

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, April 16, 2018**

MINUTES

1. Call to order

The April 16, 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 Administrator Matt Giese, Village Clerk Lisa Kalata, 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 April 2, 2018.

Motion by Allen to approve the April 2, 2018 Village Board minutes as presented, seconded by Williams. **Motion** carried with a voice vote of 7-0-0.

6. Closed Session: The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations – Operator License Application.

Motion by Henrich to convene into closed session at 6:31 p.m., seconded by Allen. **Motion** carried with a roll call vote Henrich AYE, Lennberg AYE, Russell AYE, Williams AYE, Allen AYE, Conrad AYE, Elmore AYE.

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

Motion by Williams to reconvene into open session at 6:42 p.m., seconded by Allen. **Motion** carried with a roll call vote Lennberg AYE, Russell AYE, Williams AYE, Allen AYE, Conrad AYE, Elmore AYE, Henrich AYE. No action was taken at this time.

8. Unfinished Business

a. Discuss and consider agenda items for joint Town and Village meeting on April 30, 2018.

Henrich reported that he has emailed Kris Hampton Town Chair of the potential joint meeting date of April 30, 2018 at Village Hall. The Town would like to discuss the following items:

- Annexations: How many vacant lots does the Village currently have available, how annexations affect Town roads, schools?
- Police: How are the two departments working together?
- Emergency Government Ordinance Update.
- El Margo Park- sharing future development of a larger, joint park when Village territory adjacent to it is developed.
- Roads: Maintenance, speed limits.

Williams commented that he would like to discuss local identity and economic development, but with the current items this topic could wait until a future meeting. Conrad asked if the Town is aware of the updates to the Comprehensive Plan, because a lot of the agenda items will be addressed with the plan. Ruth indicated that he had met with Kris Hampton so they are aware of the process. **Motion** by Henrich to forward the agenda items as read by Village Attorney to Kris Hampton and Town Board, seconded by Allen. **Motion** carried with a voice vote 7-0-0.

b. Update on fireworks ordinance

Attorney Boushea has received research from Chief Layber on fireworks ordinance and will have a final recommendation for the next meeting.

c. Update on Building Inspector contract and ordinance revisions regarding annual building inspector report.

Attorney Boushea handed out a draft of the building inspector contract for review by the Board. He then explained the language and the exhibits that were attached showing the fees and what portions are retained by the Village and Tom Viken. He would be an independent contractor and would be responsible for his subcontractors and insurances. There were several questions concerning the insurance and hold harmless, the fee schedule, subcontractors, annual report and documentation when the inspection is completed. Attorney Boushea indicated that he will be getting this to Tom Viken for review and input and if there are more questions on the contract to contact Attorney Boushea.

9. New Business

a. Discuss and consider Resolution 2018-04: Resolution for Stewardship Local Assistance Program for the development of Glacial Drumlin Trail.

Village Engineer Mike Maloney was present to explain that the grant is in conjunction with the TAP grant for the funding of the bike path and would help to offset the expenses to the Village. This would be state funding and the TAP grant would be federal funding and awards until not be until September. **Motion** by Henrich to approve Resolution 2018-04 for Stewardship Local Assistance Program for the development of Glacial Drumlin Trail, seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

10. Reports from Village Boards, Commissions & Committee

10.I. Deer-Grove EMS Commission

a. Discuss and consider approval of EMS contract between Deer-Grove EMS and the Town of Deerfield.

Allen reported that the Town of Deerfield had a contract with Ryan Brothers, however they are not renewing the contract. The contract before the board is very similar to the current contract with the Town of Pleasant Springs. The contract would be for a five-year period and they would not be voting members of Deer-Grove EMS. Conrad commented on the contract and gave some facts on the contract versus what the Village pays annually with a handout from his research. The proposed contract would add 34.5 square miles for coverage which would add expenses, the proposed payment from the Town of Deerfield has a cap of 1.5% per annum for five years, which the Village increase last year was 14.28%. Under the proposed Town of Deerfield agreement residents of the Village of Cottage Grove would pay 2.14 times more for EMS services than residents in the Town of Deerfield. Williams commented that we are already covering 25% of the calls to the Town of Deerfield because we have mutual aid and that is a requirement. He agrees that we need to have more say at the table and we have been fighting that for a long time. He does appreciate the analysis, but it will cost a lot more to have our own service and we do need to look at the proposed agreement and challenge it. Elmore indicated that there are variable costs and fix costs and if this helps pay fixed costs with would be a win for the Village. Conrad commented that the Chief has already indicated that he would like to hire another full-time person, so that would not help with the fixed costs. Conrad commented that we should not enter into an agreement that we are subsidizing in the end. Russell asked if the Deer-Grove EMS Chief could attend the next meeting, Henrich indicated that he would ask him to be at the next meeting. **Motion** by Henrich to table the contract until the next meeting, seconded by Russell. **Motion** carried with a voice vote of 6-0-0 with Williams abstaining.

10.II. Emergency Government Committee

Allen reported that they met on April 4, 2018 and went over some communication issues in the building. US Cellular was present to give guidance on the issues and cost for equipment to help with the communication. They are going to order more maps for the service area. Hydrite is going to donate \$2,000 for the communication items. Monona Grove School was there and they discussed their go to guide for any emergency need. The next meeting will be May 2, 2018.

10.III. Community Development Authority

Williams reported that they met on April 9, 2018 and most of the meetings was discussion around TID creation. Greg Johnson was present from Ehlers to give a work flow of the creation process for a TID district. The next meeting will be May 14, 2018.

10.IV. Utility Commission

Russell reported that they met on April 11, 2018. They recognized Dave Wallace for his service to the Village of Cottage Grove. They approve the zero-lot line request and the project on Progress Drive was on schedule as of last week. They discussed the Westlawn 4th Parkside Ridge and Quarry Ridge subdivisions. Upnet has been installed and is communicating.

10.V. Plan Commission

a. Discuss and consider approval of a Zero Lot line Certified Survey Map application from Tony Kudrna to separate the parcel located at 652 Damascus Trail into two parcels.

Ruth explained they would like to sell one half of the duplex and it was approved at Plan Commission with conditions. **Motion** by Henrich to approve the zero lot line certified survey map application from Tony Kudrna to separate the parcel located at 652 Damascus Trail into two parcels with conditions as set by staff, seconded by Russell. **Motion** carried with a voice vote of 7-0-0.

b. Discuss and consider approval of Certified Survey Map application from Scott Frank to separate a new 2 acre parcel from an existing 66.3 acre parcel located at 1980 Rathert Road in the Town of Cottage Grove, within the Village of Cottage Grove's Extraterritorial Jurisdiction.

Ruth explained that it has been approved by the Town of Cottage Grove and Dane County. **Motion** by Williams to approve a Certified Survey Map application from Scott Frank to separate a new 2 acre parcel from an existing 66.3 acre parcel located at 1980 Rathert Road in the Town of Cottage Grove, within the Village of Cottage Grove's Extraterritorial Jurisdiction, seconded by Lennberg. **Motion** carried with a voice vote of 7-0-0.

c. Discuss and consider Resolution 2018-03: Approval of 2018 Village of Cottage Grove Park & Open Space Plan.

Williams commented that is is quite extensive and great to see and we need a plan but questioned the proposed expenses that will be coming up in 2020, do we have a plan to fund these projects. Ruth explained that each expenditure is in the capital plan and would need approval from the Board before moving forward. Giese explained that some of the improvements are already in the Capital Plan, and the Financial Management plan will be reviewed this summer by Greg Johnson from Ehlers, so they can take a look at the five-year outlook at that time. Henrich thanked Brusegar and Ruth for putting together the plan. **Motion** by Elmore to approve Resolution 2018-03: Approval of 2018 Village of Cottage Grove Park and Open Space Plan, seconded by Lenneberg. **Motion** carried with a voice vote of 7-0-0.

11. Reports from Village Officers:

- a. Troy Allen-No report.
- b. Mick Conrad- No report.
- c. James Elmore-No report.
- d. Jeffery Lennberg- No report.
- e. Jon Russell-Everyone should have received an email from the Chamber looking for volunteers for the Fireman's Festival and Hot to Trot 5-K.
- f. John Williams- Thank you to Mick for his service and it has been nice working with him on CDA.
- g. Jack Henrich

i. Appointment of Citizen Members to Utility Commission:

Motion by Henrich to appoint Joanna Williams to Utility Commission, seconded by Williams.

Motion carried with a voice vote of 7-0-0.

h. Attorney Lee Boushea- Explained the term lame duck, it is the meeting before a new term starts for board members. He thanked Mick, people do not understand all the time that is put in by all the board members and whether they agree or disagree their input in invaluable.

i. Administrator Matt Giese- There was a survey question on Polco and we had 17 registered residents in favor or banning the sale of fireworks and 13 that did not want it banned. If you log on to Polco you can also see the written comments. TDS met with Giese and Henrich and would like to bring highspeed fiber optic to the Village and would like to come a board meeting in May.

j. Director of Planning and Development Erin Ruth- No report.

k. Police Chief Dan Layber-gave an update on a tactical situation from last night, a subject pointed a rifle at our officers when they arrived at a domestic situation. After an hour long standoff they were able to take the subject into custody and will be charged with various felonies. The subject did fire rounds off in the house before they arrived, we are lucky no one was hurt and the officers used appropriate discretion.

l. Director of Public Works & Utilities JJ Larson

i. Update on Alliant streetlight audit.

Larson explained the Alliant audit and that we will be paying more going forward for streetlighting. They do recommend that we put the upfront cost of street lights on the developers, which would be a few thousand dollars for the poll and fixture. Allen asked what we need to do to get this in the agreement. Larson indicated that it will be in all developer agreements moving forward.

10. **Communications and Miscellaneous Business**

a. Consider approval of vouchers and discuss report format.

Motion by Williams to approve the Village portion of the vouchers in the amount of \$90,251.90, seconded by Henrich. The check sequence goes from check #43628 to check #43693 **Motion** carried with a voice vote of 7-0-0.

b. Correspondence-none

c. Future agenda items

Deer-Grove EMS contract with the Town of Deerfield & EMS Chief

Fireworks ordinance

Greg Johnson, Ehlers for bond sale for utility projects

Boundary agreement

Building Inspector contract

11. **Adjournment**

Motion by Allen to adjourn at 8:07 p.m., seconded by Elmore. **Motion** carried with a voice vote of 7-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved: May 7, 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.