

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Minutes

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

Monday, September 25, 2023

6:00 pm

The video link to this meeting can be found at: https://www.youtube.com/watch?v=Yrx_3AZvIMO

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, Library Director Elizabeth Clauss, Chief of Policy Tony Ruesga, Public Works Director Jerry Gray, Parks and Recreation Director Michael Axon, , Joe Pertzborn, Paulette Glunn, Dana Monogue, Andy Morton, Allie Novitake, Nick Bower, and Nic Buer.

Present via teleconference and/or web meeting: Will Cox, Jed Henry, Becky Ward, and Kevin Murphy.

III. **Pledge of Allegiance**

Everyone joined in on the Pledge of Allegiance.

IV. **Public Comment**

1. Dana Monogue, Superintendent of the Middleton-Cross Plains Area School District, gave a Community Update presentation.
2. Paulette Glunn, Executive Director of Northwest Dane Senior Services, gave a presentation regarding 2023 happenings at NWDSS and the 2024 budget.

V. **Consent Agenda**

1. Approve Minutes of Regular Village Board Meeting Held on August 28, 2023.
2. Approve Minutes of Special Village Board Meeting Held on September 14, 2023.

3. Approve Total Disbursements from 8/24/2023 through 9/21/2023 in the amount of \$482,672.99 as follows:

- 110 – General Fund: \$98,265.39
- 120 – Capital Fund: \$11,895.12
- 130 – Library Fund: \$4,821.56
- 150 – Debt Svc Fund: \$28,001.25
- 310 – TID Fund: \$27.53
- 660 – Water Fund: \$36,766.18
- 670 – Sewer Fund: \$302,895.96

4. Approve Sewer Adjustment Requests

- A. 1418 Ridgetrail Dr
- B. 3712 Conrad Dr
- C. 3007 Bollenbeck St
- D. 1034 Tilda Tr

5. Approve Resolution Requesting Exemption from Dane County Library Tax.

6. Approve Special Event Permits

- A. Mutzy's Monster Mash

7. Approve Temporary Class B Alcohol License – Chamber of Commerce, Oktoberfest Event on September 27, 2023.

8. Approve Pay Request for 2023 Street and Utility Project.

9. Approve Disbursement Request for 2023 Clean Water Fund Loan.

10. Approve Disbursement Request for 2023 Safe Drinking Water Loan.

A motion was made by Ketelboeter, second by Brunner, 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 Judy Ketelboeter congratulated Renee Bratton on 35 years of service with the Village of Cross Plains and Jerry Gray for 30 years of service with the Village of Cross Plains.

3. Other Trustee Reports

- A. Trustee Bjorklund reported that the Public Safety Committee presented Life Saving Awards to Sgt. Matt Hudson, Officer Nicole Kimball, AEMT/RN Jordan Zimmerman, and EMT Joseph Clarke, at their September 19, 2023 meeting. Bjorklund also mentioned that the Public Safety Committee is seeking topics for discussion from the community.
- B. Trustee Borchardt that the Library Board is in need of a representative from the Town of Berry.

4. Village Administrator

- A. Village Administrator Brian Mooney provided an update on the WEM Flood Mitigation Grant, stating that FEMA is awaiting congressional funding.

5. Other Reports

- A. Chief of Police Tony Ruesga reported that he is completing background checks on 2 applicants for the full-time officer position, as well as applicants for the part-time position. Ruesga also asked for help spreading the word about school bus safety, and said that the Public Safety Committee is looking for safety initiatives.

VII. General Business

1. Discussion Regarding Village of Cross Plains budgetary support request for Black Earth Creek Monitoring Stations – Nic Buer – USGS.

Following a presentation by Nic Buer of the United State Geological Survey and Nick Bower of Capital Area Regional Planning Commission and discussion, no action was taken.

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

No discussion took place. No action was taken.

3. Discussion and Possible Action Regarding Lake Ridge Bank Mural.

Following a presentation by Allie Novitake of Sign Art Studio and discussion, no action was taken. The Village Board would support the approval of the sign permit by Administrator Mooney on a 6-1 poll (Pomykalski dissenting).

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

a. Police Department Server Replacement

Following an overview by Ruesga and discussion, a motion was made by Pomykalski, second by Ketelboeter, and unanimously carried by the Village Board to approve the Police Department Server Replacement.

b. Police Department Firewall

Following an overview by Ruesga, a motion was made by Ketelboeter and second by Bratton to approve the Police Department Firewall. Following discussion, a voice vote was called. Motion carries, 7-0.

5. Discussion and Possible Action Regarding Village of Cross Plains Community Development Authority (CDA) Blight Finding.

Following an overview by Mooney, a motion was made by Brunner and second by Ketelboeter to approve a resolution declaring property to be blighted and authorizing the CDA to acquire and assist the redevelopment of the property. Following discussion, a voice vote was called. Motion carries, 7-0.

6. Discussion and Possible Action Regarding Purchasing Policy.

Following an overview by Lengfeld, a motion was made by Ketelboeter and second by Borchardt to approve the changes to the Purchasing Policy. Following discussion, a voice vote was called. Motion carries, 7-0.

7. **Discussion and Possible Action Regarding Village Banner Policy Addition.**

Following an overview by Lengfeld, a motion was made to approve the changes to the Village Banner Policy. During discussion, it was advised to add language to the policy that the entry sign structure cannot be modified. A voice vote was called. Motion carries, 7-0.

8. **Discussion and Possible Action Regarding Village Short Term Rental Policy.**

Following an overview by Lengfeld, a motion was made by Ketelboeter and second by Brunner to approve the Village Short Term Rental Policy.

Following discussion, a secondary motion was made by Ketelboeter, second by Brunner, and unanimously carried by the Village Board amend the language to change policy to ordinance.

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

9. **Discussion and Possible Action Regarding Village Hiring Authorization Policy.**

Following an overview by Mooney, a motion was made by Bjorklund, second by Borchardt, and unanimously carried by the Village Board to approve the Village Hiring Authorization Policy.

10. **Discussion Regarding 2024 General Operating Base Budget and Supplemental Requests**

a. **Gateway to the Driftless Organization**

Following an overview by Mooney and discussion, the supplemental request for the Gateway to the Driftless Organization will be added to the base budget.

b. **Cyber Security Software Upgrade**

Following an overview by Mooney and discussion, the supplemental request for the Cyber Security Software will be added to the base budget.

c. **Archive Social**

Following discussion, the increase in funding for the Archive Social subscription will be added to the base budget. Staff will look into similar services from other vendors.

d. **Northwest Dane Senior Services**

Following discussion, the Village Board voiced support to increase the funding for NWDSS to \$29,022 for 2024.

e. **Creek Monitoring**

Following discussion, the supplemental request for Creek Monitoring will be added to the base budget.

f. **Assessment Services**

Following discussion, a motion was made by Pomykalski, second by Brunner, and unanimously carried by the Village Board to open General Business Item #2.

A motion was made by Pomykalski, second by Brunner, and unanimously carried by the Village Board to accept the proposal for the 5-year blend contract with Accurate Appraisal.

g. **Village Mowing Services**

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

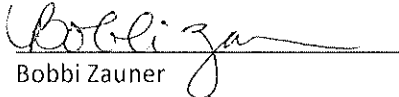
VIII. Future Agenda Items – None.

IX. Adjournment

A motion was made by Ketelboeter, 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,

A handwritten signature in cursive script, appearing to read "Bobbi Zauner", written over a horizontal line.

Bobbi Zauner
Finance Director/Clerk