

# Village of Cross Plains Board of Trustee Meeting

## *Regular Meeting Minutes*

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

**Monday, May 22, 2023**  
**6:00 pm**

The video link to this meeting can be found at: <https://www.youtube.com/watch?v=nLfez8SDvfl>

I. **Call to Order**

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

II. **Roll Call**

Present: Trustees Cody Bratton, Doug Brunner, Sarah Borchardt, Cameron Bjorklund, Michael Pomykalski, Judy Ketelboeter, and President Jay Lengfeld.

Absent: None.

Also Present: Village Administrator Brian Mooney, Village Clerk Bobbi Zauner, Parks and Recreation Director Michael Axon, Public Works Director Jerry Gray, Kevin Krynski from Johnson Block CPAs, and Kelly Powell.

Present via teleconference and/or web meeting: Lisa Davis, Jed Henry, Becky Ward, Joe Pertzborn, Andy Hartman, and Kevin Murphy.

III. **Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

IV. **Public Comment**

1. Administrator Mooney read an email from the Cross Plains Stingrays in support of taking actionable steps towards improvement or replacement of the current pool.
2. Mooney read an email from Kelly Endres in support of not charging a special event permit fee for non-profit organizations.
3. Andy Hartman, 2716 Elmwood Circle E, spoke in support of increased transparency through Village Department Head Board Meeting reports.
4. Mooney read an appreciation and recognition of service upon retirement honoring Pam Bosben.

V. **Consent Agenda**

1. **Approve Minutes of Regular Village Board Meeting Held on April 23, 2023.**
2. **Approve Minutes of Special Village Board Meeting Held on May 1, 2023.**

3. Approve Total Disbursements from 4/20/2023 through 5/18/2023 in the amount of \$774,493.10 as follows:

- 110 – General Fund: \$105,909.27
- 120 – Capital Fund: \$38,369.57
- 130 – Library Fund: \$6,203.91
- 150 – Debt Svc Fund: \$268,665.00
- 310 – TID Fund: \$1,500.00
- 660 – Water Fund: \$324,679.98
- 670 – Sewer Fund: \$29,165.37

4. Approve the Funding Plan for Brewery Road Reconstruction, Park Street Improvements, and Glaciers Edge Square Parking Lot Improvements.

5. Approve Annual Statement of Work between the Village of Cross Plains and CivicPlus LLC (website).

6. Approve Appointment of Nicole Schaefer to Village Library Board.

7. Approve hiring of Gabe Loken as the new Village Parks and Recreation Aquatics Supervisor.

Following discussion, a motion was made by Trustee Ketelboeter, second by Trustee Bjorklund 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**

- A. Vice President Ketelboeter reminded everyone about the Memorial Day festivities in the Village. The parade starts at 11:00, and the Chamber is still looking for volunteers to help at the Chicken BBQ.
- B. Ketelboeter also reported on a successful wine walk and Trout Days event held on May 6.

**3. Other Trustee Reports**

- A. Trustee Bratton provided an update on the pickleball courts and new bathrooms at Baer Park.
- B. Trustee Borchardt reported that the Friends of the Library’s annual book sale was successful, and that interviews for the Library Director will be starting soon. Borchardt also thank Mike Axon for his work on the first annual Trout Days 5K.
- C. Trustee Bratton also thanked retiring Lieutenant Kim Ready for his service to the community.

**4. Village Administrator**

- A. Mooney reported that he and Clerk Zauner will attend the Local Government Day in Madison on May 23<sup>rd</sup>.
- B. Mooney provided updates on several grants that the Village has or is applying for. The village was not selected as a recipient of the Vibrant Spaces Grant for Glaciers Edge park. The Village submitted a letter of support for the Charge Up Dane County program for EV charging stations. FEMA is currently reviewing an application for a flood mitigation grant. The Village will be amending a Knowles Nelson grant application for trails.
- C. Mooney reported that the Village’s proposal for Federal Appropriations towards the new Village Hall / Police Station project has moved forward to the next step.

## 5. Other Reports

- A. Public Works Jerry Gray reported that Department Heads are continuing work on a Compensation Strategy plan and will have materials for the Village Board at the June meeting.
- B. Parks and Recreation Director Michael Axon reported that the bathrooms at Baer Park have been completed. Axon also reported that the new pool filters did not come in time, so the pool was filled with the old filters still in place so that the pool could still open on Memorial Day as scheduled. The pool heaters were discovered to not be working, but Axon is meeting with a contractor to fix them before the pool opens.

## VII. General Business

### 1. Discussion and Possible Action Regarding the 2022 Annual Financial Audit Report.

Following a presentation by Kevin Krysinski from Johnson Block CPAs and discussion, a motion was made by Brunner, second by Ketelboeter, and unanimously carried by the Village Board to approve the audit as presented.

### 2. Discussion and Possible Action Regarding Contractor's Application for Payment No. 8 for 2022 Water System Improvements.

Following an overview by Gray, a motion was made by Bjorklund and second by Brunner to accept Payment Application #8. The Village Board discussed putting these Payment Applications on the Consent Agenda for future meetings. A voice vote was called. Motion carries, 7-0.

### 3. Discussion and Possible Action Regarding the Specific Implementation Plan for Park Bank – 2407 Brewery Road.

Following discussion, a motion was made by Brunner and second by Bratton to approve the Specific Implementation Plan as presented. A voice vote was called. Motion carries, 6-0, with Ketelboeter abstaining.

### 4. Discussion and Possible Action Regarding Zoning Code Amendments to add Parks and Conservancies.

#### a. Amend 84.25(c) of the Village of Cross Plains Code of Ordinances Regarding Conservation Zoning District.

A motion was made by Bjorklund and second by Bratton to amend Section 84.25(c) of the Village of Cross Plains Code of Ordinances regarding conservation zoning district. Following discussion, Pomykalski requested that staff verify the language pertaining to campgrounds.

Following discussion, a secondary motion was made by Pomykalski to remove the language to insert a reference for Non-Residential accessory structures" in Section 84.25(d). The motion did not receive a second.

A voice vote was called on the original motion. Motion carries, 6-1, with Pomykalski dissenting.

#### b. Creation of Section 84.42 of the Village of Cross Plains Code of Ordinances.

A motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to create Section 84.42 of the Village of Cross Plains Code of Ordinances.

- c. **Repeal and Recreate Section 84.54 of the Village of Cross Plains Zoning Code of Ordinances Concerning Table of Land Uses.**  
A motion was made by Bjorklund and second by Brunner to repeal and recreate Section 84.54 of the Village of Cross Plains Code of Ordinances concerning table of land uses. Following a discussion, it was noticed that the table was incorrect. A voice vote was called. Motion fails, 0-7. This item will be brought back under reconsideration at a future meeting.
5. **Discussion and Possible Action Regarding Adding a Village Speed Limit Sign on North Hill Point Road.**  
Following an overview by Chief Ruesga and discussion, a motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to add two speed limit signs on North Hill Point Road between County Highway P and Stone Valley Road.
6. **Discussion and Possible Action Regarding Approval to Post Village Police Department Sergeant Job Announcement.**  
Following an overview by Chief Ruesga and discussion, a motion was made by Bjorklund and second by Borchardt to approve the posting of the Sergeant Job Announcement. Following discussion, a voice vote was called. Motion carries, 7-0.
7. **Discussion and Possible Action Regarding Approval to Post Village Parks and Recreation Department Position of Recreation Coordinator.**  
A motion was made by Bratton and second by Brunner to approve posting the Recreation Coordinator job. Following discussion, a voice vote was called. Motion carries, 7-0.
8. **Discussion and Possible Action Regarding Village Banner Policy update.**  
Following an overview by Mooney and discussion, a motion was made by Bjorklund and second by Bratton to refer the Village Banner Policy to the Plan Commission. Following discussion, a voice vote was called. Motion carries, 7-0.
9. **Discussion and Possible Action Regarding Annual Village Ethics Acknowledgement Form.**  
Following an overview by Bjorklund and discussion, no action was taken. Village Staff will review at their upcoming staff meeting.
10. **Discussion and Possible Action Regarding Creation of Village of Cross Plains Wellness Center Committee.**  
Following an overview by Brunner and discussion, a motion was made by Bratton, second by Ketelboeter, and unanimously carried by the Village Board to create the Village of Cross Plains Wellness Center Ad Hoc Committee with Doug Brunner as chair.
11. **Discussion and Possible Action Regarding Request for Proposals for Professional Services for Repair, Renovation, or Replacement of the Cross Plains Pool.**  
A motion was made by Bjorklund and second by Borchardt to approve the Request for Proposal from Parkitecture & Planning LLC for Phase I Step I and Phase I Step II. Following discussion, a roll call vote was requested. YES – Bjorklund, Borchardt, Bratton, Brunner, Ketelboeter, and Pomykalski. NO – Lengfeld. Motion carries, 6-1.
12. **Discussion and Possible Action Regarding Village Department Head Board Meeting Reports.**  
Following an overview by Bjorklund and discussion, no action was taken.
13. **Discussion Regarding Base Budget.**  
Following a presentation by Finance Director Bobbi Zauner and discussion, no action was taken.

VIII. Future Agenda Items

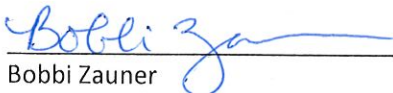
Bjorklund requested a discussion on municipal property layout review.

IX. Adjournment

A motion was made by Bratton, second by Brunner, and unanimously carried by the Village Board to adjourn. The meeting ended at 9:23 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,

  
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Bobbi Zauner  
Finance Director/Clerk