

**VILLAGE OF COTTAGE GROVE  
VILLAGE BOARD OF TRUSTEES  
Monday, February 19, 2018**

**MINUTES**

**1. Call to order**

The February 19, 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. 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 February 5, 2018.**

Conrad indicated that item 7.a. should be parking fee not fine. **Motion** by Allen to approve the February 5, 2018 minutes with the correction of fine to fee, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**6. Presentations to the Board**

**a. Presentation by MSA on Village's ADA (Americans with Disabilities Act) assessment.**

Andrew Bremer and Dan Schmitz from MSA were present to give a brief overview of the ADA assessment audit for the Village. The assessment included 11 parks and Village Hall for a total of 12 sites. The study outlined the deficiencies and the transition plan for each site. Some of the items that have been identified are scheduled for replacement in future budget years or capital projects. Conrad questioned what the total cost would be to address all the deficiencies. Some of the them are low cost and some are higher but most fall in the range of \$5,000. Giese asked when the Village is required by law to complete the changes? You are required to do the audit and follow the ADA regulations if you are putting in new structures, but there is no time limit on the changes. Brusegar indicated that they are working on the items that can be completed by staff and will then work on the other issues with each budget cycle or as indicated in the capital improvement plan.

**7. Unfinished Business**

**a. Discuss and consider Ordinance 01-2018: Ordinance amending the language in 305-5 and 305-7 of the Village of Cottage Grove Municipal Code (this was tabled at the 2/5/2018 Village Board meeting).**

Boushea explained the changes in the ordinance that was handed out at the meeting, which was to revise paragraph H to add subsections B, C and G and to increase the penalty to \$25.00. **Motion** by Henrich to approve ordinance 01- 2018 amending the language in 305-5 and 305-7 of the Village of Cottage Grove Municipal Code, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider release of 4th amendment of 4th Addition to Westlawn Estates (this was tabled at the 2/5/2018 Village Board meeting).**

**Motion** by Henrich to take off the table, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

**Motion** by Henrich to approve the release of 4<sup>th</sup> amendment of 4<sup>th</sup> addition to Westlawn Estates subject to staff receiving required information, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider additional programming space in the Municipal Services Building.**

Brusegar explained the cost of \$24,000 for the improvements to the space which would be mostly for electrical, lighting and flooring. This item was not in the 2018 budget so the funds would need to be approved or the project could be put in the 2019 budget cycle. Conrad asked if we have flooring that could be used for the space, however most of that flooring is already being used. Conrad would also like to see more programming for the age group of 10 to 15. Elmore indicated that it would generate more revenue, however it would be best to plan for it in next year's budget. Brusegar indicated that they have some ideas on how to utilize the space as is for the time being if approved to do so. Staff has also met with some of the fitness instructors and they have some ideas as well. Elmore thought that was a great idea and to revisit this item in six months.

**d. Discuss and consider authorization for Transportation Impact Fee feasibility study.**

Giese indicated that cost would be \$17,000 with \$12,00 for MSA and \$5,000 for Ehlers to complete the study. Conrad suggested that this be an item that CDA could work on and then if we need consultants we bring it back to the board at that time. Ruth indicated that a lot of this will be addressed with the creation of three new TIF districts as well. **Motion** by Henrich to direct the CDA committee to look at this item, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

**8. New Business**

**a. Discuss and consider new operator's license for licensing year July 2017- June 2018 for Aaron Crouch and Tonya Baumann.**

**Motion** by Allen to approve operator's license for licensing year July 2017 – June 2018 for Aaron Crouch and Tonya Baumann, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

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

**9.I. Public Works & Properties Committee**

Williams indicated that they discussed School Rd and County N lighted intersection, the top lights have not come in yet. They discussed the bike path project and the funding sources. They would also like to form an Ad Hoc committee for the project. The engineer gave a report on the upcoming projects for the year. The next meeting will be March 6, 2018.

**9.II. Ad Hoc Architectural Review Committee**

Henrich reported that they reviewed the plans for a Jimmy John's restaurant in Commerce Park.

**9.III. Community Development Authority**

Williams reported that they discussed the potential of creating three new TIF districts. The districts would be an overlay for the Horizon property, the vacant property by CVS Pharmacy and the lands north of I-94. Conrad indicated that this project would need to be completed by July 31, 2018. Ruth commented that Ehlers would be working with the Village on the project and they are comfortable with the timeline.

**9.IV. Utility Commission**

**a. Discuss and consider award for Foremain project on Progress Drive.**

Maloney explained the bids for the Foremain project and indicated that the Utility Commission approved the base bid 2 & alternate 1 to base bid 2 in the amount of \$732,395.05 to RG Huston Co., Inc. **Motion** by Henrich to award the Foremain project on Progress Drive to RG Huston Co., Inc. in the amount of \$732,395.05 for the base bid 2 & alternate 1 to base bid 2, seconded by Williams. **Motion** carried with the voice vote of 7-0-0.

Larsen also reported that the Utility Commission approved a sewer rate increase. The interconnectivity project is starting and we are waiting on final contracts, but there will be no revenue from the use of the tower.

**9.V. Plan Commission**

**a. Discuss and consider approval of a Site Plan application for a Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

Brad Koning, Sketchworks Architecture was present to give an overview of the site plan design. This will be a standalone 1,450 square foot brick building with steel structure. It will be a narrow lot to allow for future uses of the remaining property. Ruth indicated that this was approved at the Plan Commission as indicated in the staff action report. **Motion** by Henrich to approve the site plan application for Jimmy John's restaurant located at 1579 Landmark Drive along with all staff conditions, seconded by Conrad. **Motion** carried with a voice vote of 7-0-0.

**b. Discuss and consider approval of a Certified Survey Map application to divide 0.785 acres from existing 6.4 acre parcel for Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

**Motion** by Conrad to approve the Certified Survey Map to divide 0.785 acres from existing 6.4 acre parcel for Jimmy John's restaurant located at 1579 Landmark Drive, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**c. Discuss and consider approval of a Conditional Use Permit application to operate an 'in-vehicle sales and service' (restaurant drive-through) accessory land use at a Jimmy John's restaurant proposed to be located at 1579 Landmark Drive.**

**Motion** by Henrich to approve the Conditional Use Permit application to operate an ‘in-vehicle sales and service’ restaurant drive-through accessory land use at a Jimmy John’s restaurant located at 1579 Landmark Drive, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

**d. Discuss and consider approval of a proposed amendment to the Village of Cottage Grove Subdivision Ordinance (Ch. 274) and Zoning Ordinance (Ch. 325) related to enlarging the distance for notice requirements and other changes related to application review processes.**

Ruth explained the changes related to the amendments which included changing the notice requirement to 400 ft., except digital copies, and other minor language changes. **Motion** by Lennberg to approve the amendment to the Village of Cottage Grove Subdivision Ordinance (Ch. 274) and Zoning Ordinance (Ch. 325) related to enlarging the distance for notice requirements and other changes related to application review processes, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

**9. VI. Deer-Grove EMS Commission**

Allen reported that the financials are looking good and the audit report will be completed next month. Call volume was up from this time last year. The Town of Deerfield would like to contract with Deer-Grove EMS. They will be terminating Life Quest so the contract can be bid out again. The Village of Cambridge would like to contract with Deer-Grove EMS on days when they have no service. The next meeting will be March 15, 2018. Williams reported that they do have three new recruits.

**10. Reports from Village Officers:**

- a. Troy Allen-Ribbon cutting at Drumlin Residence was nice.
- b. Mick Conrad- No report
- c. James Elmore-Drumlin Residence has a beautiful community room for the residence and community to use.
- d. Jeffery Lennberg- No report
- e. Jon Russell- No report
- f. John Williams- No report
- g. Jack Henrich

**i. Appointment of Jon Russell to Board of Review, Joint Fire Department Committee, Natvig Landfill Monitoring Review Committee and Utility Commission and Jack Henrich to Ordinance Review Committee.**

**Motion** by Henrich to approve the committee appointments, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

**ii. Appointment of Mike Elder to Ad Hoc Architectural Review Committee**

**Motion** by Henrich to approve Mike Elder to Ad Hoc Architectural Review Committee, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**iii. Discuss and consider Ad Hoc Glacial Drumlin Bike Path Committee**

Henrich asked if two trustees would be interested in sitting on this committee. John Williams and Jim Elmore would like to be on the committee. The citizen members should be nominated and brought back to Village Board for confirmation. **Motion** by Henrich to approve John Williams and Jim Elmore, seconded by Allen. **Motion** carried with a voice vote of 7-0-0.

- h. Attorney Lee Boushea- No Report
- i. Administrator Matt Giese- There will be a ribbon cutting for Back to Basics Veterinary Clinic on Friday, February 23, 2018 @ 8:15 a.m.
- j. Director of Planning and Development Erin Ruth- No report
- k. Police Chief Dan Layber- They did make an arrest for vandalism at Summit Credit Union job site. They have also made an arrest for gas drive offs.

**11. Communications and Miscellaneous Business**

**a. Consider approval of vouchers**

**Motion** by Henrich to approve the Village portion of the vouchers in the amount of \$83,236.80, seconded by Williams. The check sequence goes from check #43408 to check #43460 **Motion** carried with a voice vote of 7-0-0.

**b. Correspondence-none**

**c. Future agenda items**

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

There was no need to convene into closed session.

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

**14. Adjournment**

**Motion** by Allen to adjourn at 8:02 p.m., seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: March 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.**