

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
2017 BUDGET WORKSHOP  
Monday, October 24, 2016**

**MINUTES**

**1. Call to order**

The October 24, 2016 Budget Workshop of the Village Board of Trustees was called to order at 5:30 p.m. by Village President Jack Henrich.

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

It was determined that a quorum of members was present and that the agenda had been properly posted. Village Board members present were: Troy Allen, Kyle Broom, Alex Jushchysyn, Jennifer Pickel, Harvey Potter, John Williams and Village President Jack Henrich. Staff present were Clerk Lisa Kalata, Treasurer Deb Winter, Administrator Matt Giese, Chief of Police Dan Layber, Director of Public Works JJ Larson and Director of Parks, Recreation and Forestry Sean Brusegar.

**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 2017 preliminary budget as recommended by the Finance and Personnel Committee for publication and select public hearing date for adoption of 2017 budget.**

Giese started discussion on the 2017 Budget highlighting discussion from the Finance and Personnel Committee as well as key items in the budget. When finished, each department head did a brief overview of their areas of responsibility and answered any questions. Giese then led the Board through the General Fund budget highlighting any significant changes. Board members were to comment on any of these highlights if they felt as though more discussion on the item should be had. The items of discussion were:

1. Assessment Services-Revaluation with a cost of \$96,000. Broom stated that this would be a lot for residents at one time because of the school referendum, if this could be pushed back one year. Williams was in agreement with Broom to push the revaluation back to 2018. Potter was not comfortable pushing the revaluation to 2018, the Finance Committee and Staff had recommended this item for the 2017 budget.
2. Americans with Disabilities Act evaluation for compliance with a cost of \$16,000. Jushchysyn asked if it was possible to train staff to do the evaluation and compliance. Pickel commented that it would still cost and the staffing time would not outweigh the cost of the evaluation.
3. Additional Police Officer hire with a cost of \$75,000. Pickel commented on the fact that we have done a study that indicated that we need additional staffing and we should be following the recommendation. Williams asked about the call volume and types of calls the police department is receiving. The Chief indicated that the calls are up and the types of calls are more demanding. Potter indicated that the hiring process does take time so would the full year need to be budgeted for a full time officer, which could help the overall cost for the 2017 budget.
4. Installation of shade structures at Bakken Park with a cost of \$15,000. It was explained by Giese that the shade structures were purchased in 2014 with Park Development fund monies, but have not be installed because of the transition of Parks Directors during the same year. The Finance committee is recommending half of this project be funded via Parks and Recreation donations collected through their golf outing and the other half to be paid with levied funds. Giese explained that it also could be funded through the Park Development Fund and would not be a levied tax item. The board was in agreement that the shade structures should be funded through the donations and the Park Development Fund.

5. Long range facility planning with a cost of \$15,000. Jushchyshyn commented that a 20-year plan is too long of a period and that staff has a good idea of what is needed for the next three years. Pickel was in agreement with Jushchyshyn and that the plan should be delayed.
6. Web-based budget software at a cost of \$8,000. After some discussion it was decided to cut the software from the budget to fund other items for 2017.

**Motion** by Jushchyshyn to cut line item Operating Supplies/Expenses in the Village Clerk budget from \$7,000 to \$5,000, seconded by Williams. **Motion** carried with a voice vote of 5-2-0, with Pickel and Broom voting No.

**Motion** by Pickel to approve the 2017 preliminary budget with the following changes, revaluation pushed to 2018, long range facility planning cut from 2017 budget, web-based budget software cut from 2017 budget, American with Disabilities Act evaluation funded for 2017, installation of shade structures removed from levied funds and paid through the donations and the park development fund, add one full time officer to the police department with a start date of April 2017, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**Motion** by Pickel to set the public hearing as December 5, 2016, seconded by Broom. **Motion** carried with a voice vote of 7-0-0.

## 6. Adjournment

**Motion** by Pickel to adjourn at 7:48 p.m., seconded by Broom. **Motion** carried with a voice vote of 7-0-0.

Submitted,  
Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: November 7, 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.