

# Village of Cross Plains Board of Trustee Meeting

## *Regular Meeting Minutes*

Village Hall  
2417 Brewery Road  
Cross Plains, WI 53528  
(608) 798-3241

**Monday, January 23, 2023**

**6:00 pm**

The video link to this meeting can be found at: <https://www.youtube.com/watch?v=Kw4AhMRSr-s>

I. **Call to Order**

President Lengfeld called the Village Board meeting to order at 6:00 PM.

II. **Roll Call**

Present: Trustees Andy Hartman, Cody Bratton, Cameron Bjorklund, Michael Pomykalski, Judy Ketelboeter, President Jay Lengfeld, and Trustee Doug Brunner (arrived 6:01).

Absent: None.

Also Present: Village Administrator Brian Mooney, Village Clerk Bobbi Zauner, Chief of Police Tony Ruesga, Parks and Recreation Director Michael Axon, Public Works Director Jerry Gray, Municipal Judge Jerome Geurts, Officers Hannah Masters, Kim Ready, Matt Hanson, and Rodger Siver, Police Administrative Assistant Marge McGraw, Brian Berquist and Nick Dorava of Town & Country Engineering, and Seth Johnson.

Present via teleconference and/or web meeting: Joe Pertzborn, John Burandt, Steve Douglas, Jed Henry, and Kevin Murphy.

III. **Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

IV. **Public Comment**

1. Seth Johnson, 5002 Laufenberg Blvd, spoke regarding the Brewery Road reconstruction project. He said the plan has a good balance of providing good pedestrian and bike traffic amenities along with traffic calming devices. He suggested potentially adding white lines for the parking lane, and requested that tree removal be kept minimal. Johnson also spoke in favor of bringing back the Economic Development Committee.

V. **Ceremony**

1. **Swearing in of Police Officer Hannah Masters by the Honorable Jerome A. Geurts.**  
Municipal Judge Jerome Geurts administered the oath of office to Police Officer Hannah Masters.

VI. Consent Agenda

1. Approve Minutes of Regular Village Board Meeting Held on December 19, 2022.
2. Approve Total Disbursements from 12/15/2022 through 1/13/2023 in the amount of \$3,400,308.66 as follows:
  - 110 – General Fund: \$3,097,386.72
  - 120 – Capital Fund: \$2,892.36
  - 130 – Library Fund: \$42,552.94
  - 150 – Debt Svc Fund: \$0.00
  - 310 – TID Fund: \$0.00
  - 660 – Water Fund: \$203,031.97
  - 670 – Sewer Fund: \$54,444.67
3. Confirm the Hiring of Becky Ward for the Village Court Clerk Position.
4. Approve Special Event Permit – Evan Kratochwill Memorial Cross Country Invite.
5. Approve Agent Change for Walgreen Co. Class A Alcohol License.
6. Approve Sewer Adjustment Request.
  - A. 1849 Cornerstone Dr.
  - B. 3701 N. Hill Point Rd.
  - C. 3743 Conrad Dr.
  - D. 1414 Schoepp Ln.
  - E. 1412 Schoepp Ln.
  - F. 1845 Cornerstone Dr.
  - G. 3707 Conrad Dr.
  - H. 8026 Laufenberg Blvd.
7. Approve Resolution Regarding Budget Amendment 2022-4.
8. Approve Posting of Village Public Facilities II Job Announcement.
9. Approve Posting of Recreation and Aquatics Supervisor Job Announcement.

A request was made by President Lengfeld to move Consent Agenda Item #9 to the General Business Section of the Agenda. A motion was made by Trustee Brunner, second by Trustee Hartman, and unanimously carried by the Village Board to approve the Consent Agenda as amended.

VII. Report of Village Officers

1. Village President – None.
2. Village Vice President – None.

**3. Other Trustee Reports**

- A. Trustee Brunner thanked everyone for the sympathy regarding the loss of his mother. Brunner also wished to recognize and appreciate the efforts of Chief Tony and the Police Staff for 2022 as outlined in the annual report.
- B. Trustee Bratton reported successful turnout at the Pool Visioning Session on January 12<sup>th</sup>. A community survey is still available.

**4. Village Administrator**

- A. Mooney reported that the SRO contract has been approved by MCPASD with no language changes.
- B. Mooney reported that he received notification that FEMA has accepted the Dane County Natural Hazard Mitigation Plan.
- C. Mooney reported that Village Department Heads have begun monthly meetings to discuss salaries and benefits. He will provide updates to the Village Board in the coming months.

**5. Other Reports**

- A. Chief Ruesga presented the Police Department 2022 Annual Report.
- B. Clerk Zauner thanked Administrative Assistant Becky Ward for all of her work on the Village website redesign. The launch of the updated website is scheduled for the afternoon of February 14.
- C. Parks and Recreation Director Axon thanked outgoing Recreation Coordinator Andrea Fullerton for her 9 years of service and wished her well in the future.

**VIII. General Business**

**1. Discussion and Possible Action Regarding Brewery Road Final Design Plans.**

Following an overview by Village Engineer Brian Berquist and discussion, the Village Board decided to keep concrete driveways as concrete when intersecting with the path, to keep traffic calming devices in the plan, and to remove the 3' terrace and shift the road to the east by 2' for the Northwest portion of the project to minimize tree removal. Town & Country will first reach out to landowners in this area. If they want the trees removed, then the plan will move forward without the changes to the terrace and road position. A motion was made by Hartman and second by Brunner to approve the final design plan to go out for bid. A voice vote was called. Motion carries, 6-1, with Pomykalski dissenting.

**2. Discussion and Possible Action Regarding Contractor's Application for Payment No. 4 for 2022 Water System Improvements.**

A motion was made by Hartman and second by Ketelboeter to approve payment application #4 to Portzen Construction. Following discussion, a voice vote was called. Motion carries, 7-0.

**3. Discussion and Possible Action Regarding KP Trail Project Grant.**

Following an overview by Berquist, a motion was made by Hartman, second by Bratton, and unanimously carried by the Village Board to approve a resolution to request grant funds and assistance from the WDNR for the KP Trail Project.

**4. Discussion and Possible Action Regarding Curbside Leaf Pick-Up Report.**

Following an overview by Lengfeld and discussion, no action was taken.

- 5. Discussion and Possible Action Regarding Forming a Community Development Authority.**  
Following an overview by Mooney and discussion, a motion was made by Ketelboeter and second by Bratton to continue looking into the USDA Rural Development loan.

A secondary motion was made by Lengfeld, second by Ketelboeter, and unanimously carried by the Village Board to amend the original motion from "USDA Rural Development Loan" to "forming a Community Development Authority."

A voice vote was called on the original motion with the amended language. Motion carries, 7-0.
- 6. Discussion and Possible Action Regarding Adoption of the Black Earth Creek Green Infrastructure Plan/Resolution.**  
Following an overview by Mooney, a motion was made by Pomykalski, second by Hartman, and unanimously carried by the Village Board to approve a resolution adopting the Black Earth Creek Green Infrastructure Plan.
- 7. Discussion and Possible Action Regarding Village Emergency Operations Plan.**  
Following an overview by Ruesga, a motion was made by Ketelboeter and second by Brunner to accept the Village Emergency Operations Plan as presented. Following discussion, a voice vote was called. Motion carries, 7-0.
- 8. Discussion and Possible Action Regarding Village Sidewalk Policy.**  
Following an overview by Lengfeld and discussion, a motion was made by Brunner and second by Hartman to approve the Village Sidewalk Policy as presented. A voice vote was called. Motion carries, 5-2, with Ketelboeter and Pomykalski dissenting.
- 9. Discussion and Possible Action Regarding Village Special Event Permits.**  
Following an overview by Mooney and discussion, motion was made by Hartman, second by Ketelboeter, and unanimously carried by the Village Board to continue waiving Special Event Permit fees and collecting data for 2023.
- 10. Discussion and Possible Action Regarding Forming an Economic Development Committee.**  
Following an overview by Mooney and discussion, no action was taken.
- 11. Discussion and Possible Action Regarding Changing the Village Sustainability Committee from an Ad Hoc Committee to a Standing Village Committee Starting 4/2023.**  
Following an overview by Lengfeld, a motion was made by Hartman and second by Bjorklund to approve changing the Sustainability Committee from an Ad Hoc committee to a standing committee. Following discussion, a voice vote was called. Motion carries, 7-0.
- 12. Discussion Regarding Village Budget Governance and Definitions.**  
Following a presentation by Lengfeld and Zauner and discussion, no action was taken.
- 13. Posting of Recreation and Aquatics Supervisor Job Announcement.**  
Following discussion, a motion was made by Ketelboeter and second by Bjorklund to post the position of Recreation Coordinator at the current pay rate.

Following discussion, a secondary motion was made by Harman and second by Bjorklund to amend the original motion to post the job at \$54,000. Following discussion, a roll call vote was requested. YES – Trustees Hartman and Bratton. NO – Trustees Pomykalski, Bjorklund, Brunner, Ketelboeter, and President Lengfeld. Motion fails, 2-5.

Following discussion, a secondary motion was made by Ketelboeter and second by Brunner to amend the original motion to change the position title to Recreation and Aquatics Supervisor. Following discussion, a voice vote was called. Motion carries, 7-0.

A voice vote was called on the original motion with the amended language. Motion carries, 7-0.

**IX. Future Agenda Items**

Lengfeld acknowledged he already received a request from Pomykalski and Hartman for a discussion on energy audits.

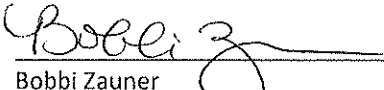
Hartman requested a discussion regarding Chapter 2, Section 6 of the Village Code of Ordinances.

**X. Adjournment**

A motion was made by Hartman, second by Brunner, and unanimously carried by the Village Board to adjourn. The meeting ended at 9:12 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,

  
Bobbi Zauner  
Finance Director/Clerk