

VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, August 15, 2016

MINUTES

1. Call to order

The August 15, 2016 regular meeting of the Village Board of Trustees was called to order at 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, Harvey Potter, John Williams. Jennifer Pickel was absent and excused. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Police Chief Dan Layber, Director Parks, Recreation & Forestry Sean Brusegar, Director of Public Works & Utilities JJ Larson, Village Planner Erin Ruth, Village 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 August 1, 2016.

Motion by Potter to approve the minutes of the regular Village Board meeting of August 1, 2016 with the correction of John Dejung was not present at the August 1, 2016 meeting, seconded by Allen. **Motion** carried with a voice vote of 5-0-1 with Williams abstaining.

6. Presentations to the Board

a. Presentation by Griffin Haase, Eagle Scout project, new dugouts at Huston Park

The project was presented to the Parks, Recreation & Forestry Committee in April, the funding is coming from donations and the Scouts accounts and the labor will be the troops and leaders. The players' benches will be added next year through the Parks, Recreation & Forestry budget. **Motion** by Henrich to approve Griffin Hass, Eagle Scout project of new dugouts at Huston Park, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

b. Presentation on the Dementia Friendly Community project. Joy Schmidt, Dementia Care Specialist, Dane County Human Services

Joy Schmidt explained the reasons why the Village should become a dementia friendly community and why there is a focus on dementia. The program is to train business on the ways to recognize dementia and then educate on how to help service a person with dementia. It is basic customer service but with more awareness to dementia.

c. Presentation by Gail Brooks, Lead Case Manager Coordinator, Colonial Club

Gail Brooks provided an overview of what the Colonial Club does to help older adults maintain their independence. She also explained the programs that are available to assist older adults and the locations she visits within Cottage Grove.

7. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations – Operator License Application.

Motion by Henrich to enter into closed session at 7:10 p.m., seconded by Jushchyshyn. **Motion** carried with a roll call vote of 6-0-0.

8. Reconvene into open session and possible consideration of operator license application.

Motion by Henrich to reconvene to open session at 7:24 p.m., seconded by Jushchyshyn. **Motion** carried with a roll call vote of 6-0-0. **Motion** by Potter to table the operator's license application for Tkeyah Reynolds, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

9. Unfinished Business

a. Discuss and consider Deer-Grove EMS special event services/fees.

Motion by Potter to table the Deer-Grove EMS special events services/fees at this time, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

- b. Discuss and consider requirement for fire hydrant at Rainbow Child Care Center.

Motion by Potter to table requirement for fire hydrant at Rainbow Child Care Center until the next board meeting, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

10. New Business

- a. Discuss and consider Operator License applications for:

- i. Connor Seamonson, Village Liquors.

Motion by Potter to approve Operator License for Connor Seamonson, Village Liquors, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

- b. Discuss and consider approving Resolution 2016-06 “A Resolution to make the Village of Cottage Grove a Dementia Friendly Community”

Motion by Potter to table Resolution 2016-06 until the next meeting and have Attorney Boushea revise the language, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

- c. Discuss and consider authorization for the Village Administrator to schedule thirty-minute Dementia Friendly Community training sessions for Village staff.

Motion by Potter to authorize Village Administrator to schedule Dementia Friendly Community training with staff, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

11. Reports from Village Boards, Commissions & Committees

- a. Public Works & Properties Committee

- i. Discuss and consider authorizing MSA to conduct building assessments on Municipal Services Building, 225 Bonnie Road, and Village Hall, total cost not to exceed \$4,500.

Motion by Henrich to authorize MSA to conduct building assessments on Municipal Services Building, 225 Bonnie Road and Village Hall, with total cost not to exceed \$4,500, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

- ii. Discuss and consider direction for possible sale of village properties across from Vilas lift station. Motion by Allen to process the possible sale of village properties across from Vilas lift station, seconded by Henrich. Motion carried with a voice vote of 6-0-1 with Jushchyshyn abstaining.

- b. Emergency Government

Allen reported that they are working on updating hazmat material and cleaning out old files.

- c. Plan Commission

- i. Discuss and consider request for approval of a Certified Survey Map from Forrest Crawford to adjust a lot line for a parcel located at 377 S. Main Street.

Motion by Henrich to approve the CSM from Forrest Crawford to adjust a lot line for a parcel located at 377 S. Main Street, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

12. Reports from Village Officers:

- a. Troy Allen-None

- b. Kyle Broom-He attended the Chamber Family Fun Night and the turnout was pretty good.

- c. Alex Jushchyshyn-None

- d. Jennifer Pickel-None

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

- e. Harvey Potter- None

- f. John Williams -Absent

- g. Jack Henrich – None

- h. Attorney Lee Boushea

Attorney Boushea received an email back from John DeJung, and would still like them to come and explain why we have a system that does not work. The purpose would be to discuss the system, and then the board would make a determination if they would continue.

- i. Administrator Matt Giese

The website is moving forward, the staff continues to work on edits and the go-live will be mid-September. The old board room chairs are available for sale for \$1.00 each if anyone or the public is interested. The budget process has started with Finance/Personnel meeting on Wednesday. Greg Johnson from Ehlers will be at the next board meeting to discuss the financial plan. We did receive an amended permit for Gaston Road water main. The water rate case is progressing as well.

- j. Director of Planning and Development Erin Ruth
Ruth reported that he participated at the Family Fun Night booth that the Village had. They previewed the new website which was well received by the community along with the new resource guides.

13. Communications and Miscellaneous Business

- a. Consider approval of vouchers
Motion by Potter to approve the Village portion of the vouchers in the amount of \$101,043.59, seconded by Jushchyshyn. The check sequence goes from check #40992 to check #41070. **Motion** carried with a voice vote of 6-0-0.
- b. Correspondence-None
- c. Future agenda items
 - EMS fee schedule
 - Hydrant for Rainbow Child Care
 - Dane Com
 - Dementia Friendly Community Resolution

14. Adjournment

Motion by Allen to adjourn at 8:43 p.m., seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

**Respectfully Submitted,
Lisa Kalata, Clerk
Village of Cottage Grove
Approved: August 29, 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.