

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, January 7, 2019**

MINUTES

1. Call to order

The January 7, 2019 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, James Elmore, Jack Henrich, Jeff Lennberg, Melissa Ratcliff, Jon Russell and John Williams. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Treasurer Deb Winter, Public Works Director JJ Larson, Police Chief Dan Layber 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 December 17, 2018.

Motion by Ratcliff to approve the minutes from December 17, 2018, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

6. Public Hearing: A Public Hearing to hear interested citizens on a vacation of public right-of-way of 0.081 acres.

a. Discuss and consider approval of order for the vacation of 0.081 acres of public right-of-way.

Henrich opened the public hearing at 6:31 p.m. There were no comments from the public. Attorney Boushea explained the vacation was part of the agreement with Summit Credit Union and the documents would be completed and filed with Dane County Register of Deeds by the Village once the resolution is passed by the Village Board. Henrich closed the public hearing at 6:34 p.m. **Motion** by Allen to approve the resolution for the vacation of public right-of-way of 0.081 acres, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

7. Presentations to The Board

a. Presentation by Olivia Parry with Dane County Planning and Development; "How Communities can expand their housing options in Dane County"

Olivia Parry, Senior Planner with Dane County was present to talk about the housing crisis in Dane County. A short video was shown on the housing shortage that is a local and national issue. Parry then talked about what different communities are doing to help with the housing shortage. Russell questioned the higher density areas and if crime rate were higher in these areas. Parry indicated that there was no research to indicate that this is the case. These areas are typically a mixed use and there are all types of income levels in one building, so the problems that may have been happening in the past do not now. Ratcliff questioned if single family is a larger tax burden to communities. Parry indicated that you have more land and infrastructure, so multi-family is more efficient. Parry indicated this is a complicated issue, but there are ways for communities to help with the crisis.

8. New Business

a. Discuss and consider new operator's license for year July 2018-June 2019 for Joel McCann, Whitney Harried, Keithen Andaverde, Jen Wagner and Alicia Smith.

Motion by Lennberg to approve operator licenses for year July 2018-June 2019 for Joel McCann, Whitney Harried, Keithen Andaverde, Jen Wagner and Alicia Smith, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committees

9.I. Joint Fire Department Committee

a. Discuss and consider contract for provision of Fire Protection and Rescue Services by and between the Cottage Grove Volunteer Fire Department, Inc., the Cottage Grove Fire District, and the Town of Pleasant Springs for 2019-2023.

Russell explained the Fire Commission approved the contract and the Town of Pleasant Springs has also approved, so it will need approval from the Town and Village. **Motion** by Williams to approve the contract for provision of Fire Protection and Rescue Services by and between the Cottage Grove Volunteer Fire Department,

Inc., the Cottage Grove Fire District, and the Town of Pleasant Springs for 2019-2023, seconded by Allen.
Motion carried with a voice vote of 7-0-0.

10. Reports from Village Officers:

- a. Troy Allen-No report
- b. James Elmore- No report
- c. Jeff Lennberg- No report
- d. Melissa Ratcliff-Thank you to the Police Department it was noted by a community group on social media.
 - i. Request for legal report and information on open meetings laws and quorums including negative quorums and walking quorums**

Ratcliff would like Attorney Boushea to provide information on the different types of quorums for board members and could be useful for new members as well. Attorney Boushea indicated that he could update the materials he has provided in the past and come up with a checklist or reference sheet for board members.
 - ii. Request for discussion regarding emergency management plan**

Ratcliff indicated that the emergency management plan is from 2014 and has not been approved by the board. Ratcliff would like the emergency government committee to look into this and get the plan updated and approved. Russell indicated that it would be a good item for the joint meeting. Allen indicated that he would bring it up to the committee chair.
- e. Jon Russell
 - i. Request for update on Community hearing regarding Shady Grove**

Ruth indicated that they are getting their development team together and Ruth and Giese will be meeting with them to get some dates for neighborhood meeting at that time.
- f. John Williams-No report
- g. Jack Henrich
 - i. Discuss and consider updating zoning ordinance 325-110: regarding protest petition**

Henrich indicated that the protest petition in the state statutes has been changed and a 3/4 majority vote is no longer required. Attorney Boushea indicated that this was a change from Act 243 from the state legislature in 2017 however municipalities do not have to follow for local ordinance. Williams indicated that this is a lower priority and there are other ordinances that need updating before this. Boushea indicated that it may be better for each trustee to provide a list of ordinances that need updating and then prioritize them for a future meeting. **Motion** by Henrich to table and send a list of ordinances to Attorney Boushea, seconded by Ratcliff. **Motion** carried with a voice vote of 7-0-0.
 - ii. Discuss and consider joint Village Board and Town meeting**

Henrich indicated that the joint meeting would be January 31, 2019 at 6:30 p.m. at Village Hall. The following agenda items will be added to the agenda: Emergency Management Plan, Joint Committee legal services alternate with Chair, Flynn Hall agreement and finances from the Town.
- h. Attorney Lee Boushea
 - i. Legal briefings/status updates.**

Reported that he is working on the following items:
We have had contact with the Quarry Ridge developers and they are trying to get back on track.
 - i. Administrator Matt Giese- Brusegar and Giese will be meeting with Rugby.**
 - j. Director of Planning and Development Erin Ruth-Arnie Mohlman who previously served on the Plan Commission passed away so condolences to his family.**
 - k. Police Chief Dan Layber- No report**
 - l. Public Works & Properties Director JJ Larson- No report**
 - m. Parks, Recreation & Forestry Director Sean Brusegar – absent and excused**
 - n. Clerk, Lisa Kalata- No primary for February and there is one candidate for Village President and six candidates for Village Trustee. Next week is Crossing Guard recognition week so if you see our crossing guards thank them, they do an awesome job.**
 - o. Treasurer, Deb Winter- About half of the real estate taxes have been collected through December. Cynthia retired as of Friday and the administrative assistant position will be posted this week. The letters for the delinquent personal property taxes have been mailed out and are due back January 25, 2019, at**

which time Winter will give another update and the board can decide how they would like them to be published.

11. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$172,199.03 seconded by Williams. The check sequence goes from check #44666 to check #44871 **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-Deer-Grove EMS invoice for Village portion and Transportation Aid forms from State of Wisconsin

c. Upcoming community events- Lions Club will be hosting a pancake breakfast on February 2, 2019 along with raffles. The Optimist Club will be meeting on January 29, 2019 for informational meeting on joining the club.

d. Future agenda items-Ordinance list and quorum report

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 purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. This closed session is to discuss boundary agreements and Commerce Park TID #5 land sale negotiations; and negotiations of terms for potential development in TID #10; and the Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Administrator's evaluation.

Motion by Henrich to enter into closed session at 7:59 p.m., seconded by Ratcliff. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

13. Reconvene into open session and possible consideration of closed session items.

Motion by Elmore to reconvene into open session at 9:25 p.m., seconded by Lennberg. **Motion** carried with a roll call vote of Allen AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Ratcliff AYE, Russell AYE, Williams AYE.

No other action was taken from this closed session.

14. Adjournment

Motion by Ratcliff to adjourn at 9:26 p.m., seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: January 21, 2019

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.