

# Village of Cross Plains Board of Trustee Meeting

## *Regular Meeting Minutes*

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

**Monday, February 27, 2023**

**6:00 pm**

The video link to this meeting can be found at: <https://www.youtube.com/watch?v=MLUiRjsJW9w>

**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, Doug Brunner, Cameron Bjorklund, Michael Pomykalski, Judy Ketelboeter, and President Jay Lengfeld.

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, Evan Chambers and Nick Dorava of Town and Country Engineering, Kaytlyn Nelson, Katy Ripp, Bill Brosius, Melissa Gavin, John Burandt, Robert Sagmoen, Sarah Borchardt, and Mike Hamstra.

Present via teleconference and/or web meeting: Sydney Greenberg, Derek Ward, Becky Ward, Steve Douglas, Seth Johnson, Tommy Lancaster, Sarah Horst, and Kevin Murphy.

**III. Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

**IV. Public Comment**

1. Bill Brosius, 2158 Hillebrand Dr, spoke regarding Human Trafficking Awareness. The documentary "It's Happening Right Here" will be shown on Tuesday, April 4<sup>th</sup> at 6:00 PM at Glacier Creek Middle School.
2. Melissa Gavin, 2817 Brewery Rd, spoke regarding the Sustainability Committee and climate change. Gavin urged the Village Board to pass the proposed resolution regarding an energy audit.
3. John Burandt, 1401 Main St, stated that the Village Board has a financial responsibility to reduce energy usage and recommended that the proposed resolution regarding an energy audit be passed.
4. Katy Ripp, Cross Plains Chamber President, and Kaytlyn Nelson, Cross Plains Chamber Executive Director, provided a review of 2022 Chamber activity and gave a preview of upcoming 2023 events.

V. Consent Agenda

1. Approve Minutes of Regular Village Board Meeting Held on January 23, 2023.
2. Approve Total Disbursements from 1/14/2023 through 2/21/2023 in the amount of \$2,288,015.46 as follows:
  - 110 – General Fund: \$1,308,574.32
  - 120 – Capital Fund: \$18,629.07
  - 130 – Library Fund: \$20,534.19
  - 150 – Debt Svc Fund: \$0.00
  - 310 – TID Fund: \$447,737.50
  - 660 – Water Fund: \$437,045.44
  - 670 – Sewer Fund: \$55,494.94
3. Confirm the Hiring of Marjorie McGraw as Police Department Administrative Assistant.
4. Approve Class “B” Beer and “Class C” Wine license for Crossroads Coffeehouse – 2020 Main St.
5. Approve Temporary Class “B” License for Cross Plains Home Talent for May 21, 2023 – August 13, 2023.
6. Approve “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverage Licenses – 1821 Main St.
7. Approve Appointment of John Burandt to the Finance Advisory & Enhancement Committee.

A motion was made by Trustee Ketelboeter, second by Trustee Hartman, and unanimously carried by the Village Board to approve the Consent Agenda as presented.

VI. Report of Village Officers

1. Village President – None.
2. Village Vice President – None.
3. Other Trustee Reports
  - A. Trustee Hartman wished to thank and appreciate Library Director Pamela Bosben and Assistant Library Director Kris Loman for their service, as they have both announced retirements to the Library Board. Hartman also congratulated members of the Sustainability Committee for becoming a standing Village Committee and thanked the Village Board for their support.
4. Village Administrator
  - A. Mooney reported the Village has submitted some grant applications and is awaiting award results.
  - B. Mooney reported on an upcoming Gateway to the Driftless Meeting that will take place relating to the Black Earth Creek Trail project.

- C. Mooney provided an update regarding current Village Employment openings and the interviewing process thus far.
- D. Mooney recognized several staff members and departments: Public Works department for snow plowing efforts, Parks and Rec Director Mike Axon for assisting with plowing and hosting the Plan Commission meeting while Mooney was on vacation, Administrative Assistant Becky Ward for her work on the updated website, and Clerk Bobbi Zauner and Deputy Clerk Renee Bratton for the Spring Primary Election.

**5. Other Reports**

- A. Public Works Director Jerry Gray reported that staff will be continuing efforts relating to wages and benefits, and will bring information to the board for discussion at future meetings.
- B. Clerk Zauner reported that Open Book has been scheduled for Tuesday, April 4<sup>th</sup> from 11:00 AM – 1:00 PM and will be via phone/email/virtual. Board of Review will be held on Monday, April 24<sup>th</sup> beginning at either 4:00 PM or 5:00 PM.

**VII. General Business**

**1. Discussion and Possible Action Regarding MCPASD School Resource Officer Agreement between the Village of Cross Plains and the Middleton-Cross Plains School District.**

A motion was made by Hartman, second by Bratton, and unanimously carried by the Village Board to approve the School Resource Officer Agreement.

**2. Discussion and Possible Action Regarding Brewery Road Construction Bid.**

Following an overview by Evan Chambers and Nick Dorava of Town and Country Engineering and discussion, a motion was made by Hartman and second by Ketelboeter to approve S & L Underground, Inc., for the base bid plus supplemental bid items for a total of \$1,934,298.80. Following discussion, a roll call vote was requested. YES – Trustees Pomykalski, Hartman, Bjorklund, Brunner, Bratton, Ketelboeter, and President Lengfeld. NO – None. Motion carries, 7-0.

**3. Discussion and Possible Action Regarding Contractor's Application for Payment No. 5 for 2022 Water System Improvements.**

Following an overview by Chambers and discussion, a motion was made by Brunner, second by Ketelboeter, and unanimously carried by the Village Board to approve payment application #5 to Portzen Construction. Trustee Hartman was absent during the vote.

**4. Village ATV/UTV Ordinance Updates**

**A. Public Hearing**

A motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to open the Public Hearing.

- 1. Robert Sagmoen, 2616 Elmwood Circle E, spoke in support of the ordinance updates.
- 2. Mike Hamstra, 3035 Niesen St, spoke in support of the ordinance updates.
- 3. Clerk Zauner read an email from Michele Doolan, 3028 Springfield Rd, in support of the ordinance updates.

A motion was made by Ketelboeter, second by Pomykalski, and unanimously carried by the Village Board to close the Public Hearing.

**B. Discussion and Possible Action Regarding ATV/UTV Ordinance Updates.**

A motion was made by Pomykalski and second by Ketelboeter to change the hours of operation to 7:00 AM – 9:00 PM. Following discussion, a roll call vote was requested. YES – Trustees Bratton, Brunner, Bjorklund, Hartman, Pomykalski, Ketelboeter, and President Lengfeld. NO – None. Motion carries, 7-0.

A motion was made by Ketelboeter and second by Brunner to follow Public Safety Committee recommendation to remove paragraph (5) in its entirety. Following discussion, a roll call vote was requested. YES – Trustees Bjorklund, Brunner, Bratton, Ketelboeter, Pomykalski, Hartman, and President Lengfeld. Motion carries, 7-0.

**5. Village Chronic Nuisance Ordinance**

**A. Public Hearing**

A motion was made by Hartman, second by Ketelboeter, and unanimously carried by the Village Board to open the Public Hearing.

After hearing no comments, a motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to close the Public Hearing.

**B. Discussion and Possible Action Regarding Chronic Nuisance Ordinance**

Following discussion, a motion was made by Brunner and second by Bratton to approve an ordinance to create section 23.10 of the Village Code of Ordinances concerning chronic nuisance premises. A roll call vote was requested. YES – Trustees Ketelboeter, Bratton, Brunner, Bjorklund, Hartman, Pomykalski, and President Lengfeld. NO – None. Motion carries, 7-0.

**6. Village Conditional Use Permit Process**

**A. Public Hearing**

A motion was made by Bratton, second by Bjorklund, and unanimously carried by the Village Board to open the Public Hearing.

1. Seth Johnson, 5002 Laufenberg Blvd, spoke in support of having the Village Board having the final say on Conditional Use Permits.

A motion was made by Pomykalski, second by Bjorklund, and unanimously carried by the Village Board to close the Public Hearing.

**B. Discussion and Possible Action Regarding Conditional Use Permit Process**

Following discussion, a motion was made by Pomykalski and second by Bjorklund to approve an ordinance to repeal and recreate certain provisions of Section 84.158 concerning public hearings and Section 84.161 concerning conditional use permits issued by the Village of Cross Plains. Following discussion, a roll call vote was requested. YES – Trustees Hartman, Pomykalski, Ketelboeter, Bratton, Brunner, Bjorklund, and President Lengfeld. NO – None. Motion carries, 7-0.

**7. Discussion and Possible Action Regarding Tax Bill Inserts.**

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

**8. Discussion and Possible Action Regarding Village Energy Audit.**

Following an overview by Trustee Hartman, a motion was made by Hartman and second by Ketelboeter to approve the resolution with amended language changing "energy audit" to "energy assessment." Following discussion, a voice vote was called. Motion carries, 7-0.

**9. Discussion and Possible Action Regarding Village Ordinance 2.06.**

Following an overview by Hartman and discussion, a motion was made by Hartman and second by Ketelboeter to postpone this agenda item to the March meeting. Following discussion, a voice vote was called. Motion carries, 7-0.

**10. Discussion Regarding Village State Revenues and Aid.**

Following a presentation by Zauner and discussion, no action was taken.

**11. Discussion and Possible Action Regarding Hiring of Village Recreation and Aquatics Supervisor.**

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

**VIII. Future Agenda Items**

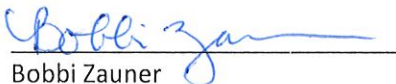
- A. Bjorklund and Hartman requested a discussion on staff salary increases/incentives and summer staffing.
- B. Hartman requested a discussion regarding No Mow May.

**IX. Adjournment**

A motion was made by Bjorklund, second by Bratton, and unanimously carried by the Village Board to adjourn. The meeting ended at 8:59 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