

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, January 18, 2016**

**MINUTES**

**1. Call to order**

Clerk Treasurer Deb Winter called the January 18, 2016 meeting of the Village Trustees to order at 6:31 p.m.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Kyle Broom, Jack Henrich, Alex Jushchyshyn, Harvey Potter and John Williams. Trustee Jennifer Pickel was absent and excused. Staff present were: Clerk Treasurer Deb Winter, Administrator Matt Giese, Village Planner Erin Ruth, Chief of Police Dan Layber, Director of Public Works and Properties JJ Larson, Director of Parks, Recreation & Forestry Sean Brusegar and Attorney Leighton Boushea.

**3. Pledge of Allegiance.**

**4. Nominations for Chairman Pro Tem for the January 18, 2016 Village Board meeting.**

**Motion** by Henrich to nominate Alex Jushchyshyn as Chairman Pro Tem for the January 18, 2016 Village Board meeting, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

**5. PUBLIC APPEARANCES – *Public’s opportunity to speak about any subject that is not a specific agenda item.***  
None

**6. Discuss and consider the minutes of**

**a. The regular scheduled meeting of the Village Board of December 21, 2015.**

**Motion** by Potter to approve the minutes of the regular scheduled meeting of the Village Board of December 21, 2015 as read, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

**b. The regular scheduled meeting of the Village Board of January 4, 2016.**

**Motion** by Williams to approve the minutes of the regular scheduled meeting of the Village Board of January 4, 2016 as read, seconded by Henrich. **Motion** carried with a voice vote of 5-0-0.

**7. Presentations to the Board**

**a. Proposal for website development and design by Revize.**

Representatives from Revize did not show for their scheduled time to present.

**b. Proposal for website development and design by CivicPlus.**

Bryan Hahlbeck with CivicPlus gave a presentation and power point to the Board outlining the aspects of their proposed website design.

**8. Unfinished Business**

**a. Discuss and consider potential Trustee and citizen appointments to vacant positions on various Village Boards, Committees and Commissions.**

**i. Ad Hoc Architectural Review (Seat to be filled by President, 1 Citizen seat to be filled)**

**i. Trustee Alex Jushchyshyn**

**Motion** by Jushchyshyn to appoint Trustee Kyle Broom to the Ad Hoc Architectural Review Committee, seconded by Potter. **Motion** carried with a voice vote of 5-0-0.

**ii. Community Development Authority (Seat to be filled by President)**

**i. Trustee Jennifer Pickel**

**Motion** by Henrich to appoint Trustee Jennifer Pickel to the Community Development Authority, seconded by Potter. **Motion** carried with a voice vote of 5-0-0.

**iii. Deer-Grove EMS Commission (2 Trustee seats to be filled)**

**i. Trustee John Williams**

**ii. Trustee Harvey Potter**

**Motion** by Henrich to appoint Trustee John Williams and Trustee Harvey Potter to the Deer-Grove EMS Commission, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

**iv. Finance & Personnel Committee (Seat to be filled by President)**

- v. **Joint Fire Department Committee (1 Trustee seat to be filled, 2 alternate Trustee seats to be filled)**
    - i. **Alex Jushchyshyn**  
**Motion** by Potter to appoint Trustee Alex Jushchyshyn to the Joint Fire Department Committee, seconded by Henrich. **Motion** carried with a voice vote of 5-0-0.
  - vi. **Ordinance Review Committee (1 Citizen seat to be filled)**
  - vii. **Parks, Recreation & Forestry Committee (1 Citizen seat to be filled)**
  - viii. **Plan Commission (Seat to be filled by President, 1 Citizen seat to be filled)**
  - ix. **Zoning Board of Appeals (1 Alternate Citizen seat to be filled)**
- b. **Discuss and consider approving to change the west side of S. Main Street, across from Cottage Grove Elementary School, to no parking during school drop off and pick up times when school is in session.**

Chief Layber reported. Layber stated that the idea of no parking on the west side of S. Main Street was originally brought up by the principal of the Cottage Grove Elementary School. We did a trial test period in December. I personally watched during this test week and feel that it did alleviate some traffic issues during school drop off and pick up times. Both the principal and I feel this would be a beneficial change. I have spoken to most of the residents along the effected route and they are also in approval. Williams asked if there would be signage put up to which the answer was yes, we will put up temporary signs as soon as they are ordered and received and then install them permanently in the spring when the ground has thawed. Staff did not feel as though this would require an ordinance change. Broom asked if the signs would state specific times to which the answer was yes, the times would be 7:00 a.m. to 8:00 a.m. and 3:00 p.m. to 4:00 p.m. **Motion** by Henrich to approve changing the west side of S. Main St., across from the Cottage Grove Elementary School, to no parking during school drop off and pick up times when school is in session, seconded by Potter. **Motion** carried with a voice vote of 5-0-0.

## 9. New Business

- a. **Discuss and consider operator license for:**
  - i. **Alisa L. Sampson; Stop N' Go – Windsor Ave.**  
**Motion** by Henrich to approve an operator license for Alisa Sampson; Stop N'Go – Windsor Ave., seconded by Jushchyshyn. **Motion** carried with a voice vote of 4-0-1 with Potter abstaining.

## 10. Reports from Village Boards, Commissions & Committees

- a. **Community Development Authority**  
Potter reported that the CDA had a healthy discussion about a grant/loan program, the hotel study as well as engaging a retail recruitment company. Ruth added that he has been discussing and getting ideas from surrounding communities regarding grant programs. We have been looking at working with the Chamber to do a visitor guide. We have also talked to Ehlers to see what a possible hotel incentive would look like. As for the retail recruiting companies, they are very expensive and not really a possibility at this time.
- b. **Emergency Government**  
Williams reported that the committee met on January 6, 2016. We continued discussion on a table top exercise scheduled for March 2, 2016 pending the availability of the County to observe the exercise.
- c. **Public Works**
  - i. **Sidewalk Maintenance & Repair Policy**  
Jushchyshyn handed out a copy of the policy to the Board. He also stated that if residents see problem areas, to please call Public Works and let them know.
  - ii. **Update for Conservancy Ct. Marsh repairs.**  
Jushchyshyn reported that the DNR received and approved the permit along with the Army Corp of Engineers. The project looks like it will be over \$25,000, so it will need to be put out for bid and then presented back to the Board. There is a lot of digging and removal along with reseeding when finished. Giese asked where the funds for this project would come from to which Jushchyshyn responded that that will have to be a discussion the Board will take up.
- d. **Utility Commission**  
Jushchyshyn reported that the Commission discussed the Purchase Treatment Adjustment Clause (PTAC) along with the 4.2% rate increase for sewer.

**i. Discuss and consider Gaston Road Watermain Right of Way Permit in The Town of Cottage Grove.**

Boushea reported that the Town has responded to our request for a permit and is treating it more as an open for negotiations. The PSC regulates the ability for municipalities to gain access needed to make improvements. At the last Utility meeting both parties were able to come to a consensus to move forward and decisions on several points were agreed upon as outlined in the meeting summary by MSA dated 1/13/2016. The Town however, is now coming back with changes to their requests.

**ii. Summary of Reservoir #2 project.**

Jushchyshyn stated that he included this on the agenda because he felt it was necessary for everyone to understand one of the main projects we just finished and how it affects the Village.

**11. Reports from Village Officers:**

**a. Kyle Broom**

No Report

**b. Jack Henrich**

No Report

**c. Alex Jushchyshyn**

No Report

**d. Jennifer Pickel**

No Report

**i. Update of current activities involving the Monona Grove School District.**

**e. Harvey Potter**

**i. Comments on snow removal in the Village.**

I would like to remind citizens that alternate side parking restrictions are in effect. The recent snow event also gives reminder to make sure sidewalks and driveways are cleared of snow and ice. Our Public Works Department works very hard to keep our streets clear so please do not blow or shovel snow out into the street. Jushchyshyn added that there is also “adopt a fire hydrant”, so if you could help with that it would be great.

**f. John Williams**

No Report

**g. Attorney Lee Boushea**

No Report

**h. Administrator Matt Giese**

I need to remind Trustees that you are responsible for agendas for your respective committees. These agendas need to be to the office the Friday prior to the meeting. Also, minutes need to be taken and sent to the office to file as well. The carpet for the Board Room has been ordered and will be installed this week Thursday and Friday.

**i. Director of Planning and Development Erin Ruth**

No Report

**j. Chief of Police Dan Layber**

We held interviews for Lieutenant last week. We will have final interviews this week with hopefully an offer by the beginning of next week.

**12. Communications and Miscellaneous Business**

**a. Consider approval of vouchers**

**Motion** by Potter to approve the Village portion of the vouchers in the amount of \$93,825.46, seconded by Jushchyshyn. The check sequence goes from check #39959 through check #40052. **Motion** carried with a voice vote of 5-0-0.

**b. Correspondence**

None

**c. Future agenda items**

Website decision, Citizen Committee and Commission appointments.

**13. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a**

closed session; negotiate terms for potential development in TID #6 by Horizon Development Group Inc., and negotiate terms of proposed Website Vendor contracts, and pursuant to Wisconsin State Statute §19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; status update and discuss various legal matters relating to Larue Fields vs. Village of Cottage Grove 13-CV-125P. **Motion** by Jushchyshyn to enter into closed session at 8:09 p.m., seconded by Williams. **Motion** carried with a roll call vote of 5-0-0.

**14. Reconvene into open session and possible consideration of any closed session items.**

**Motion** by Potter to reconvene into open session at 8:38 p.m., seconded by Broom. **Motion** carried with a roll call vote of 5-0-0. No other action was taken at this time.

- a. **Discuss and consider website design proposal.**
- b. **Discuss and consider Horizon Developer Agreement.**

**15. Adjournment.**

**Motion** by Potter to adjourn at 8:39 p.m., seconded by Henrich. **Motion** carried with a voice vote of 5-0-0.

**Respectfully Submitted,  
Deb Winter, Clerk Treasurer  
Village of Cottage Grove  
Approved: February 1, 2016**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.