

Committee of the Whole

Meeting Minutes

Village of Cross Plains

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

Monday, November 11, 2013

7:00 pm

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

President Andreoni called the regular Committee of the Whole meeting to order at 7:01 pm.

Present: Trustees Ray Blanchard, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk (arrived at 7:06 pm), Tim Statz, and President Pat Andreoni.

II. Public Comment – None.

III. Committee Discussion

1. Approval of the regular meeting minutes of October 14, 2013 and special meeting minutes of October 21, 2013 – A motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the regular meeting minutes of October 14, 2013 and special meeting minutes of October 21, 2013.

2. Discussion regarding the referral of a Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development – Following discussion, a motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, for the Committee of the Whole to refer the Pre-annexation Agreement with Sundance Development LLC regarding the Sundance Residential Subdivision Development to the Plan Commission for review and recommendation. A roll call vote was requested. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, and Statz. No – Lengfeld and Schunk. Motion carried 5 – 2.

3. Discussion and presentation by the Cross Plains Area Chamber of Commerce regarding a request for funding – A presentation was provided by the Chamber Executive Director and President regarding their \$15,000 funding request in 2014. Following discussion, a motion was made by Trustee Statz, seconded by Trustee Brunner, for the Committee of the Whole to approve the request as presented. Motion and second withdrawn. The Committee referred further decision on this request to the 2014 Budget discussion.

4. Discussion regarding final draft report and recommendation from Bray Architects for the Village Hall and Police Department Facility – Following presentation and discussion, a motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Committee of the Whole to refer for acceptance to the Village Board the final draft report provided by Bray Architects for the Village Hall and Police Department Facility.

5. Presentation by and discussion with Town and Country Engineers regarding proposal to study phosphorous treatment alternatives at the Sewer Treatment Plant – A presentation was provided and discussion had with Town and Country Engineers and Village Staff regarding the study of phosphorous treatment alternatives at the Sewer Treatment Plant.

6. Discussion and review of the 2014 Budget including but not limited to the following:

- *Sewer Utility* – A motion was made by Trustee Lengfeld, seconded by Trustee Ketelboeter, and unanimously carried to discuss the Sewer Utility first amongst topics to review within the 2014 Budget.
 - Following review and discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the inclusion of first year of study and equipment additions for the Phosphorous Treatment review.
- *Review changes to the budget since the last meeting.*
- *Capital*
 - Trustee Lengfeld provided the following four requested revisions to the 2014 Capital Budget:
 1. Remove the \$5,000 request from the Library for new shelves.
 2. Remove the \$8,500 request from Parks, Recreation, and Conservancy for the Parks and Open Space Plan.
 3. Add \$4,756 to the EMS Budget for Capital to cover the Village's share for a new generator approved by the EMS Board.
 4. Remove the \$75,750 request from General Public Buildings for Village Hall/Police Department building design services.
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, for the Committee of the Whole to approve the payment of the Library capital request of \$5,000 within the operating budget through the General Fund. Motion and second withdrawn.
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Statz, and unanimously carried by the Committee of the Whole to approve the revisions to the 2014 Capital Budget as presented above as Items 1 – 4.
- *Water Utility*
- *Recommendation to the Village Board.*
 - Following discussion, a motion was made by Trustee Lengfeld, seconded by Trustee Brunner, for the Committee of the Whole to approve the request

from the Chamber of Commerce for \$15,000 in 2014 and remove the position of Community Development Director from the 2014 Budget. A roll call vote was requested. Yes – Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – Andreoni. Motion carried 6 – 1.

- Trustee Lengfeld requested the following for consideration (no action was taken on these items):
 1. Add \$5,000 to the Library budget within the General Fund for the shelves.
 2. Remove the Recreation Coordinator position.
 3. Remove \$3,057 from Library wages.
- Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to forward to the Village Board for consideration the 2014 Budget for the General Fund, Capital Fund, Tax Increment District, Water Utility, and Sewer Utility at their meeting on November 25, 2013.

7. Discussion regarding final Pay Request for the Black Earth Creek Improvement Project from Joe Daniels Construction – Village Staff stated that they were continuing to discuss the final payment and review of the final quantities with the contractor and consultants. The results of those discussions and a recommendation of payment will be provided for the Village Board at its November 25, 2013 meeting.

8. Discussion regarding the purchase of a new truck for the Public Facilities Department – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Schunk, and unanimously carried by the Committee of the Whole to recommend consideration to the Village Board regarding the purchase of a new truck for the Public Facilities Department.

9. Discussion regarding the selection of a preferred insurance provider – Village Staff stated that it had received the results from a recent RFP and would be interviewing and reviewing vendors in order to make a recommendation to the Village Board at its meeting on November 25, 2013.

IV. Reports

1. Village Officers

a. Village President

- Stated that the Village would be meeting with Dane County to further discuss the former Zander Creamery property.
- Stated that the demolition of the former Desmet Auto is underway in preparation for the construction of the new Kwik Trip.

b. Village Trustees

- Trustee Ketelboeter Commented that several street lights were out on Main Street near Valley Street.

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

a. Village Administrator/Clerk-Treasurer

- Stated that WisDOT would be holding a Public Information Meeting at Glacier Creek Middle School on Tuesday, November 19th at 5:30 pm.

b. Assistant Village Administrator

c. Parks, Recreation, and Conservancy

d. Police Department

e. Public Facilities

f. Village Assessor

V. Closed Session

1. A motion was made by Trustee Brunner, seconded by Trustee Statz, for the Committee of the Whole to meet in Closed Session at 10:01 pm pursuant to 19.85(1)(e) for the purpose of 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. A roll call vote is required. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – None. Motion carried unanimously 7 – 0. Specifically regarding the following:

a. Possible acquisition of real estate for the Lagoon Street Reconstruction Project.

b. Possible redevelopment associated with the Highway 14 Reconstruction Project.

A motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, and unanimously carried by the Committee of the Whole to return to Open Session at 10:44 pm.

2. A motion was made by Trustee Ketelboeter, seconded by Trustee Brunner, for the Committee of the Whole to meet in Closed Session at 10:45 pm pursuant to 19.85(1)(c) of Wisconsin Statutes to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote is required. Yes – Andreoni, Blanchard, Brunner, Ketelboeter, Lengfeld, Schunk, and Statz. No – None. Motion carried unanimously 7 – 0. Specifically regarding the following:

a. 2014 Compensation Plan for Employees.

b. Annual review and employment agreement for the Village Administrator/Clerk-Treasurer.

A motion was made by Trustee Brunner, seconded by Trustee Ketelboeter, and unanimously carried by the Committee of the Whole to return to Open Session at 11:26 pm.

VI. Adjournment

A motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Committee of the Whole to adjourn at 11:27 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,

Matthew G. Schuenke
Village Administrator/Clerk-Treasurer