

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

**MINUTES**

**1. Call to order**

The March 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: Mick Conrad, Jack Henrich, Jeff Lennberg, James Elmore, Jon Russell and John Williams. Troy Allen was absent and excused. Staff present were Administrator Matt Giese, Village Clerk Lisa Kalata, Village Treasurer Deb Winter, Village Planner Erin Ruth, Parks, Recreation & Forestry Director Sean Brusegar, Village Engineer Mike Maloney, Public Works and Utilities 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 March 5, 2018.**

**Motion** by Williams to approve the March 5, 2018 minutes with the correction to Jon Russell's report, seconded by Elmore. **Motion** carried with a voice vote of 6-0-0.

**6. New Business**

**a. Discuss and consider new operator's license for licensing year July 2017- June 2018 for Dylan Melahn.**

**Motion** by Henrich to approve operator's license for licensing year July 2017 – June 2018 for Dylan Melahn, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

**b. Discuss and consider setting a meeting date for joint meeting with the Town Board; and identify potential agenda items for said meeting.**

Henrich asked if Monday, April 30, 2018 would work for a joint meeting date and the potential agenda items. The following items have been listed as agenda items: El Margo park, police operations in the Town and Village, annexations, roads and streets. **Motion** by Henrich to have a joint meeting with the Town of Cottage Grove on Monday, April 30, 2018 @ 7:00 p.m. at Village Hall, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

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

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

Williams reported that they discussed the intersection at School Road and County N the parts are in they just need to be installed on the lights. They discussed the bike path Ad Hoc committee, which will be meeting tomorrow evening. They also discussed Parkside Ridge Preliminary Plat and MSA explained the comments in their report. The next meeting is April 3, 2018.

**7.II. Emergency Government Committee**

Lennberg reported that they were given a run down on the system that is used for emergencies and tracking, and what is happening in the field at that time. They discussed having a mock emergency exercise with a school bus and dump truck in the future.

**7.III. Community Development Authority**

**a. Discuss and consider recommendation from CDA to move forward with the creation of proposed TID#10 as provided in the 2018 budget, and reallocating funds in 2018 budget for an urban service area amendment, annexation, and site certification toward the creation of TID #8 and TID #9; and with the allocation of up to an additional \$5,000 toward the creation of TID #8 and TID #9.**

Williams reported that the CDA discussed and approved the creation of two new TIDS and one to be an overlay because the current TID is coming to the end of its life. The other would be on W. Cottage Grove Road to spur development in this area. They are looking to reallocate funds for the Northland projects and to ask for an additional \$5,000 to fund the creation of the two new TIDS. Conrad reported that the timing is very important, this would need to be completed by July 31, 2018, because of the

increased values in Commerce Park. Giese indicated that this amount was put into the budget to come out of reserve funds so if needed it could be increased by \$5,000 for a total of \$52,000. **Motion** by Conrad to approve moving the funds for annexation and urban service area that were budgeted for TID #10 and the excess funds from TID #10 to be used to set up TID #8 and TID # 9 and allocate an additional \$5,000 for the creation of TID #8 and TID #9, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

#### **7.IV. Utility Commission**

##### **a. Discuss and consider award of South Main Street Lift Station Reconstruction bid.**

Maloney gave a brief overview of the two bids received for the project. The two bidders were R.G. Huston Company, Inc. at \$1,225,340 and Staab Construction Corporation at \$1,227,000. It was recommended to award the bid to R.G. Huston Company, Inc. **Motion** by Henrich to award the bid to R.G. Huston Company, Inc. in the amount of \$1,225,340, seconded by Russell. **Motion** carried with a voice vote of 6-0-0.

##### **b. Update on tower lease agreement with UpNet.**

Larson gave a brief update on the lease agreement that the Utility Commission has agreed to with UpNet to allow the two buildings to be connect electronically. The contract will be a 24-month contract and they will need to restore the tower back to original condition once the contract is ended.

Russell also indicated that a new citizen committee member would need to be appoint because Dave Wallace is moving out of the Village.

#### **7.V. Plan Commission**

##### **a. Discuss and consider approval of a Preliminary Plat application for the proposed Parkside Ridge subdivision.**

Charles Roberts 4364 Vilas Rd- has concerns about the safety issues along Vilas Road. He is concerned that this will add to an already busy road.

Mike Calkins, Snyder and Associates and Tim Olson were present to answer any questions.

Russell questioned the covenants and how there are handled and who controls the speed limit. The speed limit will be controlled by the Village and the covenants will be controlled by the Neighborhood Association unless it is called specifically for the Village then the Board would act on the covenants.

Ruth explained the staff action report which is much shorter than the Plan Commission meeting report, because they have already addressed several issues. Maloney would like to add one condition to his review, which would be to add one fire hydrate to be located as indicated the the Fire Chief because of the length of the driveways. Giese indicated that Mr. Olson did have a neighborhood meeting and did meet with Town of Cottage Grove and the Town's Engineer as well. **Motion** by Conrad to approve the Preliminary Plat for Parkside Ridge with all the conditions in the staff report and MSA report along with amendment to 4.16.a. covenant if attorney sees fit, seconded by Henrich. **Motion** carried with a voice vote of 6-0-0.

##### **b. Discuss and consider approval of a rezoning application for the proposed Parkside Ridge subdivision, to apply SR-4 (single-family residential), and park & open Space zoning to the lots within the subdivision.**

Ruth explained that the rezone would not take effect until the plat is recorded. **Motion** by Conrad to approve the rezoning for Parkside Ridge subdivision as presented, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

#### **7.VI. Deer-Grove EMS Commission**

Williams reported that it was a record month for calls, they are also helping Cambridge with staffing gaps. They discussed the audit report and the typical gaps that small EMS districts have. They will be forming a sub-committee to start the collective bargaining with Local 311. They discussed a draft contract with the Town of Deerfield. They also discussed the monitor issues they are having and the problems with the current vendor that handles the monitors. They are also looking to team up with Madison College to get students involved just for training purposes. They did have a brief discussion on consolidation, but it was tabled. The next meeting date is April 19, 2018. Conrad questioned the contract they are entering with surrounding areas, if they have a call back on them if there is a deficit so that the Commission is not picking up additional costs.

#### **8. Reports from Village Officers:**

- a.** Troy Allen-absent and excused
- b.** Mick Conrad- No report.

- c. James Elmore-No report.
  - d. Jeffery Lennberg- No report.
  - e. Jon Russell
    - i. Appointment of Citizen Member to Police Commision: Jess Robinson.**  
**Motion** by Russell to appoint Jess Robinson to the Police Commission, seconded by Williams.  
**Motion** carried with a voice vote of 6-0-0.
    - ii. Appointment of Board Member to Joint Fire Department Committee.**  
**Motion** by Henrich to appoint Jeff Lennberg to Joint Fire Department Committee, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.  
 Russell also thanked Matt and Deb for the work on the bill list reports and the time they took to explain the reports and General Ledger accounts. Russell also questioned if we had a contract with Viken Inspection Agency. Attorney Boushea explained that we did at one time, however a previous board did not think it was necessary, so there has not been one since but if the Board wishes to have a contract we can do that.
  - f. John Williams- Drumlin Residence held an open house, the community room is phenomenal and will really be an asset to Cottage Grove area.
  - g. Jack Henrich
    - i. Appointment of Citizen Members to Ad Hoc Glacial Drumlin Bike Path Committee: Chris Nelson.**  
**Motion** by Henrich to appoint Chris Nelson to the Ad Hoc Glacial Drumlin Bike Path Committee, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.
    - ii. Appointment of the Joint Review Board: Mike Millage and Jack Henrich.**  
**Motion** by Russell to appoint Mike Millage and Jack Henrich to the Joint Review Board, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.
  - h. Attorney Lee Boushea- The Board should give some thought as to whether they want an Ordinance Review Committee or not, because it has been dormant for the last year or longer.
  - i. Administrator Matt Giese- Recognizing Erin on the TID creation and mapping, without him we would have had outside consultants doing the work. Good job on the work.
  - j. Director of Planning and Development Erin Ruth- No report.
  - k. Police Chief Dan Layber
    - i. Annual report, Use of Force report and Internal Affairs report.**  
 Chief Layber explained the department's annual reports.
  - l. Director of Public Works and Properties JJ Larson
    - i. Review of MS4 Annual Report.**  
 Larson gave a brief overview of the MS4 annual report.
9. **Communications and Miscellaneous Business**
- a. Consider approval of vouchers and discuss report format.**  
 Winter explained the different bill list that can be generated with more information to explain the current bills being paid. The board would like to see the report with the general ledger numbers on so they see what is billable and what is Village expenses. It was also suggested that if they could get a list of the different fund account numbers it would be helpful. Giese also explained that they would receive quarterly financials so they would see what has been spent compared to the budget amount.  
**Motion** by Henrich to approve the Village portion of the vouchers in the amount of \$146,452.28, seconded by Elmore. The check sequence goes from check #43520 to check #43591 **Motion** carried with a voice vote of 6-0-0.
  - b. Correspondence-none**
  - c. Future agenda items**  
 Building Inspector contract
10. **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 at 8:11 p.m., seconded by Williams. **Motion** carried with a roll call vote Conrad AYE, Elmore AYE, Henrich AYE, Lennberg AYE, Russell AYE, Williams AYE.

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

**Motion** by Elmore to reconvene into open session at 8:24 p.m., seconded by Williams. **Motion** carried with a roll call vote Williams AYE, Russell AYE, Lennberg AYE, Henrich AYE, Elmore AYE, Conrad AYE. No action was taken at this time.

12. **Adjournment**

**Motion** by Elmore to adjourn at 8:24 p.m., seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: April 2, 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.**