

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, February 5, 2018**

MINUTES

1. Call to order

The February 5, 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, James Elmore, Jon Russell and John Williams. 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, Village Planner Erin Ruth, Police Chief Dan Layber, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. Moment of Silence for former Village President Diane Wiedenbeck

Henrich called for a moment of silence in honor of former Village President Diane Wiedenbeck.

5. PUBLIC APPEARANCES – Public’s opportunity to speak about any subject that is not a specific agenda item.

None

6. Discuss and consider the minutes of the regular Village Board meeting of January 15, 2018.

Motion by Allen to approve the January 15, 2018 minutes as presented, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

7. Unfinished Business

a. Discuss and consider Parking Fee increase. (This was tabled at the 1/15/2018 Village Board meeting)

Motion by Conrad to take item 6.a. off the table, seconded by Allen. **Motion** carried with a voice vote of 7-0-0. Attorney Boushea explained the language change from the schedule of deposits to the fee schedule, which added parking tickets to the schedule. Conrad questioned if this is a fee if we are charging above what we can according to State Statutes and if this is a penalty then the Village code would need to reflect that change as a penalty and not a fee. Attorney Boushea indicated that we could set the fee and then amend the ordinance to reflect the language and penalty at the next meeting. **Motion** by Allen to increase the parking fee to \$25.00, seconded by Lennberg. **Motion** carried with a voice vote of 6-1-0 with Conrad voting No.

b. Discuss and consider Ordinance 01-2018: Ordinance amending the language in 1-19 (c) (3) from Schedule of Deposits to Fee Schedule.

Motion by Henrich to table until the February 19, 2018 Village Board Meeting, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider direction for Transportation Impact Fee.

Conrad has concerns with putting transportation impact fees on our roads, being that we are aware of the conditions that the current roads are in and we cannot pass that along to new building permit applicants. Mike Maloney explained what could and could not be projects that transportation impact fees could be used to fund projects. A study must be completed to support the plan and to justify the potential growth for impact fees. Allen would like to explore the impact fees so with growth the cost of projects is not just added to utility bills. Giese indicated that this is not in the 2018 budget and would need to decide how this would be paid in the current budget cycle. The cost that was in the packet is just for the engineering, there would be additional costs. After much discussion staff was given direction to get the complete cost of the needs assessment study to implement impact fees and bring the information back to the board.

8. New Business

a. Discuss and consider release to 4th amendment of 4th Addition to Westlawn Estates.

Motion by Henrich to table until February 19, 2018 Village Board meeting, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider new operator’s license application for licensing year July 2017 – June 2018 for Christine Andrews.

Motion by Allen to approve operator's license for licensing year July 2017 – June 2018 for Christine Andrews, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

9. Reports from Village Boards, Commissions & Committee

9.I. Peer Court Steering Committee

Lennberg handout reports from Briar Patch that outlined the cases that have been seen and a summary of year to date information. Peer Court is proving to be successful for the Village.

9.II. Deer Grove EMS Commission

Williams reported that they discussed the research report that was presented by Robert M. LaFollette School of Public Affairs regarding the local EMS consolidation study. The conclusion was to continue with the study as there are benefits with a consolidation, however there are some risks as well. Marshall was not present so they may not have an interest. The financials were discussed and there were over 1,000 runs which is a record. There are three new volunteers and the new Chief does have some ideas for training. They approved life quest to increase some fees to be more consistent with other areas. Allen reported that they had a going away party for Chief Erschen.

9.III. Law Enforcement Committee

Elmore reported that they discussed the taxpayer intercept program. The mock assessment will be tomorrow in preparation for the March assessment for accreditation for the Police Department. Chief Layber indicated that they would be the 43rd department in the state for accreditation and that there are only 2 departments in Dane County with the professional standards. The body cameras are here and they are working on them to get them in service.

9.IV. Parks, Recreation & Forestry Committee

a. Discuss additional programming space in Municipal Services Building.

Brusegar explained the information presented in the packet for the potential expansion of program space. The cost is estimated at \$24,000 however it could come in lower than that. With the extra space there is a potential to generate \$4,000 to \$6,000 in revenue from the extra programs. Elmore asked the thoughts of other board members and what they would like to see for timing of the project and where the funding would come from for the potential project if it would be approved. Conrad indicated that if we are looking to lease the space we would have improvements as well, so we would need to look at the cost benefit for doing so. Also, that this could be an opportunity to give more programming to the residents and that it may be beneficial to do the project now rather than waiting. After much discussion this item will be put back on the next agenda to discuss further.

9.V. Joint Fire Department Committee

Williams reported that they tabled the revision to the agreement for fire protection services. They discussed the computer network infrastructure upgrades which they are still working on. There was a discussion on response and personal vehicles and the chief is looking at the policies. They discussed an AFG grant that the chief is looking at applying for a commander setup. We are down in volunteers however, there are 2 or 3 new candidates. They discussed the process of officer compensation and how it will be handled in the future. The next meeting will be March 26, 2018.

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. Jon Russell- Post cards have been sent out by the School District to keep the public informed of the process of the potential new school for MG School District in Cottage Grove.
- f. John Williams- No report
- g. Jack Henrich

i. Appointments to committees

Henrich met with Russell concerning the committees and Russell will serve on Utility Commission, Joint Fire, Board of Review and Landfill. Henrich will then serve on Ordinance Committee. This item will be on the next agenda for confirmation.

ii. Appointment of Mike Millage to Community Development Authority.

Motion by Henrich to appoint Mike Millage to Community Development Authority, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

iii. Appointment of Melissa Ratcliff to Plan Commission.

Motion by Henrich to appoint Melissa Ratcliff to Plan Commission, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

h. Attorney Lee Boushea- No Report

i. Administrator Matt Giese- Paula Severson is now the full time Chamber Director and Giese and Ruth have met with her to see where the Village and Chamber can team up. Giese also had an orientation meeting with Trustee Russell.

j. Director of Planning and Development Erin Ruth- MADREP passed on an inquire they received for a hotel developer so we put together a response.

k. Police Chief Dan Layber- No report

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 \$208,594.07, seconded by Williams. The check sequence goes from check #43294 to check #43406. **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-none

c. Future agenda items

Impact fees

Committee appointments

Additional space for Parks & Rec.

Amended developer agreement

Fee Schedule and language amendment

11. 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; discuss property negotiations for parcels #071117181868 & 071117106001 former lift station on Vilas Road.

Motion by Henrich to convene into closed session Wisconsin State Statute §19.85(1)(e) at 7:57 p.m., seconded by Lennberg. **Motion** carried with a roll call vote, Williams AYE, Allen AYE, Russell AYE, Conrad AYE, Elmore 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 8:21 p.m., seconded by Williams. **Motion** carried with a roll call vote, Conrad AYE, Allen AYE, Henrich AYE, Elmore AYE, Lennberg AYE, Russell AYE, Williams AYE.

No action taken at this time.

13. Adjournment

Motion by Lennberg to adjourn at 8.22 p.m., seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved: February 19, 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.