

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, May 2, 2016**

MINUTES

1. Call to order

The May 2, 2016 regular meeting of the Village Board of Trustees was called to order 6:30 p.m. by Village President Jack Henrich.

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: Troy Allen, Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel, Harvey Potter and John Williams. Staff present were Clerk Lisa Kalata, Administrator Matt Giese, Director of Public Works and Properties JJ Larson, Planning & Zoning Erin Ruth, Police Chief Dan Layber, Village Engineer Mike Maloney, Director Parks, Recreation & Forestry Sean Brusegar, Treasurer Deb Winter and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*

None

5. Discuss and consider the minutes of the regular Village Board meeting of April 18, 2016.

Motion by Pickel to approve the minutes of the regular Village Board meeting of April 18, 2016 as read, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

6. Presentations to the Board

None

7. Unfinished Business

a. Identify, Discuss and Prioritize Village Ordinances requiring updating and revising.

Boushea reported that he will continue to work on erosion control, flood study and DaneCom standards, along with Chapter 80 revisions. This will continue to be a standing item until all issues are completed.

b. Update on Gaston Road ROW permit.

Boushea spoke with PSC attorney and was expecting a decision by the end of last week, this did not happen, but will continue to work on this issue.

c. Discuss and consider invitation from CGI, Inc. to produce village marketing videos.

Motion by Potter to accept the agreement with CGI, Inc. to produce village marketing videos with the disclaimer language included, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

8. New Business

a. Discuss and consider block party application from Casey Breunig of 302 Melissa Ln.

Motion by Pickel to approve the block party application for Casey Bruenig of 302 Melissa Ln with the end time of 10:00 p.m., second by Broom. **Motion** carried with a voice vote of 7-0-0.

b. Discuss Chamber forum.

Broom reported that the Chamber forum was a good event. They would like to have a meeting again in three months. Williams reported that it was a nice opportunity to have a good discussion to promote Cottage Grove. Henrich reported it was a great way to market the Chamber and Village together.

Pickel would like to thank the Chamber for the event and has noticed that the Chamber is more active.

Potter reported that Mike did a good job facilitating the meeting and they would like a tentative date in August to meet again.

c. Discuss direction for Bonnie Rd property.

Giese had reported that JJ will have this item on the June Public Works agenda to discuss the utilization of the property. Giese would like to see a plan for all Village properties so there is a direction for future budget cycles. It may take a consultant to evaluate the current buildings and future needs for the Village, but would help for planning and budgeting.

d. Discuss and consider operator license application for Sara Vilavong.

Motion by Henrich to approve operator license for Sara Vilavong, seconded Pickel. **Motion** carried with a voice vote of 6-0-1 with Potter abstaining.

e. Discuss and consider developer agreement with BoJo Properties LLC (Culvers).

Boushea indicated that the agreement is complete; however there is a change of closing date to May 3, 2016. **Motion** by Henrich to approve the developer agreement with BoJo Properties LLC (Culvers), seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.

f. Discuss and consider RESOLUTION #2016-04; a resolution authorizing staff to take all required action regarding sale of property to, and closing transactions with BoJo Properties LLC (Culvers).

Boushea indicated the resolution was at the request of the closing company that Giese and Boushea can do the closing for the village. After passage that gives Giese the power of attorney to except proceeds and close with BoJo Properties LLC (Culvers).

Motion by Potter to approve resolution #2016-04, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

g. Discuss and consider committee appointments.

Henrich reported that he would like to appoint Don Brinkmeier and Phyllis Jones-Morrison to the Plan Commission for a term to expire in 2019. Henrich will have the rest of the committee appointments at the next board meeting.

Motion by Pickel to appoint Don Brinkmeier and Phyllis Jones-Morrison to the Plan Commission for a term to expire in 2019, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

a. Deer Grove EMS

- i.** Potter and Williams reported that they approved the purchase of three Toughbook computers and 7 lockboxes for narcotic medications. There was a discussion and vote on the purchase of two ambulances, the Town of Deerfield and Town of Cottage Grove voted yes the Village of Cottage Grove abstained from voting, but the motion passed to purchase two ambulances.

b. Park Recreation & Forestry Committee

Pickel reported there was \$15,000 in the budget for the trees, however the bill was \$11,500 but there was a cemetery tree that was removed for \$2,000 and will be \$500 to remove the stump, which will still be within budget. The survey for impact fees for parks is still being worked on and will be brought back to board. High school sport camps that have been running through our system, will now be running through the High School. There was a facility agreement discussion at the committee level, and would like to discuss with the school board, however the committee is not sure what agreements are in place. Lee does have one and will forward to the committee. Music in the Grove will be May 19th in Dublin Park.

c. Joint Fire Department Committee

Allen indicated they approved \$4,100 for a submersible pump. There were 59 calls to date and 13 calls to Pleasant Springs.

10. Reports from Village Officers:

- a. **Troy Allen**
No Report
- b. **Kyle Broom**
No Report
- c. **Jack Henrich**
No Report, but nice to have a full crew-welcome
- d. **Alex Jushchyshyn**
Welcome members
- e. **Jennifer Pickel**
 - i. **Update of current activities involving the Monona Grove School District.**
120 students went to State Solo Ensemble this past weekend. Prom is this coming weekend.
- f. **Harvey Potter**
No Report
- g. **John Williams**
No Report
- h. **Attorney Lee Boushea**
No Report
- i. **Administrator Matt Giese**
Giese would like to have more time for an explanation of the audit report and would like a separate meeting with Baker Tilly to do a presentation of the audit. Potential dates could be May 23rd or May 26th for an hour. The financial management plan is scheduled with Ehlers and all staff, the draft will go through the Finance Committee and should be completed by August. Still working on quotes for options for chairs in the board room. The interviews for the Public Works Technician were last week, there were five interviewed, should be on board in 2 to 3 weeks.
- j. **Director of Planning and Development Erin Ruth**
No Report

11. Communications and Miscellaneous Business

- a. **Consider approval of vouchers**
Motion by Pickel to approve the Village portion of the vouchers in the amount of \$69,590.78, seconded by Potter. The check sequence goes from check #40447 to check #40503. **Motion** carried with a voice vote of 7-0-0.
- b. **Correspondence**
 - i. **Discuss letter from Dane County re: DaneCom**
Boushea explained packet summary regarding DaneCom. Dane County has not been successful in implementing the multimillion dollar project of interoperable radio services. When village board approved the agreement it was to be an operating system, however the system is not operating as the agreement indicates. The village has taken the position that they are not going to pay any fees until it is up and running, we have not been paying based on the fact that the system is not working. We got a letter from Dave Dejung that we need to pay for the system. The system is to be up and running by November 2016 according to the Police Chief and the monthly meeting with Police Chiefs. Boushea asked the board to have the staff invite Mr. Dejung to a meeting to answer the questions of the board. **Motion** by Broom to continue to not pay the fee and have staff look into this problem and invite Dejung to the meeting to answer questions, seconded by Pickel. **Motion** carried with a voice vote of 7-0-0.
- c. **Future agenda items**
Committees and commission appointments at next meeting.

- 12. 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, 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 - Legal ramifications of Deer Grove EMS Joint Agreement**
Motion by Henrich to enter into closed session at 7:43p.m., seconded by Pickel. **Motion** carried with a roll call vote of 7-0-0.
- 13. Reconvene into open session and possible consideration of closed session items.**
Motion by Pickel to reconvene into open session at 9:05 p.m., seconded by Jushchysyn. **Motion** carried with a roll call vote of 7-0-0.
- 14. Adjournment**
Motion by Pickel to adjourn at 9:07 p.m., seconded by Broom. **Motion** carried with a voice vote of 7-0-0.

**Respectfully Submitted,
Lisa Kalata, Clerk
Village of Cottage Grove
Approved: May 16, 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.