

1. Village Board DRAFT Regular Meeting Agenda

Documents:

[07.27.2020 VB AGENDA.PDF](#)

2. Meeting Process And Instructions

Documents:

[VILLAGE OF CROSS PLAINS MEETING INSTRUCTIONS AND TIPS FINAL  
2.PDF](#)

## **Village of Cross Plains Board of Trustee Meeting**

### *Regular Meeting Notice and Agenda*

Rosemary Garfoot Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, July 27, 2020**  
**6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:

**Zoom Virtual Meeting Link:**

<https://us02web.zoom.us/j/88215999241>

**Conference telephone line:**

+1 312 626 6799

**Meeting ID:** 882 1599 9241

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Discussion with County Executive Joe Parisi
- V. Public Comment – This is an opportunity for anyone to address the Village Board on any issue. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING ARE ENCOURAGED TO REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU MAY REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [BCHANG@CROSS-PLAINS.WI.US](mailto:BCHANG@CROSS-PLAINS.WI.US) AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING WILL BE OPENED 30 MINUTES BEFORE THE START TIME TO SOLICIT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

- VI. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

DRAFT MEETING AGENDA 07.17.2020

1. Minutes of regular meeting held on June 22, 2020, June 30, 2020, and July 14, 2020.
2. Total Disbursements from 06/11/2020 through 07/10/2020 in the amount of \$153,959.66 as follows:
  - 110 – General Fund: \$70,417.82
  - 120 – Capital Fund: \$19,316.03
  - 130 – Library Fund: \$5,425.84
  - 140 – Parks/Rec Fund: \$8,907.18
  - 150 – Debt Service Fund: \$0.00
  - 310 – TID Fund: \$76.21
  - 660 – Water Fund: \$18,556.37
  - 670 – Sewer Fund: \$31,260.21
3. Approval of Resolution No. 8-2020: Thanking the Capital Off Road Pathfinders, Inc. and approval of the amended Memorandum of Understanding for Off Road Bicycle Trails.
4. Reappointment of the of the Sustainability Ad Hoc Committee.
  - A. Melissa Gavin
  - B. John Burandt
  - C. Kevin Thusius
  - D. Steve Douglas
  - E. Michael Pomykalski (Village Board Representative)
5. Approval of the Chicken Permit Application for 2426 Brewery Road – Lindsey Martin.
6. Granting of a Waiver for Montag’s Pub & Grill to Use a Second Volleyball Court for the Spike Rhett Event on August 1<sup>st</sup> and 2<sup>nd</sup>.

VII. Report of Village Officers

1. Village President
2. Village Vice President
3. Other Trustee Reports
4. Village Administrator/Clerk
  - A. Relocation of the Polling Place to the Rosemary Garfoot Public Library
  - B. Update on Tax Increment District #3 and Annual Report
  - C. Update on the Capital Area Regional Planning Commission Green Infrastructure Program
  - D. Update from the Dane Counties Cities’ and Villages’ Association Membership Meeting
  - E. Update on the Glacial Valley Playground
5. Other Reports
  - A. Police Chief Tony Ruesga – Department Report to the Village Board

VIII. General Business

1. Discussion and Possible Action on an Ordinance to Repeal and Recreate Section 21.09(a) and (b) Concerning Animal Control.
2. Discussion and possible Action Regarding a Park Use Agreement between CP Riders Snowmobile Club and the Village of Cross Plains in accordance with Village Ordinance, Chapter 52.02 Snowmobiles, All-Terrain and Utility Vehicles.
3. Discussion and Possible Action Regarding a Policy on Naming Rights for Parkland, Conservation Land, Regional Trails and/or Facilities.
4. Discussion and Possible Action Regarding the 2019 Compliance Maintenance Annual Report.
5. Discussion and Possible Action Regarding the Planning and Pubic Involvement for Well #3.
6. Discussion and Possible Action Regarding 2020 Capital Improvement Projects:
  - A. Water System Infrastructure Assessment
  - B. Well #3 Test Well Drilling
  - C. Aerial Lift Equipment
  - D. Street Repaving
  - E. Library Roof
7. Discussion and Possible Action Regarding Budgeting Recommendations from the Finance Subcommittee.
8. Budget Amendment 01-2020.
9. Transmittal of the Proposed 2021-2025 Capital Improvement Plan

IX. Future Agenda Items

X. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us).

## Village of Cross Plains Meeting Instructions and Tips

### Participation in Village Meetings

The public may participate in Village meetings in various ways.

#### Attending in Person

The Village Board currently hosts its Village Board and Plan Commission meetings in the Community Room at the Rosemary Garfoot Public Library. Due to space constraints the room is limited to the Board/Commission and an additional five (5) people. These spaces are reserved first for people with disabilities that may need accommodations in order to participate or monitor the meeting. Other participants are strongly encouraged to attend virtually or by phone. Comments made virtually or by phone will carry the same weight as those made in person. The Village Board may, from time to time, allow for participants who would like to speak in person to rotate in and out of the room depending on the spacing availability at that time.

All other committee meetings are currently only being held virtually.

#### Attending Virtually

Participants may observe and participate in Village meetings remotely.

#### Direct link – Web meeting

Participants may click on the **ZOOM Virtual Meeting Link** (see image below) at the top the Village Board Agenda or in the email sent by the Village Administrator. The meeting link on the agenda will take you to the Zoom website or it will open the Zoom Application. Participants may choose to download the Zoom Application or access Zoom through the web browser. Alternatively, participants may also type in the link into the URL address bar to bring the participant to the meeting. All participants should check their computer's capacity prior to the meeting.

**NOTE THAT THE MEETING ID LINK WILL CHANGE FOR EACH TYPE OF MEETING. THEREFORE, THE MEETING LINK MAY CHANGE. PARTICIPANTS SHOULD MAKE SURE THAT THE THEY ARE USING THE LINK ON CURRENT AGENDA TO ACCESS THE CORRECT MEETING.**

**Village of Cross Plains Board of Trustee Meeting**

*Regular Meeting Notice and Agenda*

Rosemary ~~Garfoot~~ Public Library Community Room  
2107 Julius St  
Cross Plains, WI 53528  
(608) 798-3241

**Tuesday, May 26, 2020  
6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:



**Zoom Virtual Meeting Link:**  
<https://us02web.zoom.us/j/81392456725>

**Conference telephone line:**  
+1 312 626 6799

**Meeting ID: 813 9245 6725**

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## Telephone

The public may also join by teleconference. To do so, participants should dial the **Conference Telephone Line** provided. Participants will then need to enter the specific **Meeting ID Number** (see image below). Follow the prompts to be let in the room. If you need accommodations for toll free access, please contact the Village Hall prior to the meeting.

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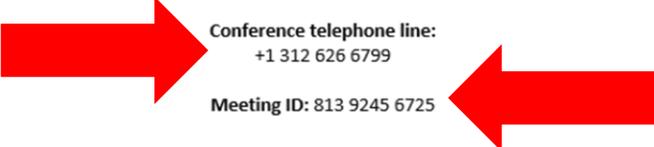
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## Public Participation Process

Generally, the agenda will have a public comment section (see below). Due to the logistical challenges for commenting during a virtual public meeting, the following process will be adopted to ensure that the public can participate in the meeting and that the governing body can run an effective and efficient meeting.



II. **Public Comment** – This is an opportunity for anyone to address the Village Board on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING MUST REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU ARE ENCOURAGED REGISTER YOUR COMMENT BY SENDING AN EMAIL TO [BCHANG@CROSS-PLAINS.WI.US](mailto:BCHANG@CROSS-PLAINS.WI.US) AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL BE OPENED 30 MINUTES BEFORE THE MEETING TO COLLECT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

## Registration of Comments

The public comment section has been revised to allow public comment in any topic **ON OR NOT ON THE AGENDA**. Those wishing to speak must register before the meeting to do so. Participants can register to speak by notifying the Village Administrator ahead of the meeting. Please see the following methods:

### Written Comments

At any time, anyone who is interested in submitting a written comment may do so by emailing the Village Administrator at [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us) or in writing to Village Board, P.O. Box 97, Cross Plains, WI 53528. The written comment will be read to the Village Board at the corresponding meeting.

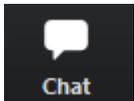
### Public Comments

Anyone wishing to make a public comment at a particular meeting must register to do so prior to the start time of the meeting. Those wishing to speak are encouraged register their comment by sending an email to [bchang@cross-plains.wi.us](mailto:bchang@cross-plains.wi.us) ahead of the meeting. Registration by phone may also be done during business hours prior to the meeting.

In addition, the meeting room will be opened 30 minutes before the meeting to collect registrations only. To register a public comment during this time, the participant will need to raise their hand virtually to be unmuted (see instructions below). Telephone participants will then be unmuted one at a time during this period to ensure that no one is missed. Those participating by phone will need to identify themselves and the issue for which they would like to speak on.

All lines will be muted at the start of the meeting. During the Public Comment Section, each registered participant will be called upon, unmuted, and shall have 3 minutes to speak. Once the Public Comment section of the meeting has concluded, all participants will be muted for the remainder of the meeting so that the governing body may continue with its meeting. The governing body may call on a presenter or participant for clarification at any time during the meeting.

### “Chat” function



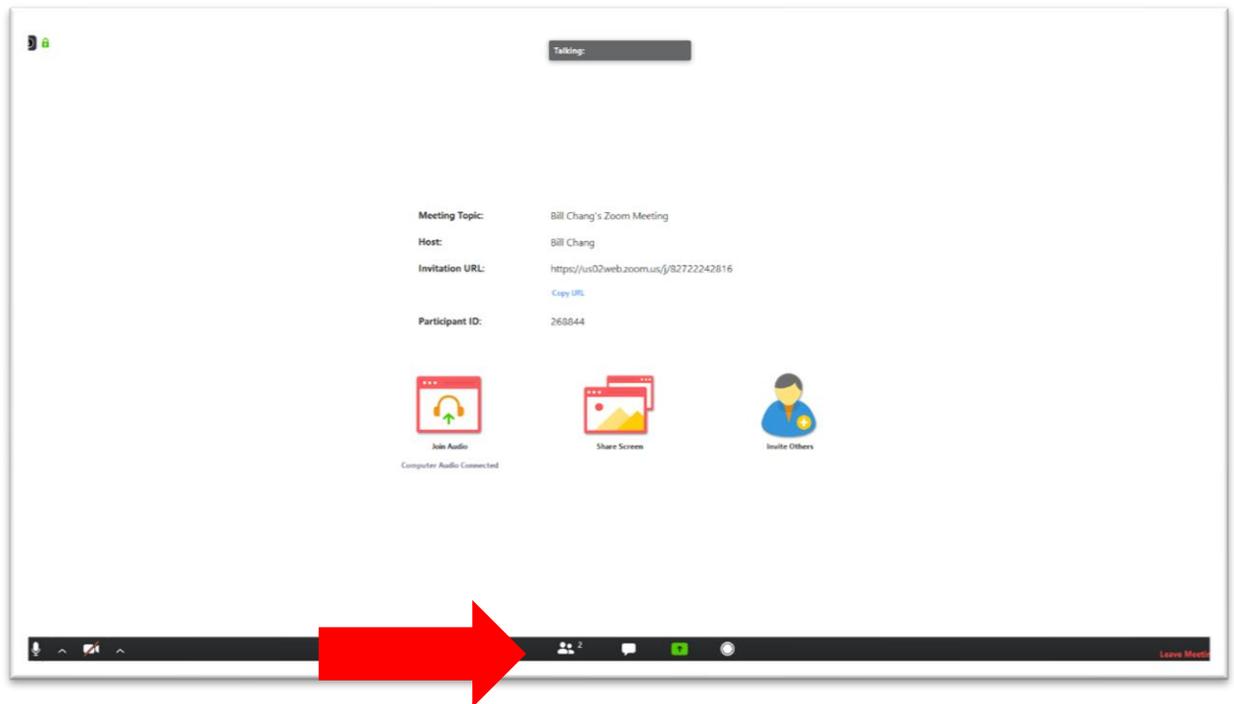
The “Chat” function will be monitored for technical and logistical issues. Discussion on the “Chat” function is public record. Comments made to the board through the “Chat” function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

## ZOOM Tips

### Raising your hand

Zoom provides an option for participants to raise their hand to be called upon. To do so, please follow the instructions below.

1. Click on the “Participants”  icon at the bottom of the screen.



2. Click on "Raise Hand".

Participants (2)

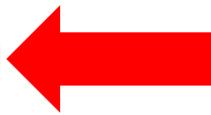
BC	Bill Chang (Me)	 
BW	Becky Ward (Host)	 

3.

Invite

Mute Me

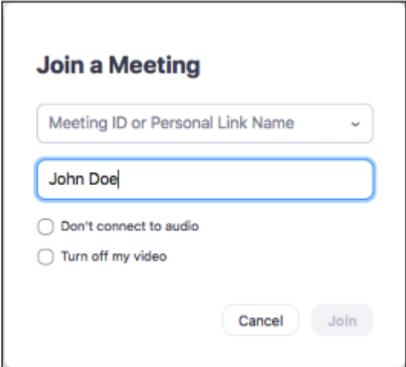
Raise Hand



4. Confirm that your hand is raised.



# How to Participate in a Zoom Meeting

<p><u>Using computer:</u> <a href="https://zoom.us">https://zoom.us</a> Depending on your browser, you may have to download the zoom application, once complete, it will open on your screen.</p> <p><u>Using Smartphone or Tablet:</u> Download  app</p>	<p><u>Open Zoom Application</u> Open the zoom application on your electronic device.</p> <p>If you wish to speak during the meeting you will need to have a microphone otherwise you will need to call in with a phone.</p>
	<p><u>Join a Meeting via Electronic Device</u> <b>Using computer:</b> <a href="https://zoom.us/join">https://zoom.us/join</a> <b>Using Smartphone or Tablet:</b> Open app, Click <b>Join meeting</b></p> <ul style="list-style-type: none"> <li>• Enter Meeting ID (nine digits)</li> <li>• Enter Meeting Password (six digits)</li> <li>• Click <b>Join</b></li> <li>• Enter your name (not phone number)</li> </ul> <p><i>If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you've joined the meeting).</i></p>
	<p><u>Join a Meeting via Telephone</u></p> <ul style="list-style-type: none"> <li>• Call <b>1-312-626-6799</b> (long distance charges may apply)</li> <li>• Enter Meeting ID (nine digits)</li> <li>• Enter Meeting Password (six digits)</li> </ul>
	<p><u>Waiting Room</u> After you have joined the meeting you are in the waiting room, waiting for the host to join and to provide you access. After being granted entry, make sure you <b>click the green "Join with Computer Audio"</b> to join the meeting with audio automatically (you can mute this once you're on the meeting).</p>

## Zoom Menu Bar

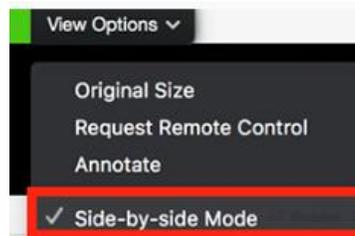


- Mute/Unmute your audio
- Start/stop your video
- Invite others to join the meeting
- Participants- View list of participants, raise hand to speak or change your name.
- Share your screen (with meeting host permission)
- Chat with all/other participants
- Public meetings will be recorded and saved.
- Leave or end the meeting

## Side by Side Mode

Allows you to view participants to the right of the shared screen (rather than above host's shared screen)

You can modify your view by choosing Gallery (everybody) or Speaker View at the top of the participant video panel (drag the gray vertical separator to enlarge or reduce the size of this panel)



Committee members are expected to participate in discussion freely.

**Motions:** When making or seconding a motion, Committee members are asked to state their name first so everybody will know who is speaking.

**Votes:** Unless votes are clearly unanimous, staff will take a roll call vote.