

# **Regular Village Board Meeting**

## *Meeting Minutes*

### **Village of Cross Plains**

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

**Monday, July 22, 2013**

**7:00 pm**

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

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

Present: Trustees Ray Blanchard, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk, Tim Statz, and President Pat Andreoni.

Also Present: Lee Sorensen.

#### II. Consent Agenda

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

1. Minutes of the regular meeting held June 24, 2013.
2. Total Disbursements from 6/3/2013 through 7/17/2013 in the amount of \$208,812.81 broken down as follows:
  - 110 – General Fund: \$127,019.72
  - 120 – Capital Fund: \$19,039.50
  - 310 – Tax Increment District: \$7,170.00
  - 660 – Water Utility: \$21,521.79
  - 670 – Sewer Utility: \$34,061.80
3. Operator's (Bartender's) Licenses:
  - a. Approval – Sara J. Johnson, Carissa Salazar, and Sarah Reppen.
4. Special Event Permit Approvals:
  - a. July 21, 2013 – St. Francis Fun Run organized by St. Francis Xavier
  - b. August 4, 2013 – Wisconsin Ride for Kids organized by the Pediatric Brain Tumor Foundation.
  - c. August 17, 2013 – Motorcycle Ride to Benefit Safe Harbor organized by American Family Insurance and Dane County Sheriff.
5. Approval of Resolution #11-2013 to change the house number of 2720 Military Road as recommended by the Committee of the Whole.

6. Approval of Resolution #12-2013 and #13-2013 to enter into an agreement as part of the Cross Plains-Berry Fire District for a Mutual Aid Box Alarm System (MABAS) as recommended by the Committee of the Whole.

7. Approval of Pay Request #1 for the Black Earth Creek Improvement Project from Joe Daniels Construction as recommended by the Committee of the Whole.

8. Approve the selection of a new sewer pickup truck and plow as recommended by the Committee of the Whole.

9. Approval of an Intergovernmental Agreement with Dane County to purchase new election equipment software as recommended by the Committee of the Whole.

III. Report of Village Officers

**1. Village President**

*a. Discussion and action regarding appointments to the Library Board* – President Andreoni stated that Library Board appointments would be presented and considered at a future meeting.

- Thanked Public Facilities Staff for their efforts regarding several water main breaks that have occurred recently.

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

- Stated that the new creek channel has been deemed complete and stabilized by the DNR. The Village contractor has been continuing to work on the bridge installation, site grading, general restoration, and paved path construction. The project should be substantially complete in August.

- Commented that the Zoning Code Re-write would begin with the Plan Commission meeting on August 5<sup>th</sup> to go over some preliminary information.

**3. Miscellaneous Trustee Reports**

- Trustee Brunner stated that the Spike Rhett's Volleyball Tournament and Fund Raiser is scheduled for August 2<sup>nd</sup> and 3<sup>rd</sup> at various local establishments.

IV. Public Comment

1. Lee Sorensen residing at 1269 Gils Way commented that the election equipment to be purchased should be reviewed to make sure that it will be accurate.

2. Bill Saeman residing at 2312 Eulalia Street commented on adding parking for businesses near the intersection of Bourbon Road and Ludden Drive.

V. Committee/Commission Recommendations

**1. Committee of the Whole**

*a. Discussion and action regarding the nomination of a Village representative to the Joint Review Board to review the proposed amendment to the TID #3 Project*

*Plan* – A motion was made by President Andreoni, seconded by Trustee Blanchard, and unanimously carried by the Village Board to nominate Doug Brunner as the Village representative to the Joint Review Board to review the proposed amendment to the TID #3 Project Plan.

*b. Discussion and action regarding a Relocation Order to begin acquisition process of the land needed for the creation of Lagoon Street* – A motion was made by Trustee Brunner, seconded by Trustee Blanchard, and unanimously carried by the Village Board to approve the Relocation Order to begin the acquisition process of the land needed for the creation of Lagoon Street.

## **2. Plan Commission**

*a. Discussion and action regarding a request from Kwik Trip for the property located at 2508 Main Street for a Conditional Use Permit to construct a new gas station and convenience store* – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Village Board to approve the request from Kwik Trip for the property located at 2508 Park Street for a Conditional Use Permit to construct a new gas station and convenience store with the following conditions:

1. Approval is granted contingent upon Kwik Trip taking ownership of the property it needs to develop.
2. A pedestrian walkway will be established that connects the main entrance for the building to the sidewalk on Main Street.
3. The doors to the garbage receptacle enclosure will be decorative in nature and subject to Village Staff approval.
4. The lighting plans for the project will be reviewed with the lighting plans for the Highway 14 reconstruction to ensure there will be no light trespassing.
5. Additional landscaping will be added around the planned picnic table area.
6. Brick will be added to the columns adjacent to the fuel islands to match the building.
7. The street trees will be revised to landscaping options that are smaller, more decorative, and less maintenance subject to Village Staff review.
8. The developer is encouraged to use black as the preferred color for light poles on the project site to match the black street light poles planned for the Highway 14 project.
9. Decorative trees and/or shrubs will be utilized on the building corner islands.

10. The parking as presented provides 26 parking stalls and is further credited with an additional 16 parking stalls adjacent to the fuel pumps for a total of 42 parking stalls.

*b. Discussion and action regarding a proposed Certified Survey Map (CSM) in order to combine lots for the purpose of the new Kwik Trip development located at 2508 Main Street – A motion was made by Trustee Lengfeld, seconded by Trustee Brunner, and unanimously carried by the Village Board to approve a Certified Survey Map (CSM) in order to combine lots for the purpose of the new Kwik Trip development located 2508 Main Street subject to the condition that Kwik Trip complete the acquisition of the property listed in the CSM that they do not currently own.*

VI. General Business

**1. Discussion and action regarding Resolution #10-2013 to adopt the Village of Cross Plains Employee Manual Version I** – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Village Board to approve Resolution #10-2013 to adopt the Village of Cross Plains Employee Manual Version I subject to the following conditions:

- Annual salary reviews and merit increases will be considered annually as part of the annual budget process (page 36).
- Job descriptions for all employees will be established (if not already) within the next 90 days.
- The policies contained within the Employee Manual will be reviewed again by the Village Board when the Compensation Plan is prepared as part of the annual budget process.

**2. Discussion and action regarding a draft Zander Creamery Redevelopment Report from MSA Professional Services** – Following discussion, a motion was made by Trustee Statz, seconded by Trustee Brunner, and unanimously carried by the Village Board to accept the Zander Creamery Redevelopment Report from MSA Professional Services.

VII. Adjournment

A motion was made by Trustee Brunner, seconded by Trustee Schunk, and unanimously carried by the Village Board to adjourn the meeting at 8:31 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