

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, January 15, 2018**

**MINUTES**

**1. Call to order**

The January 15, 2018 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, Mick Conrad, Jack Henrich, Jeff Lennberg, and John Williams. James Elmore was absent and excused. Staff present were Village Clerk Lisa Kalata, Administrator Matt Giese, Village Treasurer Deb Winter, Public Works and Utilities Director JJ Larson, Parks & Recreation Director Sean Brusegar, Police Lieutenant Matt Wagner, Village Engineer Mike Maloney 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.*

Allen introduced the new EMS Chief Jeff Matcha. Jeff then gave a brief background of himself. He has been in EMS since 2008 has worked for both private and municipal departments and holds a bachelor in Psychology and Masters in Education. He is excited to be working with Deer-Grove EMS as he has trained with and taught some of the paramedics.

**5. Discuss and consider the minutes of the regular Village Board meeting of January 4, 2018.**

**Motion** by Williams to approve the January 4, 2018 minutes as presented, seconded by Allen. **Motion** carried with a voice vote of 5-0-0.

**6. New Business**

**a. Interview for vacant trustee position.**

Jon Russell was present to give a brief background about himself. He has lived in the Village for 20 years and has sat on various committees in the at time. He is retired from the military and has extra time to give back to the Village. He would like to see the board work with the Town so that both can move together as one community. Williams asked the following question: How do you approach complex discussion with opposing sides and do you have an example of that? I think it starts with a listening session and whether the two parties can come together to find the problem or you bring a 3<sup>rd</sup> party in to come to that conclusion. Then you work backwards to come to a resolution for the problem and most times people just want their voice heard and if there is some kind of compromise that can be made, that is best.

Lennberg asked what would you say is your heart for Cottage Grove? I have been here for 20 years and basically the only hometown we have known and do not plan on leaving anytime soon.

Allen asked are there any committees that you could hit the ground running with your background and experience? I think the joint boards, I did look at Forrest's appointments which were landfill, utilities which I have served two plus years, emergency government. I have found a passion for Planning Commission, I think it is unique and we are working on processes for development and new business to help with the process so that is not rushed.

Melissa Ratcliff was present to give a brief background about herself. She is a mother to two daughters and a paralegal for almost 18 years at Eisenberg Law Offices. She has lived in the Village for 4 years, but has family here and has been active in the Village for a long time. She feels that she can help the residents in the Village. Williams asked the following questions: How do you approach complex discussion with opposing sides and do you have an example of that? I think the first thing is to listen to the other side to understand where they are coming from and if they can understand your side you can hopefully find a mutual solution. With my job as a paralegal we have had to do mediation with a 3<sup>rd</sup> party and I understand that you have to give and take and understand where the other side is coming from.

Lennberg asked what would you say is your heart for Cottage Grove? It is my family, they are here so that is my anchor. It is a nice small community that has family ties with a sense for community.

Allen asked are there any committees that you could hit the ground running with your background and experience? I have been to just about every committee meeting and have watch and observed for each of them. If

I could choose one I would pick Parks & Rec just because I have had the most interaction with them before I started going to committee meetings. I think it is important to keep developing areas that our children and families can go and enjoy nice days or winter days like this.

**b. Discuss and consider appointment for trustee.**

**Motion** by Henrich to nominate Melissa Ratcliff to the open trustee position, seconded by Lennberg. **Motion** failed with a roll call vote of Henrich AYE, Lennberg AYE, Williams NO, Allen NO, Conrad NO.

**Motion** by Williams to nominate Jon Russell to the open trustee position, seconded by Allen. **Motion** carried with a roll call vote Lennberg NO, Williams AYE, Allen AYE, Conrad AYE, Henrich NO.

Jon Russell was then sworn into office of Village Trustee to complete the term ending April, 2019.

**c. Discuss and consider new operator's license applications for licensing year July 2017-June 2018 for Kimberly Myrold, Anthony Reinhold, Daliyah Anderson, Shayne Mata, Amelie Trumbower and Kelly Wagner.**

**Motion** by Williams to approve operator's license application for Kimberly Myrold, Anthony Reinhold, Daliyah Anderson, Shayne Mata, Amelie Trumbower and Kelly Wagner for licensing year July 2017-June 2018, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**d. Discuss and consider Resolution 2018-01 Re: Authorizing Village to Participate in a Wisconsin Department of Transportation, 2018-2022 Transportation Alternatives Program (TAP) Grant in the Amount of \$700,000.**

Larson reported that the Public Works Committee authorized MSA to be the TAP fund seeker and part of that is to get Village Board support for the bike trail that will come through the Village and to authorize the spending of 20% of the cost for the trail. Henrich asked if we are committed to funding and participating, how much control do we have over where exactly this trail goes? Larson indicated entirely within the Village limits, once we get the funding it becomes our project, but we do have to meet the requirements within the grant. The SOQ was discussed at the Public Works committee meeting and there were 5 criteria that had to be met and MSA met or exceeded the requirements. With this funding, we will get the project done before Madison does so they will just connect where we have the trail. This will be a high priority project for the State to complete by 2020.

**Motion** by Williams to approve Resolution 2018-01 Authorizing Village to Participate in a Wisconsin Department of Transportation, 2018-2022 Transportation Alternatives Program (TAP) Grant in the Amount of \$700,000, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

**e. Discuss and consider Parking Fee increase.**

Lieutenant Wagner explained the current parking restrictions which are in effect from December 1 to March 15 and the current citation amount being \$10.00. This also helps the Public Works staff in safely clearing the roads in a snow event. We looked at neighboring communities and their fees and we are low in comparison. Attorney Boushea explained Chapter 1 (c) (3) in the code which would be changing it to read the fee schedule and then changing the fee to \$20.00 for a parking violation. Allen questioned if there are a lot of offenders and if it is an issue with Public Works staff. Lieutenant Wagner indicated that the first month they issue paper warnings to inform the residents that it is back in place. There are a lot of repeat offenders and increasing the fee would help with the problem and help with safety concerns. Allen questioned whether the violation should be \$25.00 due to the fact that we do have a lot of repeat offenders. Conrad indicated that if they wish to increase to \$25.00 it should be noticed as such, as the current agenda had it listed as an increase going to \$20.00. Henrich indicated that it could be noticed on the website and brought back to the next board meeting.

**Motion** by Henrich to table until the February 5, 2018 Village Board meeting to discuss pending alternate side parking violation increase to \$25.00, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

**7. Reports from Village Boards, Commissions & Committee**

**7.I. Community Development Authority**

Williams reported that they had a good discussion of a potential TID in the area where Casey's was proposed along with a potential overlay with the land by Wisconsin Bank & Trust. Staff was directed to do a model and bring back to the next meeting. Conrad reported we did have a land owner present and he proposed that we add some residential that is behind the commercial as well. This would bring four million in increment with 100% going back into the TID without incentives. Ehlers will be looking at these proposals to see if it is feasible, and if so it could potential prolong the life of the existing TID district with the Horizon property.

**7.II. Public Works & Properties Committee**

a. Discuss and consider Statement of Qualifications and select firm for bike path TAP process.

This item was discussed in item 6 d.

### 7.III. Utility Commission

Larson indicated that they discussed the progress of the lift station main project and the potential of a sewer rate increase. The sewer rate increase will be discussed at the next meeting and will provide a report to Village Board at that time.

### 7.IV. Plan Commission

**a. Discuss and consider request from Chase Lumber Co. for approval of a Certified Survey Map to divide the existing 2.3 acre parcel at 123 E Cottage Grove Road into two parcels.**

Ruth explained this is the parcel that fronts both Main St and Cottage Grove Rd and Chase does have buyers for both parcels. They do have to take care of the impervious surface for lot 2 because it is over the limit. This would have to be done before the CSM could be recorded and the Plan Commission approved this with those requirements. **Motion** by Lennberg to approve the Certified Survey Map to divide the existing 2.3 acre parcel at 123 E Cottage Grove Road into two parcels with the requirements in the staff report, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

### 9. Reports from Village Officers:

- a. Troy Allen-No report
- b. Mick Conrad- No report
- c. James Elmore-absent
- d. Jeffery Lennberg- No report
- e. John Williams- No report
- f. Jack Henrich- No report
- g. Attorney Lee Boushea- No Report
- h. Administrator Matt Giese- We will be interviewing five finalists for Recreation Supervisor position we did have a good pool of applicants and hope to have the position filled by February.
- i. Director of Planning and Development Erin Ruth- No report
- j. Police Chief Dan Layber- No report
- k. Director of Public Works & Utilities JJ Larson

#### i. Review of Annual Report

Larson explained the annual report and what staff does every day. It highlights the issues and coming issues for this year and the next. Sedal plat was a success this year, we are on mark to automate the meter readings, over 500 meters were changed out this year. The intersection of School Rd and County N had a light signal installed to make this a safer intersection. The GIS mapping is all on the computer and will make maintenance easier to track. All staff are certified water operators and they continue to train to be safe in the field. This small group does a lot of work and without their dedication we would not be able to accomplish all that has been. Conrad had some concerns with streets condition report on page 8 and the short falls that we may have in 5 to 10 years. The decision of traffic impact fees will be coming to the board and this information could be critical for that discussion.

### 10. Communications and Miscellaneous Business

#### a. Consider approval of vouchers

**Motion** by Allen to approve the Village portion of the vouchers in the amount of \$158,794.63, seconded by Williams. The check sequence goes from check #43221 to check #43293. **Motion** carried with a voice vote of 6-0-0.

#### b. Correspondence-none

#### c. Future agenda items

Impact fees

Committees and Commission

11. **Closed Session: 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 contract and performance evaluation.**

**Motion** by Henrich to convene into closed session Wisconsin State Statute §19.85(1)(c) at 7:25 p.m., seconded by Allen. **Motion** carried with a roll call vote, Williams AYE, Allen AYE, Conrad AYE, Russell AYE, Henrich AYE, Lennberg, AYE.

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

**Motion** by Allen to reconvene into open session at 7:42 p.m., seconded by Williams. **Motion** carried with a roll call vote, Allen AYE, Conrad AYE, Russell AYE, Henrich AYE, Lennberg AYE, Williams AYE.

**Motion** by Henrich to approve the revised contract for Village Administrator as presented, seconded by Conrad. **Motion** carried with a voice vote of 6-0-1 with Russell abstaining.

**13. Adjournment**

**Motion** by Williams to adjourn at 7:43 p.m., seconded by Allen. Motion carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: February 5, 2018**

**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.**