

# **Regular Village Board Meeting**

## *Meeting Minutes*

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

**Monday, February, 2013**  
**7:00 pm**

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

President Schlicht called the regular Village Board meeting to order at 7:00 pm.

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

Also Present: Kris Loman and Lee Sorenson.

II. Consent Agenda

A motion was made by Trustee Brunner, seconded by Trustee Statz, and unanimously carried by the Village Board to approve the Consent Agenda items 1-5 as follows:

1. Minutes of the regular meeting held January 28, 2013.
2. Total Disbursements from January 20, 2013 through February 20, 2013 in the amount of \$1,656,066.33 broken down as follows:
  - 110 – General Fund: \$1,537,426.59
  - 120 – Capital Fund: \$16,457.40
  - 310 – Tax Increment District: \$60,032.27
  - 660 – Water Utility: \$14,044.72
  - 670 – Sewer Utility: \$28,105.35
3. Approve proposal to increase the credit card limit for Department Heads to \$5,000 as follows:
  - Michael K. Axon (1014)
  - Gerald L. Gray (5660)
  - Pamela A. Bosben (6402)
  - Cross Plains Police Dept. (4711)

4. Approve the distribution of a Request for Proposal (RFP) for Appraisal Services for the Lagoon Street project.

5. Approve the Job Description and Advertisement for a part-time Administrative Assistant position and authorize Village Administrator/Clerk-Treasurer to conduct recruitment.

A motion was made by Trustee Brunner, seconded by Trustee Statz, and unanimously carried by the Village Board to approve the Consent Agenda items 6 and 7 as follows. President Schlicht abstained.

6. Operator's (Bartender's) Licenses for Approval:

- a. Lourdes Aranda
- b. Shawna Contreras
- c. Bryanna Grass
- d. Emma Hernandez
- e. Sarah Reppen
- f. Marcos Zambrano

7. Approval of Charles Rought as agent for the Class B Intoxicating Liquor and Malt Beverage License for Kwik Trip located at 2508 Main Street.

### III. Report of Village Officers

#### 1. Village President

- Stated that he had a meeting with the President of Thrive to discuss their assistance in economic development issues for the Village.
- Stated that he discussed the Highway 14 project with the Secretary for the Department of Transportation and may schedule a meeting to further discuss local issues related to the project.

#### 2. Village Administrator/Clerk-Treasurer

- Stated that the Local Primary Election held on February 19, 2013 had 195 voters for a turnout of 7.6%. The next and final election for the year is on April 2, 2013.
- Stated that the Black Earth Creek Project is currently being advertised for bids. The bids for the project from qualified contractors are due back to the Village on March 11, 2013 at 11 am. The bids will be reviewed by the Committee of the Whole at its meeting on March 11 at 7 pm and then approved by the Village Board on March 25.
- Commented that a portion of the new website is now operational. Although it is not completed, the new website will be used from this point forward and expanded as content continues to be developed. The Village Board section is currently complete with agendas, minutes, recordings, and meeting packets.

### 3. Miscellaneous Trustee Reports

- Trustee Ketelboeter thanked the Village Administrator/Clerk-Treasurer for his work on the new website.
- Trustee Andreoni thanked the Village Administrator/Clerk-Treasurer for his work on the new website, requested that a Village Trustee article be included in the next newsletter, and that a member be appointed from the Village to the Chamber Board.

### IV. Public Comment – None.

### V. Committee/Commission Recommendations

#### 1. Committee of the Whole

a. Discussion and action regarding a proposal from Bray Architects to provide a Building Plan and Design Services for the Village Hall/Police Department facility – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Statz, and unanimously carried to approve a proposal with Bray Architects to provide Building Plan and Design Services for the Village Hall/Police Department facility in an amount not to exceed \$6,500 to be paid for through the Capital Budget.

b. Discussion and action regarding the Relocation Plan for the Lagoon Street project – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Andreoni, and unanimously carried to approve the Relocation Plan for Lagoon Street project.

#### 2. Plan Commission

a. Discussion and action regarding proposed Ordinance #01-2013 with respect to revisions in the Zoning Code as follows – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, and unanimously carried by the Village Board to approve Ordinance #01-2013 with respect to revisions to the Zoning Code as follows:

i. Section 4.11(3) – Amendment to define dwelling units as a conditional use permit in the General Business District (BG).

ii. Section 4.12(4) – Amendment to revise accessory uses and structures in the Central Business Overlay District (BC(O)).

iii. Section 4.12(5)(a) – Amendment regarding lot requirements within Central Business Overlay District (BC(O)).

iv. Section 4.17(4)(c) – Revision to the submittal process within the Planned Development District (PDD).

v. Section 4.34(4) – Amendment to the procedure for changes and amendments to the Zoning Code.

VI. General Business

1. Discussion and action to award the sale of \$960,000 general obligation promissory notes for 2013 Capital Budget and refinancing, and authorizing the Village President and Administrator/Clerk-Treasurer to execute necessary documents – The Village Administrator/Clerk-Treasurer reported that no proposals had been received from banks regarding the Village’s request for proposal to borrow \$960,000 general obligation promissory notes for the 2013 Capital Budget and refinancing. Following discussion, a motion was made by Trustee Schunk, seconded by Trustee Blanchard, and unanimously carried to direct the Village Administrator/Clerk-Treasurer to reissue the request for proposals for a borrowing that includes only 2013 capital needs and for the results of that RFP to be reviewed by the Village Board on March 25, 2013.

2. Discussion and action regarding a proposal from MSA Professional Services to assist the Village in developing a plan for the Zanders Creamery Site – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, to approve a proposal from MSA Professional Services to assist the Village in developing a plan for the Zanders Creamery Site. A roll call vote was requested. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, Schlicht, Schunk, and Statz. No – None. Motion carried 7 – 0.

VII. Adjournment

A motion was made by Trustee Schunk, seconded by Trustee Statz, and unanimously carried by the Village Board to adjourn the meeting at 7:55 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