

# **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, March 23, 2020**  
**6:00 pm**

**I. Call to Order, Roll Call, and Pledge of Allegiance**

President Lengfeld called the Village Board meeting to order at 6:02 p.m.

Present: Trustees Bill Brosius, Lori Zander, Sarah Francois, Lee Sorensen, and President Jay Lengfeld.

Absent: Judy Ketelboeter

Also Present: Village Administrator/Clerk Bill Chang, Public Facilities Director Jerry Gray, Parks and Recreation Director Michael Axon, and Robin Savola.

Present by teleconference: Trustee Kevin Thusius (listening participant only), Fire Chief Dale Lochner, Bill Eberhardt, Cameron Bjorklund, Michael Pomykalski, and Terra Morris.

**II. Public Comment –**

There were no public comments.

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

There was a request from Trustee Brosius to remove items #4, #5, and #6 from the Consent Agenda to the end of General Business. A motion was made by Trustee Sorensen, seconded by the Trustee Brosius, and unanimously carried by the Village Board, to approve the consent agenda as amended.

- 1. Minutes of regular meeting held on February 24, 2020, March 5, 2020, and March 17, 2020.**
- 2. Total Disbursements from 02/22/2020 through 03/12/2020 in the amount of \$1,433,264.23 as follows:**

- 110 – General Fund: \$1,154,221.66
- 120 – Capital Fund: \$51.00
- 130 – Library Fund: \$3,463.34
- 140 – Parks/Rec Fund: \$3,398.50

- 150 – Debt Service Fund: \$241,129.17
- 310 – TID Fund: \$21,060.90
- 660 – Water Fund: \$6,186.19
- 670 – Sewer Fund: \$3,753.47

**3. Approval of Operator’s (Bartender’s) License for Dylan J. Hormig and Cory D. Ball.**

**4. Approval of the 2019 Annual MS4 Report.**

**IV. Report of Village Officers**

**1. Village President**

- a. President Lengfeld informed the rest of the Village Board that it is not necessary for them to respond to his memorandums directly, as they are information only. Discussions of the subject matter should be brought forth when the item is placed on the agenda.
- b. President Lengfeld stated that Governor’s office is likely to declare a “Safe at Home” order restricting businesses and residents, but believes there will be some discretion given to municipalities.
- c. President Lengfeld stated that he is working on the revision of ordinances with particular members of the board in order to help reduce the workload on the Village Administrator.
- d. President Lengfeld stated that staff is working on identifying water loss in the system.

**2. Village Vice President**

- a. No reports

**3. Village Administrator/Clerk**

- a. Chang provided the following updates:
  - i. Related to COVID 19
    1. Online registration for Voting extended to March 30<sup>th</sup>.
    2. UW Health Clinics are consolidating their clinics. Cross Plains Clinic will be closed.
    3. Wisconsin has received first shipments from strategic stock piles but they are being prioritized to direct care.
    4. Village is exploring
      - a. Mutual aid for public facilities
      - b. Curbside voting on voting day
  - ii. FEMA
    1. Guidance on eligible items issued - Most impactful to the Village
      - a. Disinfection of eligible public facilities
      - b. Communications of general health and safety information to the public

- c. Reimbursement for state, tribe, territory and/or local government force account overtime costs
- iii. Family First Coronavirus Response Act
  - 1. Paid emergency leaves for employees subject to:
    - a. Quarantined
    - b. Advised by health care to self-quarantined
    - c. Experiencing symptoms of COVID-19 and seeking medical diagnosis
    - d. Caring for an individual who is subject to quarantine or isolation
    - e. Caring for child which school or place of care has been closed
    - f. Other symptoms specified by the Secretary of Health and Human Services
  - 2. Public employers are not currently eligible for these tax credits, municipalities are working with legislative leaders to include governments
- iv. Expectation of Safe at Home Order
  - 1. Governor announced that orders will be coming on March 24.
  - 2. Message continues to be that separation is best prevention method due to concern of asymptomatic spread.
  - 3. Closing Village Hall may to walk ins
    - a. Absentee voting by ringing doorbell or appointment
    - b. Designate essential employees and non-essential employees
- v. Other updates
  - 1. Multimodal Local Supplement Grant – Department of Transportation
    - a. Submitted two separate applications for a multiuse trail along County KP. We were not awarded the grant
  - 2. Submitted application for the WI DNR Municipal Flood Control grant for \$500,000
  - 3. Submitted application for planning assistance from American Planner’s Association for sustainable planning technical assistance
  - 4. US Census postcards and letters have been sent and are arriving in residential homes.

**4. Miscellaneous Trustee Reports**

- a. Trustee Brosius thanked Trustee Sorensen for his years of service on the Village Board since this will likely be his last meeting.
- b. Trustee Sorensen thanked the Village Board and expressed his appreciation working with staff and the board over the last six year, noting the change in administrators and that each has brought their own unique experience to help the Village.

**V. General Business**

**1. Discussion and Possible Action Regarding the request for a Conditional Use Permit to construct an addition to Park Elementary School located at 1209 Park Street, Cross Plains, WI.**

A motion was made by Trustee Sorensen and seconded by Trustee Francois, to approve the request for conditional use permit to construct an addition to Park Elementary School located at 1209 Park Street with the presented conditions. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

**2. Discussion and Possible Action Regarding Glacial Valley Park Playground.**

A motion was made by Trustee Brosius, seconded by Trustee Francois, and unanimously carried by the Village Board to approve moving forward with the purchase of the green playground (option 3) for Glacial Valley Park.

A motion was made by Trustee Brosius and seconded by Trustee Sorensen, to fund the purchase of the green playground (option 3) for Glacial Valley Park from the Park and Recreation Fund Balance account in the amount of \$141,199.00. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

**3. Discussion and Possible Action Regarding Amendments to the Employee Manual.**

A motion was made by Trustee Francois, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the amendments to the Employee Manual regarding Section 3.02 – Leave Policies for Personal and Emergency Closures.

**4. Discussion and Possible Action Regarding the Village of Cross Plains**

**Continuity of Operations Plan.**

A motion was made by Trustee Francois, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Village of Cross Plains Continuity of Operations Plan.

**5. Approval of Cross Plains Home Talent Temporary Class “B” License Application submitted by Stan Nonn.**

A motion was made by Trustee Brosius, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Class “B” License Application for Cross Plains Home Talent.

**6. Approval of the Special Event Permit Application for Cross Plains Trout Days, April 30, 2020 - May 3, 2020.**

A motion was made by Trustee Zander, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the Special Event Permit application for Cross Plains Trout days, April 30, 2020 – May 3, 2020.

**7. Approval of the Special Event Permit Application for Riversmith Casting Clinic, May 16, 2020.**

A motion was made by Trustee Brosius, seconded by Trustee Sorensen, and unanimously carried by the Village Board, to approve the Special Event Permit application for Riversmith Casting Clinic, May 16, 2020.

**VI. Closed Session**

**1. The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” – Acquiring Property for Flood Mitigation.**

A motion made by Trustee Brosius and seconded by Trustee Francois, to meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. – Acquiring Property for Flood Mitigation. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

**A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.**

A motion was made by Trustee Sorensen, seconded by Trustee Brosius, and unanimously carried by the Village Board, to reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.

**B. Possible Action Regarding Property Acquisition.**

A motion was made by Trustee Sorensen and seconded by Trustee Zander, to authorize Village Administrator to seek an agreement to place options to purchase to acquire properties for flood mitigation. Roll call vote requested. YES – Trustee Zander, Francois, Sorensen, Brosius and President Lengfeld. NO – None. Motion carried, 5-0.

**VII. Adjournment**

A motion was made by Trustee Brosius, second by Trustee Sorensen, and unanimously carried by the Village Board, to adjourn. Meeting ended at 8:36 p.m.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,



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Bill Chang  
Village Administrator/Clerk