

Village Board

Special Meeting Minutes

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

Tuesday, March 17, 2020

6:30 pm

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

President Lengfeld called the Village Board meeting to order at 6:30 p.m.

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

Also, Present: Village Administrator/Clerk Bill Chang, Mike Wollmer, and Tim Hillebrand.

President Lengfeld announced the suspension of Robert's Rules of Order.

II. Public Comment –

Mike Wollmer, 7029 Laufenberg Blvd., asked that the Village Board to consider keeping Robert's Rules of Order, noting that it does truly make meeting efficient.

III. Report of Village Officers

1. Village President

- a. President Lengfeld stated that it has been a busy week and that he is participating in conference calls regarding the pandemic and how other municipalities are dealing with the emergency declarations. The League of Wisconsin Municipalities opined that government meetings are exempt from the 10-person limit and that currently elections are a big topic of concern.

2. Village Vice President

- a. Trustee Ketelboeter stated that the Chamber of Commerce's annual dinner at the Hilltop has been canceled.

3. Village Administrator/Clerk

- a. Chang reported that the lawsuit involving 1861 Ludden Drive has resolved and that an Order for Dismissal has been approved.

- b. Chang ordered the Local Government 101 Handbook and DVD for Wisconsin Municipal Officials, which is available for elected officials to review if desired.

4. Miscellaneous Trustee Reports

- a. Trustee Francois reported that the Park and Recreation Committee was cancelled due to not having a quorum. She stated that Mike Axon, Parks and Recreation Director will provide information regarding Glacial Valley Park Playground for Village Board approval.
- b. Trustee Thusius thanked Village Administrator/Clerk Chang and President Lengfeld for the continued efforts during this time of hardship.
- c. Trustee Brosius reported that the Library Board will be closing the public library and passed a pandemic emergency plan.

IV. General Business

1. Discussion and Possible Action on the Village's Response to COVID-19.

- a. Chang provided an update on the state of the Village and response to COVID-19 and stated that he is updating the Village's website daily. The Village website is currently the best source for the most recent news from the Village.
- b. Chang presented a draft adding emergency leave provisions to the Village's Employee Manual. A final draft will be presented at the next meeting.
- c. Chang presented the Village's Continuity of Operations Plan to the Village Board noting that he is still waiting for information from some departments. This will be presented at the next meeting for approval.
- d. Chang recommended that the Village Board declare a state of emergency for the following reasons:
 - i. To communicate the seriousness of the issue and solidarity of messaging with the County, State, and Federal governments.
 - ii. To have the ability to direct and allow for Village resources to respond to the pandemic.
 - iii. To satisfy the prerequisite to request for disaster reimbursement from FEMA and WEM.

A motion was made by Trustee Ketelboeter and seconded by Trustee Sorensen, to approve the Resolution Declaring State of Emergency for the Village of Cross Plains in response to COVID-19. Roll call vote requested. YES – Trustees Zander, Francois, Thusius, Sorensen, Ketelboeter, Brosius, and President Lengfeld.

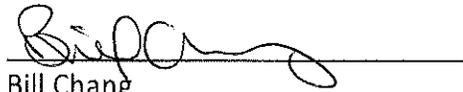
Motion carried 7-0.

V. **Adjournment**

A motion was made by Trustee Ketelboeter, second by Trustee Sorensen, and unanimously carried by the Village Board, to adjourn. Meeting ended at 8:30 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,

A handwritten signature in black ink, appearing to read "Bill Chang", is written over a horizontal line.

Bill Chang
Village Administrator/Clerk