

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Minutes

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

Monday, June 26, 2023

6:00 pm

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

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 (arrived 6:02), Michael Pomykalski (arrived 6:01), 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, Chief of Policy Tony Ruesga, and Nikki Jones.

Present via teleconference and/or web meeting: Becky Ward, Joe Pertzborn, Tommy Lancaster, and Kevin Murphy.

III. Pledge of Allegiance

Everyone joined in on the Pledge of Allegiance.

IV. Public Comment – None.

V. Consent Agenda

1. Approve Minutes of Regular Village Board Meeting Held on May 22, 2023.

2. Approve Total Disbursements from 5/18/2023 through 6/15/2023 in the amount of \$738,239.56 as follows:

- 110 – General Fund: \$205,631.01
- 120 – Capital Fund: \$38,146.12
- 130 – Library Fund: \$9,895.42
- 150 – Debt Svc Fund: \$268,665.00
- 310 – TID Fund: \$0.00
- 660 – Water Fund: \$170,779.57
- 670 – Sewer Fund: \$45,122.44

3. Approve MOU from Wisconsin Elections Commission for the 2023 Absentee Ballot Envelope Subgrant Program.
4. Denial of an Operator's (Bartender's) License for Seton C. Sheafor.
5. Approval of Pay Application #9-2022 Water System Improvement Project.

Following discussion, a motion was made by Trustee Ketelboeter, second by Trustee Bratton 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 – None.
4. Village Administrator
 - A. Mooney reported that the Library Board has hired Elizabeth Clauss as the new Library Director.
 - B. Mooney provided an update on shared revenue legislation.
5. Other Reports
 - A. Chief of Police Tony Ruesga thanked the Village Board for their service and let them know that some tough policy decisions will be needed in the upcoming months in relation to staffing/wages and building needs. Ruesga stated that he was not able to apply for the current COPS grant due to time restraints caused by staff shortages and increased case load. Ruesga also reported Officer Masters has returned on light duty following her medical leave. He also let the board know that the 2024 capital plan will likely include replacements of both the 2016 and 2017 squad cars. Ruesga reported that the Police Department has added a citizenship program, with awards being given to students at St. Francis Xavier, Park Elementary, and Glacier Creek, along with a few community members.
 - B. Public Works Jerry Gray reported that the Compensation Plan developed by Department Heads is being presented at this meeting. He encouraged board members to reach out to any department head with questions or comments. Gray also provided an update on the Brewery Road reconstruction project, with an estimated start date of July 10th. He also reported that the generator for Well #3 has been delayed until February.
 - C. Finance Director Bobbi Zauner provided an update regarding Banking Request for Proposals; this will be brought to the July Village Board meeting for discussion. Zauner also let the board know that the Village will also be getting quotes for assessor services beginning in 2024.
 - D. Parks and Recreation Director Michael Axon reported that Gabe Loken has decided not to take the position of Recreation and Aquatics Supervisor, as was approved at the May 22, 2023 Village Board meeting. Axon also reported that the Recreation Coordinator position has not yet been posted. He provided an update on the status of the pool for 2023, stating that membership revenue is down, but daily fee revenue is up. Axon also let the Board know that the motor on the Toro (used for baseball fields) blew up. He praised Joe Pertzborn in Public Works for saving the village money by taking the old motor out and putting the new motor in.

VII. General Business

1. Discussion and Possible Action Regarding the Approval of the 2022 CMAR.

Following an overview by Gray and discussion, a motion was made by Brunner and second by Ketelboeter to approve the 2022 CMAR as presented. Following discussion, a voice vote was called. Motion carries, 7-0.

2. Discussion Regarding Village Compensation Strategy.

Following an overview by Mooney and discussion, no action taken. Village Board asked for further clarification regarding guidelines for exceptional bonuses and where existed employees fit into the proposed compensation plan.

3. Discussion and Possible Action Regarding Village Department Part-Time Staff Hiring/Village Wage Compensation.

Following an overview by Axon and discussion, a motion was made by Bratton and second by Ketelboeter to accept the LTE bonus program. Following discussion, a voice vote was called. Motion carries, 7-0.

4. Discussion and Possible Approval of Proposal for \$415,000 General Obligation Promissory Notes.

Following an overview by Zauner, a motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to approve The People's Community Bank for \$415,000 General Obligation Promissory Notes at 5.29% Interest.

5. Discussion Regarding Village 2024 Budget Planning.

Following discussion, no action was taken.

6. Discussion and Possible Action Regarding Community Development Authority Committee Membership.

Following an overview by Lengfeld, a motion was made by Brunner, second by Bratton, and unanimously carried by the Village Board to approve the Community Development Authority member appointments.

7. Discussion and Possible Action Regarding Memorandum of Understanding Between the Village of Cross Plains and the Cross Plains Police Association/Wisconsin Professional Police Association – Police Sergeant Position.

Following and overview by Ruesga, a motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to accept the memorandum of understanding.

8. Discussion and Possible Action Regarding the Approval/Renewal of the Following License classes for the Period of July 1, 2023 through June 30, 2024:

a. Cigarette & Tobacco Products Retail License

A motion was made by Pomykalski, second by Bratton, and unanimously carried by the Village Board to approve the Cigarette & Tobacco Retail Licenses.

b. "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverages

A motion was made by Pomykalski, second by Brunner, and unanimously carried by the Village Board to approve the "Class A" Intoxicating Liquor and Class "A" Fermented Malt Beverages Licenses.

- c. **“Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverages**
A motion was made by Pomykalski and second by Brunner to approve the “Class B” Intoxicating Liquor and Class “B” Fermented Malt Beverages Licenses. Following discussion, a voice vote was called. Motion carries, 7-0.
 - d. **“Class C” Wine and Class “B” Fermented Malt Beverages**
A motion was made by Bjorklund, second by Pomykalski, and unanimously carried by the Village Board to approve the “Class C” Wine and Class “B” Fermented Malt Beverages License.
 - e. **Operator’s (Bartender’s) Licenses**
A motion was made by Pomykalski and second by Brunner to approve the Operator’s Licenses. Following discussion, a voice vote was called. Motion carries, 7-0.
9. **Discussion and Possible Action Regarding Village Driveway Ordinance Amendments.**
Following an overview by Mooney, a motion was made by Bjorklund, second by Bratton, and unanimously carried by the Village Board to approve the updates to the Driveway Ordinance.
10. **Discussion Regarding a Village Short Term Rental Policy.**
Following an overview by Mooney and discussion, no action was taken. The Village Board requested clarification on language on 180 days and zoning.
11. **Discussion and Possible Action Regarding Zoning Code Amendments to Add Parks and Conservancies – Repeal and Recreate Section 84.54 of the Village of Cross Plains Zoning Code of Ordinances Concerning Table of Land Uses.**
Following discussion, a motion was made by Brunner, second by Borchardt, and unanimously carried by the Village Board to approve an ordinance to repeal and recreate Section 84.54 of the Village of Cross Plains Zoning Code of Ordinances concerning the table of land uses.
12. **Discussion and Possible Action Regarding Village Energy Audit/Benchmarking Program.**
Following an overview by Pomykalski and discussion, no action was taken.
13. **Discussion and Possible Action Regarding Village Municipal Property Planning Reviews.**
Following an overview by Bjorklund and discussion, no action was taken.
14. **Discussion and Possible Action Regarding Administrative Fee for Sewer Adjustment Requests.**
Following an overview by Lengfeld and discussion, a motion was made by Ketelboeter and second by Brunner to support an administrative fee of \$25 for Sewer Adjustment Requests. Following discussion, a roll call vote was requested. YES – Bratton, Brunner, Ketelboeter, and Lengfeld. NO – Bjorklund, Borchardt, and Pomykalski. Motion carries, 4-3.
15. **Discussion and Possible Action Regarding Annual Village Ethics Acknowledgement Form.**
Following an overview by Mooney and discussion, no action was taken. Staff will coordinate the annual ethics acknowledgements.
16. **Discussion and Possible Action Regarding Village Donation Policy.**
Following discussion, a motion was made by Bratton, second by Brunner, and unanimously carried by the Village Board to accept the Village Donation Policy.
17. **Discussion and Possible Action Regarding Zander Park Boardwalk Lighting.**
Following an overview by Lengfeld, a motion was made by Brunner and second by Ketelboeter to move the Zander Park Boardwalk Lighting topic to the Parks and Recreation Committee. A voice vote was called. Motion carries, 6-1, with Pomykalski dissenting.

VIII. Future Agenda Items – None.

IX. Closed Session

1. The Village Board will meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." – Village Board Evaluation.

A motion was made by Ketelboeter and second by Bjorklund to meet in Closed Session pursuant to 19.85(1)(c) of Wisconsin Statutes, "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Regarding Village Board Evaluation. A roll call vote was requested. YES – Trustees Ketelboeter, Bratton, Pomykalski, Bjorklund, Brunner, Borchardt, and President Lengfeld. NO – None. Motion carries, 7-0.

A. **Reconvene in Open Session Pursuant to 19.85(2) of Wisconsin Statutes.**

A motion was made by Brunner, second by Bratton, and unanimously carried by the Village Board to reconvene into Open Session pursuant to 19.85(2) of Wisconsin Statutes.

B. **Possible Action Regarding Village Board Evaluation.**

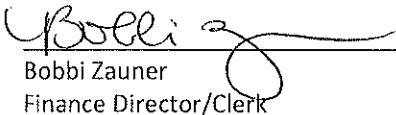
No action was taken.

X. Adjournment

A motion was made by Bratton, second by Ketelboeter, and unanimously carried by the Village Board to adjourn. The meeting ended at 9:00 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