

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Notice and Agenda

Rosemary Garfoot Public Library Community Room
2107 Julius St
Cross Plains, WI 53528
(608) 798-3241

Monday, April 27, 2020
6:00 pm

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

President Lengfeld called the Village Board meeting to order at 6:02 p.m.

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

Also Present: Village Administrator/Clerk Bill Chang, Katy and Dale Ripp, and Luke McNeely.

Present by teleconference: Finance Director Bobbi Zauner, Park and Recreation Director Mike Axon, Police Chief Tony Ruesga, Brett Hofmeister, Kevin Kryzinsky, Greg Jewell, Glen Wipperfurth, Jennifer Bonti, Kevin Murphy, Mike Endres, Pam Born, Sarah Borchardt, Amalia Hicks, and Mark Blaha.

II. Public Comment –

Chang read written comments from **Doug Brunner, 6004 Laufenberg Blvd**, “I would like to personally thank Trustee Lee Sorenson for his service to our community in his role on the village board. Lee takes his time and prepares for meetings and listens to both sides of issues before voting and making his decisions. In addition to his service with the Village Board Lee is active with the Optimists group in Cross Plains and has volunteered multiple times to help us at the annual Spike Rett event. Lee volunteers often and helps make the community a better place with his efforts. Thank for your contribution to our community Mr. Sorenson.”

Chang read the comments from **Terra Morris, Executive Director for the Cross Plains Area Chamber of Commerce**, “

1) I have noticed that the Cross Plains Area Chamber of Commerce emails aren't being opened by the Village Board Members. Not sure if they aren't receiving the newsletters, if they are going to junk mail, if they aren't signed up, or if people are just choosing not to open them. I want to make sure that no one is missing out on my communications and would appreciate you sharing this week's newsletter with the Village Board and asking them to provide me with their preferred email to sign up <https://conta.cc/2YchOxE>

2) I am sending out a weekly email (same format as the one attached) I encourage everyone to sign up for news about local businesses, community happenings, government announcements, and available resources.

3) I created a Daily Video Series where I cover a different topic on each day of the week: Monday: Positive Monday, Tuesday: Hot Topic, Wednesday: Mental/Emotional Health Check-in, Thursday: Working on You and Your Business, Friday: What's Happening Cross Plains. There are sponsorship opportunities for all of these videos (this in effort to provide promotion and advertisement for businesses in place of some of our in person events). I have priced these sponsorships low to allow for those struggling during this difficult time (\$25/video or \$100 for 5 videos) Link for sponsorships: https://docs.google.com/forms/d/e/1FAIpQLSdXSBMnYed25McFlyECGbX9F4_C5mJ0Yi9gou2ayqcHOP3q5Q/viewform?usp=sf_link

4) Any business/organization can provide an update/promotion/sale/etc. on the Friday video, "What's Happening Cross Plains" by completing this form (there is NO charge): https://docs.google.com/forms/d/e/1FAIpQLScPCL-kcIKnc0BSa7Qysy_OE1w3TmKx3PpvRSF5oHoE4hu6Rg/viewform?usp=sf_link

5) The new website is continuously being worked on to be user friendly and informative: <http://www.crossplainschamber.net>

6) I am starting another video series called "Chamber Confessions" where local businesses/organizations are interviewed (would love to have a village board member, parks and rec and other Village representatives as part of this series). I am collaborating with Melissa Murphy of GITYS Production of Cross Plains. Our first video will air this week; interviewing the Cross Plains Lions Club.

7) The CPACC membership renewal and enrollment was originally supposed to be launched at the March 19th annual dinner- Our fiscal year beginning April 1, 2020. The CPACC Board of directors and I agreed to postpone the enrollment period and launch it in May. This has allowed me time to revamp our membership opportunities based on our new circumstances. I will be sharing the details of the membership and sign up form next week (the week of May 4th).

8) 100 years of Cross Plains Memories. Since all of the 100 year anniversary plans have been put on hold (ribbon cutting). I have launched the 100 years of Cross Plains Memories. Community Members and Businesses can submit their members of Cross Plains on 8x11 paper (can be dropped off at Monona Bank in Cross Plains c/o Cross Plains Area Chamber of Commerce). These memories can be typed, written or even drawn. I encourage both the young and the young at heart to submit memories (can be about an event, a teacher, an experience at a restaurant, a tradition carried on by your CP family, businesses that have come and gone, etc... anything) People can let us know they are interested by completing this form: https://docs.google.com/forms/d/e/1FAIpQLSdNx07OQ4IPAY6_F_slv3E2o6VgF8cCoSKsXCzhJjfbBstASA/viewform?usp=sf_link

9) In addition to our Facebook and Instagram pages I have launched a YouTube Channel where our Videos for the different series can also be found.

Youtube: https://www.youtube.com/channel/UCQkVv1ZwaC8vCiVVEySmHQ?view_as=subscriber

10) I did a giveaway in April in support of local business and am planning another one for the Month of May.

11) I am working on a "virtual" Memorial Day in partnership with the American Legion. This is NOT an in person gathering. The goal is continuing the long-standing Cross Plains tribute and celebration in a social distancing way. I sent out two polls, one on Facebook and one via my newsletter, to gauge people's feelings on having a "virtual" Memorial Day and 80% of the people were in favor of us doing something. I am having a committee made up of businesses, community members, CPACC Board representatives, Village Representative, an American Legion representative and myself."

III. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

1. Minutes of regular meeting held on March 23, 2020 and April 1, 2020.

Trustee Brosius requested that the approval of the disbursements be removed from the Consent Agenda.

A motion was made by Trustee Brosius, seconded by Trustee Thusius, and unanimously carried by the Village Board, to approve the Consent Agenda, with a simple correction to the March 23, 2020 Village Board meeting minutes and removal of the disbursements.

IV. Report of Village Officers

1. Village President

- a. President Lengfeld reported that he is currently working with Trustees Brosius and Thusius on revisions to Chapter 2 of the Village Municipal Code.
- b. President Lengfeld reported that the Village is currently looking for a new permanent polling place so that it does not conflict with public safety.
- c. President Lengfeld reported that he will form a finance subcommittee to help usher the budgeting process.

2. Village Vice President

- a. Trustee Ketelboeter reported that the Chamber of Commerce is creating creative ways for outside contests to keep businesses engaged.

3. Village Administrator/Clerk

- a. Chang reported that the next regularly scheduled meeting is set for Memorial Day. The Village Board is rescheduling the meeting to Tuesday, May 26th at 6:00pm.
- b. The Board of Review meeting is set up for June 8th from 6:00pm to 8:00pm. Chang stated that the Board of Review Training is available.

- c. Chang reported that training material for the League of Wisconsin Municipality's Local Government 101 is available for Village Board Trustees.
- d. Chang reported that the Spring Election resulted in 1,488 total votes. 1,193 were submitted by absentee.
- e. Chang reported that the Middleton-Cross Plains Area School District is requesting the School Resource Officer agreement be amended because school has been ordered closed for the remaining school year.

4. Miscellaneous Trustee Reports

- a. Trustee Brosius requested that agenda items and material be sent out earlier. Staff will comply.

V. General Business

1. Discussion and Possible Action regarding the Conditional Use Permit Application to allow for Multi-Tenant Commercial Units at 1805 Bourbon Rd, Cross Plains, WI.

A motion was made by Trustee Ketelboeter and seconded by Trustee Thusius, to approve the Conditional Use Permit Application to allow for Multi-Tenant Commercial Units at 1805 Bourbon Rd, Cross Plains, WI as presented. A voice vote was requested: AYES – none, OPPOSED – all. Motion failed.

A motion was made by Trustee Thusius and seconded by Trustee Brosius, and unanimously carried by the Village Board, to approve the Conditional Use Permit Application to allow for Multi-Tenant Commercial Units at 1805 Bourbon Rd, Cross Plains, WI with the following conditions:

- a. Allow for 26 parking stalls for the development.
- b. Site plan review and approval required for improved use of lower level.
- c. This conditional use permit shall supersede any previous permits.
- d. Owner shall comply with lighting and signage regulation or bring into compliance.

2. Discussion and possible action regarding the petition to rezone the property at 1909 Main Street from Main Street Mixed Use to Planned Development and approving the General Development Plan.

A motion was made by Trustee Ketelboeter and seconded by Trustee Francois, to approve the petition to rezone the property at 1909 Main Street from Main Street Mixed Use to Planned Development and approving the General Development Plan. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carried 7-0.

3. Discussion and possible action to approve the Specific Implementation Plan for 1909 Main Street.

A motion was made by Trustee Francois and seconded by Trustee Thusius, to approve the Specific Implementation Plan for 1909 Main Street. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carried 7-0.

4. Review and Possible action regarding the division of Lot #1, C.S.M. #5574, Located in the SE 1/4 of the NE 1/4 of the NE 1/4, Section 3, T07N, R07E, Village of Cross Plains, Dane County, WI (2305 Church Street).

A motion was made by Trustee Thusius and seconded by Trustee Ketelboeter, to approve the division of Lot #1, C.S.M. #5574, Located in the SE 1/4 of the NE 1/4 of the NE 1/4, Section 3, T07N, R07E, Village of Cross Plains, Dane County, WI (2305 Church Street). Roll call vote requested. YES – Trustees Zander, Pomykalski, Thusius, Ketelboeter, and President Lengfeld. NO – Trustees Francois and Brosius. Motion carried 5-2.

5. Presentation on Flood Mitigation Preliminary Engineering Report – Jewell Engineers Associates.

Greg Jewel from Jewell Engineers and Associates presented on the preliminary engineering report for flood mitigation options to the Village. The report has been filed with the Village.

6. Presentation, Discussion, and Possible Action on the 2019 Draft Audit Report.

There was discussion on displaying more information related to sewer connection fees, the sewer equipment replacement fund, and sewer support fund. No action was taken.

7. Discussion and Possible Action Regarding the Village’s Response to COVID-19.

a. Discussion and possible action regarding the municipal pool opening.

Following discussion, the Village Board directed staff to continue to maintain the municipal pool until future guidance. More information will be brought to the Village Board when it is available.

b. Discussion and possible action on an emergency sick time policy for Essential Employees.

A motion was made by Trustee Thusius, seconded by Trustee Zander, and unanimously carried by the Village Board, to approve the Emergency Sick time Policy for Essential Employees.

c. Discussion and Possible Action on Emergency Closure budget.

A motion was made by Trustee Ketelboeter, seconded by Trustee Pomykalski, and unanimously approved by the Village Board, to approve an Emergency Closure budget of \$50,000.

d. Discussion and Possible Action on defining essential government function.

There was a discussion to identify essential government functions. No action taken.

8. Discussion and Possible Action Regarding Village Appointments.

A motion was made by Trustee Francois, seconded by Trustee Zander, and unanimously carried by the Village Board to approve the following appointment.

Police Commission
Darrel Parrish – 2025

Plan Commission
Cliff Zander – 2023
Todd Duquette – 2023

Library Board
Diane Kalscheur – 2023
Carolyn Abbott – 2023

Public Safety Committee
Randy Swingen – 2023

Zoning Board of Appeals
Bob Green – Chair – 2023
Pam Born – 2023
Pat Andreoni – 2022
Jared Gundlach – 2022
RJ Cashwell – 2021

**Parks and Recreation
Committee**
Jed Henry – 2023

9. Transmittal of the Draft Village Financial Policy.

Chang distributed the draft Village Financial policies for consideration at the next meeting.

10. Future Agenda Items.

The following items were requested to be added to future Village Board agendas.

- a. Status of other park and recreation programs – referred to the Park and Recreation Committee.
- b. Downtown Public Parking – referred to the Plan Commission
- c. Dog on Lease Ordinance – referred to the Public Safety Committee
- d. Wildlife Harassment Ordinance – referred to the Public Safety Committee
- e. Update on EMS
- f. Enforcement of picking up dog feces

11. Total Disbursements from 03/13/2020 through 04/22/2020 in the amount of \$1,411,678.67 as follows:

- 110 – General Fund: \$168,785.14
- 120 – Capital Fund: \$96,161.73
- 130 – Library Fund: \$9,359.99
- 140 – Parks/Rec Fund: \$12,742.23
- 150 – Debt Service Fund: \$335,054.00
- 310 – TID Fund: \$0.00
- 660 – Water Fund: \$188,904.20
- 670 – Sewer Fund: \$600,671.38

Following discussion, there was a motion made by Trustee Brosius, seconded by Trustee Pomykalski, and unanimously carried by the Village Board, to approve the total disbursements from 03/13/2020 through 04/22/2020 in the amount of \$1,411,678.67 as presented.

VI. Closed Session

1. **The Village Board will meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, “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.” – Acquiring Properties for Flood Mitigation.**

A motion was made by Trustee Ketelboeter and seconded by Trustee Brosius, to meet in Closed Session pursuant to 19.85(1)(g) of Wisconsin Statutes, “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.” in regards to acquiring properties for flood mitigation. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carried 7-0.

- A. Reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.**

A motion was made by Trustee Zander, seconded by Trustee Brosius, and unanimously carried by the Village Board, to reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.

- B. Possible Action Regarding Property Acquisition.**

A motion was made by Trustee Francois and seconded by Trustee Zander, to pursue the Zander property for acquisition as presented. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Brosius, and President Lengfeld. NO – None. ABSTIANED – Trustee Ketelboeter. Motion carried 6-0-1.

- C. Possible Action to Adopt Resolution No. 05-2020: Requesting grant funds and assistance from the WDNR through the Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Grant Programs.**

A motion was made by Trustee Thusius and seconded by Trustee Brosius, to adopt Resolution No. 05-2020: Requesting grant funds and assistance from the WDNR through the Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Grant Programs. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carried 7-0.

- D. Possible Action to Adopt Resolution No. 06-2020: Requesting grant funds and assistance from the Dane County Conservation Fund.**

A motion was made by Trustee Brosius and seconded by Trustee Pomykalski, to adopt Resolution No. 06-2020: Requesting grant funds and assistance from the Dane County Conservation Fund. Roll call vote requested. YES – Trustees Francois, Zander, Pomykalski, Thusius, Ketelboeter, Brosius, and President Lengfeld. NO – None. Motion carried 7-0.

VII. Adjournment

A motion was made by Trustee Zander, second by Trustee Brosius, and unanimously carried by the Village Board, to adjourn. Meeting ended at 10:23 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 cursive script that reads "Bill Chang".

Bill Chang
Village Administrator/Clerk