

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Minutes

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

Monday, August 28, 2023
6:00 pm

The video link to this meeting can be found at: https://www.youtube.com/watch?v=WAj_VD1z2Sw

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 6:18), Michael Pomykalski, Judy Ketelboeter, and President Jay Lengfeld.

Absent: None.

Also Present: Village Administrator Brian Mooney, Village Clerk Bobbi Zauner, Library Director Elizabeth Clauss, Chief of Policy Tony Ruesga, Public Works Director Jerry Gray, Parks and Recreation Director Michael Axon, Brian Berquist and Nik Dorava from Town and Country Engineering, Ray Darrow, Scott Schmidt, Catherine Baer, Dain Ziegler, Marge McGraw, Joe Pertzborn, Jill Heczko, Ted Pritchett, Randy Briske, Marlina Polk-McGovern, Jim Nonn, and Stan Nonn.

Present via teleconference and/or web meeting: Chris Plamann from Accurate Assessor, Mark Brown from Associated Appraisal, Becky Ward, Tim Hillebrand, 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 July 24, 2023.

2. Approve Total Disbursements from 7/14/2023 through 8/24/2023 in the amount of \$479,602.13 as follows:
 - 110 – General Fund: \$200,090.09
 - 120 – Capital Fund: \$42,205.78
 - 130 – Library Fund: \$8,185.12
 - 150 – Debt Svc Fund: \$105,658.75
 - 310 – TID Fund: \$8,205.00
 - 660 – Water Fund: \$50,452.32
 - 670 – Sewer Fund: \$64,805.07
3. Approve Sewer Adjustment Requests
 - A. 3712 Conrad Dr
 - B. 1409 Ridgetrail Dr
 - C. 3010 Allies Ln
 - D. 1781 Cornerstone Dr
4. Approve Village of Cross Plains Letter of Support – Dane County Walking Iron Trail Project Transportation Alternatives (TAP) Grant.
5. Approve Special Event Permits
 - A. Ironman Wisconsin – 9/10/2023
 - B. GCMS Cross Country Meet – 9/14/23
 - C. GCMS Cross Country Meet – 9/27/23
 - D. Oktoberfest Ride for Arthritis – 9/16/23

A motion was made by Ketelboeter, second by 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
 - A. Trustee Brunner thanked everyone who participated in the 20th annual Spike Rett event, including sponsors, Remington's, Creekside Scoop, Dotty's, Lion's Club, Chamber of Commerce, CP Baseball and Trustees Bratton and Pomykalski.
4. Village Administrator
 - A. Village Administrator Brian Mooney provided updates on a few grants that the Village applied for. The WEM Flood Mitigation Grant is currently pending FEMA review, and the Village has been notified they were tentatively selected to receive a \$245,000 grant from the DNR Stewardship Urban Rivers sub-program for the County Highway KP Multi-Use Path project.
 - B. Mooney welcomed Matthew Esser and Jill Heczko to the Parks and Recreation Staff.
 - C. Mooney reported that both the Park Street road improvement project and the Glacier's Edge Square project have been completed. The KP bridge replacement project had a slight delay, but is still moving forward.

- D. Mooney also reported that the Village was selected to participate in the Focus on Energy benchmarking program. Trustee Pomykalski reported that the Sustainability Committee is in the process of entering data into the website portal.

5. Other Reports

- A. Clerk Bobbi Zauner announced that the annual Joint Review Board Meeting will be held via Zoom on Wednesday, September 13 at 6:00 PM. She also let the Board know that there may be a future discussion to decide if the Village wants to plan to close the Tax Increment District early, or allow new incentives.
- B. Parks and Recreation Director Michael Axon reported that he held a kickoff meeting with Parkitecture and Planning LLC for the pool feasibility study, and that the Current Conditions Report will be available for Village Board review within the next few months. Axon also reported that the pool filter replacement project will start the week of September 11.

VII. General Business

1. Discussion and Possible Action Regarding Pay Request for 2023 Street and Utility Project.

Following an overview by Brian Berquist of Town and Country Engineering, a motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to approve Pay Application #1.

Following an overview by Berquist, a motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to approve the disbursement request for the Clean Water Fund Loan.

Following an overview by Berquist, a motion was made by Brunner, second by Ketelboeter, and unanimously carried by the Village Board to approve the disbursement request for the Safe Drinking Water Loan.

2. Discussion and Possible Action Regarding Village Assessment Services Proposals.

Following and overview by Zauner, presentations by Chris Plamann of Accurate Appraisal and Mark Brown of Associated Appraisal, and discussion, no action was taken.

3. Discussion and Possible Action Regarding Village Compensation Strategy.

Following an overview by Mooney and Zauner and discussion, a motion was made by Brunner, second by Borchardt, and unanimously carried by the Village Board to approve the Village Compensation Strategy as presented.

4. Discussion and Possible Action Regarding Village Hiring Authorization Policy.

Following an overview by Mooney and discussion, Mooney will draft a hiring authorization policy for review at a future meeting.

5. Discussion and Possible Action Regarding the 2024 Capital Improvement Projects

a. Admin. Dept. Village Hall/Police Station Architectural Project

Following an overview by Mooney and discussion, a motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to approve the Village Hall/Police Station Architectural Project.

- b. **Police Department Squad Replacement**
Following an overview by Chief of Police Tony Ruesga and discussion, a motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board to approve two non-hybrid squads and equipment.
- c. **Police Department Server Replacement**
Following an overview by Ruesga and discussion, a motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to postpone this item to the September meeting.
- d. **Parks Dept Baer Park Large Baseball Diamond Update**
Following an overview by Axon and discussion, a motion was made by Ketelboeter, second by Brunner, to approve the Baer Park Large Baseball Diamond Update using Baer Park Improvement Fund monies.
- e. **Parks Dept Scenic Valley Park Plan**
Following an overview by Axon, a motion was made by Ketelboeter and second by Bratton to approve the Scenic Valley Park Plan using impact fee monies. Following discussion, a voice vote was called. Motion carries, 7-0.
- f. **Parks Dept Polaris GEM Vehicle**
Following an overview by Axon and discussion, a motion was made by Ketelboeter and second by Borchardt to approve the Polaris GEM Vehicle. Following discussion, a voice vote was called. Motion carries, 7-0.
- g. **PW Dept Annual Street Resurfacing**
Following an overview by Public Works Director Jerry Gray and discussion, a motion was made by Bjorklund, second by Brunner, and unanimously carried by the Village Board to approve the Annual Street Resurfacing for a minimum of \$240,000.
- h. **PW Dept Lawn Tractor and Attachment Replacement**
Following an overview by Gray and discussion, a motion was made by Bjorklund and second by Brunner to approve the Lawn Tractor and Attachment Replacement. Following discussion, a voice vote was called. Motion carries, 7-0.
- i. **PW Dept One Ton Dump Truck Replacement**
Following an overview by Gray and discussion, a motion was made by Borchardt, second by Bratton, and unanimously carried by the Village Board to approve the One Ton Dump Truck Replacement.
- j. **PW Dept Brush Grapple Replacement**
Following an overview by Gray, a motion was made by Brunner, second by Ketelboeter, and unanimously carried by the Village Board to approve the Brush Grapple Replacement.
- k. **Library Water Heater Replacement**
Following an overview by Library Director Elizabeth Clauss, a motion was made by Ketelboeter and second by Bratton to approve the Water Heater Replacement. Following discussion, a voice vote was called. Motion carries, 7-0.
- l. **Fire Dept Portable Radio Replacement**
Following an overview by Lengfeld and discussion, a motion as made by Ketelboeter and second by Borchardt to approve the Portable Radio Replacement. Following discussion, a voice vote was called. Motion carries, 7-0.
- m. **Water Utility Repainting of Water Reservoir**
Following an overview by Gray and discussion, a motion was made by Bjorklund, second by Borchardt, and unanimously carried by the Village Board to approve the Repainting of the Water Reservoir.

6. **Discussion and Possible Action Regarding 2024-2028 Village Capital Improvement Plan**
Following discussion, a motion was made by Ketelboeter, second by Brunner to accept the 2024-2028 Village Capital Improvement Plan. Following discussion, a voice vote was called. Motion carries, 7-0.
7. **Distribution of 2024 Operating Base Budget and Supplemental Requests.**
Following an overview by Lengfeld and discussion, no action was taken.

VIII. **Future Agenda Items** – None.

IX. **Adjournment**

A motion was made by Brunner, second by Bratton, and unanimously carried by the Village Board to adjourn. The meeting ended at 8:14 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