

# **Committee of the Whole**

## *Meeting Minutes*

**Village of Cross Plains**  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, February 11, 2013**

**7:00 pm**

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

President Schlicht called the regular Committee of the Whole meeting to order at 7:00 pm.

Present: Trustees Pat Andreoni, Ray Blanchard, Doug Brunner, Judy Ketelboeter, Steve Schunk, Jeff Statz, and President Schlicht.

Excused: Trustee Doug Brunner.

Also Present: Jane Bautch, Lee Sorensen, Kris Loman, Randy Lowenberg, and Lisa Kostecki.

II. Public Comment – None.

III. Consent Agenda – A motion was made by Trustee Statz, seconded by Trustee Blanchard, and unanimously carried by the Committee of the Whole to approve the Consent Agenda items #1 – 4 as follows:

1. Approval of the regular meeting minutes of January 14, 2013.
2. Referral to the Village Board for consideration and action regarding a proposal to increase credit card limits for Village Employees.
3. Referral to the Village Board for consideration and action regarding a proposal to issue Request for Proposals (RFP) for Appraisal Services for the Lagoon Street project.
4. Referral to the Plan Commission for Public Hearing, Review, and Recommendation regarding a Conditional Use Permit request from the Middleton-Cross Plains School District for an addition project to the existing Glacier Creek Middle School located at 2800 Military Road.

Consent Agenda Item #5 was moved to the Committee Discussion section at the request of Trustee Schunk.

#### IV. Committee Discussion

*Consent Agenda Item #5.* Discussion and action to refer to the Plan Commission for Public Hearing, Review, and Recommendation regarding the application of a Specific Development Plan for the vacant property located adjacent to the Fire Station at 1501 Bourbon Road to construct storage units – Following discussion, a motion was made by Trustee Statz, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to refer to the Plan Commission for Public Hearing, Review, and Recommendation regarding the application of a Specific Development Plan for the vacant property located adjacent to the Fire Station at 1501 Bourbon Road to construct storage units. Trustee Blanchard abstained.

1. Discussion regarding the selection of a consultant to provide a Building Plan and Design Services for the Village Hall/Police Department facility – Following discussion, a motion was made by Trustee Statz, seconded by Trustee Andreoni, and unanimously carried by the Committee of the Whole to recommend to the Village Board consideration of Bray Architects as the consultant to provide a Building Plan and Design Services for the Village Hall/Police Department Facility.

2. Discussion regarding bidding process for the Black Earth Creek Improvement Project – Village Staff provided an update for the Committee of the Whole by outlining a timeline of the bidding process. Bids will be advertised in February and reviewed/approved by the Village Board in March. A meeting will be scheduled in April to provide information to the public on the project and introduce the contractor in preparation for the project to begin in May.

3. Discussion regarding the Relocation Plan for the Lagoon Street project – Following discussion, a motion was made by Trustee Andreoni, seconded by Trustee Blanchard, and unanimously carried by the Committee of the Whole to recommend that the Village Board consideration of the Relocation Plan for the Lagoon Street project.

4. Discussion regarding the Job Description and Advertisement for a part-time Administrative Assistant position:

- Following discussion, a motion was made by Trustee Statz, seconded by Trustee Ketelboeter, to recommend that the Village Board consider the process for recruitment, advertisement, and job description of the part-time Administrative Assistant position. The motion and second were withdrawn by Trustee Statz and Ketelboeter.
- Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to recommend consideration to the Village Board regarding the job advertisement and description of the part-time Administrative Assistant position.

5. Review and discuss the following ordinances as part of the Recodification Project:

- A motion was made by Trustee Andreoni, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to recommend approval to the Village Board when the code review is complete for Chapters 51 (Vehicles and Traffic), Chapter 52 (Snowmobiles and All Terrain Vehicles), and Chapter 82 (Annexation Policy).
- The Committee of the Whole provided additional comments regarding Chapter 6 (Code of Ethics), Chapter 31 (Building and Building Regulations), Chapter 32 (Drainage District Regulations), Chapter 41 (Intoxicating Liquor and Fermented Malt Beverages), and Chapter 81 (Official Map) for Village Staff to review and bring back to a future meeting for additional consideration by the Committee.

III. Reports

1. Village Officers

a. Village President

- Thanked Village Staff and Event Organizers for the planning of the successful special events held over the weekend.

b. Village Trustees – None.

2. Village Departments – Presentations of the Department Monthly Report was provided to the Committee by the following departments:

a. Village Administrator/Clerk-Treasurer

b. Assistant Village Administrator

c. Parks, Recreation, and Conservancy

d. Police

e. Public Facilities

f. Village Assessor (hard copy provided in packet)

VI. Adjournment

A motion was made by Trustee Schunk, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to adjourn the meeting at 9:35 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

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Matthew G. Schuenke  
Village Administrator/Clerk-Treasurer