.
4) **Citizen Comments:** None.
5) **Approval of the Consent Agenda:** Motion by Burkhalter to approve the consent agenda. Second by Sauer. All ayes. Motion carries.
   a. **Minutes**
      i. 05/19/2025 City Council
      ii. 05/20/2025 Water & Light Commission
      iii. 05/29/2025 Board of Appeals
      iv. 06/02/2025 Public Works Committee
      v. 06/02/2025 BID Board
      vi. 06/02/2025 Park Board
      vii. 06/02/2025 Plan Commission & CDA
      viii. 06/04/2025 Historic Preservation
      ix. 06/09/2025 Finance Committee
      x. 06/09/2025 Pearl Island
      xi. 06/09/2025 City Council Finance w/ Ehlers
      xii. 06/11/2025 Personnel Committee
      xiii. 06/12/2025 Public Safety Committee
   b. **Licenses**
      i. Operator's Licenses
         i. Todd Duane Arnsmeier – Payne's Pub
         ii. Jesse Alan Blakely – Dollar General Market
      ii. Annual Renewal Cigarette Licenses
      iii. Annual Cabaret Licenses
      iv. Annual Amusement Licenses
      v. Annual Renewal Beer/Liquor Licenses
      vi. Annual Renewal Operator's Licenses
      vii. Temporary Class B Licenses
         i. Brodhead Chamber of Commerce – Family Fest – Putnam Park
            1. Patrick Elliott Reese
            2. Karen Ellen Wright
   c. **Permits**
      i. Public Event Permit
         i. Brodhead Chamber of Commerce – Family Fest – June 28th
         ii. Brodhead Chamber of Commerce – Food Truck Night – July 8th
         iii. Brodhead Chamber of Commerce – Food Truck Night – August 12th
         iv. Brodhead Chamber of Commerce - Food Truck Night – September 9th
         v. Brodhead Chamber of Commerce – Food Truck Night – October 14th
6) **Old Business**
   a. Finance Committee Policy Update: Baxter discussed that when the CIP is changed, approval must go through city council. Motion by Sauer to accept the finance committee policy update as written. Second by Gritzmaker. Gritzmaker discussed that he is happy with this decision, but if someone wanted to propose a change and were not available during the day for the committee meetings, there needs to be a way to get this done. If there is an inability to be present to the finance committee, could this be done prior to the finance meeting. The idea being that if you cannot make it, the chair can present this in your absence. Gritzmaker proposed an amendment in the

event of a common council members' inability to attend the finance committee meeting, a written proposal may be turned in to the finance committee chairperson prior to the finance committee meeting. Second by Sauer. All ayes to the amended motion. Original motion as amended, all ayes. Motion carries.

b. City Sidewalks: Gritzmaker questioned Attorney Schroeder when the motion was made in the first place, should the motion have been a resolution. Attorney Schroeder discussed that the original motion was a resolution, but the resolution itself was not specific on what repairs were needed to what sidewalks and Attorney Schroeder felt that he was not prepared to send those letters out without a clear resolution to include with the letters for those who had previously received communication, and the other being those who had not received a letter. Attorney Schroeder based these resolutions on the motion prepared for the prior council meeting and was not intending to delay anything. Gritzmaker discussed that all motions are equal, but a resolution is more specific. Attorney Schroeder replied that no, some resolutions are prepared as separate documents and sometimes it is of such significance, it is easier to keep it in a separate document. Gritzmaker questioned if in the future, the more specific the motion, the better, with proper information in it. Schroeder replied that yes, with particular motions there needs to be specific information for what needs to be done to move forward rather than having general information. Burkhalter questioned if each letter needs to have each portion of the sidewalk to be done. Schroeder replied that each letter has the information that pertains to that particular property to comply with the letters. Simpson questioned how other municipalities do this to move forward more quickly. Schroeder replied that they would receive a letter about what they need to do with their sidewalk and most likely would come from their Department of Public Works (DPW); the ordinance is set up this way, as well as the state statute.

c. RFP Legal Services: Simpson discussed that Cosigny Law Office, as well as Russell Law Office presented their proposals for the city to review. Simpson discussed if it would be proper for each counsel to represent themselves. Schroeder replied that he believed there was a timeline to submit, have presentations for those who have submitted, and normally they would each appear separately before the common council and would allow the opportunity to have the common council ask questions. Baxter made a motion to accept the two RFP's in the folders and to schedule interviews for the next regularly scheduled council meeting. Second by Burkhalter. All ayes. Motion carries.

7) New Business

a. Close City Hall Monday 6/23/2025 & Tuesday 6/24/2025: Simpson discussed that he spoke with Mike from Mike's Flooring that we would not need to be closed so long as the traffic is not busy and we would not have to be completely closed but limited. Gritzmaker questioned where the Monday and Tuesday come from and why not a Wednesday if we are already closed in the afternoons. Simpson discussed that these were the dates that Mike's Flooring that decided on, that staff could still be in the offices. Baxter questioned if a notice needs to be posted. Simpson replied posting a "Pardon our dust" notice on Facebook and signs on the doors should be enough.

b. May 2025 Financial Reports:

   i. Voucher Report: Treasurer Miller discussed the voucher report. BID checks 1742-1751 for a total of $4,915.08. General checks 84921-85021 for a total of $381,452.54. Credit card purchases for a total of $4,136.75. For a **grand** total of $390,504.37. Motion by Naramore to accept the voucher report as presented. Second by Baxter. Roll call shows all ayes. Motion carries. Gritzmaker questioned 84936 for Carico and was this chlorine. Miller replied that they manage the pool. Simpson discussed that it is for chemicals and questioned Miller how this works. Miller replied it is 4 payments of $2,000. Global Industrial was listed and Gritzmaker questioned if this was for Pearl Island or General. Miller replied it was Pearl Island.

   ii. Budget vs Actual Year to Date: No discussion/questions.

   iii. Capital Project Listing: No discussion/questions.

c. Life Insurance Carrier Change: Miller discussed that the agents reached out with a rate increase through our current carrier, SunLife. A quote was made by the agents, and Hartford was suggested with extra value-added services and a savings in premium compared to SunLife. Baxter added that this was approved through finance. Gritzmaker discussed that part of this stuff doesn't apply to the city. Miller replied that these items are all listed as items the employees would have access to. Simpson questioned with 'will preparation' and a dollar amount listed,

if this company will prepare one as part of their fee. Baxter questioned who our current life insurance carrier is. Miller replied that it is SunLife. Baxter questioned who reached out to the city for this policy. Miller replied that it was a broker. Burkhalter questioned if this policy is for the city to gain after the death of an employee. Simpson replied that he believes this would be for the employees' family. Motion by Baxter to move from SunLife to Hartford Life Insurance option. Second by Sauer. All ayes. Motion carries.

d. Interview Setup: Baxter discussed that with all the interviews, each interview seems to be reinvented and felt that there should be a way to follow for consistency. Baxter presented her proposal for the interview process. Gritzmaker questioned if more than one committee member wanted to show up if they were able to. Raupp questioned if this applies to part time and full time. Baxter replied to all employees this would be for. Gritzmaker questioned when the department head interviews are held, could the mayor sit in with the department head interviews. Baxter replied that it is up to the mayor. Baxter feels that department head interviews are important to get the opinion from other department heads as they will be working together. Schroeder discussed that he feels this applies to all committees and would be appropriate to have a motion to approve the proposed process for interviewing potential candidates. Baxter discussed that she could take this back to personnel and update to the council's preference. Schroeder added that if there is a quorum present from a committee for interviews, you would have to have a meeting posted to comply with public meeting law, which is fine, but should be made aware of this for the committee it pertains to. Baxter discussed that she would bring this back.

e. Standard Procedure Regarding Attorney Contact: Simpson discussed that prior resolutions were added to the packets that had been made in the past. Gritzmaker discussed that the two resolutions passed in 2020, and would like to ask the lawyers' opinion if the two attached resolutions both pertain to his proposed changes to the procedure. Attorney Schroeder replied that Gritzmaker is adding another way to authorize this, which is by Council President or by motion of the common council; agrees that it is not inconsistent with what is being proposed. Gritzmaker is also concerned about the City Administrator and where they lie with this resolution. Baxter questioned the attorney what the difference between city staff and officers would be. Schroeder replied that would warrant clarification and how it was interpreted in the past was that employees other than officers. As the chief, clerk, and treasurer do not need to go through council or mayor to contact the attorney, as they were considered an officer. As terms of administrators, other municipalities would use the primary point of contact as the administrator and would be difficult to do their job as a city administrator if they would have to go through the mayor. Simpson questioned if it would be better to rewrite something to reflect, as 4 people are too many to be contacting the lawyer. Gritzmaker discussed that this is exactly his point, and he does not want 3 or 4 people contacting the lawyer. Gritzmaker questioned if these other municipalities using their city administrator as the point of contact is not statute correct. Schroeder replied that it is correct that it is not statute, but it would be appropriate to discuss and define the city administrator's authority. Baxter discussed that the way the council approved administrator role is set up; the administrator, mayor, and chief are all equal in their roles and if there are questions about that, then this is something that should be looked at again to reconfigure. With that being said, Baxter would like to address the current budgetary restraints that have come up now, Baxter is unsure why this is being looked at with all of the updates with the TIDs, streets, loans, and everything else that has gone through, it makes sense that the fees have increased. Baxter discussed that of all people that should be able to contact the attorney, it is the city council members, without consulting an attorney, if there is something that should be moved along having to contact the mayor it just makes an extra step to still discuss with the lawyer in the end. Baxter believes that if someone has to contact the mayor each time there is a question, there needs to be an openness, no one has abused it, and if this is suddenly an issue, perhaps we should set a budget for the lawyer to be contacted for each department. Baxter does not feel that this has been abused at all and she feels it is restrictive and it inhibits from being the best council they have. Simpson questioned if this was added prior because of abuse. Baxter questioned where does the city assessor, building inspector, weed commissioner; are they officers or staff. Schroeder discussed that there are different positions being staff and officers. The building inspector would be an independent contractor, not an employee. The weed commissioner is either from the PD or the DPW and are considered staff. Normally it is checked with the Clerk or the Treasurer prior. All positions are within the council's discretion, but there are certain efficiencies for these discretions. Gritzmaker made a motion

to propose a charter ordinance; The City of Brodhead retains a contact with a law firm regarding legal services. The law firm under contact shall be contacted one of the two following ways: 1. Contact initiated by the duly elected Mayor, or in the Mayor's absence, the Council President. 2. City Staff directed by motion passed by the Common Council. All other contact with any law firm shall be considered unofficial business, and the City shall not be responsible for financial charges of thus. Charter Ordinance shall not infringe on Common Council ethics inquiries. Schroeder asked for clarification as charter ordinance is outside of a regular ordinance and if that was needed. Gritzmaker discussed that he did mean this as a charter ordinance as there are legal terms that have nothing to do with the paper Gritzmaker has for his charter ordinance. Schroeder noted that this can be done as a regular ordinance as there is a waiting time and particular ways this needs to be done, as well as an option to request a referendum for this charter ordinance and wanted to ensure that the understanding is set for both ways. Gritzmaker replied he feels charter is more solidified. Second by Burkhalter. Gritzmaker asked for feedback and discussion. Raupp asked if he could say something. Simpson replied that he could not as this is a council decision. Gritzmaker added that you get different opinions, rumors get going, this should be executive, or the council and it makes perfect sense as a chain of command that it is all of the elected people. It should be those elected with their hands on the lever of power. This is an appropriate thing and there was a lot of thought put into this. No further discussion. Vote shows Gritzmker, Burkhalter ayes. Baxter, Naramore, Sauer nay. Motion fails.

f. City of Brodhead v. Tera Staffon: Gritzmaker contacted the municipal clerk and was told that it was ongoing. Gritzmaker was requesting an update. Raupp discussed that the municipal case has been appealed to the Green County Circuit Court and is awaiting court and it is available on CCAP. Gritzmaker questioned how to look things up on CCAP. Gritzmaker questioned who made the decision to move forward to appeal. Raupp discussed that he had gotten input from Mayor, Public Safety Chairperson Burkhalter to have input. Raupp discussed this is the first time in 30 years he has ever appealed a case.

g. Pool/Parking/Leak: Simpson discussed that as of last week, 75,000 cubic foot was read on the meter and last night there was 99,499 cubic foot and discussed there is major leaking going on. Burkhalter discussed that he brought this to the Public Safety committee, and they discussed getting MSA's engineers to review. Raupp discussed that structural engineering should be reviewed to ensure the safety of our patrons. Gritzmaker questioned when the pool was first filled. Simpson discussed that he filled the pool on May 27th. Gritzmaker questioned if a reading can be done next month to ensure it is not accelerating. Baxter questioned if MSA will do their evaluation. Simpson discussed that he has not questioned them on that yet. Raupp discussed that this should be discussed at the council to ensure safety. Baxter questioned if we know the cost. Simpson replied there is not a quote available. Baxter questioned if the city is liable. Raupp replied now that it is known that there is a leak, and not having an understanding of the structural integrity of the pool. Gritzmaker interjected that this is a complicated subject, and the pool has been around for years and is a fixture, the mayor has put in an amount of time to get this pool going, people are going to the pool, and he suggests that we do fulfill this summer. The town will need to make a decision about this pool and tell people what is going on. Gritzmaker continued there are three things to do: ignore it which is not recommended, the council as a body puts it in the CIP borrowing package, and the third way would be to ask the city as a body with a referendum. Gritzmaker believes this will be a multi-million-dollar project and if a new pool is done as a referendum, then there are concrete numbers to show how much this will cost, taxes affected, and let people know what is going on so this is not a surprise later. Burkhalter discussed that Public Safety had brought up parking at the pool and seeing things on the North side of 4th street is for the employees. There should be 2 handicapped parking spots in the U-shape of the drive. As well as using the first 6' of the south side of the curb to be designated for sidewalk, the in drive is labeled in and the out drive is labeled out in the U shape only. Burkhalter also discussed that there is a rumor that the handicap accessible chair does not work to lower into the pool and that should be corrected. Simpson replied he has tried to use it and it does not work and that there has been no company willing to work on it. Motion by Gritzmaker to bring the volume of water usage to be brought to the next meeting in July. Second by Burkhalter. Sauer discussed that she finds it interesting that no one discussed this with the Park Board prior to this and she was cut out. Burkhalter discussed that the public spoke and this was a public safety issue. Baxter questioned if we are open check booking on the water usage and MSA for the leak. Simpson replied that for 200 gallons, it is roughly $400 per week, and there is

budget for 3 months' usage. Baxter questioned if MSA will be involved. Simpson was unsure. Burkhalter, Naramore, Baxter, Gritzmaker ayes. Sauer abstained. Motion by Burkhalter to get the signage for the handicap and the ins and outs at the park for drop off and pick up. Second by Baxter. Gritzmaker questioned if chief has signage accessible to make Burkhalter's wish possible. Raupp replied he would help if possible, but these are not signs that they have. Gritzmaker questioned how those are normally done by the PD, if they are taken out of storage or if they are ordered. Raupp replied that DPW handles this. Gritzmaker replied he would ask Mr. McQueary but he left the meeting. Burkhalter, Naramore, Baxter, Gritzmaker aye. Sauer abstained. Motion carries.

h. 2025-018 Resolution to Waive Alcohol Beverage Consumption in Public – Family Fest: Raupp discussed that we use this resolution each year for Family Fest. Motion by Burkhalter to approve 2025-018 as presented. Second by Naramore. All ayes. Motion carries.

i. MSA Sewer Plant Operation: Simpson discussed that this morning he met with MSA to help the plant operate after Justin Schwartz leaves on Wednesday. They are planning to send them out to the testing lab and eventually there will be a contract until there are employees trained to operate as they are supposed to. At this point, there have been no applicants with certifications.

j. DNR Application and Administration: Simpson discussed that this is for the grant for Clean Water Fund for the loan through MSA applying for the road project that the city is borrowing for and to be refinanced. Schroeder added that it was a lump sum contract. Motion by Baxter to approve the MSA professional service agreement for application to the clean water fund. Second by Naramore. All ayes. Motion carries.

8) Mayor Report

a. Summer Pool Hiring: Simpson discussed that he has these later pool hires, and he had added them to the staff. They are all first time and starting at $9 per hour. Simpson is unsure if he needs a motion to hire. Baxter made a motion to approve Harper Williams, Matthew Nordeng, and Lennon Krattiger as pool staff at $9 per hour. Second by Naramore. All ayes. Motion carries.
    i. Harper Williams, Matthew Nordeng, Lennon Krattiger

b. Seven Day Acceptance Amber Foster BID Board: Motion by Naramore to accept Amber Foster under the BID Board. Second by Burkhalter. All ayes. Motion carries.

c. Seven Day Acceptance Mary Bartels Finance Committee: Motion by Baxter to accept Mary Bartels by the finance Committee. Second by Burkhalter. Gritzmaker questioned if all committee chairs are filled now. Clerk confirmed there is still one seat open for Historic Preservation. All ayes. Motion carries.

d. Future Agenda Items:
    i. Next Council Meeting – Monday, July 21, 2025 at 6:00 pm.
    ii. Street Project Financing Meeting – Location & Date: Simpson discussed that there is another meeting needing to be done for the financials with Ehlers on Tuesday, June 24, 2025 at 6:00 pm. Gritzmaker questioned if this is just a formality. Simpson replied there will be a resolution to be passed. Motion by Burkhalter to have meeting set for June 24th at 6:00 pm. Second by Naramore. All ayes. Motion carries.

Alderperson Sauer left the meeting at 7:36 pm.

9) Attorney Report

a. Resolution 2025-016 Directing Repair of Sidewalk: Schroeder discussed that this was touched on earlier and as a requirement for the letter directing repairs to the sidewalk, a copy of the resolution should be provided and for specificity these two resolutions will need to be approved. This resolution was prepared based on no contact with DPW prior to making the repairs. Discussion on the best way to move forward with marking areas. The city will mark the areas required to be repaired. Gritzmaker questioned a timeframe on the letters. Schroeder replied that his goal would be for the letters to be out by the end of the week. Motion by Burkhalter to approved 2025-016 as presented. Second by Naramore. All ayes. Motion carries.

b. Resolution 2025-017 Directing Repair of Sidewalk: Schroeder discussed this is the same as above, but they apply to those who have already had DPW reach out to them previously and no repairs have been made at this time. This would require completion by August 21. Motion by Burkhalter to pass resolution 2025-017 as presented. Second by Naramore. All ayes. Motion carries.

10) Close Session

Per WI State Statutes Sec. 19.85(1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Re: Cody Welbig**

i. Motion to move into closed session: Motion by Naramore to move into closed session at 7:49 pm. Second by Burkhalter. Roll call shows all ayes. Motion carries.
ii. Motion to return to open session: Motion by Burkhalter to move into open session at 8:09 pm. Second by Baxter. All ayes. Motion carries.
iii. Possible Action from closed session: None

11) Adjourn: Motion by Burkhalter to adjourn at 8:11 pm. Second by Naramore. All ayes. Motion carries.

BRODHEAD WATER & LIGHT COMMISSION

THE BRODHEAD WATER AND LIGHT COMMISSION HELD ITS REGULAR MEETING ON TUESDAY, JUNE 17, 2025. PRESIDENT MIKE OLSON CALLED THE MEETING TO ORDER AT 3:15 P.M.

PRESENT: MIKE OLSON, CARROLL SHEAFOR, MIKE KING, COUNCIL REP PAUL NARAMORE, ED HOFF AND TERRI CHAPMAN.

KING MADE A MOTION TO ACCEPT THE MINUTES OF THE MAY 20, 2025 MEETING AS PRESENTED. SHEAFOR SECONDED. CARRIED.

THE PROFIT-LOSS REPORT FOR MAY 2025 WAS REVIEWED, WITH SHEAFOR MOVING TO ACCEPT THE MAY REPORT AS PRESENTED, INCLUDING CHECKS #3549 TO 3551, 21129 TO 21163 AND 8508 TO 8519. KING SECONDED. CARRIED. THE DELINQUENT LIST WAS REVIEWED.

CHAPMAN REPORTED THAT THE PUBLIC SERVICE COMMISSION HEARING ON THE NEW WATER RATES IS SCHEDULED FOR JULY 14, 2025 AT 11:00 A.M.

OLD BUSINESS: NONE

NEW BUSINESS: DISCUSSED THE POSSIBLE SALE OF THE REGULATORS FROM THE OLD SUBSTATION AT A COST OF $40,000.00 TO EAGLE RIVER UTILITY. THE NEED OF PART-TIME HELP WAS BROUGHT UP. HOFF ASKED THE COMMISSION IF WE WOULD CONSIDER HIRING KADEN HOFF FOR THE SUMMER/FALL POSITION. COMMISSION SUGGESTED STARTING AT $15.45 PER HOUR. ALL WERE IN AGREEMENT. THE ISSUE OF CITY ALDERPERSONS ASKING FOR SPECIFIC INFORMATION WAS TALKED OVER WITH THE DECISION TO CONTACT MAYOR SIMPSON FOR DISCUSSION.

SUPERINTENDENTS COMMENTS – HOFF UPDATED THE COMMISSION ON THE STATUS OF THE PRIVATE WELL PERMITS THROUGH THE DNR.

CITY COUNCIL REP'S COMMENTS – NONE.

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, JULY 15, 2025 AT 3:15 P.M.

MOTION MADE BY SHEAFOR TO ADJOURN, SECONDED BY KING. CARRIED. MEETING ADJOURNED AT 3:55 P.M.

TERESINA CHAPMAN, EXECUTIVE ASSISTANT
BRODHEAD WATER AND LIGHT COMMISSION

Meeting Minutes
City of Brodhead, WI
Business Improvement District
June 23, 2025

1. Call to order @ 5:00 by Jeremy Pinnow.
2. Quorum present: Jeremy Pinnow, Jared Arn, Amber Foster and Megan Scheurell.
3. Motion to deviate by Arn, 2nd by Pinnow. All in favor.
4. Motion to approve previous minutes: motion to approve by Pinnow, 2nd by Scheurell. All in favor.
5. Public appearances: None
6. Committee comments or questions: Jared and Jeremy will be resigning from putting up and taking down downtown flags after July 4th. It will be the responsibility of the business owner to store and put up/take down the flags for designated dates. Suggested getting business owners emails to inform them of this change as well as social media posts.
7. Treasurer's report presented by Arn. Concert donations totaling $100 were made in June, monthly Water & Light payment made ($15.02), 1st Center Floral payment of ($97.41) and Concert Marketing payment of ($656.00) were also made in June. Checks outstanding of $4,900 for concert band payments. Motion to approve Treasurer's report by Foster, 2nd by Pinnow. All in favor.
8. BID Reorganization: Amber Foster approved last Monday, June 16 at the Chamber meeting. She was also nominated as the new BID Director of social media. Megan Scheurell has been nominated as the new BID Secretary.
9. Flower Watering: Allie Dahl has been hired by the BID for flower watering at a rate of $15/hr. She has watered for 6.5 hours in total.
10. Electric car chargers: Water & light doesn't see the chargers as necessary at this time, so is not interested in driving this project. Pinnow reached out to Mike Olson to see if he wanted to take the project over as BID does not want to be in the middle of this project.
11. Tinker's Garden Landscaping: Heidi Hahlen from the Garden club has volunteered to maintain Tinker's garden and only wants to be reimbursed for supplies needed.
12. Building Improvement Applications: We have received an application from Foster's Gaming & Collectibles for a reimbursement of $5,000 for the doors and windows portion of their façade improvement project. The BID approved to grant the reimbursement of $5,000. Foster will reach out to the Planning commission to utilize their funding as well. Motion to approve by Pinnow, 2nd by Arn.
13. Holiday Decor: NO UPDATES, looking for new vendors.
14. Marketing/Tourism: Lamar Billboard and marketing commercials that will be on channel 27 have all been approved.
15. Bills: Brodhead Sign for concert signage ($559.30), Gasser Hardware ($46.98), Water & Light ($15.02), Heidi Hahlen Tinkers Garden materials/supplies ($96.46), Allie Dahl 6.5

hours flower watering ($97.50). Motion to approve by Scheurell, 2nd by Foster. All in favor.

16. Future Agenda Items: Better presence on Social Media. Email list for monthly newsletters for downtown business owners.
17. Meeting adjourned at 6:00 pm, motion by Pinnow, 2nd by Arn. All in favor.

Meeting Minutes

City of Brodhead, Wisconsin

Historic Preservation Committee

Please take notice that a meeting of the **Historic Preservation Committee** will be held on **Monday, June 23, 2025 at 6:00 PM**, at Brodhead Public Library, 1207 25th St. to consider the following:

1. Call to Order
   Alder Sauer called the meeting to order at 6:01 PM
2. Roll Call – to determine if a quorum is present
   Present: Julie Neeley, Paris Trumbower, Sheryl Thorp and Alder Emily Sauer
3. Approval of the Agenda / Motion to deviate from agenda
   Motion made by J Neeley to approve the agenda, seconded by Trumbower. Motion unanimously accepted.
4. **New Business**
   a. Foster's Storefront Facelift Application Changes from RolliWorx – Discussion/Possible Action
      Motion made by Trumbower to approve changes to the Foster Storefront Facelift, seconded by J. Neeley. Motion unanimously accepted.
5. Adjourn
   Motion by J. Neeley to adjourn, seconded by Trumbower. Motion unanimously accepted.

Alderman Emily Sauer
Chairperson

Common Council Minutes

City of Brodhead - 1111 W 2nd Avenue –Council Chambers and GoToMeeting

Tuesday, June 24, 2025 6:00 PM

1) **Call Meeting to Order:** Mayor Simpson called the meeting to order at 6:00 pm.
2) **Roll Call:** Roll call shows there is a quorum with Alderpersons Sauer, Burkhalter, Baxter, Naramore, and Gritzmaker present. Also in attendance: Mayor Simpson, City Clerk Covert, Chief Raupp. Absent: Woodford.
3) **Pledge of Allegiance:** Simpson led the pledge of allegiance.
4) **Presale Report w/ Ehlers – Dave Ferris:** Ferris discussed the presale report to pull all items together to review items needed for the 2025-019 resolution that will be discussed during this meeting. The city will be going to market with the $3,930,000. This should help to secure the various street projects, TID 9 with the Crosswinds Development. The debt limit is 5% of the market value of the city, making the city 42% under the limits for borrowing. There will be potential to pay off the TIF early. Gritzmaker questioned debt services paid for property taxes, what does this mean. Ferris replied it is a legal term for a tax levy. Simpson questioned the tax levy. Ferris replied he is about to go over this. There will be a phone call to go over with Moody's to go over questions, there will be a PowerPoint presentation, go through the financial plan. TIF districts. The economic part of the discussion will just need to review what has been recently approved, what will be coming, and what the plans are for the growth potential the city is planning to see. Gritzmaker questioned that this is being sold, and he felt this was just dry numbers, and it sounds as though it is more than this. Ferris replied that this is a piece of what is being reviewed. There will also be institutional, debt leverage, economic scale, financial management. Gritzmaker discussed that they will review what may come into town and is this what Ferris will show them. Ferris replied that they will discuss what is actually being looked at for something that will come to the city and ensure what is being discussed will be truthful. Gritzmaker questioned how the council can be helpful with this. Ferris replied that the council can help discuss the items that will be coming to town. Ferris discussed that the underwriter will look at bond insurance and that it is a positive and it makes the city look stronger. Method of sale will be August 6th for opening bids, hoping to get 3 bids, and will be open to local, regional, and national underwriters. Underwriters make the coupons look better and the overall interest rates will possibly be around low 4% should things continue going well for the economy. If the numbers listed in the bids are not met, then there can be no approval by the mayor or the treasurer. If things go crazy in the near future, then we may need to revisit the plan and the numbers before going to the bidding process. After 2026, payments can possibly be wiggled around to ensure things are structured smoothly for the future. Gritzmaker questioned if he picked 640 because that is where it is at. Ferris replied that is the financial plan. Ferris is hoping to get the city to the point that projects can be done without needing to take a referendum. Gritzmaker questioned if the underwriter was taking our bid. Ferris explained that the underwriter sells the notes to the investors. The parameters that need to be met for this resolution discusses that if all items are met, then the mayor has the right to sign approval of this, or if he is unavailable then the treasurer has authority also. The bank will invest the proceeds and Ehlers has that noted. If there is not enough revenue to pay the TIF, then you would have to levy a tax to pay for part of that debt, which you can get back. This is only if something falls through with TID 9, but also the developer's agreement helps protect the city for some of that. Gritzmaker questioned how far in advance would Ehlers need to be informed. Ferris replied that the city will know if things are stale. An official statement is provided to the underwriters, there will be a call with Ehlers, the mayor, and the treasurer to go through the official document during the week of July 21st. Bids will be accepted on August 6th and the money will hit the bank by August 26th. Levy is paid off quickly, sewer may go 20 years depending on the clean water fund, and the TID 9 portion as well. Hopeful to have an A1 rating. Ferris also discussed that with the tariffs, the interest rates went up but are starting to level back out. Paul Boening will be coming to the August meeting and will take over for Dave Ferris to present the sale to the council. Gritzmaker questioned the underwriter's premium for the note pays for what? Ferris replied it pays for the discount, which is how they make money on the deal and anything left over from that will go to the bank to pay for the interest. Simpson questioned if there is a contract in this packet for Quarles that needs to be agreed to. Ferris replied that is in there to be agreed upon and yes that would be a good idea to go with that. Simpson is looking for a motion to accept the contract from Quarles to move forward with the bond. Ferris replied to do that separate from the resolution. Motion by Baxter to accept the contract with Quarles as written. Second by Burkhalter. All ayes. Motion carries.
5) **2025-019 Resolution Authorizing Issuance & Establishing Parameters for the Sale of Not to Exceed $3,930,000 General Obligation Promissory Notes, Series 2025A:** Simpson discussed this resolution is in the packet for tonight to have a motion to allow authorization for the mayor or the treasurer to approve the sale on the note. Ferris discussed

that it would also get it approved in time. Motion by Burkhalter to pass resolution 2025-019 as presented. Second by Naramore. All ayes. Motion carries.

6) **Conditional Offer of Employment for New Full Time Officer:** Chief Raupp discussed that he has found a full-time officer for the open position and that the number one candidate has moved on with background check, physical, and one more item left. Kenton Beishir is the candidate with the city and would like to give a conditional offer to bring the police department back to full staff. Baxter questioned where he resides. Raupp replied that he lives in Janesville. Motion by Baxter to approve Kenton Beishir as a conditional offer as a full-time officer. Second by Gritzmaker. Gritzmaker questioned if the psych test is a paper test, interviews, mix. Raupp replied that they meet with the individual with an office visit and the doctor will discuss where strengths and weaknesses are. Gritzmaker questioned if Mr. Beishir accepts; how many staff there will be. Raupp discussed the full time and part time staff. All ayes. Motion carries.
7) **Tyra Lehman Raise & Retro Pay:** Simpson discussed that she is the manager of the pool and he had gone by the 2024 pay schedule, which did not show the assistant manager history and with the pricing changes, Lehman should be given $14.50 for the manager pay and is hoping to also get retro pay. Burkhalter questioned who is getting this pay. Simpson discussed that this would be for Tyra Lehman the pool manager. Gritzmaker questioned if Lehman is doing her job satisfactorily, including keeping lines of communication open. Simpson replied that he is communicating and doing what she should be. Gritzmaker discussed that if she was not answering calls or showing up, then that would change his opinion, so he is glad to hear she is doing what she should be. Motion by Baxter to pay Tyra Lehman $14.50 per hour and retro her wage back from when she started. Second by Naramore. All ayes. Motion carries.
8) **Kyle Woodworth Wastewater Fill In:** Simpson discussed that the resume is in the packets, he has offered to help during this time and the company does not want to take on a full operator. Scada is a program and alerts them if there are any issues with the lift stations. This person is willing to come here three times a week to make sure everything is operating properly and make sure that Jason is getting some time off until the new hires can get on. Simpson discussed that his rate would be $100 per hour. There's been a lot of laboratory work being done, there still has some tests that need to be set up. Gritzmaker questioned if Kyle does these tests. Simpson replied he cannot, he would just come to make sure things are running okay with the facility. MSA does not have what they need either. Sauer questioned if the gentleman from Horicon is licensed to do the work. Simpson replied that yes, he is through MSA and is licensed to sign off on the work. Sauer questioned if Kyle is licensed through the state of WI. Simpson replied that he is not licensed in WI. Gritzmaker questioned if he works in the state of IL. Simpson replied that is correct. Burkhalter replied that is 3.5 guys' worth of wage. Baxter discussed there are not a lot of options at this point. Baxter questioned if Kyle would be the temporary waste plant supervisor, we are using MSA to sign off on tests, and Jason working a full week. Simpson replied that is correct that is where we are at. Gritzmaker discussed considering we are paying salary and not to have to pay benefits, it is basically a wash. Baxter discussed that Jason needs to be supported and to give him a break. Sauer questioned how Simpson came across Woodworth. Simpson discussed that he dated Simpson's daughter and he is local. Gritzmaker commented that his resume shows that he has the right stuff. Baxter questioned that his hours are guaranteed, not just if an issue arises. Simpson replied that is correct. Gritzmaker questioned if he would use the timeclock. Simpson discussed he did not think that was ready for Public Works yet. Covert discussed that we will be doing that shortly. Motion by Baxter to hire Kyle Woodworth for the Wastewater position. Second by Burkhalter. All ayes. Motion carries.
9) **Special Meeting to Schedule with PAA:** Simpson discussed the need for another special meeting with PAA for the city administrator applicants to be reviewed. Gritzmaker discussed that this is for next Tuesday to review the candidates. Simpson replied it would also be for accepting the ordinance. Baxter added this would also be a good time to get a Pool & Rec Director position decided on. Motion by Burkhalter to have a special meeting, next Tuesday, July 1st at 6:00 pm. Second by Naramore. All ayes. Motion carries.
10) **Adjourn:** Motion by Burkhalter to adjourn at 7:17 pm. Second by Baxter. All ayes. Motion carries.

Submitted by: City Clerk, Kristin Covert

Meeting Minutes
City of Brodhead, Wisconsin
Personnel Committee

Personnel Committee held on
Wednesday, July 2, 2025 at 5:00 p.m. at City Hall:

1. Call to Order: Baxter called the meeting to order at 5:05 pm.
2. Roll Call: There was a quorum present with Jill Baxter, Deb Conway, and Rita Vickers. Absent: Carla Garrett.
3. Public Appearances: None.
4. Approve Previous Meeting Minutes: Motion by Conway to approve the previous meeting minutes from June 11, 2025, and June 30, 2025. Second by Vickers. All ayes. Motion carries.
5. Interview Process: Baxter discussed the interview process was discussed at the council meeting, and they wanted it to be reviewed again by personnel. The current process will be for any general staff members who would be interviewed first by the department's chairperson, city clerk, and committee members are encouraged to attend if able. The second interview would be held by the mayor a/or city administrator. Final interviews are held by the council if necessary. If the interview is for a department head position, then the first interview would be held with the department's chairperson, the second interview would be held with the department heads, the third round would be held with the mayor a/or city administrator. The committee agreed with this process and Baxter will take it back to the council.
6. Police Chief Job Description: Baxter discussed that this will be a review most likely with minimal changes, but the Chief is on vacation this week and would like to have his input on this job description so this will be tabled until the August meeting.
7. Lifeguard Job Description: Baxter reviewed a draft with the committee, and Baxter would like to review with Pool manager, T. Lehman. Will table until the August meeting.
8. Personnel Manual Updates: After discussion on the best items to review first, committee members decided to look at all matters entailing time processes and procedures for the August meeting for any potential changes. Will review until the next scheduled meeting set for August.
9. Process for Hiring/Firing/Retirement Procedure: Discussion on the hiring process for the City of Brodhead moving forward. Baxter discussed that the first item that should be done is an offer letter via e-mail first to ensure that all the terms are being agreed upon. There should then be paperwork sent with the future employee that includes a copy of the job description and a signature line to show that the new employee understands their upcoming job duties, background checks, health, retirement, dental and ACH paperwork all sent as a packet. Baxter discussed that the background check needs to be a quicker process as that holds up a lot of potential employees from starting within a good timeframe. Background checks begin after the paperwork has been turned in. Lastly, the clerk would need to call to set up physical and drug testing with Monroe Occupational Health. There was further discussion by the committee about potentially adding in a question during interviews to see if there are any vacations planned so that this can be added in to the motion if they are offered a position.
10. City Council Updates: Baxter updated the committee on the city administrator process, the new pool & rec supervisor hire of Ashley Graves, and discussed that budget time is here and will be worked on by department heads soon.
11. Committee Comments or Questions: None.
12. Future Meeting Items: Police Chief job description, lifeguard job description, Personnel Manual. Next meeting to be held on August 6th at 5:00 pm.
13. Adjourn: Motion by Conway to adjourn at 6:09 pm. Second by Vickers. All ayes. Motion carries.

Chairperson - Alderperson Jill Baxter

Meeting Minutes
City of Brodhead, Wisconsin
Public Works Committee

Public Works Committee of the City of Brodhead held on
Monday, July 7, 2025, at 3:45 pm, at City Hall, 1111 W. 2nd Avenue:

Members: Ben Gritzmaker-Council representative, Holly Everson, Mary Mason, Barb Krattiger

1. Roll call: Roll call shows Barb Krattiger and Holly Everson. Absent was Mary Mason.
2. Approval of June minutes: Motion by Holly, 2nd by Barb to approve the minutes. All votes in favor, motion passed at 4:02 p.m.
3. Public Appearances: None.
4. West 3rd Ave Road Project Update: Gritzmaker told the Ladies that Council recently approved to issue the Notes to fund the road project. They will be sold on the financial market. Trees have been cut down and Mandrell is looking to break ground soon. No one's taxes in the City are going to go up due to this project.
5. Staffing Updates: Gritzmaker shared that Cody Welbig's first day was today. Dakota Dennis started last week and was present for all the days he was scheduled for. Brandon Bash is in the background check phase. Barry Diffendorfer has also been helping out seasonally. Kyle Woodworth was recently hired on a 10 hour a week basis, this is specialized work, Kyle has went through the whole sewer plant, has consulted and also has done some lift station work. Mayor Simpson is working the phones to find some one to "sign off" on the tests, the DNR stuff. It sounds like it is either going to be MSA (our engineering firm) or Greg Richter.
6. Budget Update: Gritzmaker presented materials furnished by Treasurer Miller. Holly had 3 questions. The 1st was Sewer Fund (Fund 22) The Disposal Plant total is at 64.94% in July. The 2nd was also Sewer Fund (Fund 22) farther down the page Sewer Lines & Lift Stations. Total Fund expenditures is at 66.08%. Holly is concerned that these are over 60% but only 50% of the calendar year. Holly's 3rd question was Department 5355. This is on the (Fund 11) General Fund page. Page 4. It's summary says that $37,554.13 comes out to 70.18% for July. Holly was wondering if maybe it didn't have enough money as it is a new arrangement. Gritzmaker said he would email Treasurer Miller in the near future for answers.
7. Committee Comments or Questions: Gritzmaker mentioned to the Ladies that Mayor Simpson and himself were talking over the weekend about the dump station. Currently the septic haulers are on a "honor system" when they dump at the PW area. Mayor Simpson mentioned a thought being that possibly in the future, haulers would stop at a place like Super Soy (North of town) weigh on a in-ground scale, the weight would be recorded, then go dump, then re-weigh. Gritzmaker wanted to ask the Ladies their opinion. Holly said she understood this, the thinking about recording weights but thought it should be re-visited in 6 months. Her thinking is that we have some new staff, and if a long time hauler drove up and suddenly there is a new system, there may be confusion between the hauler and the new employee. Barb was at a similar point.
   Gritzmaker relayed a message from Mary Mason; she has chosen to resign from the PW Committee. Barb mentioned that she is going to stick it out, and Holly mentioned that she said the last time she was up for renewal that she would do it one more term.
8. Motion to Adjourn: Holly at 4:55 pm, 2nd by Barb. Motion passes.

Submitted by: Alderperson Ben Gritzmaker

City of Brodhead, Wisconsin
Plan Commission & Community Development Authority Meeting
City Hall, 1111 W. 2nd Avenue, Brodhead WI

Monday, July 7, 2025 at 6:00 pm

Minutes of Meeting

1. Call to Order by Chair Tom Simpson at 6:00pm

2. Roll Call – to determine if a quorum is present. All members present: Mayor Tom Simpson (Chair), Richard Peach, RJ Logan, Jarod Williams, Jaine Winters, Dan Brown, Nick Burkhalter. Absent. None. Also in attendance: City Attorney Kopp. Attendance comprised over 51% of the members, so a **quorum was present.**
Also in attendance: Building Inspector Ryan Lindsey and his assistant of 3C Inspect LLC; their contract with the City began July 1, 2025.

3. Approval of the Agenda. Discussion / Possible Action. Approved without modification, in a motion by Nick Burkhalter, seconded by Jaine Winters.

4. Public Appearances: This is the public's opportunity to speak. Each citizen is allowed 5 minutes to address the Committee. Jeff Cook is interested in putting up a 5-plex unit (condominium, not apartments) on a quarter-block parcel on the SE side of town, that is currently zoned R1. His question is whether the land needs to be rezoned as R3 or can remain as R1 if the units are sold as individual homes, built with the zero lot line ordinances. Building Inspector Ryan Lindsey and Attorney Kopp are looking in to this and will respond to Cook within the week. If necessary, change in zoning for this land will be put on the agenda for next meeting.

Troy Greenberg of Beloit has an interest in purchasing land from the City within the TID located along 19th Street and County T. He would like 4-6 acres on which to site a building which would have 1500 sq ft spaces available for rent as flex commercial properties. Each unit would have its own office, bathroom, and large overhead door, and could be used as office space or small fabrication spaces. He has some of these up already in Beloit and Milton, and they are popular with the business tenants occupying them. Mayor Simpson met with Mr. Greenberg a couple of weeks ago, and there is availability of land in that area; the 9 acre parcel could be split. The City has already been approached to sell a 2.5 acre parcel in that TID for purpose of building an establishment currently called "TBD Taphouse". The discussion on the sale of 4-6 acres will be put on the agenda for next meeting.

5. Committee Comments or Questions: This is the Committee's opportunity to speak about anything that is not a specific agenda item. Jarod Williams talked with the developers (Genex?) of the land behind Whispering Pines subdivision. That development appears to have stalled, with vacant land still available for homes to be built. The owner stated there are no current plans for future development; they're just going to hang on to the land. Question to Mayor/City Council – did the Developer's Agreement for that land include long-term goals for continuous development? Discussion included the notation that Contractors Agreements are usually 20 years. It is thought that this development is not quite half-way through that 20-year time period.

6. Approve Previous Minutes. Discussion / Possible Action In a motion by Jarod Williams, seconded by Dan Brown, the minutes of the 6/2/25 meeting were approved.

7. New Building Inspector. Discussion / Possible Action Ryan Lindsey of 3C Inspect LLC informed the group of involvement since their contract with the City began July 1, 2025. The City website has been changed so that building permit applications link over to 3C Inspect LLC's website. Lindsey inquired what our the wishes / procedures for maintenance enforcement? Public Works Dept puts out the notices to property owners for required sidewalk repairs. Police Department takes care of notices to owners for issues on vehicles, debris, long grass, etc. Building Inspector would take care of buildings, residences, trailer homes, etc. inside and out, building code compliance. If building is underway that is not in compliance with zoning and code, the Building Inspector can issue a Stop Work notice, and notify the Police Department to deliver it.

Action: City Clerk and City Treasurer will be informed to direct building inspector questions to Ryan Lindsey of 3C Inspect LLC.
Action: Newspaper and Media (including the City website) articles to inform public: introduce the new Building Inspector, publish the new rates, etc.

8. Building Improvement Program. Discussion/Possible Action

a. Deb Neild – Deb's Bar A/C Completion Review and Approval/Denial

b. Amber Foster – Foster's Gaming Application Review

8.a. Action: Approved to pay $5,000 to Deb Neild / Deb's Bar Inc. for heating and cooling equipment installation; project completed. Motion by Richard Peach, seconded by RJ Logan, motion carried.

8.b. Discussion – Foster's Gaming and Collectibles brick building front at 1021 1st Center Ave is very unstable and the historic Cream City Brick is disintegrating. The 2nd story windows are leaking and causing water damage to the property. The Historic Preservation Committee approved covering the façade with a stone laminate front, and covering the brick window trim with an attractive metal sheathing. Extensive work is being done to enhance the appearance and integrity of the building. This application is for the façade portion of the restoration, since the BID Board approved funds to be used for the windows and doors portion of the project.

Action: Approve up to $5,000 for the façade portion of the building restoration for 1021 1st Center Ave. Motion by Jaine Winters, seconded by RJ Logan, motion carried.

9. Brighten Up Brodhead Grant Applicant Review and Approval. Discussion / Possible Action See attached spreadsheet to track awards and payouts updated for 7/7/25 approved activity.. There are no remaining funds available until after Spring 2026, possible remaining funds available after payment received on zero-interest loan maturing in Spring 2026

Action: The final two new applications were reviewed (#50 & # 51), and approved to begin home improvements. **Approved to begin**: #50 Kendall & Elke Moore - Central Air Replacement; #51 Barb Cook Central Air Replacement. **These applications have a 90-day completion date of on or before October 5, 2025.**

Approved documentation for payout: Three were reviewed and awarded payout: #41 Kirsten / Peder Johanson, #42 Gidget Anderson, # 45 Susan Bakke.

Granted Extension: none

Withdrawn: none

10. Future Agenda Items. Discussion / Possible Action

- Next Meeting – Monday August 4, 2025 6 pm
- Possible Rezone of Vacant Land from R1 to R3, 2 lots at E 7th Ave and 15th St, Parcels # 23206.07320000 and # 23206.07324000.
- Possible Sale of City Owned Property along 19th Street and County T, for purpose of building flex commercial properties.
- New Building Inspector – how to proceed to enforce old improvements that did not obtain building permits, as well as enforce shed sizes exceeding permittable sizes or with no permits
- Brighten Up Brodhead Grant Applicant Review and Approval. Discussion / Possible Action
- Hold for May 2026 Agenda: Brighten Up Brodhead Grant Program – possible remaining funds available after payment received on zero-interest loan maturing in Spring 2026

11. Adjourn 6:52 pm in motion by Jarod Williams, seconded by Richard Peach and carried.

Respectfully submitted, Jaine Winters, note taker for the meeting

Meeting Minutes
City of Brodhead, Wisconsin **Park Board**

Please take notice a meeting of the **Park Board** of the City of Brodhead will be held on **Monday, July 14, 2025, at 5:30 P.M.,** at City Hall, 1111 W. 2nd Ave., to consider the following:

1. Call to Order
   Alder Sauer called the meeting to order at 5:30 PM
2. Roll Call – to determine if a quorum is present
   Present: Trent Gerber, Stacie Baldwin, Cori Clark, Alder Emily Sauer, Mayor Tom Simpson and Jaclyn Essandoh
3. Public Appearances: This is the public's opportunity to speak. Each citizen is allowed 5 minutes to address the committee.
   None
4. Committee Comments or Questions: This is the Committee's opportunity to speak about anything that is not a specific agenda item.
   Clark brought up about possible putting in a little library at Putnam Park. Mayor Simpson brought a cement quote for $3,325.00 to replace a cement pad at Legion Park, and Alder Sauer advised we could pull money from Legion fund to pay for the invoice as a maintenance expense for for the park. Baldwin brought up starting scheduling and reserving gym space for adult volleyball. Mayor Simpson brought up about the pool leak situation.
5. Approve Previous Minutes: Discussion/Possible Action
   Motion made by Gerber to approve the previous minutes, seconded by Clark. Motion unanimously accepted.
6. Old Business:
   a. Comprehensive Outdoor Recreation Plan (CORP) w/ Jaclyn Essandoh from Southwestern Wisconsin Regional Planning Commission: Discussion/Possible Action
      Motion made by Gerber to accept and recommend to council, provided necessary changes directed by the board the Comprehensive Outdoor Recreation Plan (CORP), seconded by Clark. Motion unanimously accepted.

8. New Business:
   a. 5-Year Plan: Discussion/Possible Action
      No Update
   b. Restructure Board: Discussion/Possible Action
      Alder Sauer presented to the board the possibility of adding 2 additional seats open to residents that reside outside the City of Brodhead proper. Alder Sauer hopes by adding the additional seats it could lead to the development of a Park District and potential additional revenues to help maintain and improve the parks. Mayor Simpson will contact City Attorney to see what next steps to achieve this goal.
   c. Flag Football: Discussion/Possible Action

Alder Sauer advised that sign up postings on have started.

d. Gaga Pit Donation from Kid Connection: Discussion/Possible Action
Lori Riese with the Brodhead School District contacted the city clerk to see if the parks program would like to accept the donation of a Gaga ball pit. The committee decided to accept donation and to install pit for spring 2026 as a new attraction to the parks. This donation will keep with the goal of adding a new attraction each year to keep interest in the parks.

9. City Council Updates: Discussion/Possible Action
Alder Sauer advised the committee of Public Safety Committee taking up Putnam Park signage, parking and pool leak without consulting Park Board. Alder Burkhalter informed Sauer that the board had already met and they did not need to consult the park board or Alder Sauer because it was a public safety issue. Alder Sauer advised the committee that they should have been consulted before action was taken at the council meeting.
10. Next Meeting Date: Discussion/Possible Action: August 4, 2025 @ 5:30 PM
11. Future Agenda Items:
Restructuring Umpire Pool
12. Adjourn:
Motion made by Gerber to adjourn, seconded by Clark. Motion unanimously accepted.

Common Council Minutes

City of Brodhead - 1111 W 2nd Avenue –Council Chambers and GoToMeeting

Tuesday, July 15, 2025 6:00 PM

1) **Call Meeting to Order:** Mayor Simpson called the meeting to order at 6:00 pm.
2) **Roll Call:** Roll call shows there is a quorum present with Alderpersons Woodford, Sauer, Burkhalter, Naramore, Baxter, and Gritzmaker all present. Also present: Mayor Simpson, City Clerk Covert. Absent: None
3) **Pledge of Allegiance:** Simpson led the pledge of allegiance.
4) **Close Session**
   Per WI State Statutes Sec. 19.85(1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **Re: City Administrator**

   i. Motion to move into closed session: Motion by Sauer to move into closed session at 6:01 pm. Second by Burkhalter. Roll call shows all ayes. Motion carries.
   ii. Motion to return to open session: Motion by Burkhalter to return to open session at 8:04 pm. Second by Naramore. All ayes. Motion carries.
   iii. Possible Action from closed session: None.
5) **Waste Water Operator In Charge (OIC):** Simpson discussed two proposals that were being reviewed for Greg Richter, as well as MSA for services needed down at the treatment plant to provide services necessary. Simpson discussed that the representative for MSA has already looked at retiring. Simpson also discussed that Richter is working with Footville to help them and is already in the area, MSA will not be as available to us, and Richter already has the knowledge to work with small communities to help the city. Someone will need to be appointed by July 21st to stay in compliance. Burkhalter questioned if Kyle is still working. Simpson replied that he is still here to help. Burkhalter then asked how many hours Richter would work. Richter discussed that he doesn't guarantee hours as he is acting as an operator in charge, getting data, submitting, monitoring the permit, ensuring proper testing. The contract discusses that he does not offer training programs, but through communication this would help train as the workers go along with working. Richter discussed that he will make suggestions and delegate any changes that may need to be made to help the treatment plant in any way and the intent is made to be here at least one day a week after work hours and is also looking for flexibility to work with the current operators. Baxter questioned if he will be available for calls when they arise. Richter discussed that he currently runs a treatment plant in another municipality, and is helping other municipalities, but he may not always be available immediately. Simpson discussed that MSA will also not give a training program but will direct to classes that are available. Simpson also discussed that Richter will be available online, on the phone, and after hours. Richter confirmed. Simpson added that MSA has different phases and not knowing when this would be needed with a price given. Gritzmaker questioned the computer program that shows when there is something wrong, is this something that Richter would have access to. Simpson added that Gritzmaker is referring to SCADA. Richter discussed that Jason McQueary does not have much experience with wastewater to be helpful with SCADA, but from what he understands with discussion from Mayor Simpson that Brodhead does not have the ability to control anything. Simpson discussed that currently Kyle is doing that. Mayor Simpson discussed the SCADA does not always work from his understanding with outages. Richter discussed that there should always be a UPS to ensure you don't lose the information. Motion by Gritzmaker to enter into a contract agreement with Greg Richter LLC. Second by Woodford. Gritzmaker would like to ensure that we will be working with Mr. Richter legally. Simpson replied that we will be in compliance. Burkhalter questioned if MSA was not aware to be here. Simpson replied that they were aware of this meeting. All ayes. Motion carries.
6) **Adjourn:** Motion by Burkhalter to adjourn at 8:28 pm. Second by Naramore. All ayes. Motion carries.

Submitted by: City Clerk, Kristin Covert

Notice of Meeting

City of Brodhead, Wisconsin

Public Works Committee

Please take notice that a meeting of the **Public Works Committee** of the City of Brodhead will be held on **Thursday, July 17, 2025, at 5:00 pm**, at City Hall, 1111 W. 2nd Avenue to consider the following:

Members: Ben Gritzmaker-Council representative, Holly Everson, Mary Mason, Barb Krattiger

1. Roll call
2. Public Appearances (publics opportunity to speak about any concern relating to this committee)
3. Septic Tank Dump Station Policy: Discussion/Possible Action
4. Policy for Sewer Ordinance Violations - Discussion/Possible Action
5. Motion to Adjourn:

Alderperson Ben Gritzmaker
Posted – 07/15/2025

NOTICE

1. Pursuant to City Ordinance 95-A this agenda has been prepared by staff and approved by the Chairman 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.
   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

City of Brodhead

APPLICATION FOR ALCOHOL BEVERAGE OPERATOR'S LICENSE

Rev. 02/27/2020

THIS APPLICATION IS FOR:	FEE (not refundable):
☐ New License	$25
☐ New License with Provisional License	$40
☐ Renewal License	$25
☐ Temporary License, must attach completed APPLICATION FOR A TEMPORARY OPERATOR'S LICENSE	$0
☐ Agent, must attach a completed Original or Renewal Alcohol Beverage License Application	$0

APPICANT INFORMATION:

Full Legal Name: First, Full Middle, Last			
Jessika Jean Hintz			
Maiden Name: Polver	Alias(es)		
Nickname(s)	List any other name(s) you have used		
Date of Birth: 4-21-96	Any other dates of birth you have used		
Driver's License or ID Card Number	State of Issuance	City, County and State where you were born	
Phone Number:	Email Address:		

What is the best way to contact you : ☒ Phone ☐ Email ☐ Work Phone: _____

EMPLOYER:

☒ Yes ☐ No	Are you employed or will you be employed with a business, organization, or civic group that has a City of Brodhead alcohol or liquor license? If yes, list the name of the business, organization or civic group. Payne's

RESIDENCE HISTORY: Starting with your current address, list the address(es) you have lived at in the past 5 years. Attach additional sheets, if necessary.

1.	Current Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)
2.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)
3.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)

***** TURN THIS PAGE OVER *****

BACKGROUND INVESTIGATION: You may wish to visit https://wcca.wicourts.gov/ for some court action information.

☒ Yes ☐ No	I authorize a review of and full disclosure of any and all records, files and reports, which include any police contact(s) as well as arrests in order to determine my suitability to possess an Operator's License issued by the City of Brodhead.
☐ Yes ☒ No	Have you ever had an Operator's, bartender's or any type of alcohol license suspended, revoked or denied in this or any other municipality? If yes, list the municipality:
☐ Yes ☒ No	Are you now on probation, parole or supervision in Wisconsin, the Federal system or another State? If Yes, provide name and phone number of agent supervising you:
☐ Yes ☒ No	In the past five (5) years have you ever been charged or convicted of any felony, misdemeanor, or ordinance offense, including traffic offenses, but excluding parking tickets, in Wisconsin or any other State, County, or municipality? If Yes, provide the following information. **Attach additional sheets, if necessary**.

1.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition
2.	Type of Violation / Description of Incident		
	Date of Violation	City and State of Violation	Disposition
3.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition

ATTACHED A COPY OF THE FOLLOWING TO THIS APPLICATION:

- ☐ Current Driver's License or State ID Card
- ☐ Current Operator's License from Another Wisconsin municipality **OR**
- ☐ Proof of completion of Responsible Beverage Server course
  https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx

CERTIFICATION: By signing below, I certify the information provided on this application is true and correct to the best of my knowledge. I understand omitted, inaccurate, misleading, or false answer constitutes sufficient reason for denial, non-renewal, or revocation of my license. I further agree to comply with all Federal, State or local laws which regulate the sale of alcohol, fermented malt beverages and intoxicating liquors, if I am granted an Operator's License. I also understand if my application is denied I am not entitled to a refund or if I am granted a License, said License will **expire on June 30, 2026**

APPLICANT SIGNATURE: _____ **DATE:** 7-3-25

RETURN THIS APPLICATIONS TO: City Clerk's Office 1111 W. 2nd Ave. Brodhead, WI 53520

FOR OFFICE USE ONLY

FOR CITY CLERK'S OFFICE ONLY: Date: 7/3/25 Initials: KM

Total Fees Collected $ 40 Rec. No. 1095718 License No. _____ Provisional No. 2026-001

Council Date: 7/21/25 Application for Temporary Operator's License Attached ☐

FOR POLICE DEPARTMENT USE ONLY: Date: 7/3/25 Initials: CR

In-House:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CCAP:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CIB:	No History: ☒	Nothing Relevant: ☐	See Attached: ☐

Police Comments: Recommends Approval: ☐ Has Concerns, referred to Public Safety Committee: ☐

City of Brodhead

APPLICATION FOR ALCOHOL BEVERAGE OPERATOR'S LICENSE

Rev. 02/27/2020

THIS APPLICATION IS FOR:

		FEE (not refundable):
☐	New License	$25
☒	New License with Provisional License	$40
☐	Renewal License	$25
☐	Temporary License, must attach completed APPLICATION FOR A TEMPORARY OPERATOR'S LICENSE	$0
☐	Agent, must attach a completed Original or Renewal Alcohol Beverage License Application	$0

APPICANT INFORMATION:

Full Legal Name: First, Full Middle, Last Carissa M. Wolfe			
Maiden Name Carissa M. Wolfe	Alias(es)		
Nickname(s)	List any other name(s) you have used		
Date of Birth 8/27/86	Any other dates of birth you have used		
Driver's License or ID Card Number -	State of Issuance WI	City, County and State where you were born Dodgeville Iowa WI	
Phone Number:	Email Address:		

What is the best way to contact you : ☒ Phone ☐ Email ☐ Work Phone: _____

EMPLOYER:

☒ Yes ☐ No	Are you employed or will you be employed with a business, organization, or civic group that has a City of Brodhead alcohol or liquor license? If yes, list the name of the business, organization or civic group. Deb's Bar

RESIDENCE HISTORY: Starting with your current address, list the address(es) you have lived at in the past 5 years. Attach additional sheets, if necessary.

1.	Current Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)
2.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)
3.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)

*** TURN THIS PAGE OVER ***

BACKGROUND INVESTIGATION: You may wish to visit https://wcca.wicourts.gov/ for some court action information.

☐ Yes ☒ No	I authorize a review of and full disclosure of any and all records, files and reports, which include any police contact(s) as well as arrests in order to determine my suitability to possess an Operator's License issued by the City of Brodhead.
☐ Yes ☒ No	Have you ever had an Operator's, bartender's or any type of alcohol license suspended, revoked or denied in this or any other municipality? If yes, list the municipality:
☐ Yes ☒ No	Are you now on probation, parole or supervision in Wisconsin, the Federal system or another State? If Yes, provide name and phone number of agent supervising you:
☐ Yes ☒ No	In the past five (5) years have you ever been charged or convicted of any felony, misdemeanor, or ordinance offense, including traffic offenses, but excluding parking tickets, in Wisconsin or any other State, County, or municipality? If Yes, provide the following information. **Attach additional sheets, if necessary**.

1.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition
2.	Type of Violation / Description of Incident		
	Date of Violation	City and State of Violation	Disposition
3.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition

ATTACHED A COPY OF THE FOLLOWING TO THIS APPLICATION:

- ☐ Current Driver's License or State ID Card
- ☐ Current Operator's License from Another Wisconsin municipality **OR**
- ☐ Proof of completion of Responsible Beverage Server course https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx

CERTIFICATION: By signing below, I certify the information provided on this application is true and correct to the best of my knowledge. I understand omitted, inaccurate, misleading, or false answer constitutes sufficient reason for denial, non-renewal, or revocation of my license. I further agree to comply with all Federal, State or local laws which regulate the sale of alcohol, fermented malt beverages and intoxicating liquors, if I am granted an Operator's License. I also understand if my application is denied I am not entitled to a refund or if I am granted a License, said License will **expire on June 30, 2026**

APPLICANT SIGNATURE: Carissa Wolfe **DATE:** 7-2-25

RETURN THIS APPLICATIONS TO: City Clerk's Office 1111 W. 2nd Ave. Brodhead, WI 53520

FOR OFFICE USE ONLY

FOR CITY CLERK'S OFFICE ONLY: Date: 7-2-25 Initials: [illegible]

Total Fees Collected $ 40.00 Rec. No. 1095703 License No. _____ Provisional No. _____

Council Date: _____ Application for Temporary Operator's License Attached ☐

FOR POLICE DEPARTMENT USE ONLY: Date: 7/3/25 Initials: [illegible]

In-House:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CCAP:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CIB:	No History: ☒	Nothing Relevant: ☐	See Attached: ☐

Police Comments: Recommends Approval: ☐ Has Concerns, referred to Public Safety Committee: ☐

City of Brodhead

APPLICATION FOR ALCOHOL BEVERAGE OPERATOR'S LICENSE

Rev. 11/29/2022

THIS APPLICATION IS FOR:

	FEE (not refundable):
☐ New License	$25
☐ New License with Provisional License	$40
☐ Renewal License	$25
☐ Temporary License, must attach completed APPLICATION FOR A TEMPORARY OPERATOR'S LICENSE	$7
☐ Agent, must attach a completed Original or Renewal Alcohol Beverage License Application	$0

APPICANT INFORMATION:

Full Legal Name: First, Full Middle, Last Shelby Ann Garrity			
Maiden Name Shelby Burke	Alias(es)		
Nickname(s)	List any other name(s) you have used		
Date of Birth 1/22/87	Any other dates of birth you have used		
Driver's License or ID Card Number (	State of Issuance WI	City, County and State where you were born Janesville, WI Rock	
Phone Number:	Email Address:		

What is the best way to contact you : ☒ Phone ☐ Email ☐ Work Phone: _____

EMPLOYER:

☒ Yes ☐ No	Are you employed or will you be employed with a business, organization, or civic group that has a City of Brodhead alcohol or liquor license? If yes, list the name of the business, organization or civic group. Bridges Bar & Grill

RESIDENCE HISTORY: Starting with your current address, list the address(es) you have lived at in the past 5 years. Attach additional sheets, if necessary.

1.	Current Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 2/2025	To (m/yyyy) Current
2.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 10/2021	To (m/yyyy) 2/2025
3.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)

*** TURN THIS PAGE OVER ***

BACKGROUND INVESTIGATION: You may wish to visit https://wcca.wicourts.gov/ for some court action information.

☒ Yes ☐ No	I authorize a review of and full disclosure of any and all records, files and reports, which include any police contact(s) as well as arrests in order to determine my suitability to possess an Operator's License issued by the City of Brodhead.
☐ Yes ☒ No	Have you ever had an Operator's, bartender's or any type of alcohol license suspended, revoked or denied in this or any other municipality? If yes, list the municipality:
☐ Yes ☒ No	Are you now on probation, parole or supervision in Wisconsin, the Federal system or another State? If Yes, provide name and phone number of agent supervising you:
☒ Yes ☐ No SG	In the past five (5) years have you ever been charged or convicted of any felony, misdemeanor, or ordinance offense, including traffic offenses, but excluding parking tickets, in Wisconsin or any other State, County, or municipality? If Yes, provide the following information. **Attach additional sheets, if necessary.**

1.	Type of Violation / Description of Incident: Speeding ticket		
	Violation Date: 4/08/2023	City and State of Violation: Monroe WI	Disposition: Fine
2.	Type of Violation / Description of Incident:		
	Date of Violation:	City and State of Violation:	Disposition:
3.	Type of Violation / Description of Incident:		
	Violation Date:	City and State of Violation:	Disposition:

ATTACHED A COPY OF THE FOLLOWING TO THIS APPLICATION:

- Current Driver's License or State ID Card
- Current Operator's License from Another Wisconsin municipality **OR**
- Proof of completion of Responsible Beverage Server course https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx

CERTIFICATION: By signing below, I certify the information provided on this application is true and correct to the best of my knowledge. I understand omitted, inaccurate, misleading, or false answer constitutes sufficient reason for denial, non-renewal, or revocation of my license. I further agree to comply with all Federal, State or local laws which regulate the sale of alcohol, fermented malt beverages and intoxicating liquors, if I am granted an Operator's License. I also understand if my application is denied I am not entitled to a refund or if I am granted a License, said License will **expire on June 30,** 2026

APPLICANT SIGNATURE: Shelby Gaultney **DATE:** 7/7/2025

RETURN THIS APPLICATIONS TO: City Clerk's Office 1111 W. 2nd Ave. Brodhead, WI 53520

FOR OFFICE USE ONLY

FOR CITY CLERK'S OFFICE ONLY: Date: _____ Initials: _____

Total Fees Collected $_____ Rec. No. _____ License No. _____ Provisional No. _____

Council Date: _____ Application for Temporary Operator's License Attached ☐

FOR POLICE DEPARTMENT USE ONLY: Date: 7/8/25 Initials: LR

In-House:	No History: ☐	Nothing Relevant: ☐	See Attached: ☒ None
CCAP:	No History: ☐	Nothing Relevant: ☐	See Attached: ☒
CIB:	No History: ☒	Nothing Relevant: ☐	See Attached: ☐

Police Comments: Recommends Approval: ☐ Has Concerns, referred to Public Safety Committee: ☐

Hector Falls

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE $ _____

Application Date: 6/5/2025

☐ Town ☐ Village ☐ City of Bradhead

County of Green

The named organization applies for: *(check appropriate box(es).)*

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** *(check appropriate box)* →
   ☐ Bona fide Club ☐ Church ☐ Lodge/Society
   ☐ Veteran's Organization ☐ Fair Association or Agricultural Society
   ☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

   (a) Name Bradhead Chamber of Commerce

   (b) Address PO Box 16 Bradhead WI 53520
   (Street) ☐ Town ☐ Village ☐ City

   (c) Date organized _____

   (d) If corporation, give date of incorporation _____

   (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

   (f) Names and addresses of all officers.
   President Trey Carpenter
   Vice President Denis Senz
   Secretary Kelly Burchfield
   Treasurer Karen Wright

   (g) Name and address of manager or person in charge of affair: Kelly Burchfield / Rich Vogel
   PO Box 16 Bradhead WI 53520

2. **Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

   (a) Street number 19th St & County T NE Section

   (b) Lot _____ Block _____

   (c) Do premises occupy all or part of building? _____

   (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. **Name of Event**

   (a) List name of the event Covered Bridge Days

   (b) Dates of event Aug 8-9-10 2025

please advise delivery dates to piggly wiggly 2025-6-7

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than $1,000.

Officer Kelly Burchfield 6/5/2025
(Signature / Date)

Bradhead Chamber of Commerce
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

AT-315 (R 9-19)

Wisconsin Department of Revenue

Downtown
Please allow Piggly Wiggly Delivery Aug-5-6-7

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE $ 10.00 Application Date: 6/5/2025

☐ Town ☐ Village ☐ City of Brodhead County of Green

The named organization applies for: *(check appropriate box(es).)*

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization *(check appropriate box)* → ☐ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association or Agricultural Society ☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Brodhead Chamber of Commerce

(b) Address PO BOX 116 Brodhead WI 53520 *(Street)* ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Trey Carpenter

Vice President Dennis Senz

Secretary Kelly Burchfield

Treasurer Karen Wright

(g) Name and address of manager or person in charge of affair: Kelly Burchfield PO BOX 116 Brodhead WI 53520

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number West Exchange st Square

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? NO

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Covered Bridge Days

(b) Dates of event Aug 8-9-10-2025

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than $1,000.

Officer Kelly Burchfield 6/5/2025 Brodhead Chamber of Commerce
(Signature / Date) *(Name of Organization)*

Date Filed with Clerk _____ Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

City of Brodhead

APPLICATION FOR ALCOHOL BEVERAGE OPERATOR'S LICENSE

Rev. 11/29/2022

THIS APPLICATION IS FOR:

		FEE (not refundable):
☐	New License	$25
☐	New License with Provisional License	$40
☐	Renewal License	$25
☒	Temporary License, must attach completed APPLICATION FOR A TEMPORARY OPERATOR'S LICENSE	$7
☐	Agent, must attach a completed Original or Renewal Alcohol Beverage License Application	$0

APPICANT INFORMATION:

Full Legal Name: First, Full Middle, Last Mitchell Onken Covert			
Maiden Name Mitchell Covert	Alias(es)		
Nickname(s) Mitch Covert	List any other name(s) you have used		
Date of Birth	Any other dates of birth you have used		
Driver's License or ID Card Number	State of Issuance WI	City, County and State where you were born Janesville, Rock, WI	
Phone Number:	Email Address:		
What is the best way to contact you : ☒ Phone ☒ Email ☐ Work Phone: _____			

EMPLOYER:

☐ Yes ☒ No	Are you employed or will you be employed with a business, organization, or civic group that has a City of Brodhead alcohol or liquor license? If yes, list the name of the business, organization or civic group.

RESIDENCE HISTORY: Starting with your current address, list the address(es) you have lived at in the past 5 years. Attach additional sheets, if necessary.

1.	Current Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 03/2024	To (m/yyyy) Present
2.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 07/2020	To (m/yyyy) 03/2024
3.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)

***** TURN THIS PAGE OVER *****

BACKGROUND INVESTIGATION: You may wish to visit https://wcca.wicourts.gov/ for some court action information.

☒ Yes ☐ No	I authorize a review of and full disclosure of any and all records, files and reports, which include any police contact(s) as well as arrests in order to determine my suitability to possess an Operator's License issued by the City of Brodhead.
☐ Yes ☒ No	Have you ever had an Operator's, bartender's or any type of alcohol license suspended, revoked or denied in this or any other municipality? If yes, list the municipality:
☐ Yes ☒ No	Are you now on probation, parole or supervision in Wisconsin, the Federal system or another State? If Yes, provide name and phone number of agent supervising you:
☐ Yes ☒ No	In the past five (5) years have you ever been charged or convicted of any felony, misdemeanor, or ordinance offense, including traffic offenses, but excluding parking tickets, in Wisconsin or any other State, County, or municipality? If Yes, provide the following information. **Attach additional sheets, if necessary**.

1.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition
2.	Type of Violation / Description of Incident		
	Date of Violation	City and State of Violation	Disposition
3.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition

ATTACHED A COPY OF THE FOLLOWING TO THIS APPLICATION:

- ☐ Current Driver's License or State ID Card
- ☐ Current Operator's License from Another Wisconsin municipality **OR**
- ☐ Proof of completion of Responsible Beverage Server course https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx

CERTIFICATION: By signing below, I certify the information provided on this application is true and correct to the best of my knowledge. I understand omitted, inaccurate, misleading, or false answer constitutes sufficient reason for denial, non-renewal, or revocation of my license. I further agree to comply with all Federal, State or local laws which regulate the sale of alcohol, fermented malt beverages and intoxicating liquors, if I am granted an Operator's License. I also understand if my application is denied I am not entitled to a refund or if I am granted a License, said License will **expire on June 30** 2025

APPLICANT SIGNATURE: Authentisign Mitchell Onken Covert **DATE:** 06/04/25

RETURN THIS APPLICATIONS TO: City Clerk's Office 1111 W. 2nd Ave. Brodhead, WI 53520

FOR OFFICE USE ONLY

FOR CITY CLERK'S OFFICE ONLY: Date: _____ Initials: _____

Total Fees Collected $_____ Rec. No. _____ License No. _____ Provisional No. _____

Council Date: _____ Application for Temporary Operator's License Attached ☐

FOR POLICE DEPARTMENT USE ONLY: Date: 6/9/25 Initials: LR

In-House:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CCAP:	No History: ☒	Nothing Relevant: ☐	See Attached: ☐
CIB:	No History: ☐	Nothing Relevant: ☐	See Attached: ☐

Police Comments: Recommends Approval: ☐ Has Concerns, referred to Public Safety Committee: ☐

CITY OF BRODHEAD

SUPPLEMENTAL INFORMATION

TEMPORARY OPERATOR'S LICENSE

NOTICE: In order to satisfy Wisconsin State Statute 125.17(4) submit this form along with the "Application for Alcohol Beverage".

Applicant Name: Mitchell (First) ALAN (Middle) ONKEN COVERT (Last)

No person may hold more than one (1) temporary operator's license per year. Has the City of Brodhead approved you for a Temporary Operator's License at any other time during this calendar year?

Yes _____ No X

The name of the non-profit organization you will be working for:

BRODHEAD Chamber of Commerce

The name of event you will be working at: Covered Bridge Days

The date(s) of the event: 8/8/2025 - 8/10/2025

The address where the event is being held: DOWNTOWN SQUARE

The date(s) you are requesting the Temporary Operator's License for; remembering per Wisconsin State Statute the date(s) you are requesting can not to exceed fourteen (14) consecutive days.

For Office Use Only:

Date: _____ Initials: _____ Lic No. _____

Rev. 01/14/16

City of Brodhead

APPLICATION FOR ALCOHOL BEVERAGE OPERATOR'S LICENSE

Rev. 11/29/2022

THIS APPLICATION IS FOR:

		FEE (not refundable):
☐	New License	$25
☐	New License with Provisional License	$40
☐	Renewal License	$25
☒	Temporary License, must attach completed APPLICATION FOR A TEMPORARY OPERATOR'S LICENSE	$7
☐	Agent, must attach a completed Original or Renewal Alcohol Beverage License Application	$0

APPICANT INFORMATION:

Full Legal Name: First, Full Middle, Last DENNIS GERALD SENZ			
Maiden Name	Alias(es)		
Nickname(s)	List any other name(s) you have used		
Date of Birth 6/22/84	Any other dates of birth you have used		
Driver's License or ID Card Number	State of Issuance WI	City, County and State where you were born BELOIT, ROCK, WI	
Phone Number:	Email Address:		

What is the best way to contact you : ☒ Phone ☒ Email ☐ Work Phone: _____

EMPLOYER:

☐ Yes ☒ No	Are you employed or will you be employed with a business, organization, or civic group that has a City of Brodhead alcohol or liquor license? If yes, list the name of the business, organization or civic group. ON BRODHEAD CHAMBER BOARD

RESIDENCE HISTORY: Starting with your current address, list the address(es) you have lived at in the past 5 years. Attach additional sheets, if necessary.

1.	Current Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 1/2019	To (m/yyyy) CURRENT
2.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy) 2/2015	To (m/yyyy) 1/2019
3.	Previous Street Address, including apartment number if applicable		
	City, State, and Zip Code	From (m/yyyy)	To (m/yyyy)

***** TURN THIS PAGE OVER *****

BACKGROUND INVESTIGATION: You may wish to visit https://wcca.wicourts.gov/ for some court action information.

☒ Yes ☐ No	I authorize a review of and full disclosure of any and all records, files and reports, which include any police contact(s) as well as arrests in order to determine my suitability to possess an Operator's License issued by the City of Brodhead.
☐ Yes ☒ No	Have you ever had an Operator's, bartender's or any type of alcohol license suspended, revoked or denied in this or any other municipality? If yes, list the municipality:
☐ Yes ☒ No	Are you now on probation, parole or supervision in Wisconsin, the Federal system or another State? If Yes, provide name and phone number of agent supervising you:
☐ Yes ☒ No	In the past five (5) years have you ever been charged or convicted of any felony, misdemeanor, or ordinance offense, including traffic offenses, but excluding parking tickets, in Wisconsin or any other State, County, or municipality? If Yes, provide the following information. **Attach additional sheets, if necessary.**

1.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition
2.	Type of Violation / Description of Incident		
	Date of Violation	City and State of Violation	Disposition
3.	Type of Violation / Description of Incident		
	Violation Date	City and State of Violation	Disposition

ATTACHED A COPY OF THE FOLLOWING TO THIS APPLICATION:

- Current Driver's License or State ID Card
- Current Operator's License from Another Wisconsin municipality **OR**
- Proof of completion of Responsible Beverage Server course
  https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx

CERTIFICATION: By signing below, I certify the information provided on this application is true and correct to the best of my knowledge. I understand omitted, inaccurate, misleading, or false answer constitutes sufficient reason for denial, non-renewal, or revocation of my license. I further agree to comply with all Federal, State or local laws which regulate the sale of alcohol, fermented malt beverages and intoxicating liquors, if I am granted an Operator's License. I also understand if my application is denied I am not entitled to a refund or if I am granted a License, said License will **expire on June 30,** 2026

APPLICANT SIGNATURE: _____ **DATE:** 5/28/25

RETURN THIS APPLICATIONS TO: City Clerk's Office 1111 W. 2nd Ave. Brodhead, WI 53520

FOR OFFICE USE ONLY

FOR CITY CLERK'S OFFICE ONLY: Date: _____ Initials: _____

Total Fees Collected $_____ Rec. No. _____ License No. _____ Provisional No. _____

Council Date: _____ Application for Temporary Operator's License Attached ☐

FOR POLICE DEPARTMENT USE ONLY: Date: 6/9/25 Initials: LR

In-House:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CCAP:	No History: ☐	Nothing Relevant: ☒	See Attached: ☐
CIB:	No History: ☒	Nothing Relevant: ☐	See Attached: ☐

Police Comments: Recommends Approval: ☐ Has Concerns, referred to Public Safety Committee: ☐

CITY OF BRODHEAD

SUPPLEMENTAL INFORMATION

TEMPORARY OPERATOR'S LICENSE

NOTICE: In order to satisfy Wisconsin State Statute 125.17(4) submit this form along with the "Application for Alcohol Beverage".

Applicant Name: DENNIS (First) GERALD (Middle) SENZ (Last)

No person may hold more than one (1) temporary operator's license per year. Has the City of Brodhead approved you for a Temporary Operator's License at any other time during this calendar year?

Yes _____ No X

The name of the non-profit organization you will be working for:

BRODHEAD CHAMBER OF COMMERCE

The name of event you will be working at: COVERED BRIDGE DAYS

The date(s) of the event: 8/8/25 - 8/10/25

The address where the event is being held: DOWNTOWN SQUARE

The date(s) you are requesting the Temporary Operator's License for; remembering per Wisconsin State Statute the date(s) you are requesting can not to exceed fourteen (14) consecutive days.

For Office Use Only:

Date: _____ Initials: _____ Lic No. _____

Rev. 01/14/16

☆ Change location to NNO - BPA

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber of Commerce Phone Number: 608-897-8411
Address: po Box 116 City: Brodhead State: WI

Applicant's Name: Kelly Burkhardt Home Phone: _____
Business or Cell Phone: 608-897-8411
Address: po BOX 116 Exchange St City: Brodhead State: WI

Emergency Point of Contact at Event (If different than Applicant): Trey Carpenter 703-888-8987
Name Phone Number

Type of Event: (Check all appropriate blocks):
☐ Block Party
☐ Parade/Street Closing

Event Date(s): Aug 12 Start/End Time: 2pm - 8pm

Name of Activity: Food Truck Tues Purpose: Eat good food - Bring Comment

Assembly Area: 2307 1st Center Ave Dispersal Area: _____

Estimated Attendance: _____ or Number of Parade Units: _____

Location of Block Party: 2307 1st Center Ave Brodhead Dick's Repair
(Block of – Street From – Street To)

Set-Up Date/Time: 8-12-25 2pm

Check All Appropriate Boxes:

Yes	No		Yes	No	
☐	☒	Street Closure	☐	☒	Amplification Equipment
☐	☒	Barricades Needed_____	☐	☐	Musical Bands

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: Kelly Burkhardt Date: 5/13/2025
Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee

Change Food Truck date on 8-13 location to Night out

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber of Commerce Phone Number: 608-897-8411
Address: 13301 Center Rd City: _____ State: WI

Applicant's Name: Kelly Burchfield Home Phone: _____
Business or Cell Phone: 608-897-8411
Address: po BOX 16 City: Brodhead State: WI

Emergency Point of Contact at Event (If different than Applicant): Rich Vogel 608-897-8411
Name Phone Number

Type of Event: (Check all appropriate blocks):
- [X] Block Party
- [X] Parade/Street Closing

Event Date(s): Aug-8,9,10 Start/End Time: 7am-11:30pm

Name of Activity: Covered Bridge Days Purpose: Festival Downtown

Assembly Area: _____ Dispersal Area: _____

Estimated Attendance: _____ or Number of Parade Units: _____

Location of Block Party: W. Exchange st → W 3rd to E 2nd Ave (The Square)
(Block of – Street From – Street To)

Set-Up Date/Time: 9am Downtown OLMRA Historic wagon rides

Check All Appropriate Boxes:

Yes	No		Yes	No	
[X]	[ ]	Street Closure	[X]	[ ]	Amplification Equipment
[X]	[ ]	Barricades Needed_____	[X]	[ ]	Musical Bands

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: Kelly Burchfield Date: 6/5/25

Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee

PAID
JUL 10 2025
BY

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber (Softball tan) Phone Number: 608-897-8411
Address: po Box 16 City: Brodhead State: WI 53520

Applicant's Name: Kyle Woodworth Home Phone: 224-281-1719
Business or Cell Phone:
Address: 1149 Hackett St Beloit City: Beloit State: 53511 WI

Emergency Point of Contact at Event (If different than Applicant): Kyle Woodruff 224-281-1719
Name Phone Number

Type of Event: (Check all appropriate blocks):
☐ Block Party
☐ Parade/Street Closing

Event Date(s): Aug 8th – 10th Start/End Time:

Name of Activity: Double Elimination Softball Purpose: Play Softball

Assembly Area: Baseball Feild Legion Feild Dispersal Area:

Estimated Attendance: or Number of Parade Units:

Location of Block Party: Legion Feild
(Block of – Street From – Street To)

Set-Up Date/Time: 4:00pm

Check All Appropriate Boxes:

Yes	No		Yes	No	
☐	☐	Street Closure	☐	☐	Amplification Equipment
☐	☐	Barricades Needed_____	☐	☐	Musical Bands

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: Kelly Burchfield Date: 7/9/2025

Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee

Covered Bridge Tractor Pull

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber of Commerce Phone Number: 608-897-8411
Address: po BOX 116 City: Brodhead State: WI

Applicant's Name: Kelly Burchfield Home Phone: _____
Business or Cell Phone: 608-897-8411
Address: po BOX 116 City: Brodhead State: WI

Emergency Point of Contact at Event (If different than Applicant): Jim Huffman 608-558-1507
Name Phone Number

Type of Event: (Check all appropriate blocks):
☑ Block Party
☐ Parade/Street Closing

Event Date(s): Aug-8-9-10 Start/End Time: 7:00Am- 10:00pm

Name of Activity: Tractor Pull / Show Purpose: _____

Assembly Area: 14th st - E 9th Ave to E 7th Dispersal Area: _____

Estimated Attendance: _____ or Number of Parade Units: _____

Location of Block Party: 14th st From 9th Ave to E 7th Ave
(Block of – Street From – Street To)

Set-Up Date/Time: 7Am Aug 7th

Check All Appropriate Boxes:

Yes	No		Yes	No	
☐	☐	Street Closure	☑	☐	Amplification Equipment
☐	☐	Barricades Needed_____	☐	☐	Musical Bands

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: Kelly Burchfield Date; 6/5/2025

Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee

PAID
JUL 10 2025
By

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber Phone Number: 608-897-8411
Address: PO BOX 116 City: Brodhead State: WI

Applicant's Name: Kelley Burchfield Home Phone: _____
Business or Cell Phone: 608-897-8411
Address: " City: " State: "

Emergency Point of Contact at Event (If different than Applicant): Trey Carpenter 608-703-888-8987
Name Phone Number

Type of Event: (Check all appropriate blocks): Theresa Heller - 608-214-3405

☑ Block Party
☐ Parade/Street Closing

Event Date(s): Aug 8, 2025 Start/End Time: 7am Set up - 8 am Race (open Bathroom)

Name of Activity: Covered Bridge Deep 5K walk run Purpose: Running is for Senior Project

Assembly Area: Putnam Park Dispersal Area: _____

Estimated Attendance: 50 - 100 People or Number of Parade Units: _____

Location of Block Party: 1108 4th St Brodhead WI 53520
(Block of – Street From – Street To)

Set-Up Date/Time: Aug 8
Race will cross over F

Check All Appropriate Boxes:

Yes	No		Yes	No	
☐	☐	Street Closure	☐	☐	Amplification Equipment
☐	☐	Barricades Needed_____	☐	☐	Musical Bands

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: _____ Date: 7/9/2025

Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee

Tractor parade

CITY OF BRODHEAD
APPLICATION FOR PUBLIC EVENT
Fee $25.00

Group Name: Brodhead Chamber of Commerce **Phone Number:** 608-897-8411
Address: PO Box 16 **City:** Brodhead **State:** Wisconsin

Applicant's Name: Kelly Burchfield **Home Phone:**
Business or Cell Phone: 608-897-8411
Address: Po Box 16 **City:** Brodhead **State:** Wisconsin

Emergency Point of Contact at Event (If different than Applicant): Rich Vogel 608-961-3512
Name **Phone Number**

Type of Event: (Check all appropriate blocks):
☐ **Block Party**
☒ **Parade/Street Closing**

Event Date(s): August ~~9-10-11 2024~~ 9-10 2025 **Start/End Time:** 6am

Name of Activity: South End Tractor ~~Pull~~ Parade **Purpose:** To have a tractor pull

Assembly Area: South End 19th and CTY T **Dispersal Area:**

Estimated Attendance: 200 **or Number of Parade Units:**

Location of Block Party: 19th and CTY T 19th by Water and Light 3rd st,18th Right on 4th St down to 13th st and 2nd ave back to 19th st and the parade ends there
(Block of – Street From – Street To)

Set-Up Date/Time: Aug 8th 6am

Check All Appropriate Boxes:

Yes	No		Yes	No	
☒	☐	**Street Closure**	☒	☐	**Amplification Equipment**
☒	☐	**Barricades Needed**	☐	☒	**Musical Bands**

The person/group named on this application will be responsible for the conduct of the special event and for the condition of the facility.

The Applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, agree to indemnify and hold harmless, the CITY OF BRODHEAD, a Wisconsin Municipal corporation located in the County of Green, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel of attorney's fees, arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, caused by or resulting from the activities for which this permit is granted.

The special event sponsor shall submit a general liability insurance policy certificate in the amount of $_____ naming the CITY OF BRODHEAD as an additional insured party.

Applicants Signature: Kelly Burchfield **Date;** ~~7/2/2024~~ 6/5/2025

Cc: Chief of Police, Public Works, Fire Department, Water & Light, Emergency Management Committee